

3-17-2011

Council on Academic Affairs Minutes, Mar 17, 2011

Eastern Kentucky University

Follow this and additional works at: http://encompass.eku.edu/council_academic

Recommended Citation

Eastern Kentucky University, "Council on Academic Affairs Minutes, Mar 17, 2011" (2011). *Council on Academic Affairs*. Paper 59.
http://encompass.eku.edu/council_academic/59

This Article is brought to you for free and open access by the Minutes at Encompass. It has been accepted for inclusion in Council on Academic Affairs by an authorized administrator of Encompass. For more information, please contact Linda.Sizemore@eku.edu.

COUNCIL ON ACADEMIC AFFAIRS AGENDA

March 17, 2011

1. Call to Order
2. Approval of the Minutes – February 17, 2011

Curriculum Items

University Programs

Veterans Studies

New Programs

The following items are returning from the February CAA meeting for vote by the Council.

	<u>Page</u>
Minor in Veterans Studies	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

Arts and Sciences

Chemistry

New Program (Major)

DISCUSSION ITEM

Chemistry/Forensic Science B.S. - Create a new unified B.S. Chemistry / Forensic Science Program for students that wish to major in both disciplines	CHEM 161
---	----------

Proposal will return as an action item in the April CAA meeting.

University Programs

Environmental Sustainability and Stewardship

New Program (Minor)

Minor in Environmental Sustainability and Stewardship

Education

Curriculum and Instruction

Course Revision

ELE 446 Reading and Language Arts P-5 – <i>accommodate creation of writing-intensive version of this course and ensure credit not awarded for both</i>	1
--	---

Hybrid Course

ELE 446W Reading and Language Arts P-5	4
--	---

Program Revision

Elementary Education (P-5) Teaching B.S. – <i>add ELE 446W to the program</i>	13
---	----

Education continued...

Special Education

Program Revisions

Special Education Teaching B.S. Learning and Behavior Disorders – <i>add ELE 446W to the program</i>	16
Special Education Teaching B.S. Deaf and Hard of Hearing – <i>add ELE 446W to the program</i>	19

Honors

Course Revisions

HON 102 Honors Rhetoric – <i>add prerequisite of “admission to Honors Program or Instructor approval”</i>	2
HON 205W Honors Humanities I - <i>add prerequisite of “admission to Honors Program or Instructor approval”</i>	5
HON 210W Honors Civilization I - <i>add prerequisite of “admission to Honors Program or Instructor approval”</i>	8
HON 306W Honors Humanities II - <i>add prerequisite of “admission to Honors Program or Instructor approval”</i>	11
HON 311W Honors Civilization II - <i>add prerequisite of “admission to Honors Program or Instructor approval”</i>	14

Course Drop

HON 315 Honors Science	17
------------------------	----

Business and Technology

Applied Engineering and Technology

New Course

POSTPONED until April CAA due to pending Teacher Education Committee approval. CTE 262 Foundations of Career and Technical Education(PS)	AET 1
--	-------

Course Revision

POSTPONED until April CAA due to pending Teacher Education Committee approval. CTE 261 Foundations of Career and Technical Education(IS) – <i>add “For in-service career and technical teachers” and “credit not awarded for both 261 and 262” to Catalog description.</i>	AET 12
--	--------

Program Revision

POSTPONED until April CAA due to pending Teacher Education Committee approval. B.S. in Career and Technical Education - <i>Add EDF 310 (1 hour) and change CTE 261 to new course CTE 262 to Professional Education Core for Pre-Service Teacher Education. Add Technical Education (Pre-Service) Teaching Option (see addition in Part III). Eliminate “Professional Skill Seminar” from College Requirements.</i>	AET 15
--	--------

New Program (Long-Term University Certificate)

Certificate in Land Surveying	AET 17
-------------------------------	--------

Accounting, Finance & Information Systems

New Courses

POSTPONED until April CAA due to pending Graduate Council approval. INS 520 Survey of Risk Management and Insurance	AFIS 1
INS 720 Survey of Risk Management and Insurance	AFIS 10

Program Revisions

Accounting B.B.A. - <i>Change program; math requirements. Eliminate “Professional Skills Seminar” in the College requirement and add an “s” to the word Requirement.</i>	AFIS 20
Computer Information Systems B.B.A. - <i>Change program; math requirements, changing Supporting Course Requirements to 18 hours and Free Electives to 5 hours. Eliminate “Professional Skills Seminar” in the College requirement and add an “s” to the word Requirement.</i>	AFIS 22

Business and Technology continued...

Finance B.B.A. - <i>Change program; math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 5 hours. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.</i>	AFIS 24
Insurance B.B.A. - <i>Change program; math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 8 hours. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.</i>	AFIS 26
Insurance B.S. - <i>Change program; math requirements. Eliminate "Professional Skills Seminar" in the College requirement and add an "s" to the word Requirement.</i>	AFIS 28

Agriculture

Program Revision

Pre-Professional Pre-Veterinary Medicine – <i>condense and clarify Catalog narrative. Present curriculum Requirements in a standard format.</i>	AGRI 1
---	--------

Communication

New Course

PUB 410S Social Media and Public Relations	COMM 1
--	--------

Course Revision

BEM 395 Video Production II - <i>Change listing of BEM 395 to a 3 Lec/3 Lab to match BEM 295 and 495. All of these courses are four credit hour lecture/lab production classes and need to be scheduled differently than the typical three hour class. Without the 3 Lec/3 Lab designation, scheduling BEM 395 for extra class time is problematic.</i>	COMM 11
---	---------

EKU Business (Accounting, Finance and Information Systems and Management, Marketing and Administrative Communication

Program Revision

Master of Business Administration - <i>change "Options" to "Majors" in the program.</i>	EKU Business 1
---	----------------

Management, Marketing and Administrative Communication

New Course

CCT 304S Applied Entrepreneurship and Service Learning	MMAC 1
--	--------

Justice and Safety

Safety, Security and Emergency Management

Fire Science Program

Course Dropped

FSE 430 Personnel and Industrial Relations Law	CJS-2
--	-------

Hybrid Course

FSE 201S Building Construction	CJS-5
--------------------------------	-------

New Course

FSE 498 Independent Study - <i>expand and enrich program options for students</i>	CJS-15
---	--------

Course Revision

FSE 223 Fire and Emergency Scene Operations- <i>add FSE 201S as prerequisite</i>	CJS-21
--	--------

FSE 300W Technical Report Writing for Emergency Services - <i>add FSE 200 as prerequisite</i>	CJS-24
---	--------

FSE 330 Principles of Criminal Investigation – <i>add FSE 300 to the list of prerequisites</i>	CJS-28
--	--------

FSE 355 Fire Dynamics - <i>add "or higher" after CHE 101 (or higher) and MAT 107 (or higher) prerequisites</i>	CJS-31
--	--------

FSE 360 Fire Protection Hydraulics and Water Supply - <i>add "or higher" after MAT 107 prerequisite</i>	CJS-34
---	--------

FSE 370 Electrical and Mechanical Systems Failure Analysis - <i>remove FSE 355 as prerequisite</i>	CJS-39
--	--------

FSE 400 Advanced Emergency Services - <i>add "or FSE 300W" as prerequisite and add FSE before 320</i>	CJS-42
---	--------

FSE 425 Disaster and Community Fire Defense Planning - <i>add "or FSE 300W" as prerequisite</i>	CJS-45
---	--------

Justice and Safety continued...

FSE 445 Advanced Structural Fire Protection - <i>change prerequisite FSE 335 (C) to FSE 355</i>	CJS-50
Program Revision	
Fire Protection Engineering Technology - <i>for ABET accreditation add 4 elective credit hours for total 124</i>	CJS-53
New Programs (Minors)	
Minor in Fire Protection Administration	CJS-55
Minor in Industrial Fire Protection	CJS-58
Minor in Fire, Arson, and Explosion Investigation	CJS-61
<i>Occupational Safety Program</i>	
New Course	
OSH 498: Independent Study - <i>expand and enhance program options for students</i>	CJS-64
New Program (Minor)	
Minor in Occupational Safety	CJS-70

Criminal Justice

Course Revision	
CRJ 355 Rural Crime & Justice - <i>cross list with Appalachian Studies 355; approved for AS minors</i>	CJS-73

Arts and Sciences

Biological Sciences

New Course	
BIO 215 Insects and Society - <i>add a new course to fulfill Gen Ed Block VII (NS)</i>	BIOS 1

Chemistry

Course Revisions	
CHE 101 Chemistry of Everyday Life - <i>change the associated lab course, update the course title, and add a mathematics pre-/co-requisite</i>	CHEM 1
CHE 107 Introductory Chemistry Lab - <i>Revise the current introductory lab course to correlate with only CHE 101 (including pre- / co-requisites).</i>	CHEM 4
CHE 325/CHE 325L Quantitative Analytical Chemistry - <i>To update the course title and description, increase the number of lecture hours, and separate the lab portion of the course from the lecture.</i>	CHEM 16 CHEM 20
FOR 411 Forensic Analytical Methods I - <i>Make the course to be cross-listed with CHE 425, therefore, changing the course description and separating the lab component from the lecture of the course is necessary.</i>	CHEM 33
FOR 475 Mass Spectrometry - <i>To update the course description to correlate with the formation of CHE 520</i>	CHEM 37
FOR 412 Forensic Analytical Methods II - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	CHEM 41
FOR 412L Forensic Analytical Methods II - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	CHEM 44
FOR 430 Drugs and Toxicology - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	CHEM 47
FOR 451/451L Forensic Microscopic Analysis - <i>Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture</i>	CHEM 50 CHEM 53
FOR 465W Expert Witness Testimony - <i>Increase the credit hours for FOR 465W course from 2 to 3 and change the course description.</i>	CHEM 56
FOR 495 Internship - <i>Change the pre-requisites for the course</i>	CHEM 59
New Courses	
CHE 425/CHE 425L Instrumental Analysis - <i>create a new lecture course CHE 425: Instrumental Analysis to replace course CHE 525 (that will be dropped) as well as be cross-listed with FOR 411</i>	CHEM 79 CHEM 82

Arts and Sciences continued...

Chemistry continued...

CHE 430 Biochemistry of Macromolecules - <i>To make a new biochemistry course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped).</i>	CHEM 97
CHE 431 Metabolic Biochemistry - <i>To make a new biochemistry course at the 400 level to replace the current 500 level course (the current 500/700 level course will be dropped).</i>	CHEM 100
CHE 432 Biochemistry Laboratory - <i>To make a new biochemistry laboratory at the 400 level to replace the 500 level course (the current 500/700 level course will be dropped).</i>	CHEM 103
CHE 450 Inorganic Chemistry - <i>To make a new inorganic course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped).</i>	CHEM 116
FOR 401 Forensic Professional Practice	CHEM 123
FOR 420 Forensic DNA Analysis	CHEM 126
FOR 440 Drug Chemistry	CHEM 129
FOR 442L Drugs and Toxicology Lab	CHEM 132
FOR 499 Forensic Science Capstone	CHEM 135
FOR 411L Forensic Instrumental Lab - <i>To create a new lab course so the lab portion of FOR 411 can be separate from the lecture</i>	CHEM 150

Program Revisions

Chemistry (B.S.) - <i>Revise the B.S. Chemistry Program to reflect recent course changes, adjust courses to the program, and reduce the overall degree program to 120 hours</i>	CHEM 157
Forensic Science (B.S.) - <i>Revise the B.S. Forensic Science Program to reflect recent course changes and reduce the overall degree program to 120 hours</i>	CHEM 159

Geography & Geology

Program Revision

Geology (B.S.) - <i>Revise Major Requirements by: (1) requiring two Introductory Geology Courses; (2) removing GLY 550 from Geology Core; (3) reducing Geology Electives from five to four courses and revise course list; and (4) adding Capstone Course.</i>	GEOS 1
--	--------

Mathematics and Statistics

Course Revisions

MAT 201 Mathematical Concepts for Middle and Elementary School Teachers I - <i>change the prerequisite</i>	MTST 1
MAT 202 Mathematical Concepts for Middle and Elementary School Teachers II – <i>change the prerequisite</i>	MTST 4
MAE 301 Mathematics for Elementary Teachers III - <i>Add a prerequisite to MAE 301</i>	MTST 7

Physics

Program Revisions

Science for Engineering (A.A.S.) - <i>Fix the number of hours in the supporting courses and adjust the number of hours in free electives</i>	PHAS 1
Physics (B.S.) - <i>Replace EET 355 with EET 399 under the Engineering Physics option and to reduce the number of total credit hours to 120 by reducing the number of free electives.</i>	PHAS 3
AGS Concentration in Physics and Engineering	PHAS 6

Discussion Items

1. Writing-Intensive Courses, General Education Requirements
Revision to Catalog text regarding Writing-Intensive Courses
2. Policy 4.2.11P, Non-EKU Academic Credit
3. Protocol for Independent Studies Course

University Programs

Office of the Provost

Office of the Provost

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.

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

Approval of the Minutes – January 20, 2011

The minutes were approved as distributed.

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)

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
- New Courses**
- Discussion** 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
-

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
-

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

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

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
----------	---	------------------------------------

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
<i>Proposal for 3+2 Joint Graduate/Undergraduate Degrees</i> | Graduate School |
| Approved | 3. Tuition Waiver
<i>Proposal for Partial Tuition Waivers for Graduate Assistantships</i> | Graduate School |

Information Items

- | | |
|--|-------------------------|
| 1. Student Learning Outcomes and Program Assessments
2011-2015 Reporting Unit Action Plan Components –
<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. Revised CAA Submission Dates for March CAA
<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.



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: March 3, 2011

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

The following items are being submitted to the Council on Academic Affairs for consideration at the March 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



Veterans Studies

Inter-Departmental
Certificate

&

Associates of
General Studies
Concentration

**Red – Previously
Offered online**

** May substitute VTS 349 (Co-op),
VTS 350 (Special Topics), or VTS
490 (Independent Studies) in place
of one dimensional elective or add
one of these courses as the fourth
dimensional elective for the minor.*



EASTERN KENTUCKY UNIVERSITY



VETERANS STUDIES PROGRAM

The Veterans Studies Program (VTS) will offer a unique, interdisciplinary and interdepartmental minor/certificate/concentration to educate professionals, veterans, and their families about the meaning and experience of military service. VTS will allow Eastern Kentucky University—the #1 school for veterans in the country—to offer the nation’s first program solely dedicated to educating non-veterans on Veterans issues. Offering VTS is justified by the following ideals:

- Every generation wishes they could have done more for their veterans.
- Veterans wish others could better understand what it means to serve in combat.
- A false assumption exists that the divide between civilian and military cannot be bridged.

While we will never be able to teach students *what it is like* to serve, we can teach students *what it means* to serve and how service changes people. The VTS program seeks to improve the lives of veterans, their families and the skills of professionals who desire to help them by offering education in the cultural, institutional and relational dimensions of Veterans Studies:

- Cultural dimension coursework (BEM, WGS and ENG) will explore through various mediums different perspectives of military service, translating first-hand experiences and research into common rhetoric understandable to an audience without a basis for understanding war.
- Institutional dimension coursework (HIS, POL, MSL and PLS) will place military service into context and structure, enabling both veteran and non-veteran students to understand how and why our service members defend freedom at home and abroad.
- Relational dimension coursework (CDF, PSY, SOC, and SWK) will equip students and professionals with the knowledge and understanding to assist veterans suffering from physiological and psychological wounds.

EKU’s VTS program offers a holistic approach to answering the perennial question – “How do we help our service members rejoin the society they fought to preserve.” VTS offers non-veterans a fuller understanding of what makes the title “Veteran” special and why it matters.

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 College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Veterans Studies University Programs Veterans Studies Minor (Major __, Option __; Minor <u>X</u> ; or Certificate __)
---	---	--

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council*	N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	2/2/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
General Education Committee*	N/A	Faculty Senate**	4/4/11
Teacher Education Committee*	N/A	Board of Regents**	Pending
		Council on Postsecondary Edu.***	NA

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

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a multi-disciplinary, inter-departmental minor in Veterans Studies (VTS).</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>	<p>B. The justification for this action: The 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>C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: 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>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: Standard Classroom</p> <p>Library Resources: Standard Services</p>
--	---



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 take 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) <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 College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Veterans Studies University Programs Veterans Studies Departmental Certificate (Major __, Option __; Minor __; or Certificate <u> X </u>)
---	---	---

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> Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	2/2/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
General Education Committee*	N/A	Faculty Senate**	4/4/11
Teacher Education Committee*	N/A	Board of Regents**	Pending
		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 multi-disciplinary, inter-departmental certificate in Veterans Studies (VTS)

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:
 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.

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

Personnel Impact: 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

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Standard Classroom

Library Resources: Standard Services

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 of the dimensional electives.

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 <u> x </u> ; Minor ____; or Certificate ____)
---	---	---

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council*	N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	2/2/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
General Education Committee*	N/A	Faculty Senate**	4/4/11
Teacher Education Committee*	N/A	Board of Regents**	Pending
		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 multi-disciplinary, inter-departmental option in Veterans Studies (VTS) for the A.G.S. 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	
B. The justification for this action: 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.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: 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. Operating Expenses Impact: None Equipment/Physical Facility Needs: Standard Classroom Library Resources: 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 Concentration12 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 Veterans Studies <hr/> College University Programs <hr/> *Course Prefix & Number VTS 200 <hr/> *Course Title (30 characters) Intro to Veterans Studies <hr/> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *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: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">2/1/2011</td> <td>Graduate Council*</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="2" style="text-align: center;"> Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">2/2/2011</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td style="text-align: center;">3/17/11</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">N/A</td> <td>Faculty Senate**</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">N/A</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	2/1/2011	Graduate Council*	N/A	Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs		College Curriculum Committee	2/2/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11	General Education Committee*	N/A	Faculty Senate**	NA	Teacher Education Committee*	N/A	Board of Regents**	NA			Council on Postsecondary Edu.***	NA
	<u>Date</u>		<u>Date</u>																											
Departmental Committee	2/1/2011	Graduate Council*	N/A																											
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs																												
College Curriculum Committee	2/2/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11																											
General Education Committee*	N/A	Faculty Senate**	NA																											
Teacher Education Committee*	N/A	Board of Regents**	NA																											
		Council on Postsecondary Edu.***	NA																											
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.																														

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create 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	
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 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits 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>	FOR BANNER USE ONLY	
S	3			
T	3	Thesis _____	Date of data entry _____	
V	3	Internship _____	Data entry person _____	
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. 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 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

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)

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

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

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

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

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

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

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

Week 9-Institutional

M-Guest Lecturer PLS

W-VSO Panel

F-Field Trip to Department of Veterans Affairs

Week 10-Institutional

M-Field Trip to BGAD

W- Student Veteran Panel

F- Quiz 2: Institutional Veterans Studies

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

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

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

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

Week 15-Cultural

M- Presentation of Research Project (Group 1)

W-Presentation of Research Project (Group 2)

F-Review for Final Exam

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	Veterans Studies University Programs VTS 349 Applied Learning in Veterans Studies
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? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs
College Curriculum Committee	2/2/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11
General Education Committee*	N/A	Faculty Senate** NA
Teacher Education Committee*	N/A	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To 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	
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>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum Co-op/Applied X Learning		

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>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>
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)			

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. 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 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 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.

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

Part I

(Check one)	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 (A-N)	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: 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.		

Proposal Approved by:	Date		Date
Departmental Committee	2/1/2011	Graduate Council*	N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
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.)
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

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 (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>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum Co-op/Applied X Learning		
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>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>
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)			

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. 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 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 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.

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> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	2/2/2011	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>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 special topics placeholder for faculty interested in teaching a course for the Veterans Studies minor/certificate/AGS concentration.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) NA</p>
<p>B. The justification for this action: This course will allow faculty to develop special topics related to the Veterans Studies program.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: Course could be cross listed or used by a department to fulfill an elective requirement.</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: 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>	FOR BANNER USE ONLY 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>VTs 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. 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 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 _____ _____ _____ _____ _____ _____ _____
---	--	--

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> Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs	3/17/11
College Curriculum Committee	2/2/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Creates a capstone course for the Veterans Studies minor. 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: A capstone course is necessary to bring the understanding gained through the multi-disciplinary dimensional studies on veterans' issues into focus. 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 adequate for the presentation of mentored research to the university. Facilities to support a symposium. 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 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>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____		
S	3				
T	3				
V	3				
W	3				
					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.	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. 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 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

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" "21st 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.

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

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?

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

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

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

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

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

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

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 are 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?

Week 13

M-Relational Dimension
Guest Speaker TBD

W-Institutional Dimension
Guest Speaker TBD

F- Cultural Dimension
Guest Speaker TBD

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.

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

(Check one)	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 490
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Independent Study
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	2/1/2011	Graduate Council* N/A
<i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2/2/2011	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11
General Education Committee*	N/A	Faculty Senate** NA
Teacher Education Committee*	N/A	Board of Regents** NA
		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

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.

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>	FOR BANNER USE ONLY	
		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.

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
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)			

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. 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 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.

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>B.S. Chemistry / Forensic Science</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date <u>02/02/2011</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 <u>Y QPÖÜÇY P</u> College Curriculum Committee <u>2/21/2011</u> Approved ____ Disapproved ____ General Education Committee* _____ NA Faculty Senate** _____ Teacher Education Committee* _____ NA Board of Regents** _____ Council on Postsecondary Edu.*** _____		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new unified B.S. Chemistry / Forensic Science Program for students that wish to major in both disciplines A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The new program will allow highly motivated students to pursue the two majors simultaneously as a unified degree and allow them to finish in a timely fashion. Both individual degrees currently exist in the EKU Department of Chemistry.	
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 ~~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.)

Chemistry / Forensic Science (B.S.)

CIP Code: xx-xxxx

Major Requirements*.....77 hours

Chemistry Core.....48 hours

CHE 111, 111L, 112, 112L, 325, 325L, 361, 361L, 362, 362L, 385, 425, 425L, 430, 450, 484, 485, 515, 574, 574L, 575, 575L. At least 3 hours of CHE 495 (chemistry research) is recommended.

Forensic Science Core..... 29 hours

FOR 301, 401, 412, 412L, 420, 430, 440, 442L, 451, 451L, 465W, 475, 499

Supporting Courses.....29 hours

BIO 121, MAT 124**, 224, 225, STA 270, PHY 201, 202.

General Education Requirements.....30 hours

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

University Requirement.....1 hour

ASO 100.

Total Curriculum Requirements.....137 hours

*The curriculum produces a degree that will be certified by the American Chemical Society (ACS) and meet the guidelines for accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) of the American Academy of Forensic Science (AAFS).

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



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

University Programs
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: March 1, 2011

RE: Agenda Item for 3/17/2011 Council on Academic Affairs Meeting

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

New Program

A minor in Environmental Sustainability and Stewardship to provide a multidisciplinary approach in which students gain an understanding of theory and practice of sustainability.

Discussion Item

Writing Intensive Courses, General Education Requirements



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>University Programs</u> College _____ *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Environmental Sustainability and Stewardship</u> (Major ____, Option ____, Minor <u>x</u> __; or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input type="checkbox"/> College Curriculum Committee General Education Committee* Teacher Education Committee*	<u>Date</u> ECRES Committee: 11/04/2010 2-16-2011 _____ _____	<u>Date</u> Graduate Council* Council on Academic Affairs Approved _____ Disapproved _____ Faculty Senate** Board of Regents** Council on Postsecondary Edu.*** DISCUSSION _____ _____ _____ NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new minor in Environmental Sustainability and Stewardship. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A minor in Environmental Sustainability and Stewardship is intended to provide a multidisciplinary approach in which students gain an understanding of the theory and practice of sustainability. By providing students with a broad-based awareness of sustainability and stewardship issues we hope to produce broadly trained and responsible citizens who understand and can apply relevant scientific understanding of fundamental ecological and environmental phenomena; recognize the social, economic, and political context of environmental decisions at the individual, community, and global level.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: No change – all classes are existing classes. Operating Expenses Impact: No change.	

Equipment/Physical Facility Needs:

No change.

Library Resources:

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 ~~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.)

Minor in Environmental Sustainability and Stewardship

A student may minor in Environmental Sustainability and Stewardship by completing a minimum of 18 semester hours in the following courses but with no more than two courses with the same prefix:

<u>AGR</u>	<u>306</u>	<u>Global Society's Food Supply</u>
<u>AGR</u>	<u>308</u>	<u>Agricultural Economics</u>
<u>AGR</u>	<u>318</u>	<u>Soil/Water Conservation Technology</u>
<u>AGR</u>	<u>319</u>	<u>Renewable and Sustainable Energy Systems</u>
<u>AGR</u>	<u>340</u>	<u>Conservation of Agricultural Resources</u>
<u>AGR</u>	<u>345</u>	<u>Sustainable Agroecosystems</u>
<u>ANT</u>	<u>370</u>	<u>Primate Conservation</u>
<u>BIO</u>	<u>316</u>	<u>Ecology</u>
<u>BIO</u>	<u>317</u>	<u>Conservation of Wildlife Resources</u>
<u>BIO</u>	<u>532</u>	<u>Conservation Biology</u>
<u>ECO</u>	<u>340</u>	<u>Environmental Economics</u>
<u>EHS</u>	<u>300</u>	<u>Water Supplies and Waste Disposal</u>
<u>EHS</u>	<u>335</u>	<u>Hazardous and Solid Waste Management</u>
<u>EHS</u>	<u>425</u>	<u>Environmental Health Program Planning</u>
<u>GEO</u>	<u>302</u>	<u>Global Environmental Problems</u>
<u>GEO</u>	<u>325</u>	<u>Environmental Land Use Planning</u>
<u>GLY</u>	<u>303</u>	<u>Environmental Geology</u>
<u>PHI</u>	<u>385</u>	<u>Environmental Ethics</u>
<u>SOC</u>	<u>383</u>	<u>Environmental Sociology</u>
<u>REC</u>	<u>380</u>	<u>Natural Resource Tourism</u>



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Dr. Sherwood Thompson, Ed.D.,
Assistant Dean
Office of the Dean
College of Education
sherwood.thompson@eku.edu

417 Bert Combs Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-6989
FAX: (859) 622-5061

M E M O R A N D U M

TO: Rick McGee
FROM: Dr. Sherwood Thompson
Assistant Dean
DATE: March 1, 2011
SUBJECT:

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

Dept: Curriculum and Instruction

Chair: Dr. Dorie Combs

Hybrid Course	ELE 446	Page 1
Hybrid Course	ELE 446W	Page 4
Program Revision	Elementary Education (P-5) Teaching (B.S.)	Page 13

Dept: Special Education

Also Submitted by: Dr. Dorie Combs

Program Revision	Special Ed/Teaching (B.S.) LBD	Page 16
Program Revision	Special Ed/Teaching (B.S.) DHH	Page 19



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 Curriculum and Instruction <hr/> College Education <hr/> *Course Prefix & Number ELE 446 <hr/> *Course Title (30 characters) Reading and Language Arts P-5 <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	01/24/11	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	Electronic Vote 2/1/11	Approved <input checked="" type="checkbox"/> Disapproved _____	3/17/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	2/22/11	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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Accommodate creation of a writing intensive version of ELE 446 and ensure students cannot earn credit for both ELE 446 and ELE 446W

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

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

B. The justification for this action: ELE 446 is an appropriate course to incorporate writing and will provide a writing intensive option for elementary education majors.

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

Personnel Impact none

Operating Expenses Impact: Using existing resources

Equipment/Physical Facility Needs: Using existing resources

Library Resources: N/A

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using 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.)

ELE 446 Reading and Language Arts P-5. (3) I, II. Prerequisites: EDF 319, EDF 413, ELE 445 with a grade of "C" or higher and admission to professional education. Prerequisite or Corequisite: SED 401. Emphasis on theory, curriculum, teaching techniques and materials, instructional planning, assessment and use of results. Twenty field/clinical hours. Credit will not be awarded for students who have received credit for ELE 446S and/or ELE 446W.

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)*
ELE	446	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED <u>XX</u> _____ PC _____ HS _____	CURI
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>NA</u>	
	Lecture _____	Laboratory _____	Other _____	Cip Code (first two digits only)
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
			Date of data entry _____	
			Data entry person _____	

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

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

Course Prefix and No.

Course Prefix and No.

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No. (Prerequisites)	Prerequisite or Corequisite: SED 401.
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.	<u>Credit not allowed with ELE 446W</u>
Course Prefix and No.	<u>Credit now allowed with ELE 446S</u>
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.)

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

Part I

(Check one)	Department Name	Curriculum and Instruction
<input type="checkbox"/> New Course (Parts II, IV)	College	Education
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	ELE 446 W
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Reading and Language Arts P-5
<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	01/24/11	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	Electronic Vote 2/1/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	2/22/11	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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Accommodate creation of a writing intensive version of ELE 446

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

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

B. The justification for this action: ELE 446 is an appropriate course to incorporate writing and will provide a writing intensive option for elementary education majors.

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

Personnel Impact none

Operating Expenses Impact: Using existing resources

Equipment/Physical Facility Needs: Using existing resources

Library Resources: N/A

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

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

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.)
ELE 446 W Reading and Language Arts P-5. (3) I, II. Prerequisites: EDF 319, EDF 413, ELE 445 with a grade of "C" or higher and admission to professional education. Prerequisite or Corequisite: SED 401. Emphasis on theory, curriculum, teaching techniques and materials, instructional planning, assessment and use of results. Twenty field/clinical hours. Credit will not be awarded to students who have received credit for ELE 446 and/or ELE 446S.

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)*
<u>ELE</u>	<u>446W</u>	<u>Fall 2011</u>	AS _____ JS _____ BT _____ EM _____ ED <u>XX</u> PC _____ HS _____	CURI
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>NA</u>	
<u>3</u>	Lecture <u>2.5</u> Laboratory <u>2.5</u> Other <u>3</u>		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)	
<u>8</u>	<u>3</u>	<u>N</u>	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.	<u>SED 401</u>			
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>EDF 319, EDF 413, ELE 445 with a grade of "C" or higher and admission to professional education.</u>
Course Prefix and No.	<u>EDF413</u>
Test Scores	<u>admission to Teacher education program</u>
Minimum GPA (when a course grouping or student cumulative GPA is required)	<u>2.75</u>
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. (Prerequisites)	Prerequisite or Corequisite: SED 401.
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.	<u>Credit not allowed with ELE 446</u>
Course Prefix and No.	<u>Credit not allowed with ELE 446S</u>
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)			

1. Eastern Kentucky University

Department of Curriculum and Instruction

ELE 446W: Teaching Reading and Language Arts in the Elementary Grades P-5

Credit Hours: 3

2. Course Description:

Prerequisites: ELE 445, EDF 319, EDF 413 and admission to professional education.

Corequisite: ELE 491. Emphasis on theory, curriculum, teaching techniques and materials, instructional planning, assessment and use of results. Twenty field/clinical hours. Credit will not be awarded to students who have credit for ELE 446 or ELE 446S.

3. Required Texts:

Tompkins, G.E. (2010). *Literacy for the 21st Century: A Balanced Approach*. 5th Edition. Boston: Allyn and Bacon Publishers. ISBN: 978-0-13-502892-6.

Tompkins, G.E. (2009). *50 Literacy Strategies: Step by Step*. 3rd Edition. Boston: Allyn and Bacon Publishers. ISBN: 978-0-13-515816-6.

4. Student Learning Outcomes:

As pertains to KY EPSB NTS and correlated with Kentucky Standards and Benchmarks Curriculum Frameworks for K-12, Kentucky Reading Instruction for the Certification of All Elementary Teachers (Standards available on the web at www.kentucky.gov/kde)

These courses are designed to help each teacher candidate gradually begin moving from the role of student to the role of teacher. The emphasis will be on 1) developing a strong knowledge foundation in the area of language arts; 2) translating that knowledge into instructional practice; and 3) becoming a reflective educator who consistently studies and learns from his/her own practice.

The students completing this course will:

1. Students will be able to demonstrate the writing process and to produce effective documents appropriate to the course level.
2. Students will be able to recognize effective writing strategies.
3. Students will be able to use critical thinking to expand, express, explore, and evaluate course content through written communication.
4. Compare and contrast the three major theories of reading comprehension and give examples of how each applies to elementary level reading and language arts instruction. (KTS 2)
5. Analyze current research and best practices in the field of content area reading and language arts. (KTS 2, 6)
6. Identify and illustrate specific skills and instructional strategies in the following areas:
 - a. Word recognition
 - b. Vocabulary
 - c. Comprehension
 - d. Reading rate, fluency, and flexibility
 - e. Study skills/research skills
 - f. Phonics
 - g. Decoding Skills
 - h. Reading/writing assessments
7. Plan appropriate elementary level instructional sequences and groups (heterogeneous and homogenous) based upon student strengths and weaknesses, interests, and learning styles. (KTS 2, 3)
8. Demonstrate an understanding of reading as the process of constructing meaning through the interaction of the reader's existing knowledge, the information suggested by the written language and the context of the reading situation. (IRA 1.5)
9. Plan and implement a variety of reading strategies suitable for use before, during, and after reading. (KTS 1, 2, 3, 4)
10. Assess student reading comprehension through the use of both formal and informal instruments. (KTS 5)
11. Diagnose individual student needs in reading content materials and prescribe suitable instructional strategies that integrate skills, thinking processes, and content. (KTS 5)
12. Identify and evaluate a variety of content area textbooks, trade books, and support materials that challenge, motivate, and actively involve the learner. (KTS 1, 2, 3)
13. Plan and develop reading and language arts instructional materials and strategies that address physical, social, and cultural diversity and that show sensitivity to differences. (KTS 1, 2, 3, 4)
14. Utilize a variety of technology and media in the development of lesson plans, instructional materials, and presentations related to the teaching of reading and language arts. (KTS 6)

15. Identify and/or create instructional reading/language arts activities and experiences that develop student cognitive processes needed for successful life-long reading. (KTS 2, 3, 4,)
16. Demonstrate an understanding that reading should be taught as a process. (KTS 2)
17. Demonstrate a respect for the worth and contributions of all learners. (KTS 2,3)
18. Engage in reflective practice and pursue continued professional growth and collaboration with colleagues. (KTS 7, 9)
19. Recognize the impact that culture, societal events, and issues have on teachers, students, the language arts curriculum, and education in general and demonstrate a respect for diversity. (KTS 3)
20. Collaborate with colleagues to develop, analyze, and evaluate instructional strategies and materials that incorporate reading and language arts into the elementary classroom. (KTS 1, 2, 8)
21. Recognize his/her role as a teacher leader and identify opportunities to serve as an instructional leader of colleagues (KTS 10).

5. Evaluation Methods:

The course grade will be based on an accumulation of points on course requirements. Grade equivalents for accumulated points are as follows:

- A = 92-100%
- B = 83-91%
- C = 74-82%
- D = 65-73%
- F = 0-64%

6. Student Progress:

The instructor will provide students with a grade update at mid-term or upon request. All assignments will be scored and returned promptly after submission. Students can also check their progress on Blackboard at any time.

7. Attendance Policy:

Daily attendance, preparedness, and punctuality are expected. Absences equating 20% of the class meetings (equal to three class meetings) will result in automatic failure. The student is responsible for presenting adequate reasons for absence to the instructor in advance or as soon as possible in order to be given the opportunity to make up missed work. Adequate reasons include personal illness, death or serious illness in the immediate family, or participation in an approved University activity. Ten participation points will be awarded for each class day. Tardiness will result in the deduction of 5 of these points and absence will result in the deduction of 10 of these points, regardless of whether the absence or tardy is excused or not.

8. Notification of the last day to drop the course if the course starts or stops on nonstandard dates:

The last day to drop the course is _____ (see Colonel Compass) and the last day to withdraw from the university or course is _____ (see Colonel Compass).

9. Disability Statement:

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

10. Academic Integrity Statement:

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

11. Course Requirements:

1. Review and analyze course readings.
2. Complete class assignments.
3. Examine current research and literature regarding best practices in reading and language arts.
4. Develop a KTIP lesson plan that integrates reading and/or language arts.

5. Examine reading and language arts assessment instruments and practice using the assessments for the case study.
6. Identify a variety of reading and language arts resources and media (e.g., non-fiction trade books, story books, computer software, and websites).
7. Participate in individual, small group, and large group activities and discussions.
8. Engage in reading and writing practices that will contribute to the development of your reading and writing identities.
9. Engage in technologies useful for literacy instruction.
10. Engage in critical thinking to evaluate instructional materials and methods.
11. Engage in the writing process to communicate instructional practices on a language arts related topic.

12. Course Outline, Readings, and Assignment Due Dates:

Class	Topic	Assignments Due	Readings
I	Overview		Chapters 1 & 2
II	<u>Reading I:</u> (Phonemic Awareness/Phonics)	PDRP Topic Due	Chapter 5
III	<u>Reading II:</u> (Word Recognition/Fluency/Vocabulary)	Digital Story	Chapters 6 & 7
IV	<u>Reading III:</u> (Comprehension)	PDRP Annotated Bibliography Due	Chapters 8 & 9
V	<u>Writing I:</u> (Process/Genres)		Article on Bb
VI	<u>Writing II:</u> (Conventions)	PDRP Outline Due	Article on Bb
VII	<u>Developmental Stages I:</u> (Emergent)		Chapter 4
VIII	<u>Developmental Stages II:</u> (Beginning)	PDRP Draft Due	Article on Bb
IX	<u>Developmental Stages III:</u> (Fluent)		Article on Bb
Practicum Intensive Weeks		PDRP Feedback Received Case Study Part I	
X	Content Area Reading/Writing 21 st Century Literacies Taskstream Training	PDRP Paper Due KTIP	Chapter 12
XI	Differentiated Instruction	PDRP Presentations Due Case Study Part II	Chapter 11
XII	Organizing for Instruction		Chapter 10

NOTE: Articles and guiding questions will be posted on Bb under the tab for each class day so please check Bb before each class. Assignments and readings are due at the beginning of class on the date they are posted. PDRP stands for Professional Development Research Paper. We will do activities in class to prepare you for each piece before it is due.

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

Assignments:

It is expected that all assignments will demonstrate high quality work and best effort. All assignments must be typed and free of distracting errors in grammar, usage, spelling, punctuation, and sentence structure. All work is due at the beginning of the class period on the due date. Assignments submitted after the beginning of class on the due date are counted as late work. 10 points will be deducted for each class/week an assignment is late and late work will only be accepted up to two weeks past the due date.

Digital Story: Students will create a multimedia presentation of one of their pieces of writing. (KTS 6)

Professional Development Research Project: Students will engage in critical thinking and the writing process to complete a research project on a topic related to teaching language arts. (KTS 1, 2)

KTIP Lesson Plan: Students will create and implement a lesson plan integrating reading and language arts. (Key Assessment; Common Assessment; KTS 2, 4, 5, 7)

Case Study: Students will assess a students' reading development in a variety of ways and plan for/implement instruction based on these assessments. (KTS 2, 4, 5, 8)

Class Activities: For each class day, students will complete readings, reflections and discussions that connect course readings and activities to their own lives and their field placement experiences. (KTS 7)

Practicum Folder Checklist: Students will complete the elements of the practicum folder checklist during their field placement. (Key Assessment; KTS 9)

Attendance: Attendance points are awarded for punctuality and attendance. 120 of these points will go towards class days (10 for each day) and the additional 30 points (10 per each day) will go towards the Reading PD, KTIP/Practicum Documents PD, and the last PD Day.

NOTE: For the Professional Development Research Project assignment, you must send an electronic copy to me through e-mail by XXX (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.

Points:

Digital Story	(7%)	50 points
Professional Development Research Project	(20%)	150 points
KTIP Reading/Language Arts Lesson Plan	(13%)	100 points
Case Study	(13%)	100 points
Class Activities	(14%)	110 points
Practicum Folder Checklist	(13%)	100 points
Attendance	(20%)	150 points
Total for ELE 446		760 points

Materials Needed:

3-ring binder with dividers/tabs and notebook paper, pocket folder

Suggested: mini-stapler, 3 hole punch that clips into your binder (will be handy in all classes)

Optional Opportunities:

Join the International Reading Association (IRA): Information can be found at <http://www.ira.org/membership>. *Be sure to register as a student to get the discount price.* Members receive a free monthly journal as part of their membership.

Join the Kentucky Reading Association (KRA): KRA gives you access to information about what Kentucky is doing within the reading field. Information can be found at <http://www.kra.org>.

Course Relationship to Standards

Course P/N	Course Title
ELE 446	Teaching Reading in Grades P-5

RELATIONSHIP TO:

College of Education Conceptual Framework

K-Basic Knowledge, A-Application, PA-Portfolio Artifact, KA 1, 2, 3, 4, 5, 6- Key Assessments				
CF1	CF2	CF3	CF4	CF5
K, A, PA	K, A, PA	K, A	A	K, A, PA

Kentucky Teacher Standards – Advanced

K- Basic Knowledge, A- Application, PA- Portfolio Artifact, KA 1, 2, 3, 4, 5, 6- Key Assessments									
TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10
K, A, P	K, A, P	K, A, P	K	K, A, P*	K, A, P*	K, A	K, A, P	K	K

EKU Goals

EKU-G1	EKU-G2	EKU-G3	EKU-G4	EKU-G5
X		X	X	

KERA Initiatives

Identify the initiative number(s) for each category			
Learner Goals/Academic Expectations	Program of Studies: Understandings	Program of Studies: Skills & Concepts	Core Content
A.E. 1.1, 1.2, 1.3, 1.4	E, M, & H Reading & Writing	E, M, & H Reading & Writing	E, M, & H Reading & Writing

EPSB Themes

K- Basic Knowledge, A- Application, PA- Portfolio Artifact, KA 1, 2, 3, 4, 5, 6- Key Assessments					
COURSES	Diversity	Technology	Literacy	Code of Ethics	Leadership
ELE 446	K	K, A	K, A, PA		K, A

SPA

International Reading Association
1. Foundational Knowledge
2. Instructional Practices and Materials
3. Assessment, Diagnosis, & Evaluation
4. Literate Environment
5. Professional Development



501 University Avenue
Ridgeway, Kentucky
40475-2102

EASTERN KENTUCKY UNIVERSITY
Serving Kentucky Since 1862

bert.combs@eku.edu
717 Bert Combs Building
(606)686-1807

Assistant Professor Angie Madden
Department of Curriculum and Instruction
Bert Combs, Jr.
24 January 2011

Dear Angie:

I'm writing to let you know that the TCAC committee has approved your proposal for CUE440W. We are very happy to be adding this course to those available to students. You are set to go on 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 equipment 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 these sample papers.

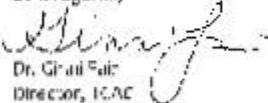
In addition to the Student Learning Outcomes that you and your co-partner have chosen for this course, the syllabus also needs to include the SLOs for the writing intensive courses. There are three:

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 on re your course class CAA and is included on Benne as a course that is offered to students. Please note that the benefits for TCAC sometimes change, but the benefits and costs on the attached MOA will be valid AS LONG AS your course is offered by the Fall 2011 semester.

We are delighted to have you as part of the TCAC committee. 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,


Dr. Chad Fair
Director, TCAC

Associate Professor, Curriculum and Instruction

cc: Dore Combs
Sara Zeigler

**(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 Curriculum and Instruction <hr/> College Education <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Elementary Education (P-5) Teaching (B.S.) (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 1/24/11	
Departmental Committee		<u>Date</u> NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Graduate Council*		
Council on Academic Affairs		
College Curriculum Committee	Electronic Vote 2/24/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11
General Education Committee*	N/A	Faculty Senate** 4/4/11
Teacher Education Committee*	2/22/11 (was approved pending CCCC approval)	Board of Regents** Pending
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add ELE 446 W to the Program</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>

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

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

- 7. For a new course, provide the catalog text.
- 8. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
- 9. 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

- 7. For a new program, provide the catalog description as being proposed.
- 8. For a revised program, provide the current program requirements using ~~striethrough~~ 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 ~~striethrough~~ for deletions and underlines for additions.)

SEE BELOW

Baccalaureate Degrees

ELEMENTARY EDUCATION (P-5) TEACHING (B.S.)

CIP Code: 13.1202

Upon completion of a degree in Elementary Education, students will: 1) demonstrate specific pedagogical skills and content knowledge necessary to perform as effective elementary educators; 2) demonstrate understanding and appreciation for students and families from diverse socioeconomic, cultural, and ethnic backgrounds as demonstrated through course observations, assignments and/or reflections.

Major Requirements56 hours

ELE Core.....31 hours

ELE 322, 361, 362, 365, 445 or 445W, 446 ,446W or 446S, 490, 491, 492 or 492S, 493, SED 104.

Professional Education Requirements25 hours

EDF 103, 203, 319 or 319W, 413, SED 401 or 401S, and ELE 499.

Supporting Course Requirements48 hours

LIB 301, MAT 107 or higher (Block II), 201 and 202, HIS 202 or HON 210 (Block VA), GEO 100 (Block VB), CIS 212 or CSC 104 (Block VII)(QS)21 hours

Multidisciplinary Content21 hours

ECO 120; MAE 301, ENG 210, 211 or 212, or HON 306

(Block VII)(AH); ENG 303; ENG 410; 3 hours from CNM 599,

PHY 102, CHE 100 or GLY 102; and 3 hours from one of the following areas:

EARLY CHILDHOOD EDUCATION (CDF 235), SOCIAL STUDIES (HIS 247, 203, 204, 300, 304, 305, 401, 516, GEO 101, 220, POL 101, or 212). ENGLISH (ENG 405, 510, 520 or any upper division literature); MATHEMATICS (MAT 303, STA 270, STA 215, or MAT 205); SCIENCES (CNM 599, PHY 102, CHE 100, GLY 102).

In addition, six hours in a coherent set of supporting courses must be completed in Block VIII: Arts and Humanities select from Block III-A.

General Education Requirements.....27 hours

Standard General Education program excluding courses identified as “block” in supporting course requirements.

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

University Requirement1 hour

EDO 100.

Total Curriculum Requirements.....132 hours

***Students whose educational background included material equivalent to CSC 104 and/or MAT 107 may select alternate courses from the following with advisor approval: MAT 121, 211, 261, CSC 180, STA 271.**

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 Department of Special Education <hr/> College Education <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Special Education/Teaching B.S. Learning and Behavior Disorders (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> NA	Graduate Council* <u>Date</u> NA
<i>Is this a SACS Substantive Change?</i>		
Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
College Curriculum Committee	<u>Date</u> 1/11/11	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____ <u>Date</u> 3/17/11
General Education Committee*	<u>Date</u> N/A	Faculty Senate** <u>Date</u> 4/4/11
Teacher Education Committee*	<u>Date</u> 1/25/11	Board of Regents** <u>Date</u> Pending
		Council on Postsecondary Edu.*** <u>Date</u> NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add ELE 446 W to the Program</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>

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

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

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

- 10. For a new program, provide the catalog description as being proposed.
- 11. For a revised program, provide the current program requirements using ~~striketrough~~ 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 ~~striketrough~~ for deletions and underlines for additions.)

SEE BELOW

Baccalaureate Degrees

SPECIAL EDUCATION/TEACHING (B.S.)

Learning and Behavior Disorders

CIP Code: 13.1001

See advisor early in the program.

Major Requirements27 hours

SED 104, 260, 341, 351, 356, 375, 518, 545, 578.

Elementary Education (P-5)28 hours

ELE 322, 361, 362, 365, 445, 445W, 446, 446W or 446S, 490, 491, 492 or 492S, 493.

Middle Grade Education (5-9)12 hours

EMG 430, 445, 445W, 447, and three hours from EMG 491, 492, 493, or 494 (associated with option).

Supporting Course Requirements9-30 hours

LBD (P-12) with Elementary

Education (P-5).....9 hours

LIB 301, MAT 201, 202.

LBD (P-12) with Middle Grade

Education (5-9)30 hours

MAT 201, 202 and one option: Students seeking middle grade (5-9) certification must select one area of emphasis from the following list and complete 24 hours: English and communications, mathematics, science, social studies. See Options list under Middle Grade Education (5-9) for a list of courses and block statements.

Professional Education Requirements19 hours

EDF 103, 203, 319, 319W, ELE 499, and SED 499.

[EDF 413 met with SED 351, SED 401 or 401S waived by major in special education.]

General Education Requirements36-48 hours

Standard General Education program excluding courses identified as “block” in an option for Middle Grade (5-9).

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

University Requirement1 hour

EDO 100.

Free Electives: As needed to reach a total of 128 hours.

Total Curriculum Requirements128-132 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 Department of Special Education <hr/> College Education <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Deaf and Hard of Hearing (P-12) with Elementary Education (P-5) Teaching (B.S.) (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> NA	Graduate Council* <u>Date</u> NA
<i>Is this a SACS Substantive Change?</i>		
Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Council on Academic Affairs <u>Date</u> NA
College Curriculum Committee	<u>Date</u> 1/11/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <u>Date</u> 3/17/11
General Education Committee*	<u>Date</u> N/A	Faculty Senate** <u>Date</u> 4/4/11
Teacher Education Committee*	<u>Date</u> 1/25/11	Board of Regents** <u>Date</u> Pending
		Council on Postsecondary Edu.*** <u>Date</u> NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add ELE 446 W to the Program</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>

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

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

- 13. For a new course, provide the catalog text.
- 14. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
- 15. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

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

- 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.)

SEE BELOW

Baccalaureate Degrees

**Deaf and Hard of Hearing (P-12) with
Elementary Education (P-5) Teaching (B.S.)**

CIP Code: 13.1003

(Page 130 of the 2010-11 *Undergraduate Catalog*)

Major Requirements30 hours

SED 104, 260, 337, 338, 375, 380, 545, 510, 518, 581.

Elementary Education (P-5) Requirements28 hours

ELE 322, 361, 362*, 365, 445, 445W, 446, 446W or 446S, 490, 491, 492 or 492S, and 493.

Supporting Course Requirements19 hours

ASL 101 (block VIII), 102 (block VIII), 201, LIB 301, MAT 201, and 202.

Professional Education Requirements19 hours

EDF 103, 203, 319, 319W, ELE 499, SED 499.

[EDF 413 met with SED 337, SED 401 or 401S waived by major in special education.]

General Education Requirements42 hours

Standard General Education program excluding courses identified as block in supporting course requirements. Refer to Section Four of this Catalog for details on the General Education and University requirements.

University Requirement1 hour

EDO 100.

Total Curriculum Requirements143 hours

*Course waived for students who are hard of hearing/deaf and who are majoring in the deaf and hard of hearing teacher certification program.



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Honors Program
Linda.Frost@eku.edu
(859) 622-2924
FAX 622-5089

168 Case Annex
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
www.honors.eku.edu

TO: Council on Academic Affairs

FROM: 

Dr. Linda Frost, Director of the Honors Program

DATE: March 3, 2011

SUBJECT: Agenda items for 3-17-2011 Council on Academic Affairs Meeting

The Honors Program submits the following agenda items for consideration at the March 17, 2011 meeting of the Council on Academic Affairs.

Course revisions:

Prerequisite additions to HON 102, HON 205W, HON 210W, HON 306W, and HON 311W.

Course drop of HON 315.



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 Honors Program <hr/> College N.A. <hr/> *Course Prefix & Number HON 102 <hr/> *Course Title (30 characters) Honors Rhetoric <hr/> *Program Title Honors Program (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> <hr/> *Provide only the information relevant to the proposal.																																					
Proposal Approved by: <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%; text-align: right;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td></td> <td style="text-align: right;">NA</td> </tr> <tr> <td style="text-align: center;"><i>Is this a SACS Substantive Change?</i></td> <td style="text-align: center;"> Yes**** <input type="checkbox"/> No <input type="checkbox"/> </td> <td></td> </tr> <tr> <td>Graduate Council*</td> <td></td> <td style="text-align: right;">NA</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">NA</td> <td style="text-align: right;">Approved <input checked="" type="checkbox"/> Disapproved</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td style="text-align: right;">3/17/11</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td style="text-align: right;">Faculty Senate**</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">NA</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Board of Regents**</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">NA</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Council on Postsecondary Edu.***</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">NA</td> </tr> </table>				<u>Date</u>	<u>Date</u>	Departmental Committee		NA	<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Graduate Council*		NA	College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved	General Education Committee*	NA	3/17/11	Teacher Education Committee*	NA	Faculty Senate**			NA			Board of Regents**			NA			Council on Postsecondary Edu.***			NA
	<u>Date</u>	<u>Date</u>																																				
Departmental Committee		NA																																				
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>																																					
Graduate Council*		NA																																				
College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved																																				
General Education Committee*	NA	3/17/11																																				
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: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Adding the prerequisite of "Admission to the Honors Program or Instructor Approval" to the catalog description for this course. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: We need to better manage non-honors enrollment in honors classes; as of now, there is no hold that restricts honors course enrollment to honors students. While non-honors students are often welcome in these classes, at times they may not be prepared for them (and consequently not do well in them) or there may not be room for them (a pre-determined number of honors students are admitted into the program each year based on the number of seats we have available in honors classes). Instructor approval is necessary to ensure that non-honors students enrolled in honors classes would benefit from being there.	
C. The projected cost (or savings) of this proposal is as follows: Neither. Personnel Impact: Operating Expenses Impact: Equipment/Physical Facility Needs: Library Resources:	

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

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

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

New or Revised* Catalog Text

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

HON 102 Honors Rhetoric. (6) I. Prerequisite: Admission to the Honors Program or instructor approval. Designed to improve skills in writing, reasoning, oral presentation, and research. Each student will do a research paper that requires both significant use of library resources and the development of a cogent line of argument. Gen. Ed. IA and IB [WC].

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)*
HON	102	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	Prerequisite: Admission to the Honors Program or instructor approval.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
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) X	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3) X		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.	Honors Program N.A. HON 205W Honors Humanities I Honors Program (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
---	---	--

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee		Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Adding the prerequisite of "Admission to the Honors Program or Instructor Approval" to the catalog description for this course.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: We need to better manage non-honors enrollment in honors classes; as of now, there is no hold that restricts honors course enrollment to honors students. While non-honors students are often welcome in these classes, at times they may not be prepared for them (and consequently not do well in them) or there may not be room for them (a pre-determined number of honors students are admitted into the program each year based on the number of seats we have available in honors classes). Instructor approval is necessary to ensure that non-honors students enrolled in honors classes would benefit from being there.</p>
<p>C. The projected cost (or savings) of this proposal is as follows: Neither.</p> <p>Personnel Impact:</p> <p>Operating Expenses Impact:</p> <p>Equipment/Physical Facility Needs:</p> <p>Library Resources:</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.)

HON 205W Honors Humanities I. (3) II. Formerly HON 205. Prerequisite: Admission to the Honors Program or instructor approval and ENG 102 or 105(B) or HON 102. This course (together with HON 306W) provides a survey of great works in the humanities from ancient times to the twentieth century. Credit will not be awarded for both HON 205W and HON 205. Gen. Ed. IIIA [AH].

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)*
HON	205W	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>Prerequisite: Admission to the Honors Program or instructor approval.</u>
Course Prefix and No.	<u>ENG 102 or 105(B) or HON 102</u>
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) X	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	Honors Program
<input type="checkbox"/> New Course (Parts II, IV)	College	N.A.
X <input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HON 210W
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Honors Civilization I
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	Honors Program
<input type="checkbox"/> New Program (Part III)		(Major <input checked="" type="checkbox"/> , 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		Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Adding the prerequisite of "Admission to the Honors Program or Instructor Approval" to the catalog description for this course.

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

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

B. The justification for this action: We need to better manage non-honors enrollment in honors classes; as of now, there is no hold that restricts honors course enrollment to honors students. While non-honors students are often welcome in these classes, at times they may not be prepared for them (and consequently not do well in them) or there may not be room for them (a pre-determined number of honors students are admitted into the program each year based on the number of seats we have available in honors classes). Instructor approval is necessary to ensure that non-honors students enrolled in honors classes would benefit from being there.

C. The projected cost (or savings) of this proposal is as follows: Neither.

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

HON 210W Honors Civilization I. (3) II. Formerly HON 210. Prerequisite: Admission to the Honors Program or instructor approval and ENG 102 or 105(B) or HON 102. Analyzes the historical development of Western and other major civilizations to the eve (c. 1700) of the Industrial Revolution with emphasis on: Ancient Greece, the historical setting for an Asian Religion, Europe c. 1300, and Europe c. 1650. Credit will not be awarded for both HON 210W and HON 210. Gen. Ed. VA. [SB].

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)*
HON	210W	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
			Date of data entry _____	
			Data entry person _____	

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>Prerequisite: Admission to the Honors Program or instructor approval.</u>
Course Prefix and No.	<u>ENG 102 or 105(B) or HON 102</u>
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) X	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 Honors Program <hr/> College N.A. <hr/> *Course Prefix & Number HON 306W <hr/> *Course Title (30 characters) Honors Humanities II <hr/> *Program Title Honors Program (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> <hr/> *Provide only the information relevant to the proposal.																						
Proposal Approved by: <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%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td></td> <td>Graduate Council* NA</td> </tr> <tr> <td style="text-align: center;"><i>Is this a SACS Substantive Change?</i></td> <td style="text-align: center;"> Yes**** <input type="checkbox"/> No <input type="checkbox"/> </td> <td>Council on Academic Affairs</td> </tr> <tr> <td>College Curriculum Committee</td> <td>NA</td> <td>Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11</td> </tr> <tr> <td>General Education Committee*</td> <td>NA</td> <td>Faculty Senate** NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td>NA</td> <td>Board of Regents** NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.*** NA</td> </tr> </table>				<u>Date</u>	<u>Date</u>	Departmental Committee		Graduate Council* NA	<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs	College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11	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		Graduate Council* NA																					
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs																					
College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11																					
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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Adding the prerequisite of "Admission to the Honors Program or Instructor Approval" to the catalog description for this course. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
	B. The justification for this action: We need to better manage non-honors enrollment in honors classes; as of now, there is no hold that restricts honors course enrollment to honors students. While non-honors students are often welcome in these classes, at times they may not be prepared for them (and consequently not do well in them) or there may not be room for them (a pre-determined number of honors students are admitted into the program each year based on the number of seats we have available in honors classes). Instructor approval is necessary to ensure that non-honors students enrolled in honors classes would benefit from being there.
	C. The projected cost (or savings) of this proposal is as follows: Neither. Personnel Impact: Operating Expenses Impact: Equipment/Physical Facility Needs: Library Resources:

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

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

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

New or Revised* Catalog Text

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

HON 306W Honors Humanities II. (3) II. Prerequisite: Admission to the Honors Program or instructor approval and ENG 102 or 105(B) or HON 102. This course (together with HON 205W) provides a survey of great works in the humanities from ancient times to the twentieth century. Credit will not be awarded for both HON 306W and HON 306. Gen. Ed. IIIA. [AH].

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)*
HON	306W	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
			Date of data entry _____	
			Data entry person _____	

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	Prerequisite: Admission to the Honors Program or instructor approval.
Course Prefix and No.	ENG 102 or 105(B) or HON 102.
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) X	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 Honors Program <hr/> College N.A. <hr/> *Course Prefix & Number HON 311W <hr/> *Course Title (30 characters) Honors Civilization II <hr/> *Program Title Honors Program (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> <hr/> *Provide only the information relevant to the proposal.																													
Proposal Approved by: <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: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td></td> <td>Graduate Council*</td> <td>NA</td> </tr> <tr> <td style="text-align: center;"><i>Is this a SACS Substantive Change?</i></td> <td> Yes**** <input type="checkbox"/> No <input type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td>NA</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td>3/17/11</td> </tr> <tr> <td>General Education Committee*</td> <td>NA</td> <td>Faculty Senate**</td> <td>NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td>NA</td> <td>Board of Regents**</td> <td>NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td>NA</td> </tr> </table>				<u>Date</u>		<u>Date</u>	Departmental Committee		Graduate Council*	NA	<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs		College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11	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		Graduate Council*	NA																											
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs																												
College Curriculum Committee	NA	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11																											
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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Adding the prerequisite of "Admission to the Honors Program or Instructor Approval" to the catalog description for this course.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
	<p>B. The justification for this action: We need to better manage non-honors enrollment in honors classes; as of now, there is no hold that restricts honors course enrollment to honors students. While non-honors students are often welcome in these classes, at times they may not be prepared for them (and consequently not do well in them) or there may not be room for them (a pre-determined number of honors students are admitted into the program each year based on the number of seats we have available in honors classes). Instructor approval is necessary to ensure that non-honors students enrolled in honors classes would benefit from being there.</p>
	<p>C. The projected cost (or savings) of this proposal is as follows: Neither.</p> <p>Personnel Impact:</p> <p>Operating Expenses Impact:</p> <p>Equipment/Physical Facility Needs:</p> <p>Library Resources:</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.)

HON 311W Honors Civilization II. (3) I. Formerly HON 311. Prerequisite: Admission to the Honors Program or instructor approval and ENG 102 or 105(B) or HON 102. Analyzes the economic, political, and intellectual forces that have changed the world since c. 1700 A.D. with emphasis on the French Revolution, the Industrial Revolution, Imperialism, the World Wars and the Emergence of the Third World. Credit will not be awarded for both HON 311W and HON 311. Gen. Ed. VC. [SB].

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)*
HON	311W	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	Prerequisite: Admission to the Honors Program or instructor approval.
Course Prefix and No.	ENG 102 or 105(B) or HON 102.

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) X			

Council on Academic Affairs Curriculum Change Form

COURSE DROP

Department Name	Honors		
College			
Proposal Approved by:	Date		Date
Departmental Committee:	NA	Graduate Council*	NA
College Curriculum Committee:	NA	Council on Academic Affairs	3/17/11
General Education Committee*:	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
Teacher Education Committee*:	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: (Example: Fall 2010/11) Fall 2011
B. The justification for this action: (course no longer taught/comment if other) HON 315 is from an earlier iteration of the General Education program; it is no longer taught nor is it likely to be taught in the future.

List all courses to be dropped

Prefix	Number	Title	Comments:
HON	315	Honors Science	

For Registrar Office Use Only:	Date:	Initial:	Office of the Registrar
Copy Sent to: Graduate Council	_____	_____	Version 1.3 10/21/09



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

College of Business and Technology
Office of the Associate Dean

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

MEMORANDUM

TO: Council of Academic Affairs
FROM: Dr. William E. Davis, Associate Dean
College of Business & Technology
DATE: February 28, 2011
SUBJECT: Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College of Business & Technology:

Department of Applied Engineering & Technology (AE&T):

1. New Course(s)

Course	Revision	Pages
CTE 262, Foundations of Career & Technical Education (PS)	To create a new course for Pre-Service Teacher Education Option with syllabus. (Pending Teacher Education Committee approval—March 22, 2011.)	AE&T 1-11

2. Course Revision(s)

Course	Revision	Pages
CTE 261, Foundations of Career & Technical Education	Addition of “For in-service career and technical teachers” and “Credit will not be awarded for both CTE 261 and 262”. (Pending Teacher Education Committee approval—March 22, 2011.)	AE&T 12-14

3. Program Revision(s)

Program	Proposal	Pages
B.S. in Career & Technical Education	Add EDF 310 (1 hour) and change CTE 261 to new course CTE 262 to Professional Education Core for Pre-Service Teacher Education. Add Technical Education (Pre-Service) Teaching Option (see addition in Part III). Eliminate “Professional Skill Seminar” from College Requirements. (Pending Teacher Education Committee approval—March 22, 2011.)	AE&T 15-16

4. New Program/Certificate(s)

Program	Proposal	Pages
Certificate in Land Surveying	To establish a certificate program in Land Surveying	AE&T17-18



Department of Accounting, Finance & Information Systems (AFIS):

1. New Course(s)

Course	Proposal	Pages
INS 520, Survey of Risk Management and Insurance	To create a new class with syllabus. (Pending Graduate Council review—March 18, 2011)	AFIS 1-9
INS 720, Survey of Risk Management and Insurance	To create a new class with syllabus. (Pending Graduate Council approval—March 18, 2011)	AFIS 10-19

2. Program Revision(s)

Program	Revision	Pages
BBA in Accounting	Change program; math requirements. Eliminate “Professional Skills Seminar” in the College requirement and add an “s” to the word Requirement.	AFIS 20-21
BBA in Computer Information Systems	Change program; math requirements, changing Supporting Course Requirements to 18 hours and Free Electives to 5 hours. Eliminate “Professional Skills Seminar” in the College requirement and add an “s” to the word Requirement.	AFIS 22-23
BBA in Finance	Change program; math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 5 hours. Eliminate “Professional Skills Seminar” in the College requirement and add an “s” to the word Requirement.	AFIS 24-25
BBA in Insurance	Change program; math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 8 hours. Eliminate “Professional Skills Seminar” in the College requirement and add an “s” to the word Requirement.	AFIS 26-27
BS in Insurance	Change program; math requirements. Eliminate “Professional Skills Seminar” in the College requirement and add an “s” to the word Requirement.	AFIS 28-29

Department of Agriculture (AGRI):

1. Program Revision(s)

Program	Proposal	Pages
Pre-Professional Pre-Veterinary Medicine	Condense and clarify catalog narrative. Present curriculum requirements in a standard format.	AGRI 1-5

Department of Communication (COMM):

1. New Course(s)

Course	Proposal	Pages
PUB 410S, Social Media & Public Relations	To create a new class (PUB 410S) focusing on creating and maintaining an online social media presence for organizations, and how doing so acts as a public relations tool with syllabus and Service Learning Committee approval.	COMM 11-10

2. Course Revision(s)

Course	Revision	Pages
BEM 395, Video Production II	Change listing of BEM 395 to a 3 Lec/3 Lab to match BEM 295 and 495. All of these courses are four credit hour lecture/lab production classes and need to be scheduled differently than the typical three hour class. Without the 3 Lec/3 Lab designation, scheduling BEM 395 for extra class time is problematic.	COMM 11-13



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

1. Program Revision(s)

Program	Proposal	Pages
Master of Business Administration	Change “Options” to “Majors” in the Master of Business Administration program. Pending Graduate Council approval— (March 18, 2011)	EKUBusiness 1-3

Department of Management, Marketing & Administrative Communication (MMAC):

1. New Course(s)

Course	Proposal	Pages
CCT 304S, Applied Entrepreneurship & Service Learning	To approve a new course Applied Entrepreneurship and Service Learning with syllabus & Service Learning Committee approval.	MMAC 1-7



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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> 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 ____)	Applied Engineering and Technology Business and Technology CTE 262 Fndns of Career & Techn.Ed/PS
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/7/2011	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	POSTPONED
College Curriculum Committee	2/18/2011	Approved _____ Disapproved _____	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	Pending	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new course for Pre-Service Teacher Education Option.

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 simplify the advising process (in Degree Works) for pre-service teacher education and clean-up of catalog language.

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.)

CTE 262 Foundations of Career and Technical Education (PS). (3) A. Co-Requisite: EDF 310 (1)—Enrollment in a term section is preferred. For pre-service career and technical teachers. A study of the historical, philosophical, economical, sociological, and psychological foundations of career and technical education related to elementary, secondary, and post-secondary education. Credit will not be awarded for both CTE 262 and 261.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CTE	262	Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AE&T
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)	
3	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	<u>EDF 310 (1)—Enrollment in a late term section is preferred.</u>
Course Prefix and No.	

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

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

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

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

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

Course Prefix and No.	Credit not allowed with CTE 261
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)			

VI. COURSE OUTLINE:

- A. History and Development of Career & Technical Education
 - 1. European concepts and personalities
 - a. Russian system - Della Vos
 - b. Sloyd system - Larsson
 - 2. American concepts and personalities
 - a. Manual Training
 - 1) Runkle
 - 2) Woodward
 - b. Arts & Crafts Movement
 - c. Manual Arts
 - 1) Bennett
 - 2) Bawden
 - 3) Mays
 - d. Industrial Arts
 - 1) Richards
 - 2) Bonser
 - e. Vocational Education
 - 1) Douglas commission
 - 2) Smith-Hughes Act - 1917
 - f. Industrial Education
 - 1) Industrial Arts Education
 - 2) Vocational Education
 - 3) Technical Education
 - 4) Technology Education
 - g. Agriculture Education
- B. Introduction
 - 1. Historical Organization of Industrial Education -- Continuum
 - a. Level I (Grades 7, 8 & 9)
 - 1) Orientation
 - 2) Occupational information
 - 3) Occupational guidance
 - 4) Basic skill development
 - 5) Understanding of industrial areas
 - 6) Courses
 - a) Visual Communications
 - b) Construction
 - c) Manufacturing
 - d) Transportation and Power
 - e) Information Technology
 - f) Other
 - b. Level II (Grades 9, 10, 11 & 12)
 - 1) Exploration
 - 2) Occupational information
 - 3) Occupational guidance
 - 4) Skill development
 - 5) Understanding of technical occupations
 - c. Level III (Grades 11, 12 & Post-secondary)
 - 1) Preparation
 - 2) Occupational entry skills
 - 3) Job training

- C. Philosophical Foundations
 - 1. Philosophy of Vocational Education/Career & Technical Education
 - a. Purpose and intent
 - b. Levels
 - 1) Secondary
 - 2) Post-secondary
 - 3) Adult
 - c. Educational Objectives
 - d. Organizations
 - 1) National
 - 2) State
 - 3) Local
 - 2. Philosophy of Industrial Arts/Engineering/Technology Education
 - a. Purpose and intent
 - b. Levels
 - 1) Elementary
 - 2) Junior High
 - 3) Secondary
 - c. Educational Objectives
 - d. Organizations
 - 1) National
 - 2) State
 - 3) Local
 - 3. Historical Concepts of Industrial Education
 - a. The Alberta Plan
 - b. American Industry Project
 - c. Correlated Curriculum Project
 - d. Functions of Industry Project
 - e. Galaxy Plan for Career Preparation
 - f. Georgia Plan for Industrial Arts
 - g. IACP
 - h. IA: A Study of Industry and Technology
 - i. IA Technology: A Study of American Industry
- D. Engineering/Technology Education
 - 1. Engineering/Technology Education Defined
 - a. Purpose and intent
 - b. Criteria for programs
 - 2. Instructional Content
 - a. Communication
 - b. Construction
 - c. Manufacturing
 - d. Transportation
 - e. Design
 - 3. Project Lead the Way (PLTW)
 - 4. Pre-Engineering/Technology Education
- E. Tech Prep/Integration/Literacy
 - 1. Tech Prep Defined
 - a. Purpose and intent
 - b. Criteria for a Tech Prep program

2. Instructional Content
 - a. Applied communication
 - b. Applied math
 - c. Applied science
 - d. Technical
 3. Curriculum Structure for Tech Prep
 - a. High School
 - b. Area Technology Centers
 - c. Post-secondary institutions
 4. Objectives of Tech Prep
 - a. Secondary
 - b. Post-secondary
 5. Integration of Academics and Technical Education/Literacy
 - a. Purpose
 - b. Project-Based Learning
 - c. Integrated Activities
 - d. Technological Literacy
 - e. Reading Literacy
 - f. Writing Literacy
 - g. Math and Science Literacy
- F. Economic Foundations
1. Labor Market
 - a. Union jobs
 - b. Non-union jobs
 2. Vocational Education's Role
 - a. Training
 - b. Re-training
 3. Careers and Salaries
- G. Sociological Foundations
1. Social Class Structure
 - a. Lower
 - b. Middle
 - c. Upper
 2. Industrialization and Society
 - a. Industrial Revolution
 - b. Advancing Technology
 3. Income, Class and Occupation
 4. Job Satisfaction
 5. Job Alienation
 6. Unemployment's Impact on Society
 7. Occupational Outlook
 8. Vocational Education's social responsibility
 - a. Realistic skills
 - b. Meaningful related knowledge
 - c. Gainful employment
 - d. Occupational Guidance
- H. Career & Technical Education's Relation to Public and Private Education
1. General Education
 - a. Elementary
 - b. Secondary

2. Career Education
 - a. K through 8
3. Engineering/Technology Education
4. Private Educational Organizations
5. Higher Education
 - a. Vocational/Technical Education Teacher Certification
 - 1) In-service
 - 2) Pre-service
 - b. Agriculture/Engineering/Technology Education Teacher Certification
 - 1) Pre-Service
 - a) Elementary
 - b) Middle School
 - c) High School

- I. Organization of Career and Technical Education in Kentucky
 1. State Board of Education
 2. Kentucky Department of Education
 3. Office of Career & Technical Education
 4. State Plan
 5. Funding
 - a. Local
 - b. State
 - c. National
 6. Kentucky Community and Technical College System (KCTCS)
 7. Education Professions Standards Board (EPSB)

VII. COURSE REQUIREMENTS:

- A. Successfully complete exams and assignments.
- B. Successfully develop a portfolio.

VIII. EVALUATION PROCEDURES:

- A. Exams (2) will constitute 40% of the final grade.
- B. Written assignments and class participation will constitute 60% of the final grade.
 1. "Foundations" Project - 20% (End of Semester)
 2. Literary Project (Mid-Term) - 20%
 3. Participation/Portfolio - 20%

IX. GRADE DISTRIBUTION:

A	=	92-100 %
B	=	84-91 %
C	=	76-83 %
D	=	68-75 %
F	=	Below 68 %

X. MID-SEMESTER PROGRESS REPORT:

Mid-term grades will be available **March xx, 20xx**. The last day to withdraw from a full semester is **March xx, 20xx**.

XI. ATTENDANCE POLICY

Students are expected to attend each class session to derive full benefits from the course.

XII. INSTITUTIONAL EXPECTATIONS FOR STUDENT PREPARATION FOR CLASS:

Three-semester hour classes are normally scheduled to meet for 40 contact hours of instruction. EKU states that the minimum preparation expected of students is two hours of outside preparation for every scheduled hour of class. This means that in a class meeting 2.5 hours every week students are expected to put in an additional 5 hours outside. Activities may be in the form of homework, reading assignments, projects or performance oriented activities.

XIII. AVAILABILITY OF INSTRUCTOR:

The instructor wants to encourage active participation of students. There may be additional times when you need the instructors assistance. Please do not hesitate to seek assistance whenever needed. Phone, office and e-mail information is provided. Email is preferred.

XIV. STUDENT OPINION OF INSTRUCTION:

An evaluation of instruction form will be administered in this course near the end of the semester. All students are asked to complete the form. Written comments are especially encouraged as to the conduct of the class and the performance of the instructor. Students have the option of remaining anonymous when completing the form. The IDEA Student Rating Form is utilized by EKU.

XV. SCHEDULE OF CLASS ACTIVITY: (Provided separately)

XVI. STATEMENT OF DISABILITY:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

XVII. ACADEMIC INTEGRITY POLICY

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

CTE 262
Foundations of Career and Technical Education
Portfolio Materials

During this course, you will need to keep a portfolio of materials to help you organize the content which will provide you with basic information about the foundations of your profession. Please take pride in the development of these materials since they will provide you with a base of knowledge of current programs and a better understanding of your heritage as a technical teacher.

The portfolio should be organized into three sections:

Section I – Text and organizational information distributed to you / Brief answers to questions done during Online Sessions.

Section II – Activities developed by you as part of the course requirements to include:

- (1) Literacy Project – (Mid-Term)
- (2) Test I – (Mid-Term)
- (3) “Foundations” Project (End-of-Semester)
- (4) Final Exam

*Section III – Materials that you develop related to Teacher Standards (you may wish to use a separate notebook)

Standard I – The teacher demonstrates applied content knowledge

Standard II – The teacher designs and plans instruction

Standard III – The teacher creates and maintains learning climate

Standard IV – The teacher implements and manages instruction

Standard V – The teacher assesses and communicates learning results

Standard VI – The teacher demonstrates the implementation of technology

Standard VII – The teacher reflects on and evaluates teaching and learning

Standard VIII – The teacher collaborates with colleagues/parents/others

Standard IX – The teacher evaluates teaching and implements professional development

*Required for Admission to the Career and Technical Education Program for Pre-Service teachers. In-Service teachers should bring their materials/portfolio developed during KTIP program.

CLASS SCHEDULE

<u>Date (Week of):</u>	<u>Topic</u>
January 11	Orientation: Course Objectives, Requirements, Evaluation, Course Preview (EKU/HCTC/SCC/BCTC)
January 18	No Class – Monday Holiday
January 25	Introduction; Important Terms (Lesson 1) (online sessions begin)
February 1	Early History of Industrial Education (Lesson 2) Discuss Literacy Project
February 8	History of Industrial Education to the Present (Lesson 3)
February 15	Leaders in Industrial Education (Lesson 4)
February 22	Literacy Presentation-EKU/HCTC/SCC/BCTC Mid-Term Test due March 3
March 1	Federal and State Legislation (Lesson 5)
March 8	(Spring Break) Development of Vocational Education and Technology
March 15	Education Programs (Lesson 6)
March 22	Philosophy of Industrial Education and Vocational Education (Lesson 7)
March 29	Economic, Sociological and Psychological Foundations (Lesson 8)
April 5	Modern Educational Initiatives (Lesson 9)
April 12	Teacher Certification and Federal and State Programs (Lesson 10)
April 19	Review for Final Exam (Last Online Session)
*April 26	Foundations Project/Portfolio Preparation/Discussion (EKU/HCTC/SCC/BCTC)
May 3	Final Exam

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	CTE 261
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Fndns of Career & Techn.Ed/IN
<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*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	POSTPONED
College Curriculum Committee	2/18/2011	Approved _____ Disapproved _____	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	Pending	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Addition of "For in-service career and technical teachers" and "Credit will not be awarded for both CTE 261 and 262".

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 simplify the advising process (in Degree Works) for in-service teachers.

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.)

CTE 261 Foundations of Career and Technical Education. (3) A. ~~For in-service career and technical teachers.~~ A study of the historical, philosophical, economical, sociological, and psychological foundations of career and technical education related to elementary, secondary, and post-secondary education. Credit will not be awarded for both CTE 261 and 262.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CTE	261	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>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

Course Prefix and No.	Credit not allowed with CTE 262
Course Prefix and No.	
Course Prefix and No.	

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

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

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

Part I

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

Proposal Approved by: Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Date</u> 1/7/2011	Graduate Council* Council on Academic Affairs Approved ___ Disapproved ___	<u>Date</u> NA POSTPONED
College Curriculum Committee General Education Committee* Teacher Education Committee*	2/18/2011 NA Pending	Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Add EDF 310 (1 hour) and change CTE 261 to new course CTE 262 to Professional Education Core for Pre-Service Teacher Education. Add Technical Education (Pre-Service) Teaching Option (see addition in Part III). Eliminate "Professional Skills Seminar" from College Requirements.

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:

- 1) To simplify the advising process (in Degree Works) for in-service teachers.
- 2) General cleanup of catalog language for the degree/options.

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

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~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.)

**Career and Technical Education
 (Teaching) (B.S.) Area Major
 CIP Code: 13.1320**

University Requirement	1 hour
BTO 100.	
General Education Requirements	48 hours
Standard General Education program (MAT 107 or higher). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University Requirements.	
College Requirements	76-79 73-80 hours
Professional Skills Seminar BTS 300 (CR) and BTS 400(CR). (Pre-Service Only)	
Major Requirements	80 hours
Program Options (Pre-Service Teacher Education):	
College Requirements:	
BTS 300 (CR) and 400 (CR)	
Professional Education Core	31-34 35 hours
EDF 103 * (1), CTE 261, 361, 363, 463 (12) or ESE 499 (12) and ESE 490, EDF 319, ESE 552, SED 401 or 401S, CTE 262, 361, 363, 463 (12) or ESE 499 (12); EDF 103 (1), 310 (1), 319; ESE 490, 552; SED 401 or 401S.	
Program Options:	
Agriculture Education	45 hours
Animal Science AGR 125, 126 and one class from AGR 321, 327, 328 or 380; Agricultural Systems Management AGR 213 and one class from AGR 272, 311, 362 or 383; Soil Science AGR 215 and one class from AGR 315, 317, or 318; Plant Science AGR 130, 131 or OHO 131, 132 and one class from AGR 312, 417 and OHO 384 or 385; Agriculture Business AGR 308 and one class from AGR 310, 350, 409 or 440. AGR 304, 305 plus 45 Agriculture or Horticulture electives to make 45 credit hours selected in consultation with your advisor.	
Technical Industrial Education**	45 hours
Forty-five semester hours of technical courses to be chosen in consultation with the advisor. A maximum of eighteen semester hours may be allowed by proficiency examination (in CTE 204, 205, 206, 304, 305, and 306; may be allowed by proficiency examination); TEC 349* (9 hours)).	
Occupational Training and Development	45 hours
Forty-five semester hours of related occupational courses chosen in consultation with advisor.	
Engineering/Technology Education+ †	45 hours
CON 121, 201, 250 294; EET 252; NET 302, 303**; AEM 195, 201 371, 383; TEC 161, 190, 303, 404; select 6-3 hours from AVN 150, GCM 211, TEC 102, and 141, 3 hours approved technical electives.	
Program Options (In-Service Teacher Education/Training and Development)	73 hours
Professional Education Core	
CTE 164, 261, 361, 363, 364, 463(4); EDF 320; SED 104 and TEC 161.	
Technical Education	
Forty-five semester hours of technical courses to be chosen in consultation with the advisor. A maximum of eighteen semester hours (in CTE 204, 205, 206, 304, 305 and 306 may be allowed by proficiency examination).	
Occupational Training and Development	
Technical courses chosen in consultation with advisor. A maximum of eighteen semester hours (in CTE 204, 205, 206, 304, 305 and 306 may be allowed by proficiency examination).	
Free Electives	0-3 hours
Total Curriculum Requirements	128-122-129 hours

*In-service teachers and occupational trainers should substitute CTE 463 (4), CTE 164, CTE 364, SED 104 and TEC 161 for CTE 463 (12), EDF 103 (1), SED 401 or 401S, and ESE 552. Nine hours of which can be selected from CTE 302 and 303 should be substituted for TEC 349 (9 hours).

**Graduates completing this program the Pre-Service Teacher Education option must have a minimum of 2000 clock hours of planned and supervised work experience in the occupation in which they will teach or a minimum of three years of approved work experience in the occupation in which they will teach. Students must also take the PRAXIS II Specialty Examination before graduation.

Candidates earning a degree that leads to pre-service teacher certification must take the PRAXIS Series (Professional Assessments for Beginning Teachers) and PLT (Principles of Learning and Teaching) exams as a requirement for graduation. Candidates are encouraged to review the schedule for PRAXIS and PLT registration deadlines prior to beginning the senior year (<http://www.kyepsb.net/assessment/index.asp> AND www.ets.org/praxis). Specialty exams are required for each certification area sought and it may take more than one test date to complete all requirements. Candidates should confer with their education advisor/counselor to determine the most optimal time to take required exams.

+†Those desiring Pre-Engineering eligibility to teach in pre-engineering education programs at the middle school and high school level should take the following general education courses: CHE 111, MAT 107, 108, PHY 131.

**Complete an Endorsement for teaching Instructional Computer Technology by completing EET 403, TEC 255, and completing a major computer certification such as A+, Network+, MSCE.

Career and Technical Education options require all pre-service students to meet the general education knowledge for initial teacher preparation requirements. (see College of Education section of this *Catalog*).

The BS degree program in Career and Technical Education is accredited by the National Council for Accreditation of Teacher Education.

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 type="checkbox"/> Course Revision (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (<u>30 characters</u>)	_____
<input checked="" type="checkbox"/> New Program (Part III)	*Program Title	Land Surveying
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate <u>X</u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	
		short-term, departmental Certificate

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010	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	2/18/2011	Approved <input checked="" type="checkbox"/> Disapproved _____	3/17/11
General Education Committee*	NA	Faculty Senate**	4/4/11
Teacher Education Committee*	NA	Board of Regents**	Pending
		Council on Postsecondary Edu.***	NA
<p>*If Applicable (Type NA if not applicable.) **Approval needed for new, 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.</p>			

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To establish a short-term, Undergraduate departmental certificate program in Land Surveying.

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 Kentucky State Board of Licensure for Professional Engineers & Land Surveyors has stated the need for additional land surveyors given the large number of current surveyors who are retiring. The Board supports an additional source of trained students prepared to take the Fundamentals of Land Surveying Examination.

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.)

Certificate in Land Surveying

The curriculum for the Land Surveying Certificate is aimed at students who have, or are pursuing, a four year degree in a program other than land surveying from a college or university of recognized standing. This certificate program includes all requirements of the Kentucky core curriculum in Land Surveying. Upon completion of this curriculum, students will receive a certificate permitting them to take the Kentucky Fundamentals of Land Surveying Examination.

Requirements.....24 hours
CON 221, 294, 320, 321; GBU 204; GEO 353, 425, 455.

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

Part I

(Check one)	Department Name	<u>Accounting, Finance and Information Systems</u>
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	<u>College of Business and Technology</u>
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	<u>INS 520</u>
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	<u>Survey of Risk Mgmt. & Insur.</u>
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)	<u>(Major , Option ; Minor ; or Certificate)</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>1/10/11—2/4/2011</u>	Graduate Council* <u>Pending</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs <u>POSTPONED</u>
College Curriculum Committee	<u>2/18/2011</u>	Approved _____ Disapproved _____
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 class

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:

This course will be used as part of the Insurance Education Institute and will also provide a 500 level class for future semesters.

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.
Examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic arena and provide the student the background for improved decision making in dealing with risk.
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.)

INS 520 Survey of Risk Management and Insurance. (3) Prerequisite: Instructor approval. The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS	520	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 - lecture	3 hours	Normal	FR _____ JR _____	
T - ITV	3 hours		SO _____ SR <input checked="" type="checkbox"/>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and PrerequisitesSee 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>Instructor 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)			

Eastern Kentucky University
Department of Accounting, Finance and Information Systems
College of Business and Technology
Syllabus for INS 520, CRN - XXX
Survey of Risk Management and Insurance
Summer 2011

Instructor: Edwin H. Duett, Ph.D.
Office: BTC 175

Phone : 859-622-1580
e-mail: ed.duett@eku.edu

Format: Combination of classroom lecture and online instruction

Course Description: INS 520 Survey of Risk Management and Insurance. (3 hours)
(Prerequisite: Consent of instructor). Three hours lecture.

The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

Required Text

Dorfman, Mark. *Introduction to Risk Management and Insurance*, (9th ed.), 2008
Pearson/Prentice Hall.

Supplemental Readings:

In addition to the required text, students will also be required to use online resources. Information will be used from websites and online publications including: The Insurance Information Institute, The Griffith Insurance Education Foundation, Risk and Insurance Management Society and others. Current issues in the Wall Street Journal and other business publications such as Business Insurance will also be used.

Student Learning Outcomes: Upon completion of this course, the student will -

- Discuss the facets of risk management and insurance – basic principles, coverages, tools, consumer considerations, and the social and economic importance – and apply this knowledge and tools to problem solving
- Interpret and contrast insurance policies
- Transfer the risk management process to both a commercial and personal setting
- Contrast the differences between property and liability risks and critically assess their impact on an organization
- Illustrate the role of reinsurance in U.S markets and the interaction of international insurance markets with U.S. markets
- Compare and assess the different features of alternative life insurance products, synthesizing their use in personal settings

- Formulate a strategy to incorporate different life insurance, annuities, pensions and other financial products into a family financial plan
- Appraise alternative health insurance plans
- Illustrate the importance of disability and worker's compensation insurance
- Evaluate the importance and future of social security and medicare to a financial plan
- Critique current legislative and regulatory issues affecting the risk management and insurance industry and discuss the differences between federal and state regulation of the insurance industry
- Analyze case scenarios and determine the appropriate techniques for problem solving
- Recognize and evaluate the variety of excellent career opportunities in insurance

Withdrawal Dates: Summer 2011 dates as set by the University will be inserted.

Last day to withdraw from course for 100% refund, or to change from P/F or Audit to Grade: TBD.

Last day to change from Grade to Audit or P/F: TBD.

Last day to withdraw online without a withdrawal fee: TBD.

Last day to withdraw with instructor's written permission and a withdrawal fee: TBD.

Internet Access: Internet access is a requirement for this course. Many resources and materials for this course will be presented online through Blackboard. Most of the exams will also be taken online.

E-mail Accounts: Students must use the ECU e-mail system and maintain a valid ECU student e-mail address to which correspondence through Blackboard will be sent.

Blackboard: Students must use the Blackboard system. Class announcements, assignments, changes to the syllabus, and online quizzes and/or exams will be posted on Blackboard. Blackboard should be checked on a daily basis for updates.

Submitting Work Online: During the online segment of this class, assignments will have to be submitted to the instructor via online.

Evaluation Methods:

Timed Quiz 1:	10%
Timed Quiz 2:	10%
Timed Quiz 3:	10%
Timed Quiz 4:	10%
Timed Exam 1:	15%
Timed Exam 2:	15%
Timed Exam 3:	15%
Article Summaries:	10%
<u>Homework</u>	<u>5%</u>
Total	100%

100 point scale

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

Student Progress:

The Blackboard grade center will allow students to view all their grades on exams and assignments and can also be used as an early warning system to alert students of poor performance. Exams and quizzes will be given throughout the semester, and the student will have a significant percent of his/her grade completed in advance of the midway point of the term.

Attendance Policy:

The University expects all students to be officially registered and to attend class. Students are responsible for course work covered during all class sessions, whether online or face-to-face. Absences will be recorded and dealt with in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy for this class. Any student that misses more than thirty percent of face-to-face or online instruction will receive a failing grade.

The instructor will determine if an absence or missed assignment is excused and if the student will be allowed to make up any missed work. Acceptable reasons for missing involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. No absence of any nature will relieve the student from responsibility for the timely completion of all work assigned. It is the student's responsibility to initiate the request to make up class work missed.

Course Format and Preparation:

Class will consist of review of chapter material and outside readings. The student must be well prepared for both discussion and questions each class session. Participation during the class sessions is required. All assignments must be turned in when due. Participation in the online discussions is required. Preparation for class includes assigned chapters from the textbook, end-of chapter homework assignments and other assigned readings. Class attendance is a course requirement.

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

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

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

Official E-mail: An official 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:

Exams and quizzes

The exams will consist of true/false, multiple choice, problems and/or short answer questions. The exams will be taken online and must be taken during the designated time period for that exam. The student must work alone on the exams and use only materials approved in advance for that exam. Examinations that are missed will be given a grade of zero and will not be allowed to be taken at a later date unless: (1) the student contacted the instructor prior to the examination date and received permission, or (2) the situation was an extreme emergency. Make-up examinations will be allowed only at the judgment of the instructor.

Article Summaries:

Select and read a risk management and insurance article. The topic of the article must relate to the course material. You should select one of the main articles from a publication rather than a short discussion article. The article should be several pages in length in the publication. The summary will be one-page, double spaced, and the citation is to be placed at the top of the first page.

DETAILED COURSE OUTLINE

The content of this course will be presented in a hybrid format with both face-to-face and online methods used. The material presented in the online segment will be reinforced and supplemented during the face-to-face session. An additional focus during the face-to-face session will be the emphasis on real world applications of the concepts. Homework questions, discussion postings, PowerPoint notes, live chat sessions and quizzes will be used throughout the coursework and particularly during the online segment.

- I. Introduction and Overview of How Insurance Works and Types of Insurance Companies (3.5 hours)
Covered online
- II. Risk Management (2 hours)
 - a. Risk Management Process

- i. Identification of risks
- ii. Evaluation of risks
- iii. Selection of risk management techniques
- iv. Implementation and revision of decisions
- b. Principles of Risk Management techniques
Covered online, reviewed face to face

Quiz 1 Online

- III. Property and Liability Insurance (2 hours)
 - a. Commercial Property Insurance
 - b. Commercial Liability Insurance*Covered online*
- IV. Insurance Company Operations (2 hours)
Covered Online
- V. Insurance Regulation and Legal Environment (1 hour)
 - a. State vs. Federal Regulation
 - b. Role of State Commissioner of Insurance office
 - c. Effect of current legal environment*Covered online*

Exam 1 Online

- VI. Renters and Homeowners Insurance (3 hours)
 - a. Analyze policyholder's renters and homeowners insurance contracts
 - b. Discuss ways to encourage students to be more informed consumers*Covered online, reviewed face to face*
- VII. Automobile Insurance (3 hours)
 - a. Analyze policyholder's auto policy contract
 - b. Discuss ways to encourage students to be more informed consumers*Covered online, reviewed face to face*

Quiz 2 Online

- VIII. Reinsurance (1 hour)
 - a. Role reinsurance plays in the global industry
 - b. Impact of reinsurance on pricing*Face to face*
- IX. Life Insurance, Annuities and Pensions (5 hours)
 - a. Types of Life Insurance, Annuities and Pensions
 - b. Term vs. Cash-Value life insurance products*Face to face*
- Worker's Compensation (1 hour)
 - a. History of worker's compensation
 - b. Worker's Compensation Insurance vs. Self-Insurance*Face to face*

Quiz 3 Face to face

- XI. Health Insurance and Disability Income (2 hour)
 - a. Discuss alternative health insurance products
 - i. Traditional Indemnity Plans vs. Managed Care Plans
 - b. Discuss importance of Disability Income Insurance*Face to face*

- XII. Social Security and Medicare (1 hour)
 - a. Current issues related to Social Security and Medicare
 - b. Funding of Social Security

Face to face

- XIII. Family Financial Planning (2 hours)

- a. Use of credit
- b. Emergency funds
- c. Contingencies
- d. Estates

Face to face

Exam 2 Face to face

- XIV. Careers in Risk Management and Insurance (2 hours)

- a. Opportunities in the industry
- b. Overview of industry related certifications and designations

Online

- XV. Current issues in Risk Management and Insurance, i.e. terrorism, mold (3 hour)

- a. Legislative issues
- b. Regulatory issues
- c. Market driven issues

Online, reviewed face to face

- XVI. Technology (1 hour)

- a. Supplemental information on industry supported websites
- b. Trends in technology use

Online

Quiz 4 Online

- XVII. Applications Development (4.5 hours)

- a. Group Application Development
- b. Focus on Service Learning

Face to face

Exam 3 Face to face

Quizzes and Exams (6 hours)

Total: 45 contact hours

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> 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)	Accounting, Finance and Information Systems College of Business and Technology INS 720 Survey of Risk Mgmt. & Insur. _____ _____ _____ _____ _____ _____ _____
---	---	--

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/10/11—2/4/2011	Graduate Council*	Pending
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	_____
College Curriculum Committee	2/18/2011	Approved Disapproved	POSTPONED
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 new class.

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:

This course will be used as part of the Insurance Education Institute and will also provide a 700 level class for future semesters.

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.
Examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic arena and provide the student the background for improved decision making in dealing with risk.
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.)

INS 720 Survey of Risk Management and Insurance. (3) Prerequisite: Instructor approval. The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS	720	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
3	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 - lecture	3 hours	Normal	FR _____ JR _____	
T - ITV	3 hours		SO _____ SRX _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and PrerequisitesSee 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>Instructor 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)			

Eastern Kentucky University
Department of Accounting, Finance and Information Systems
College of Business and Technology
Syllabus for INS 720, CRN – XXX
Survey of Risk Management and Insurance
Summer 2011

Instructor: Edwin H. Duett, Ph.D.
Office: BTC 175

Phone : 859-622-1580
e-mail: ed.duett@eku.edu

Format: Combination of classroom lecture and online instruction

Course Description: INS 720 Survey of Risk Management and Insurance. (3 hours)
(Prerequisite: Consent of instructor). Three hours lecture

The examination of risk management and insurance concepts and principles with an emphasis on application. Coverage will include a broad base of current topics and tools used in this dynamic area and provide the student the background for improved decision making in dealing with risk.

Required Text

Dorfman, Mark. *Introduction to Risk Management and Insurance*, (9th ed.), 2008
Pearson/Prentice Hall.

Supplemental Readings:

In addition to the required text, students will also be required to use online resources. Information will be used from websites and publications including: The Insurance Information Institute, The Griffith Insurance Education Foundation, Risk and Insurance Management Society and others. Current issues in the Wall Street Journal and other business publications such as Business Insurance will also be used.

Student Learning Outcomes: Upon completion of this course, the student will –

- Explain the different facets of risk management and insurance – basic principles, coverages, tools, consumer considerations, and their social and economic importance – and construct applications of this knowledge and tools to problem solving
- Interpret and contrast insurance policies and assess their use as risk transfer tools
- Construct strategies for the application of the risk management process in both commercial and personal settings
- Contrast the differences between property and liability risks and critically assess their impact on the financial condition of an organization
- Assess the role of reinsurance in U.S markets and the economic impact of international insurance markets on U.S. markets

- Formulate a strategy to incorporate different life insurance, annuities, pensions and other financial products by synthesizing these into a family financial plan
- Analyze the ethical issues involved with the fiduciary responsibility of a financial services representative and design the correct plan for both personal and commercial clients
- Apply theories and concepts of insurance to the examination of alternative health insurance plans
- Create plans for implementation of disability and worker's compensation insurance in an organization
- Critique current legislative and regulatory issues affecting the risk management and insurance industry and critically discuss the differences between federal and state regulation of the insurance industry
- Analyze case scenarios and design solutions for problem solving, synthesizing the use of risk management and insurance techniques
- Recognize and evaluate the variety of excellent career opportunities in insurance

Withdrawal Dates: Summer 2011 dates as set by the University will be inserted.

Last day to withdraw from course for 100% refund, or to change from P/F or Audit to Grade: TBD.

Last day to change from Grade to Audit or P/F: TBD.

Last day to withdraw online without a withdrawal fee: TBD.

Last day to withdraw with instructor's written permission and a withdrawal fee: TBD.

Internet Access: Internet access is a requirement for this course. Many resources and materials for this course will be presented online through Blackboard. Most of the exams will also be taken online.

E-mail Accounts: Students must use the ECU e-mail system and maintain a valid ECU student e-mail address to which correspondence through Blackboard will be sent.

Blackboard: Students must use the Blackboard system. Class announcements, assignments, changes to the syllabus, and online quizzes and/or exams will be posted on Blackboard. Blackboard should be checked on a daily basis for updates.

Submitting Work Online: During the online segment of this class, assignments will have to be submitted to the instructor via online.

Evaluation Methods:

Timed Quiz 1:	10%
Timed Quiz 2:	10%
Case Study:	10%
Research paper:	10%
Timed Exam 1:	15%
Timed Exam 2:	15%

Timed Exam 3:	15%
Article Summaries:	10%
<u>Homework</u>	<u>5%</u>
Total	100%

100 point scale

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

Student Progress:

The Blackboard grade center will allow students to view their grades on exams and assignments and can also be used as an early warning system to alert students of poor performance. Exams and quizzes will be given throughout the semester, and the student will have a significant percent of his/her grade completed in advance of the midway point of the term.

Attendance Policy:

The University expects all students to be officially registered and to attend class. Students are responsible for course work covered during all class sessions, whether online or face-to-face. Absences will be recorded and dealt with in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy for this class. The policy will be provided on blackboard. Any student that misses more than thirty percent of face-to-face or online instruction will receive a failing grade.

The instructor will determine if an absence or missed assignment is excused and if the student will be allowed to make up any missed work. Acceptable reasons for missing involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. No absence of any nature will relieve the student from responsibility for the timely completion of all work assigned. It is the student's responsibility to initiate the request to make up class work missed.

Course Format and Preparation:

Class will consist of review of chapter material and outside readings. The student must be well prepared for both discussion and questions each class session. Participation during the class sessions is required. All assignments must be turned in when due. Participation in the online discussions is required. Preparation for class includes assigned chapters from the textbook, end-of chapter homework assignments and other assigned readings. Class attendance is a course requirement.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and

present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

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

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

Course Requirements:

Exams and quizzes

The exams will consist of true/false, multiple choice, problems and/or short answer questions. The exams will be taken online and must be taken during the designated time period for that exam. The student must work alone on the exams and use only materials approved in advance for that exam. Examinations that are missed will be given a grade of zero and will not be allowed to be taken at a later date unless: (1) the student contacted the instructor prior to the examination date and received permission, or (2) the situation was an extreme emergency. Make-up examinations will be allowed only at the judgment of the instructor.

Article Summaries:

Select and read a risk management and insurance article. The topic of the article must relate to the course material. You should select one of the main articles from a publication rather than a short discussion article. The article should be several pages in length in the publication. The summary will be one-page, double spaced, and the citation is to be placed at the top of the first page.

Case Study:

A case study will be assigned to test the student's ability to problem solve. The student will have to break down the scenario, formulate a solution integrating the use of tools and techniques learned in the class and communicate their decisions/outputs. The case will be assigned by the instructor and will require quantitative analysis and critical thinking by the student.

Research Paper:

Risk management and insurance is a dynamic area that impacts all areas of business. The research paper will allow the student to demonstrate their understanding of the basic concepts as they critique a current topic or development in the risk management and/or

insurance area. The topic of the research paper must be approved by the instructor and be 10-15 double-spaced pages of content.

DETAILED COURSE OUTLINE

The content of this course will be presented in a hybrid format with both face-to-face and online methods used. The material presented in the online segment will be reinforced and supplemented during the face-to-face session. An additional focus during the face-to-face session will be the emphasis on real world applications of the concepts. Homework questions, discussion postings, PowerPoint notes, live chat sessions and quizzes will be used throughout the coursework and particularly during the online segment.

I. Introduction and Overview of How Insurance Works and Types of Insurance Companies (3.5 hours)

Covered online

II. Risk Management (2 hours)

a. Risk Management Process

i. Identification of risks

ii. Evaluation of risks

iii. Selection of risk management techniques

iv. Implementation and revision of decisions

b. Principles of Risk Management techniques

Covered online, reviewed face to face

III. Property and Liability Insurance (2 hours)

a. Commercial Property Insurance

b. Commercial Liability Insurance

Covered online

IV. Insurance Company Operations (2 hours)

Covered Online

V. Insurance Regulation and Legal Environment (1 hour)

a. State vs. Federal Regulation

b. Role of State Commissioner of Insurance office

c. Effect of current legal environment

Covered online

Quiz 1 Online

VI. Renters and Homeowners Insurance (3 hours)

a. Analyze policyholder's renters and homeowners insurance contracts

b. Discuss ways to encourage students to be more informed consumers

Covered online, reviewed face to face

VII. Automobile Insurance (3 hours)

a. Analyze policyholder's auto policy contract

b. Discuss ways to encourage students to be more informed consumers

Covered online, reviewed face to face

VIII. Reinsurance (1 hour)

a. Role reinsurance plays in the global industry

b. Impact of reinsurance on pricing

Face to face

- IX. Life Insurance, Annuities and Pensions (5 hours)
 - a. Types of Life Insurance, Annuities and Pensions
 - b. Term vs. Cash-Value life insurance products

Face to face

- X. Worker's Compensation (1 hour)
 - a. History of worker's compensation
 - b. Worker's Compensation Insurance vs. Self-Insurance

Face to face

Exam 1 Online

- XI. Health Insurance and Disability Income (2 hour)
 - a. Discuss alternative health insurance products
 - i. Traditional Indemnity Plans vs. Managed Care Plans
 - b. Discuss importance of Disability Income Insurance

Face to face

- XII. Social Security and Medicare (1 hour)
 - a. Current issues related to Social Security and Medicare
 - b. Funding of Social Security

Face to face

- XIII. Family Financial Planning (3 hours)
 - a. Use of credit
 - b. Emergency funds
 - c. Contingencies
 - d. Estates
 - e. Development of financial plans

Face to face

Quiz 2 Face to face

- XIV. Careers in Risk Management and Insurance (2 hours)
 - a. Opportunities in the industry
 - b. Overview of industry related certifications and designations

Online

- XV. Current issues in Risk Management and Insurance, i.e. terrorism, mold (4 hours)
 - a. Legislative issues
 - b. Regulatory issues
 - c. Market driven issues
 - d. Research issues

Online, reviewed face to face

- XVI. Technology (1 hour)
 - a. Supplemental information on industry supported websites
 - b. Trends in technology use

Online

Exam 2 Online

- XVII. Applications Development (4.5 hours)
 - a. Group Application Development
 - b. Focus on Service Learning

c. Case Studies
Face to face

Exam 3 **Face to face**

Quizzes and Exams (4 hours)

Total: 45 contact 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>Accounting, Finance & Information Systems</u>
<input type="checkbox"/> New Course (Parts II, IV)	College	<u>Business & 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>Accounting BBA</u>
<input type="checkbox"/> New Program (Part III)	(Major <u>X</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)	
<input checked="" 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>10/1/2010—2/4/2011</u>	Graduate Council* <u>NA</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>2/18/2011</u>	Approved <u>X</u> Disapproved _____ <u>3/17/11</u>
General Education Committee*	<u>NA</u>	Faculty Senate** <u>4/4/11</u>
Teacher Education Committee*	<u>NA</u>	Board of Regents** <u>Pending</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.)
 Change program math requirements. Eliminate "Professional Skills Seminar" in the College Requirement and add an "s" to the word 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:
 Change the math requirement in the BBA in Accounting to be consistent with all other BBA majors.

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 ~~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.)

Accounting (B.B.A.)
CIP Code: 52.0301

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

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

College Requirements: ~~Professional Skills Seminar~~
 BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements.....15 hours
 MAT 107 or 211, CIS 212 or CSC 104; PSY 200 or 200W or SOC 131; ECO 230, 231.

Free Electives (non-business)8 hours

Business Requirements

P re-Business Core.....12 hours
 A CC 201, 202; GBU 204; QMB 200.

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

Major Requirements.....27 hours
 A CC 301, 302, 322, 327, 350, 441, and nine elective hours (six from ACC 425, 440, 490, 501, 521, 523 or 525; and an additional three hours from this list or a nonaccounting course approved by advisor, or ACC 349).

Total Curriculum Requirements.....120 hours

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

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	_____
<input type="checkbox"/> New Program (Part III)	*Program Title	Computer Information Systems BBA (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input checked="" 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	10/1/2010—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	2/18/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11
General Education Committee*	NA	Faculty Senate** 4/4/11
Teacher Education Committee*	NA	Board of Regents** Pending
		Council on Postsecondary Edu.*** NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change program math requirements, changing Supporting Course Requirements to 18 hours and Free Electives to 5 hours. Eliminate "Professional Skills Seminar" in the College Requirement and add an "s" to the word 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:
 Change the math requirement in the BBA in Computer Information Systems to be consistent with all other BBA majors.

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 ~~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.)

Computer Information Systems (B.B.A.)

CIP Code: 52.1201

University Requirement.....1 hour

BTO 100.

General Education Requirements.....36 hours

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

College Requirements: ~~Professional Skills Seminar~~

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

Supporting Course Requirements.....18-24 hours

CIS 240; CIS 212 or CSC 104; ECO 230, 231; MAT 107 or 211 or ~~the combined courses of MAT 107 and QMB 240~~; PSY 200 or 200W or SOC 131.

Free Electives (non-business)2-5 hours

Business Core Requirements

P re-Business Core.....12 hours

A CC 201, 202; GBU 204; QMB 200.

Business Core.....21 hours

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

Major Requirements.....27 hours

CIS 215, 335, 340, 375, 380, 410 and one of the following options:

General Computer Information Systems Option:

Nine hours from CIS 320, CIS 325, CIS 349 (up to a maximum of three hours), CIS 370, CIS 400, CIS 475, or an upper-division course approved by the department.

Network Management Option:

CIS 475 and an additional six hours from CIS 349 (up to a maximum of three hours), CIS 370, EET 354, EET 403, or an upper-division course approved by the department.

Total Curriculum Requirements.....120 hours

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

Part I

<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 type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	_____
<input type="checkbox"/> New Program (Part III)	*Program Title	Finance BBA (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input checked="" 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	10/1/2010—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	2/18/2011	Approved <u> X </u> Disapproved <u> </u>	3/17/11
General Education Committee*	NA	Faculty Senate**	4/4/11
Teacher Education Committee*	NA	Board of Regents**	Pending
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change program math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 5 hours. Eliminate "Professional Skills Seminar" in the College Requirement and add an "s" to the word 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:
 Change the math requirement in the BBA in Finance to be consistent with all other BBA majors.

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.)

Finance (B.B.A.)

CIP Code: 52.0801

University Requirement.....1 hour

BTO 100.

General Education Requirements.....36 hours

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

College Requirements: ~~Professional Skills Seminar~~

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

Supporting Course Requirements.....~~15-18~~ hours

CIS 212 or CSC 104; ECO 230, 231; MAT 107 or 211-~~or the combined courses of MAT 107 and QMB 240~~; PSY 200 or 200W or SOC 131.

Free Electives (non-business).....2-5 hours

Business Requirements

P re-Business Core.....12 hours

A CC 201, 202; GBU 204; QMB 200.

Business Core.....21 hours

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

Major Requirements.....30 hours

FIN 201, 301; and one of the following options:

Managerial Finance Option:

A CC 301, 302, 327, FIN 310, 330, 410, 424, and three hours from ACC 322, 425, 501, 525, FIN 311, 324, 349, 420.

Financial Planning Option:

A CC 322, FIN 311, 324, 420, INS 370, 374, 474 and three hours from FIN 310, 330, 349, 410, 424, INS 380.

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 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 Accounting, Finance & Information Systems <hr/> College Business & Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Insurance BBA (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	10/1/2010—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	2/18/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
General Education Committee*	NA	Faculty Senate**	4/4/11
Teacher Education Committee*	NA	Board of Regents**	Pending
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change program math requirements, changing Supporting Course Requirements to 15 hours and Free Electives to 8 hours. Eliminate "Professional Skills Seminar" in the College Requirement and add an "s" to the word 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:
 Change the math requirement in the BBA in Insurance to be consistent with all other BBA majors.

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 ~~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.)

Insurance (B.B.A.)
CIP Code: 52.1701

University Requirement.....1 hour

BTO 100.

General Education Requirements.....36 hours

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

College Requirements: ~~Professional Skills Seminar~~

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

Supporting Course Requirements.....~~15-18~~ hours

CIS 212 or CSC 104; ECO 230, 231; MAT ~~107 or 211 or the combined courses of MAT 107 and QMB 240~~; PSY 200 or 200W or SOC 131.

Free Electives (non-business)5-8 hours

Business Requirements

P re-Business Core.....12 hours

A CC 201, 202; GBU 204; QMB 200.

Business Core.....21 hours

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

Major Requirements.....27 hours

INS 370, 372, 374, 378, 486 or 460 or 474, and twelve additional hours of insurance electives may be taken from the following: INS 349—up to a maximum of six hours, INS 380, 460, 474, 476, 486 and INS 400—up to a maximum of six hours total, INS 490—up to a maximum of six hours; APS 350, 351, 438, 465, FSE 221, 350, 361, 366, TRS 332, 342, GBU 310, 311, MGT 330, MKT 310, FIN 201 or FRM 352, FIN 310, 311 and 390S.

Total Curriculum Requirements..... 120 hour

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 Accounting, Finance & Information Systems <hr/> College Business & Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Insurance BS (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	10/1/2010—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	2/18/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
General Education Committee*	NA	Faculty Senate**	4/4/11
Teacher Education Committee*	NA	Board of Regents**	Pending
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change program math requirements. Eliminate "Professional Skills Seminar" in the College Requirement and add an "s" to the word 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:
 Change the math requirement in the BS in Insurance to be consistent with the BBA in Insurance.

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.)

Insurance (B.S.)
CIP Code: 52.1701

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

General Education Requirements.....39 hours
Standard General Education program, excluding blocks II, VB, and VII(QS). Refer to Section Four of this Catalog for details on the General Education and University requirements.

College Requirements: ~~Professional Skills Seminar~~
BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements.....9-12 hours
ECO 230, CIS 212 or CSC 104; MAT 107 or 211 ~~or the combined courses of MAT 107 and QMB 240.~~

Free Electives.....14-17 hours

Business Requirements

P re-Core.....12 hours
A CC 201, 202; GBU 204; QMB 200.

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

Insurance Major Requirements.....21 hours
INS 372, 378; 460 or 474 or 486; and twelve hours from INS 349 (1-6 hours), 380, 400 (up to a maximum of six hours), 460, 474, 476, 486, 490 (1-6 hours), or any upper division INS course not taken as part of major requirements, GBU 310, 311, MGT 330, MKT 310, APS 350, 351, 438, 465, FSE 221, 350, 361, 366, TRS 332, 342, FIN 201 or FRM 352, FIN 310, 311 and 390S.

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 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: 50%;">Department Name</td> <td>Agriculture</td> </tr> <tr> <td>College</td> <td>Business & Technology</td> </tr> <tr> <td>*Course Prefix & Number</td> <td>_____</td> </tr> <tr> <td>*Course Title (30 characters)</td> <td>_____</td> </tr> <tr> <td>*Program Title</td> <td>Pre-Professional Text (Page 103)</td> </tr> <tr> <td></td> <td>(Major ____, Option ____, Minor ____, or Certificate ____)</td> </tr> </table>	Department Name	Agriculture	College	Business & Technology	*Course Prefix & Number	_____	*Course Title (30 characters)	_____	*Program Title	Pre-Professional Text (Page 103)		(Major ____, Option ____, Minor ____, or Certificate ____)
Department Name	Agriculture												
College	Business & Technology												
*Course Prefix & Number	_____												
*Course Title (30 characters)	_____												
*Program Title	Pre-Professional Text (Page 103)												
	(Major ____, Option ____, Minor ____, or Certificate ____)												
*Provide only the information relevant to the proposal.													

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/22/2010	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	2/18/2011	Approved <input checked="" type="checkbox"/> Disapproved _____	3/17/11
General Education Committee*	NA	Faculty Senate**	4/4/11
Teacher Education Committee*	NA	Board of Regents**	Pending
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Condense and clarify catalog narrative, present curriculum requirements in a standard format.

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 curriculum requirements are difficult to understand and are not useable by Degree Works in the current configuration.

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

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 None

Library Resources:
 None

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

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

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

**Pre-Professional
Pre-Veterinary Medicine
(~~Page 103 of 2010-2011 EKU Undergraduate Catalog~~)**

~~—The Eastern Kentucky University program in pre-veterinary medicine is administered by the Department of Agriculture. Although Kentucky does not have a school of veterinary medicine, the state participates as a member of the Southern Regional Educational Board Plan under which legal Kentucky residents attend Auburn University School of Veterinary Medicine or Tuskegee Institute School of Veterinary Medicine. The program is funded by an appropriation of the General Assembly to the Kentucky Council on Post-Secondary Education.~~

~~—A limited number of students who are legal residents of Kentucky and have completed pre-veterinary requirements are selected by Auburn (34 positions) or Tuskegee Institute (two positions) each year to enter professional training in veterinary medicine at the respective schools. Students enter the four-year program of the veterinary school at the beginning of the fall term and are approved for succeeding years as long as normal progress is made toward the degree in veterinary medicine. These students are exempt from out-of-state tuition at Auburn. Selection is on a competitive basis with the final selection being made by a committee composed of faculty members from each of the respective schools.~~

~~—Each of the two veterinary schools have similar entrance requirements and each requires a minimum grade point average of 2.5 on a 4.0 scale. Tuskegee requires the VAT and Auburn requires the GRE examination. Students should work closely with the pre-vet advisor concerning their program and should have a grade point average of 3.4 to be competitive.~~

~~—All course work must be completed by June 15 prior to fall admission to the school of veterinary medicine. A grade of "D" in any required course is not accepted. Substitution of courses must be approved by the veterinary school to which application is to be made. All course requirements must be met and courses in organic chemistry and physics must have been completed within six years of entry into the School of Veterinary Medicine.~~

~~—Application to Auburn under the Kentucky program is made beginning in the fall of the year preceding that of admission. Students apply through the Veterinary Medical College Application Service (VMCAS). The application deadline is October 1. Students should follow application instructions regarding updating their transcripts and course work at the school to which they apply. Students should work closely with the pre-veterinary advisor in making certain that all requirements are met.~~

~~—A pre-vet student at Eastern Kentucky University has the following alternatives while proceeding through the program of study:~~

- ~~1. Complete the pre-vet curriculum in three years and apply for admission into a school of veterinary medicine. Students may receive a B.S. degree from EKU by transferring credits from the first year of veterinary school back to EKU and by completing all general education/University requirements.~~
- ~~2. Earn a B.S. degree at EKU with an agriculture, biology, chemistry, or other appropriate major during the fourth year while completing the pre-veterinary curriculum.~~
- ~~3. At any time, change from the pre-veterinary curriculum to the above majors and graduate with a B.S. degree with no loss of credit.~~

~~—Students are expected to gain practical large animal experience during the course of pre-vet study, either on the University farm or with a D.V.M. The pre-vet advisor can assist in arranging for this experience.~~

Requirements at Auburn for Students without a Bachelors Degree

—The following curriculum may be completed in three years after which the student is then eligible to apply for admission to Auburn or Tuskegee.

—BTO 100, AGR 125, 126, 321 or 421, BIO 141, CHE 361, 362, 366, 367, 531, general education Block I, Block II (MAT 109 or 261), Block IIIA (ART, MUH, or THE), Block IIIB (ENG 211 or 212, Block IVA (BIO 121), Block IVB (CHE 111, 115 (1)), Block VA (HIS), Block VB (ECO 230), Block VC, Block VI, Block VII (AH – 3 credits from arts and humanities), Block VII (NS – CHE 112, 116 (1)), Block VIII (PHY 131 and 132), plus six additional credit hours of science electives and six hours of Social/Behavioral Science electives. Refer to the General Academic Information section of this *Catalog* for details on the General Education block descriptions and University Requirements.

Total Curriculum Requirements.....87-90 hours

Requirements at Auburn for Students with a Bachelors Degree

AGR 321 or 421.....	3
BIO 121.....	4
BIO 141.....	4
CHE 111/115.....	4
CHE 112/116.....	4
CHE 361.....	3
CHE 366.....	1
CHE 362.....	3
CHE 367.....	1
CHE 531.....	3
PHY 131.....	5
PHY 132.....	5
Science Electives.....	6

**Science Selectives for Auburn (6 hours):

AGR 374.....	3
AGR 375.....	3
AGR 376.....	3
BIO 315.....	4
BIO 320.....	4
BIO 331.....	3
BIO 342.....	4
BIO 348.....	4
BIO 371.....	4
BIO 546.....	4

—Students not accepted at Auburn after their junior year may continue for a Bachelors Degree. Because of the courses in the Pre-Vet Curriculum most students continue their studies in either Agriculture, Biology or Chemistry, although a degree in any major is possible. Students who do not get into Auburn after their junior year may reapply. —Because of the large number of applications and limited number of acceptances, the student should choose a secondary career goal.

Pre-Professional

Pre-Veterinary Medicine Pathways

For students who have a strong interest in veterinary medicine, the Department of Agriculture offers 2 options in this program of study. Each option is tailored to meet the entrance requirements for either Auburn University School of Veterinary Medicine or Tuskegee Institute School of Veterinary Medicine. These schools have seats specifically designated for Kentucky residents. The student may be advised differently when applying to other veterinary schools since entrance requirements vary. Upon completion of the degree, the student is also awarded a Minor in Chemistry.

Pathway 1: Pre-Veterinary Transfer Option – B.S. in Agriculture

The student intends to apply and hopes to transfer to a school of veterinary medicine after their 3rd year at ECU. Students who intend to follow this pathway declare a B.S. in Agriculture as their major and the pre-vet transfer option as the concentration.

Students can then complete the B.S. degree from ECU by transferring credits from the first year of veterinary school back to ECU. Students not accepted after the junior year may elect to stay at ECU and change to the option below and then reapply to a school of veterinary medicine.

Pathway 2: General Pre-Veterinary Option – B.S. in Agriculture

Student intends to earn a B.S. degree in Agriculture at ECU and applies for admission into a school of veterinary medicine. Students will typically apply to a school of veterinary medicine during the fall of their senior year at ECU. Students who intend to follow this pathway declare a B.S. in Agriculture as their major and the general pre-vet option as the concentration.

Admission into Auburn or Tuskegee Schools of Veterinary Medicine

Kentucky is a member of the Southern Regional Educational Board Plan under which legal Kentucky residents attend Auburn University School of Veterinary Medicine or Tuskegee Institute School of Veterinary Medicine. The program is funded by an appropriation of the General Assembly to the Kentucky Council on Post-Secondary Education. A limited number of students who have completed pre-veterinary requirements are selected on a competitive basis by Auburn or Tuskegee each year and are exempt from out-of-state tuition. Both veterinary schools have similar entrance requirements, including a GRE examination. Students should have a grade point average of 3.4 to be competitive. Students need to pass all pre-veterinary required courses with a grade of "C" or better. Courses in organic chemistry and physics must have been completed within six years of entry into the school of veterinary medicine. Students applying to Auburn use the Veterinary Medical College Application Service (VMCAS). Students apply directly to Tuskegee. Application deadlines for both are October 1. Students are expected to gain veterinary experience by working directly with a D.V.M.

Agriculture (B.S.) with Pre-Veterinary Transfer Option
(CIP Code: 01.0301)

University Requirement	1 hour
<u>BTO 100</u>	
General Education Requirement	33 hours
<u>Standard General Education program, excluding blocks II, IVA, IVB, and VIII with exceptions in the following areas: IIIA (MUH 171, ART 200, or THE 100)*, IIIB (ENG 211 or 212)*, VII (three hours of Arts & Humanities and three hours of Social & Behavioral Sciences)*. Refer to Section Four of this <i>Catalog</i> for details on the General Education and University Requirements.</u>	
College Requirements	1 hour
<u>AGR 305</u>	
Supporting Course Requirements	21-23 hours
<u>BIO 121, CHE 111 and 111L, MAT 109 or 124 or 261, PHY131 and 132.</u>	
Core Requirements	4 hours
<u>AGR 125, 126</u>	
Major Requirements	27-29 hours
<u>AGR 321, or 372A and 421; 23 to 25 hours of agriculture classes in consultation with advisor</u>	
Additional Veterinary School Requirements*	31 hours
<u>BIO 141; CHE 112, 112L, 361, 361L, 362, 362L, and 531; six hours of science electives, choose from: AGR 374, 375, or 376, BIO 315, 320, 331, 348, or 546; 3 additional hours of arts & humanities, 3 additional hours of social and behavioral science electives.</u>	
Free Electives	0 hours
Total Curriculum Requirements	120 hours

*The courses listed are courses required by Auburn School of Veterinary Medicine for students without a Bachelors degree prior to starting veterinary school.

Agriculture (B.S.) with General Pre-Veterinary Option

University Requirement	1 hour
<u>BTO 100</u>	
General Education Requirement	30 hours
<u>Standard General Education program, excluding blocks: Block II, IVA, IVB, VII (NS), VIII with exceptions in the following areas: VB (ECO 230) and VII AH*. Refer to Section Four of this <i>Catalog</i> for details on the General Education and University Requirements.</u>	
College Requirements	1 hour
<u>AGR 305 and BTS 400 (CR)</u>	
Supporting Course Requirements	25 - 27 hours
<u>BIO 121, CHE 111, 111L, 112, 112L, MAT 107 or 109 or 124 or 261, PHY 131 and 132.</u>	
Core Requirements	18 hours
<u>AGR 125, 126, 304, 308, one of the following (310, 350, 440), 411; three hours of AGR 349</u>	
Major Requirements	21-22 hours
<u>AGR 321, 372A, 421, two production classes (AGR 327, 328, 332, 380), two animal science courses (AGR 373, 374, 375, 376)</u>	
Additional Veterinary School Requirements*	21 hours
<u>BIO 141; CHE 361, 361L, 362, 362L, and 531; six additional hours of science electives, choose from: BIO 315, 320, 331, 348, 546</u>	
Free Electives	0-3 hours
Total Curriculum Requirements	120 hours

*The courses listed are courses required by Auburn School of Veterinary Medicine for students with a Bachelors degree prior to starting veterinary school.
ECO 230 is a pre-requisite to AGR 308.

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> 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 ____)	Communication Business & Technology PUB 410S Social Media & Public Relations _____ _____ _____ _____
---	---	---

Proposal Approved by:		<u>Date</u>		<u>Date</u>
Departmental Committee		2/17/2011	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		2/25/2011	Approved <input checked="" type="checkbox"/> Disapproved _____	3/17/11
General Education Committee*		NA	Faculty Senate**	NA
Teacher Education Committee*		NA	Board of Regents**	NA
Service Learning Committee		2/2/2011	Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new class (PUB 410S) focusing on creating and maintaining an online social media presence for organizations, and how doing so acts as a public relations tool.

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:

The new class would include new content (social media) that is increasingly becoming a prerequisite for students obtaining jobs in public relations. Course will utilize and combine what students are learning in Web Development and PR Writing as there is a strong content component to creating and maintaining a social media presence for organizations online. In addition, this course has already earned an "S" designation (Service Learning) because of its heavy involvement with community partner(s) with whom students will devise a real-life social media plan. This is the only "S" course in the PR curriculum to date. (Note: this course was taught Spring 2010, Fall 2010, and Spring 2011 as COM 400: Studies in Communication.)

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

PUB 410S Social Media and Public Relations. (3) I, II. Introduction to social media forms and design. Emphasis on social media as a public relations tool in terms of institutional, social, and technological impact. Includes working with community partner(s) to create an online presence.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PUB	410S	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	COMM
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 _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

PUB 410S: PR Social Media Spring/Fall YEAR

Class 11:00 a.m. – 12:15 p.m. TR Combs Building 225

Instructor: Dr. Kathy Keltner-Previs

Email: kathy.keltner@eku.edu

Office: 316 Combs

Office Hours: M, W: 8:00 – 9:00 a.m., 10:30 a.m –12:30 p.m.; T, R: 1:00 – 2:00 p.m., and by appointment.

Phone: 859-622-8936, but please avoid leaving messages on voicemail. Email messages will be answered much more promptly.

Course Description: Introduction to various types of social media forms. Students will participate in real-life public relations problems of creating and maintaining an online social presence. Students will be involved in day-to-day operations of working with clients with an emphasis on posting content. The main emphasis of the course is using social media as a public relations tool and the advantages and disadvantages that are associated with that.

Course Objectives: By the end of the semester, students should be able to: define and describe the institutional, social, and technological aspects of social media while recognizing the importance of social media in today's economy. Students will also be able to create and maintain live examples of social media, including Internet sites such as Facebook, Twitter, and blogs. In keeping with ECU's commitment to develop informed critical and creative thinkers who communicate effectively, this course will incorporate the "Quality Enhancement Plan" where students learn to:

- *Explore* (identify, discover) and use relevant information in order to gain knowledge and solve problems.
- *Evaluate* (analyze) information and ideas using appropriate methods.
- *Expand* (develop) and generate their own ideas and express them effectively.
- *Express* (clearly articulate) a point of view and develop it with awareness of alternatives.

In addition, this course is a service-learning course. As a component of this course, you are required to volunteer a minimum of 15 hours of service to an organization in the Richmond, Kentucky community.

Course Text:

1. *The Tipping Point: How Little Things Can Make a Big Difference* by Malcolm Gladwell. New York: Little, Brown and Company (2000).
2. *The Social Media Bible: Tactics, Tools & Strategies for Business Success* by Lon Safko and David K. Brake. Hoboken, NJ: Wiley (2009).
3. Other assigned readings will be selected and provided by instructor.

Grading Policy: Your grade will be determined based on your performance on hands-on project including creating, and updating the social media sites/campaigns through agreed-upon client. You will also be evaluated on the quantity and quality of your participation in class. This includes contributing thoughtful comments and/or questions during our discussions pertaining to the assigned reading materials. Each student will be assigned a chapter to discuss. Missing this assignment cannot be made up and will result in a zero grade without a doctor's note. Attending

class regularly is also a part of your participation grade. Finally, quizzes on reading material and a final exam will factor into your final grade. Instructions for the final project will be distributed after the break.

There will be a service learning project assigned for the duration of the semester. Brief presentations will be made at mid-term and during the last week of class. The service learning project will account for 20% of the final grade. More details will be provided in Service Learning Section at the end of the Syllabus.****

Evaluation:

Quizzes (5@10% each)	50%
Midterm/Final Presentation	20%
Final Exam	20%
Class Participation	10%

Grade Scale:

A = 100-90; B = 89-80; C = 79-70; D = 69-60; F = 59 and below

Attendance policy: Absence will prevent learning from taking place. Regular attendance is necessary and expected in this course. In order to successfully complete group projects, students will need to be for lecture AND labs in order to learn and understand the basic concepts on which public relations principles are founded. Missing more than 20% (six) of the total class meetings (**representing excused, university-approved, and unexcused absences**) results in failure. If you must miss class, you are responsible for all of the material covered in class that day. Every three times late will be counted as one absence.

Accuracy: Errors in fact (spelling included) and style will result in a poor grade, even if the error is clearly typographical or the result of carelessness or failing to edit. Typically, assignment grades are lowered ten points for each error in fact, grammar, style, or spelling. Proofing matters, especially in public relations! Papers with inordinate number of typographical, grammatical, or factual errors will be returned to student with a grade of 0.

Format: All assignments must be typed and submitted on 8.5 X 11” paper, in black ink, on white or ivory paper, using 12-point Times New Roman font with one inch margins top, bottom, left and right. Papers not typed in this format will not be accepted.

Plagiarism: Copying, borrowing, or in any way representing others’ work as your own is a **serious academic offense** and will result in a failing grade for this course. Please refer to the rules, regulations, and penalties for academic misconduct in your Student Handbook. Students are expected to do their own work at all times. Academic dishonesty includes, but is not limited to, cheating on an examination, quiz, or other written assignments, and plagiarism (borrowing another’s ideas or words without proper documentation.) Other examples include “regurgitating” a presentation you have presented before, using a presentation that someone gave in another class, “parroting” one or two sources for a presentation, fabricating evidence, or failing to give credit for a source. All students must properly acknowledge sources of information in writing. Violations will be reported to the Office of Academic Integrity. If you

have any questions whatsoever of what constitutes plagiarism, please contact me BEFORE the assignment is due (i.e., ignorance is not an excuse).

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 are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Respect for Others: Because we want to create a classroom environment that is comfortable for all, you are asked to (1) pay attention and be fully engaged in classroom discussions and activities, (2) turn off and put away cell phones, pagers, and beepers, (3) display respect for the instructor and your classmates by avoiding racist, sexist, or other negative verbal or nonverbal messages that may make others in our classroom community uncomfortable, (4) be willing to accept others' personalities and listen to their opinions, even if they are very different from yours. Failure to abide by these rules will be noted, and will result in point deductions from your final grade.

Schedule: From time-to-time, we may be privileged to enjoy a guest lecturer visit. As these opportunities may exist on the shortest of notices, the schedule for this class may change temporarily or permanently. While I will try to announce changes in advance, there is no substitute for being in class.

TENTATIVE WEEKLY CALENDAR (subject to change as needed):

Week 1: Aug. 23-27	T - Course Orientation; Self-Introductions R - Chapter 1: What is Social Media?; Client Introductions
Week 2: Aug. 30- Sept. 3	T – Chapter 2: Social Media Ecosystem; Tipping Point (Chs. 1,2) R – Lab: working with your client**
Week 3: Sept. 6-10	T – Guest speaker: Marc Whitt, “EKU PR and Social Media”** R – Chapter 3: Say Hello to Social Networking
Week 4: Sept. 13-17	T – Chapter 24: Social Networks R – Lab work
Week 5: Sept. 20-24	T – Tipping Point (Chs. 3,4) R – Lab work
Week 6: Sept. 27-Oct. 1	T – Tipping Point (Chs. 5, 6) R – Noel Studio tour (meet in Library at the Noel Studio)***
Week 7:	T – The Tipping Point (Chs. 7, 8, Afterward); SMB, Ch. 4

Oct. 4-8	R – Lab work
Week 8: Oct. 11-15	T – Fall Break: class does not meet R – Group Presentations*
Week 9: Oct. 18-22	T – SMB, Ch. 9; Ch. 10 R – Lab work
Week 10: Oct. 25-29	T – Communication Advising Day: class does not meet R – SMB, Ch. 14; Ch. 16
Week 11: Nov. 1-5	T – SMB, Ch. 18; Ch. 21 R – Lab work
Week 12: Nov. 8-12	T – SMB, Ch. 22; Ch. 23 R – Lab work
Week 13: Nov. 15-19	T – SMB, Ch. 26; Ch. 28 R – Lab work
Week 14: Nov. 22-26	T – SMB, Ch. 31; Ch. 37 R – Thanksgiving Break: class does not meet
Week 15: Nov. 29-Dec. 3	T – SMB, Ch. 39; Ch. 43 R – Lab work
Week 16: Dec. 6-10	T – Student presentations* R – Student presentations*

Final Exam: Due on day of student's final presentation.

*** Attendance is mandatory**

**Chapter TBA: Once social media duties are assigned (mutually agreed upon by student and client), students will select a chapter to present based on her/his interests. At this point, instructor will indicate what chapters are to be read by which date.

***The Noel Studio for Academic Creativity is a free resource for the ECU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work you or your small group on any piece of written or oral communication, at any stage in the process from brainstorming to finished product. Consultants can also help you develop effective research strategies. For more information, visit the Noel Studio website at <http://www.studio.ecu.edu/> or call 859-622-6229.

****** Service Learning:**

Introduction to Service Learning

Service learning is the incorporation of relevant and meaningful community service, enhanced academic learning, and purposeful civic learning. The combination of these three items forms your COM400 service learning experience.

- Relevant and meaningful community service shall be provided in the form of volunteer service with a Richmond, Kentucky area organization.
- Enhanced academic learning will be obtained from the process itself. It is often difficult to visualize topics discussed in class without experiencing them firsthand. The inclusion in the social media process will allow for an enhanced understanding of the methods and practices commonly used in public relations.
- Civic learning will be enhanced by allowing you to perform volunteer work with an area organization. Your working relationship with this organization will follow you wherever your career may take you, and it will enhance your portfolio and resume.

Requirements:

As a part of COM400, each student will be required to volunteer a minimum of 15 hours (one hour per week during the course of the semester) at a Habitat for Humanity worksite. There are several components to this project that will be intermittently addressed throughout class, culminating in final submittal of your work.

Smith, Sonia

From: Hansen, Liz
Sent: Tuesday, February 22, 2011 9:35 AM
To: Smith, Sonia
Subject: FW: COM 400S

FYI --

Here's the e-mail notification Kathy received. I can request the formal letter from Kathy if you need it.

Liz

Elizabeth K. Hansen, Ph.D.
Interim Chair/Foundation Professor
Department of Communication
317 Combs Building
Eastern Kentucky University
521 Lancaster Ave.
Richmond, KY 40475-3102
859-622-1871
liz.hansen@eku.edu

From: Martin, Amy
Sent: Wednesday, February 02, 2011 2:00 PM
To: Keltner, Kathy
Cc: De La Torre, Nicole
Subject: COM 400S

Kathy,

Congratulations! The QEP Service-Learning Curriculum Committee has approved your course, COM 400S. You should be receiving a signed acceptance from myself and Kate Williams, QEP Director, via campus mail in the next few days, and you can proceed onto the next step in the process of obtaining S designation--submitting your course to your department for approval.

The committee made the following general suggestions regarding your course syllabus (things you may want to consider as you move the course forward through the course approval process):

- You should mention service-learning in the course catalog description for the course, if possible

If you have any questions as your course progresses through the course approval process, feel free to contact us and we'll help in any way we can.

Thanks,
Amy

Dr. Amy Martin
Coordinator/ Quality Enhancement Programs University Programs / Academic Affairs Eastern
Kentucky University
521 Lancaster Avenue


± Comm 9

Miller 205

Richmond, KY 40475

859/622-8932

Website: <http://www.gep.eku.edu/>

 <http://www.gep.eku.edu/> EKU will develop informed, critical and creative thinkers who communicate effectively.

COMM 10

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	Communication
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	BEM 395
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Broadcasting and Electronic Media
<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	2/17/2011	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	2/25/2011	Approved <input checked="" type="checkbox"/> Disapproved _____	3/17/11
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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change listing of BEM 395 to a 3 Lec/3 Lab to match BEM 295 and 495.

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:
 BEM 295, 395 and 495 are four credit hour lecture/lab production classes and need to be scheduled differently than the typical three hour class. Without the 3 Lec/3 Lab designation, scheduling BEM 395 for extra class time is problematic.

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.)

BEM 395 Video Production II. (4) I, II. Prerequisite: BEM 295. Training on and mastery of advanced production and post production equipment. Requires group and individual portfolio projects involving a critical and artistic understanding of sound-image relationships. Includes multi camera production, directing and producing. 3 Lec/3 Lab.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BEM	395	Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	COMM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture <u>3</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
L			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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	AFIS & MMAC Business & Technology Master of Business Administration (Major __, Option <u>X</u> ; Minor __; or Certificate __)
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/14/2011—2/14/2011	Graduate Council*	Pending
<i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	2/18/2011	Approved Disapproved	POSTPONED
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change "Options" to "Majors" in the Master of Business Administration 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: To place the "Major" on the diploma to recognize the student's area of emphasis.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

Page 57 of "Graduate Catalog 2010-11"

The College of Business and Technology, in association with the Office of Graduate Education and Research, offers the Master of Business Administration degree, the Master of Science degree in Applied Engineering and Technology Management, and the Master of Science degree in Career and Technical Education.

The Master of Business Administration offers three ~~options~~ majors: (1) MBA, (2) MBA with Accounting ~~option~~ major, and (3) MBA with Integrated Communication ~~option~~ major.

The Master of Science degree in Career and Technical Education offers options in (1) Agriculture Education; (2) Technical Education Administration; (3) Technology Education; and (4) Occupational Training and Development.

Various departments of the College provide specialized courses in support of graduate programs in their respective disciplines leading to the Master of Arts in Education degree.

MASTER OF BUSINESS ADMINISTRATION

CIP Code: 52.0101

Page 58 of "Graduate Catalog 2010-11"

The Master of Business Administration is available in three ~~options~~ majors:

MBA provides an innovative approach to preparing students for jobs that do not now exist. Through an applied integrated curriculum, students expand their knowledge of all functional areas of business.

MBA with Accounting ~~Option~~ Major is designed to enhance accounting skills and to prepare students with an undergraduate accounting degree to function effectively in a global economy with integrated managerial skills. Students in this ~~option~~ major choose from a variety of courses that reflect their career interests such as auditing, taxation, international, or fraud/forensic accounting. Taking additional accounting courses helps prepare students for professional examinations such as the CPA, CMA, CIA, CFE, or Cr.FA.

MBA with Integrated Communication ~~Option~~ Major is a truly unique program. This ~~option~~ major integrates public relations, marketing and corporations communications courses that are designed to enhance a student's contribution to business organizations across a dynamic, global marketplace.

Page 59 of "Graduate Catalog 2010-11"

Electives

Approved Business Electives.....6 hours

Exit Requirement

GRD867a

Total Course Requirements.....30 hours

Accounting ~~Option~~ Major

(restricted to students with Accounting baccalaureate or acceptable equivalent or consent of the MBA Admissions Committee)

MBA Core Courses (ACC 850 waived).....21 hours

Accounting Electives.....9 hours

Total Course Requirements.....30 hours

These courses or their acceptable equivalents or the consent of the MBA Admissions Committee are required for students who do not have an Accounting Baccalaureate: ACC 201, 202, 301, 302, 322, 327, 440, 441, three hours of undergraduate Accounting electives and nine hours of graduate Accounting electives. An additional three hours of graduate electives can substitute for the three hours of undergraduate electives.

Integrated Communications ~~Option~~ Major

MBA Core Courses.....24 hours
Electives.....9 hours
CCT750, MKT880, PUB 720, or other courses approved by advisor.
Total Course Requirements.....33 hours

Page 60 of "Graduate Catalog 2010-11"

**DEPARTMENT OF
ACCOUNTING, FINANCE, AND
INFORMATION SYSTEMS
Dr. Oliver Feltus, Chair
www.accounting.eku.edu
(859) 622-1087**

The Department of Accounting, Finance, and Information Systems in cooperation with the Office of Graduate Education and Research and the College of Business and Technology participates in the Master of Business Administration program. The Master of Business Administration offers ~~an option~~ a major in Accounting. Information and requirements for this ~~option~~ major can be found in the Master of Business Administration section of this *Catalog*.

**DEPARTMENT OF
MANAGEMENT, MARKETING,
AND ADMINISTRATIVE COMMUNICATION
Dr. Lana Carnes, Chair
www.management.eku.edu
(859) 622-1377**

The Department of Management, Marketing, and Administrative Communication in cooperation with the Office of Graduate Education and Research and the College of Business and Technology participates in the Master of Business Administration program. The Master of Business Administration program offers ~~an option~~ a major in Integrated Communications. Information and requirements for this ~~option~~ major can be found in the Master of Business Administration section of this *Catalog*.

**DEPARTMENT OF COMMUNICATION
Dr. Elizabeth Hansen, Interim Chair
www.communication.eku.edu
(859) 622-1871**

The Department of Communication provides courses at the graduate level in public relations and communication studies. Students receiving graduate credit in these courses must meet additional specified requirements. The Master of Business Administration program offers ~~an option~~ a major in Integrated Communications. Information and requirements for this ~~option~~ major can be found in the Master of Business Administration section of this *Catalog*.

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> 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.	MMAC Business & Technology CCT 304S Applied Entrepreneurship
---	---	---

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	9/8/2010	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	2/25/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
Service Learning Committee	1/31/2011	Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To approve a new course Applied Entrepreneurship.

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 enhance academic achievement and economic development of regional community partners and students as directed in regional stewardship, one of University's strategic initiatives.

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.)

CCT 304S Applied Entrepreneurship and Service Learning. (3) A. Provides entrepreneurship opportunities for students to apply skills and knowledge for integration of new business development, aid to existing businesses, and service learning strategies for the ECU region.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CCT	304S	Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and PrerequisitesSee definitions on following page****

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

DEPARTMENT OF MANAGEMENT, MARKETING, AND
ADMINISTRATIVE COMMUNICATION
APPLIED ENTREPRENEURSHIP & SERVICE LEARNING
CCT 304S (3 Credit Hours)

INSTRUCTOR	Dr. Rita Davis
OFFICE	BTC 166
PHONE	859-622-8611
E-Mail	Rita.Davis@eku.edu

REQUIRED TEXTS

Katz, Jerome and Green, Richard. *Entrepreneurial Small Business*, McGraw-Hill/Irwin, 2011, ISBN 978-0-07-338157-2.

COURSE DESCRIPTION

Provides entrepreneurship opportunities for students to apply skills and knowledge for integration of new business development, aid to existing businesses, and service learning strategies for the ECU region.

STUDENT LEARNING OUTCOMES

After completing this course, students will:

- Integrate new entrepreneurship knowledge with service to the region.
- Demonstrate the ability to analyze needs of new business startups and service to existing businesses.
- Understand the impact of small business venture climate on communities.
- Understand the impact of service learning in the development of a positive attitude toward civic responsibility.
- Recognize the differences existing in service opportunities for the new business ventures and/or existing businesses.
- Participate in a new or existing business service learning project with Center of Economic Development, Entrepreneurship, and Technology (CEDET) and community partners.
- Plan and deliver oral presentations about community service projects.
- Understand the dynamics of working as a team member to successfully accomplish objectives.
- Select and use the appropriate technology and channels for communications with the CEDET office and the community service project partners.

COURSE REQUIREMENTS

Students will be responsible for having computer access to Blackboard and check it on a regular basis.

Students will be expected to meet with new businesses and/or community entities throughout the semester depending on service learning project. A minimum of 3 hours per week will be required for working with the project for a total of 48 hours documented during the semester.

Evaluation for the course will be based on the following:

Written Assignments (60%)

1. Journal of activities/resource notebook (20% of grade)
 - a. Record activities (meetings etc. completed for the service project)
 - b. Document meetings with the CEDET staff and results initiated
 - c. Include elements of critical thought
 - d. Document any new knowledge, review of new business development, and/or issues existing businesses have
 - e. Incorporate strategies of community service to new business ventures or challenges faced by an existing business
 - f. Reflect on service learning project with new business experiences and the connections to service learning with local and regional partners
2. Presentation by team members or individuals based on the project work with a community business and how the project fosters business theories and service learning as compatible for the development of new business ventures or improvement in existing businesses. (Power Point used for presentation) (20% of grade)
3. Formal Report on service learning project. (20% of grade)

Exams, Assignments, Participation (40%)

A midterm (15%) and final exam (15%) will be given. Other class assignments and class activities (10%) will be made throughout the semester. Creative and critical thinking skills will be emphasized in all assignments. Students will be asked to participate in various community service learning events sponsored by community organizations, EKU, and CEDET.

COURSE EVALUATION PROCESS

Reports will be evaluated based on the following seven criteria:

1. Accuracy—Free of format, spelling, grammar, and content errors

MMAC 5

2. Completeness—Adequate coverage of data, appropriate organization (headings and transition)
3. Clarity—Logic of writing and ease of understanding
4. Candor—Appropriate in tone
5. Relevance—Realistic, logical, and meaningful to reader
6. Timing—Submitted at the scheduled time
7. Acceptance—Overall useful and satisfactory to a superior

The following grading scale will be used:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 - 69%
F	59% - below

Completed grade based on:
written assignments 60%
exams & activities 40%

Late work. Late work will not be accepted without prior instructor approval. No exceptions!!!!!!!!!!!!!!

ATTENDANCE POLICY

Attendance is requirement of business. When an employee misses work, she/he has the responsibility to meet with the supervisor to receive instructions. In this class, each student has the same responsibility. A student must attend at least 80 percent of the total number of class periods to pass the course. Your grade will be lowered one letter grade after three absences and with four absences the “F” grade will be assigned.

STATEMENT OF DISABILITY

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and 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 Students with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu, or by telephone at (859) 622-2933 V/TTD. Upon individual request, this syllabus can be made available in alternate forms.

ACADEMIC INTEGRITY STATEMENT

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

QEP Service- Learning Project Course Application

Name of faculty teaching this course Dr. Rita Davis

Department Management, Marketing, and Administrative Communication

Email Rita.davis.eku.edu Phone 622-8611

Course name and number CCT 304S Applied Entrepreneurship & Service Learning

Number of credit hours 3 credit hours

Check the appropriate box: New Course [X] Existing Course []

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

How many sections of the course will be offered? One section each academic year until we can recruit students to take the course as an elective upper division course with service learning as an emphasis.

What community organization/agency will the students be working with? How did you determine their need? The Small Business Development Center (affiliated with EKU CEDET - Center for Economic Development, Entrepreneurship and Technology) will consult with students and help place students in small businesses in the community.

What is the service to the community? How is this helping the community? How will students know they will be involved in community service? Students will be assigned an existing business or a new business venture to work with as their project. Projects will vary depending on the needs of the small business. The students will be providing business skills and knowledge to strengthen the existing business or new business. It is anticipated that students will provide service in areas such as the development of a marketing plan, provide ideas for retail function improvements, share business plan strategies, provide training for software or hardware use, analyze financial projections, provide research for various business functions, and other projects as appropriate for the class and as needed for small business' success.

How many hours of service per semester will students be required to complete? Three hours per week and/or 48 hours in the semester will be devoted to working with an assigned business.

What reflective assignment(s) will students be required to complete? Students will keep a journal and prepare a resource notebook to include documented evidence of activities, meetings, new knowledge attained, reflective journaling on experiences with service learning activities. Students will prepare a formal report about service learning and what they accomplished from their specific service learning project. Students will prepare a presentation to share with peers at the end of the semester to show how business theories and service learning were compatible for the improvement of the business.

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

Additional comments to complement the syllabus:

Faculty Signature: Rita Davis Date: 1-10-2011

QEP Service-Learning Curriculum Committee Approval: Approved [X] Denied [] Date: 1/31/11

Signatures: Kate Williams, QEP Director; Amy Martin, QEP/Service-Learning Coordinator

MMAC 7





EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

COLLEGE of JUSTICE & SAFETY

To: Rick McGee
Catalog & Curriculum Specialist

From: Norman Spain
Associate Dean

Date: March 3, 2011

Subject: CJS Agenda Items for CAA

Please include the following curriculum items on the March 17 2011 Agenda of the Council on Academic Affairs.

JUSTICE AND SAFETY

Safety, Security and Emergency Management

Fire Science Program

Course Dropped

FSE 430 Personnel and Industrial Relations Law CJS-2

Hybrid Course

FSE 201S Building Construction CJS-5

New Course

FSE 498: Independent Study: expand and enrich program options for students CJS-15

Course Revisions

FSE 223 Fire and Emergency Scene Operations: add FSE 201S as prerequisite CJS-21

FSE 300W Technical Report Writing for Emergency Services: add FSE 200 as prerequisite CJS-24

FSE 355 Fire Dynamics: add "or higher" after CHE 101 (or higher) and MAT 107 (or higher) prerequisites CJS-27

FSE 360 Fire Protection Hydraulics and Water Supply: add "or higher" after MAT 107 prerequisite CJS-30

FSE 370 Electrical and Mechanical Systems Failure Analysis: remove FSE 355 as prerequisite CJS-33

FSE 400 Advanced Emergency Services: add "or FSE 300W" as prerequisite and add FSE before 320 CJS-36

FSE 425 Disaster and Community Fire Defense Planning: add "or FSE 300W" as prerequisite CJS-39

FSE 445 Advanced Structural Fire Protection: change prerequisite FSE 335 (C) to FSE 355 CJS-42

Program Revision

Fire Protection Engineering Technology: for ABET accreditation add 4 elective credit hours for total 124 CJS-45

New Programs

Minor in Fire Protection Administration CJS-49

Minor in Fire, Protection, and Safety Engineering Technology CJS-52

Minor in Fire, Arson, and Explosion Investigation CJS-55

Occupational Safety Program

New Course

OSH 498: Independent Study: expand and enhance program options for students CJS-58

New Program

Minor in Occupational Safety CJS-64

Criminal Justice

Course Revision

CRJ 355 Rural Crime & Justice: cross list with Appalachian Studies 355; approved for AS minors CJS-67

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 checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Safety, Security , and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number <u>FSE 430</u> *Course Title (30 characters) <u>Personnel and Industrial Relations Law</u> *Program Title <u>Fire, Protection, and Safety Engineering Technology (BS)</u> (Major <u>X</u> , Option ___; Minor ___; or Certificate ___) *Provide only the information relevant to the proposal.	
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date 02/04/2011 Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> ** Approved _____ Disapproved _____ Faculty Senate** _____ Board of Regents** _____ Council on Postsecondary Edu.*** _____	Date _____ Graduate Council* _____ Council on Academic Affairs _____ _____ _____ _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: Remove course from program 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: Updating curriculum
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course
 (For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

FSE 430 Personnel & Industrial Relations Law. (3) I, II. Prerequisite: FSE 225. Review/analysis of laws affecting the workplace, including the ADA, FMLA, NLRA, WARN Act, and Title VII. Additionally, a study of personnel policies/practices will be covered as it relates to the field of safety.

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

		Independent Study		Data entry person		
		Practicum				

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

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

Course Prefix and No.

Course Prefix and No.

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

Course Prefix and No.

Course Prefix and No.

Test Scores

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

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

Course Prefix and No.

Test Scores

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

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

Course Prefix and No.

Course Prefix and No.

Course Prefix and No.

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

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

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" 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>SSEM</u> College <u>Justice and Safety</u> *Course Prefix & Number <u>FSE 201S</u> *Course Title (<u>30</u> characters) <u>Building Construction</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date <u>2/4/11</u> Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> Approved _____ NA NA NA	Date <u>NA</u> Graduate Council* Council on Academic Affairs Disapprove _____ Faculty Senate** Board of Regents** Council on Postsecondary Edu.*** 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 ECU’s Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: Create FSE 201S course that incorporates service learning as a primary teaching method and is designated as a service learning course. 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: Courses in which service learning is incorporated as a primary teaching method may be identified with an S following the course number. This course meets the requirements set forth by the QEP Service Learning Committee.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

FSE 201S Building Construction. (3) A. A review of construction methods and terminology using a service learning approach. A systems approach to Life Safety Code; designing building fire safety; function of and testing of building components, evaluating plans for code compliance. Credit will not be awarded for both FSE 201 and FSE 201S.

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 ~~strickethrough~~ 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 ~~strickethrough~~ for deletions and underlines for additions.)

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	201S	Fall 2011	AS JS X BT EM ED PC HS	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3.0	Lecture 3.0 Laborator Other _____y _____			
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR JR SO SR	
		Grading Information:		
		Course is eligible for IP (in-	FOR BANNER USE ONLY	

		progress grading) for: Check all applicable		
		Thesis	_____	Date of data entry _____
		Internship	_____	
		Independent Study	_____	Data entry person _____
		Practicum	_____	

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

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

Course Prefix and No. _____

Course Prefix and No. _____

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

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

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

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

FSE 201S – Building Construction
CRN - _____
Term, Year

Instructor Mr. Andrew Tinsley
Department of Safety, Security and Emergency Management
250 Stratton Building ECU
521 Lancaster Ave.
Richmond, Kentucky 40475
Office Location: Stratton 216
Phone: (859) 622-7256
E-mail: Andrew.Tinsley@eku.edu

Meeting Time:

Meeting Location:

Course Introduction and Overview:

Building Construction is designed to introduce students to basic construction methods and techniques. Emphasis will be placed on the appropriate identification of building types and the accurate size up of structures. Firefighter safety with regards to building construction will be addressed throughout the course. Major topics include: building type identification, building loads, construction techniques, building systems, building materials, fire containment, fire behavior, and collapse mechanisms.

Course Methodology:

This class will incorporate lecture, classroom discussion on a meaningful level, individual and limited group participation, and online formats. Pertinent audio-visual media will be used when available and beneficial to the course. Student will complete all reading and related assignments and be fully and adequately prepared to discuss important points of these in subsequent class sessions.

In addition, this course is a service-learning course. As a component of this course, you are required to volunteer a minimum of 12 hours of service to Habitat for Humanity of Madison and Clark Counties. Your work will also contribute toward meeting community needs by providing housing for low income families.

Course Description:

A review of the analysis of building construction methods and terminology. A systems approach to designing building fire safety; The Life Safety Code; the function of and testing of rated building components, evaluating plans for code compliance.

Student Learning Outcomes:

Students successfully completing this course will:

1. Correctly identify building construction classifications and fire resistance features.
2. Describe and recognize structural design features.
3. Describe the purpose of building systems and analyze affects on firefighter safety.
4. Evaluate existing buildings to determine construction method(s) and to identify life and fire safety concerns.
5. Describe common building materials and their behavior when exposed to fire.
6. Identify the hazards associated with buildings under construction, renovation, or demolition.
7. Identify signs of situations associated with building collapse, both fire and non-fire induced.

8. Develop critical and creative thinking skills.

Course Texts:

Required

Building Construction Related to the Fire Service. 3rd edition. International Fire Service Training Association. ISBN 978-087939371-7

Fire Protection Handbook. 20th Edition. Volumes 1 and 2. National Fire Protection Association. ISBN 978-087765758-3

NFPA 220: Standard on Types of Building Construction. Latest Edition. Available online from EKU's Justice and Safety Library.

Additional required readings may be made available throughout the semester. The instructor will place copies of the extra readings on Blackboard for the student to read.

Course Requirements:

The content of the written evaluations will include all assigned materials, which include information, found in the text and related texts, handouts, lecture materials, and other special assignments included as a part of the class activities. Participation in laboratories is mandatory as each will be a graded exercise.

Assignments:

Assignments address course outcomes 1, 2, 3, 4, 5, 6, 7, and 8.

Coursework will be assigned at the discretion of the professor. Coursework will be assigned throughout the semester and be of the following form, including but not limited to, calculation assignments, laboratory reports, review problems, study assignments, and essay assignments. All assignments are due within 7 days of them being assigned, unless otherwise specified by the professor. Assignments will account for 20% of the final grade.

Quizzes:

Quizzes address course outcomes 2, 3, 4, 5, 6, and 8.

A reading quiz will be administered at least once per week. They are intended to test factual information from the assigned reading. These quizzes will account for 20% of the total grade.

Service Learning Project:

Service Learning project addresses course outcomes 1, 2, 3, 4, 5, 6, and 8.

There will be a service learning project assigned for the duration of the semester. Brief presentations will be made the last week of class. The service learning project will account for 20% of the final grade. More details will be provided in Service Learning Section of Syllabus.

General Test Information:

Tests address course outcomes 1, 2, 3, 4, 5, 6, 7, and 8.

There will be at least two (2) examinations and a final exam. The exams will consist of short answer, multiple choice, matching and true/false questions from topics covered in the lecture, assigned readings and handouts.

The two (2) tests will account for 20% of the final grade. The final exam will account for 20% of the total grade.

Extra Assistance:

In the event a student requires extra help or assistance with a problem, please feel free to: Schedule an appointment, at the end of class. Call the office or send an email to schedule an appointment. Stop by the office to see if I can assist you at that time. If you stop by without a scheduled appointment you may not always be assisted due to other responsibilities.

Student Materials:

Each participant in the class should have and bring with them for each class meeting: note taking materials, and the appropriate textbooks.

Missed and Late Assignments:

20% of the total points possible will be deducted for each day that the assignment is late. Assignments that are more than 6 days late will not be graded; a zero (0) will be assigned for that assignment. Late assignments will be accepted only at the discretion of the professor.

Grading:

Any student that has equipment checked-out, lost, or damaged will not be assigned a final grade for the course until the equipment is returned or replaced.

Grades will be determined by the weights in given in Section D of this syllabus.

Grading Scale:

A= 90% and above
B=80 – 89%
C=70 – 79%
D=60 – 69%
F=59% and below

General:

Your recorded grades will be available for your review at any convenient time on blackboard. Do remember to *keep all assignments, quizzes, and tests returned to you* so that any discrepancies can be easily and fairly straightened out. Except in cases of actual error, final grades are permanent. The last day to withdraw from the course with a “W” is March 19, 2010.

Note:

All assignments are to be turned in on time in accordance with Attachment 1 of this syllabus (Homework Guidelines). A letter grade will be deducted for each calendar day the assignment is late. Assignments will be placed on the desk, prior to the start of class. All assignments turned in after the start of class are considered late and the student is referred to Item H, Missed and Late Assignments, for more direction. Drawings are not to be rolled; they should be left flat to facilitate grading. Review assignments will be assigned a total number of points based on the number of problems contained in the assignment. Tests will be taken on the day and time announced. No make-up tests will be given.

Missed Tests: If a student misses a test without a valid excuse (the validity of the excuse will be determined within the sole discretion of the professor), the student may be permitted to make up the test – but will be assessed a penalty of 10% or more. Missed test will be made up during the week of final examinations.

Course Correspondence Policy:

Any email correspondence regarding the course must include the specific course ID (FSE 200) as the first letters of the subject line.

The course ID (FSE 200) should be followed by a space and a distinctive subject (e.g., FSE 200 – Discussion Board Question 1).

You are required to use your ECU assigned email address. This 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 ECU assigned email address is strongly not recommended and done so at your own risk.

If the assignment is to be submitted within Blackboard, assignments submitted as email attachments will NOT be accepted, unless preapproved by the instructor. In addition, all files should contain your last name and assignment number in the file name.

Electronic files will only be accepted in .doc, .docx, .xls, .xlsx, .ppt, .pptx, or .pdf formats. All other formats may not be able to be opened by the instructor and will be issued a zero.

All emails should be directed to your course Instructor/ Facilitator. He or she will respond to any questions or concerns in a timely manner. If you still have not received a response after 48 hours, contact the Instructor of Record for assistance.

Software Requirements:

Students are highly encouraged to purchase Microsoft Office for their use in this course. All material will be posted in this format, and it is the preferred format for electronic submission of homework. It is available to purchase in a student edition and is very reasonably priced. Use of any other software package does not guarantee compatibility with the instructor's resources and may not be able to be opened.

The instructor/facilitators of the course use PC computers. If you use an Apple (Mac) computer, it is your responsibility to ensure that the files can be opened on a PC.

Viewing your Grades in Blackboard:

You may view your grades under the **Tools** button on Blackboard in the **My Grades** Link. If you go into this section, you will be able to view any grades posted by the Facilitator.

Fall 2010 Dates:

Classes Begin: 8/23/10

Add/ Drop Deadline: 8/29/10

75% Tuition Refund: 9/5/10

50% Tuition Refund: 9/12/10

25% Tuition Refund: 9/19/10

Last day to Withdraw: 10/29/10

Classes End: 12/10/10

Final Examination:

There will be a final examination for this class. It will be held on December 13, 2010 at 1:00 PM in Stratton 247.

Service Learning:

Introduction to Service Learning

Service learning is the incorporation of relevant and meaningful community service, enhanced academic learning, and purposeful civic learning. The combination of these three items forms your FSE 201 service learning experience.

Relevant and meaningful community service shall be provided in the form of volunteer service for Habitat for Humanity. Habitat for Humanity provides housing to low income families by using volunteers to perform the majority of the construction work.

Enhanced academic learning will be obtained from the process itself. It is often difficult to visualize topics discussed in class without experiencing them firsthand. The inclusion in the construction process will allow for an enhanced understanding of the methods and materials commonly used for construction.

Civic learning will be enhanced by allowing you to perform volunteer work with a community service agency. Habitat for Humanity is nationwide and a strong working relationship with this organization will follow you wherever your career may take you.

Requirements:

As a part of FSE 201, each student will be required to volunteer a minimum of 12 hours at a Habitat for Humanity worksite. There are several components to this project that will be intermittently addressed throughout class, culminating in final submittal of your work. Following is a rough description of each of the components. More detail will be provided as the class progresses.

Component	Description	Percent of Project Grade
Service Hours	Each student will volunteer a minimum of twelve (12) hours of service in a minimum of two separate site visits. There will be deadlines for these that will be outlined in more detail in the class.	30%
Pre/Post Tests	Each student will complete QEP Pre and Post Tests for evaluation of their critical thinking ability. This is a completion/effort Grade.	10%
Journal Papers	Each student shall write a reflection paper following each of their visits. There will be a minimum of two reflection papers per student due at the end of the semester.	20%
Final Paper	Each student shall complete a summary paper of their experiences. Special attention shall be given to the application of the student learning outcomes outlined in this syllabus.	30%
Project Binder	Each student will compile their work log, journal papers, final paper, and presentation slides into a “binder” for submittal of the project. The project grade will be derived from the contents of this binder.	10%

Students with Disabilities:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Honesty Policy:

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

Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of teachers and scholars.

University expects that students will honor and that faculty will honor and enforce these principles which contribute to a foundation upon which a quality education can be built. With these premises the University affirms that it will not tolerate academic dishonesty. This includes, but is not limited to, plagiarism and cheating.

Plagiarism is the act of presenting ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by footnotes or by some other form of documentation acceptable to the instructor for the course. Plagiarism also includes presenting material which was composed or revised by any person other than the student who submits it as well as the deliberate falsification of footnotes. The use of the term "material" refers to work in any form including written, oral, or electronic (as in the case of computer files).

Cheating includes buying, stealing, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, it includes receiving information from others and referring to unauthorized notes or other written information. In addition, copying from others during examinations or in the preparation of homework assignments, is a form of cheating.

Computers should not be used to acquire information in conflict with academic honesty policy. Furthermore, the Code of Ethics for Computing and Communications make it the responsibility of computer users to keep information, data, and programs in their computer accounts secure from others. (Taken from the Eastern Kentucky University Student Handbook [UHS] Page 31.)

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

Attachment 1: Homework Guidelines

Use 8½ x 11 (or similar sized loose-leaf paper). Use only the front side of the paper. No ragged edge paper. Multiple pages should be stapled. Please note that typing homework is encouraged, but handwritten is acceptable.

Label homework with name and date in the upper right hand corner. Each page should at a minimum include your initials, date, and page number. Staple sheets together in upper left hand corner.

If applicable, set up the problem in form of Given, Required, and Solution. Clearly identify each problem and assignment. The "cut-and-tape method" using a photocopy from the text or handout is also acceptable. A sketch or drawing is often useful.

If a handout was provided with working space, the answer is expected to be in the working space of the handout. Scratch work can be on a separate sheet of paper. Answers to problems including calculations should be boxed to ensure the appropriate answer is graded.

All work should be done in pencil. If done in pen, all mistakes should be fixed with white out or the assignment should be rewritten on a new sheet of paper.

No cursive handwriting will be accepted (including names) unless asked for signature.

If homework is submitted electronically, the file name should clearly state your name, the class, and the particular assignment (i.e. Tinsley_Andrew_FSE101_Assignment 7). Homework will only be

accepted in Microsoft Office (Word, Excel, or Powerpoint depending on the assignment) or Adobe PDF.

Homework will NOT be accepted if it is not stapled (if multiple pages), the work is done in cursive, or it is on rough edge paper.

Class Policy: If any of the above rules are not followed, the homework will receive a grade of zero. You will have 24 hours from the receipt of graded homework to turn it back in for 75% credit. After 24 hours, the grade will remain a 0.

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.	Safety, Security, and Emergency Management College of Justice and Safety FSE 498 FSE Independent Study (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date 02/04/2011 Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> ** Approved Disapproved Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	Date Graduate Council* Council on Academic Affairs _____ _____ _____ _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: Add an Independent Study Course 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: This will expand and enrich program options within the curriculum
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: No new faculty needed. Operating Expenses Impact: N/A Equipment/Physical Facility Needs: N/A Library Resources: N/A

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

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

7. For a new course, provide the catalog text.
8. For a revised course, provide the current catalog text with the proposed text using ~~strickethrough~~ for deletions and underlines for additions.
9. 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.)

FSE 498 Independent Study. (1-3) A. Prerequisite: Departmental approval. Individual reading and research on a problem or area within the field of Fire and Safety, after student consultation with the instructor. Student must have the independent study proposal form approved by faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours.

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

7. For a new program, provide the catalog description as being proposed.
8. For a revised program, provide the current program requirements using ~~strickethrough~~ 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 ~~strickethrough~~ for deletions and underlines for additions.)

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	498	Fall 2011	AS ___ JS <u>x</u> BT ___ EM ___ ED ___ PC ___ HS	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 6	
1-3	Lecture ___ y	Laborator ___	Other ___	x
			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)	
O	1-3	N	FR ___ JR ___ SO ___ SR ___	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	

		Thesis		Date of data entry	
		Internship			
		Independent Study	X	Data entry person	
		Practicum			

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

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

Course Prefix and No.	Departmental Approval
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)			

Syllabus & Course Outline
Department of Safety, Security and Emergency Management
Fall 2011

Course Title: FSE 498 Independent Study in Fire Science

Credit Hours: 1- 3 and may be retaken for a total of 6 hours provided the topic is different

Instructor:

Larry R. Collins, EdD, Professor/Chair SSEM
Office: 253 Stratton
Office Phone: 622-1009
Mailbox: 250 Stratton
E-mail:Larry.Collins@eku.edu

Course Description:

FSE 498 Independent Study. (1-3) A. Prerequisite: Departmental approval. Individual reading and research on a problem or area within the field of Fire and Safety, after student consultation with the instructor. Student must have the independent study proposal form approved by faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours.

Additional Course Information:

Each student works under the supervision of a faculty member and completes an individualized instruction plan and course requirements with the faculty member. All independent study shall be conducted from an approved proposal submitted on the independent study form, which includes an outline and specific assessment criteria with deadlines. The instructor and the department chair will ensure the workload and products of the study are consistent with the number of credit hours registered. This proposal when signed by the student and approved by the faculty member and the department chair becomes a contract for the course and grade.

Student Learning Outcomes:

As a result of successful completion of this class, the student will:

1. Demonstrate factual knowledge (terminology, classifications, methods, trends).
2. Learn fundamental principles, generalizations, theories and may develop specific skills and/or certifications depending upon the design of the independent study.
3. Demonstrate their ability to apply research methods to their specific topic.
4. Analyze and critically evaluate ideas, arguments, relevant literature and/or other resources and points of view.
5. Demonstrate professional written and/or oral communication skills.
6. Develop a greater depth of knowledge in their specific area of study.
7. Develop the capacity to work independently, set priorities, manage personal schedules and meet established deadlines.

Mid-Term Progress Reports

Student will be provided timely feedback after each assignment is graded based upon the details of the independent study proposal. Grades and/or progress provided will include "PASSING", "D", or "F".

Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement:

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

Official E-mail:

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

Drop Date:

The student should consult the university calendar to obtain the last date to drop this class.

FSE 498 INDEPENDENT STUDY PROPOSAL
CRN # _____ SEMESTER and Year _____
TO BE COMPLETED BY STUDENT

Name: _____ ID# _____

Telephone: _____ Major: _____

Course Description: Independent Study _____ Credit Hours: _____

Instructor of Record: _____ Telephone # _____

Title of Project: _____

Project Objectives (Attach Outline)

STUDENT SIGNATURE: _____ DATE _____

TO BE COMPLETED BY THE STUDENT AND APPROVED BY THE INSTRUCTOR OF RECORD
 SUPERVISING THE INDEPENDENT STUDY:

Proposed method(s) for student evaluation:

Dates and specifics for Progress reports: Complete table below

Activity Number	Date due	Activity to be completed	Percentage of final grade
1			
2			
3			
4			

*Generally 10 pages per credit hour minimum for final paper plus references and appendix materials.

List any special equipment/supplies needed:

Instructor of Record Approval: _____ DATE _____

SSEM Department Chair Approval _____ DATE _____

COPIES: Student, Student File, Instructor of Record, SSEM Chair

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)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;"><u>SSEM</u></td> </tr> <tr> <td>College</td> <td><u>Justice and Safety</u></td> </tr> <tr> <td>*Course Prefix & Number</td> <td><u>FSE 223</u></td> </tr> <tr> <td>*Course Title (30 characters)</td> <td><u>Fire and Emergency Scene Operations</u></td> </tr> <tr> <td>*Program Title</td> <td><u>(Major <input checked="" type="checkbox"/>, Option ___; Minor ___; or Certificate ___)</u></td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table>	Department Name	<u>SSEM</u>	College	<u>Justice and Safety</u>	*Course Prefix & Number	<u>FSE 223</u>	*Course Title (30 characters)	<u>Fire and Emergency Scene Operations</u>	*Program Title	<u>(Major <input checked="" type="checkbox"/>, Option ___; Minor ___; or Certificate ___)</u>	*Provide only the information relevant to the proposal.																													
Department Name	<u>SSEM</u>																																								
College	<u>Justice and Safety</u>																																								
*Course Prefix & Number	<u>FSE 223</u>																																								
*Course Title (30 characters)	<u>Fire and Emergency Scene Operations</u>																																								
*Program Title	<u>(Major <input checked="" type="checkbox"/>, Option ___; Minor ___; or Certificate ___)</u>																																								
*Provide only the information relevant to the proposal.																																									
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date</td> <td style="width: 40%;"><u>02/04/2011</u></td> <td style="width: 30%;">Date</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>Graduate Council*</td> <td></td> <td></td> </tr> <tr> <td>Yes**</td> <td><input type="checkbox"/></td> <td>No</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>**</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Council on Academic Affairs</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Disapprove</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Approved</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Faculty Senate**</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Board of Regents**</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> <td></td> </tr> </table>	Date	<u>02/04/2011</u>	Date			Graduate Council*			Yes**	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	**					Council on Academic Affairs				Disapprove				Approved				Faculty Senate**				Board of Regents**				Council on Postsecondary Edu.***		
Date	<u>02/04/2011</u>	Date																																							
	Graduate Council*																																								
Yes**	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>																																						
**																																									
	Council on Academic Affairs																																								
	Disapprove																																								
	Approved																																								
	Faculty Senate**																																								
	Board of Regents**																																								
	Council on Postsecondary Edu.***																																								
<p>*If Applicable (Type NA if not applicable.) **Approval needed for new, 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.</p>																																									

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

A. 1. Specific action requested: Change prerequisites: add FSE 201S as approved prerequisite 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: FSE 201S is new course. Allow either FSE 201 or FSE 201S as prerequisite.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None

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

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

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

FSE 223 Fire and Emergency Scene Operations (3) A. Prerequisite: FSE 201 or FSE 201S. Principles of Incident Management including emergency scene decisions, strategies, and tactics. Utilizing emergency control resources such as personnel, apparatus, and equipment.

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 ~~strickethrough~~ 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 ~~strickethrough~~ for deletions and underlines for additions.)

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	223	Fall 2011	AS ___ JS ___ X BT ___ EM ___ ED ___ PC ___ HS	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture 3 _____y	Laborator _____	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 SO	JR SR
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check</u> <u>all applicable</u>	FOR BANNER USE ONLY	

		Thesis _____	Date of data entry _____	
		Internship _____		
		Independent Study _____	Data entry person _____	
		Practicum _____		

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

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

Course Prefix and No. _____

Course Prefix and No. _____

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

Course Prefix and No. FSE 201 or FSE 201S

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.	Safety, Security , and Emergency Management College of Justice and Safety FSE 300W Technical Report Writing for Emergency Services (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___) Date 02/04/2011 Graduate Council* Council on Academic Affairs Approved Disapproved Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: add prerequisite of FSE 200 to the course 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: FSE 200 teaches the student how to formulate an argument in writing using statistical data and teaches the student how to use APA formatting; both of which are fundamental in FSE 300W.
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

		progress grading) for: <input type="checkbox"/> Check all applicable	
		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.	ENG 102 and FSE 200
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.	FSE 300
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)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Department Name</td> <td>Safety, Security , and Emergency Management</td> </tr> <tr> <td>College</td> <td>College of Justice and Safety</td> </tr> <tr> <td>*Course Prefix & Number</td> <td>FSE 355</td> </tr> <tr> <td>*Course Title (30 characters)</td> <td>Fire Dynamics</td> </tr> <tr> <td>*Program Title</td> <td>(Major <input checked="" type="checkbox"/>, Option ___; Minor ___; or Certificate ___)</td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table>	Department Name	Safety, Security , and Emergency Management	College	College of Justice and Safety	*Course Prefix & Number	FSE 355	*Course Title (30 characters)	Fire Dynamics	*Program Title	(Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)	*Provide only the information relevant to the proposal.	
Department Name	Safety, Security , and Emergency Management												
College	College of Justice and Safety												
*Course Prefix & Number	FSE 355												
*Course Title (30 characters)	Fire Dynamics												
*Program Title	(Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)												
*Provide only the information relevant to the proposal.													

Proposal Approved by:	Date	Date
Departmental Committee	02/04/2011	Graduate Council*
Is this a SACS Substantive Change?	Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	_____	Approved ___ Disapproved ___
General Education Committee*	_____	Faculty Senate**
Teacher Education Committee*	_____	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: To add "or higher" following the prerequisites of CHE 101 (or higher) and MAT 107 (or higher) 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: If a student has taken a course higher than Chemistry 101 and/or course higher than Math 107, he/she has shown requisite capabilities in the appropriate area(s).
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

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

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

- 16. For a new course, provide the catalog text.
- 17. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
- 18. 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.)

FSE 355 Fire Dynamics. (3) A. Prerequisites: CHE 101 or higher, FSE 120, and MAT 107 or higher. An introduction to fire-related measurement techniques, advanced fire and combustion concepts and associated terminology. This courses includes basic numerical methods for understanding fire dynamics.

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)*
FSE	355	Fall 2011	AS <input type="checkbox"/> JS <input checked="" type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture 3 _____y	Laborator _____	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 <input type="checkbox"/> JR <input type="checkbox"/> SO <input type="checkbox"/> SR <input type="checkbox"/>	
		Grading Information:	FOR BANNER USE ONLY	
		Course is eligible for IP (in-progress 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. CHE 101(or higher), FSE 120, 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 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>Safety, Security , and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number <u>FSE 360</u> *Course Title (30 characters) <u>Fire Protection Hydraulics and Water Supply</u> *Program Title _____ (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date <u>02/04/2011</u> Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> ** _____ _____ _____ _____	Date _____ Graduate Council* _____ Council on Academic Affairs _____ Approved ____ Disapproved ____ 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 add "or higher" following the existing prerequisite MAT 107. 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: A student that has taken a course higher than Math 107 has shown requisite math capabilities.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

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

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

19. For a new course, provide the catalog text.
20. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
21. 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.)

FSE 360 Fire Protection Hydraulics and Water Supply (3) (A). Prerequisites: FSE 120 and MAT 107 or higher. A study of water at rest and in motion, Bernoulli's and Pascal's theorems; water distribution systems, velocity, friction loss, pump and nozzle pressures required for fire protection.

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

19. For a new program, provide the catalog description as being proposed.
20. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
21. 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)*
FSE	360	Fall 2011	AS ___ JS <u>X</u> BT ___ EM ___ ED ___ PC ___ HS	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture 3 _____y	Laborator _____	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 SO	JR SR
		Grading Information:	FOR BANNER USE ONLY	
		Course is eligible for IP (in-progress 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. FSE 120 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

<u>(Check one)</u> New Course (Parts II, IV)	Department Name	Safety, Security , and Emergency Management	
<input type="checkbox"/>	College	College of Justice and Safety	
X Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 370	
<input type="checkbox"/>	*Course Title <small>(30 characters)</small>	Electrical and Mechanical Systems Failure Analysis.	
<input type="checkbox"/>	*Program Title	Fire, Protection, and Safety Engineering Technology (BS)	
<input type="checkbox"/>		(Major <input checked="" type="checkbox"/> , Option __; Minor __; or Certificate __)	
<input type="checkbox"/>	*Provide only the information relevant to the proposal.		
Proposal Approved by:		Date	Date
Departmental Committee		02/04/2011	Graduate Council*
Is this a SACS Substantive Change?		Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee		Approved	Disapproved
General Education Committee*		Faculty Senate**	
Teacher Education Committee*		Board of Regents**	
		Council on Postsecondary Edu.***	
<p>*If Applicable (Type NA if not applicable.) **Approval needed for new, 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.</p>			

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

<p>A. 1. Specific action requested: to remove FSE 355 as a prerequisite for FSE 370</p> <p>A. 2. Effective date: Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	<p>B. The justification for this action: Faculty deemed FSE 355 is not a necessary prerequisite.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: 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.)

- 22. For a new course, provide the catalog text.
- 23. For a revised course, provide the current catalog text with the proposed text using ~~strickethrough~~ for deletions and underlines for additions.
- 24. 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.)

FSE 370 Electrical and Mechanical Systems Failure Analysis. (3) A. ~~Prerequisite: FSE 355.~~ Overview of design criteria for electrical and mechanical systems and components relative to fire safety via laboratory experiments, exemplar components and photographs that depict system and component failures that result in fire. Learning opportunities include engaging in destructive and nondestructive analysis of components and systems.

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

- 22. For a new program, provide the catalog description as being proposed.
- 23. For a revised program, provide the current program requirements using ~~strickethrough~~ for deletions and underlines for additions.
- 24. 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.)

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)*
			AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ y	Laborator _____ 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:	FOR BANNER USE ONLY	
		Course is eligible for IP (in-		

		progress grading) for: <input type="checkbox"/> Check all applicable	
		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. FSE 355

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)	Department Name	<u>Safety, Security , and Emergency Management</u>
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	<u>College of Justice and Safety</u>
<input type="checkbox"/> Hybrid Course (“s,” “w”)	*Course Prefix & Number	<u>FSE 400</u>
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	<u>Advanced Emergency Services</u>
<input type="checkbox"/> New Program (Part III)	*Program Title	<u>Fire Protection Administration (B.S.)</u>
<input type="checkbox"/> Program Revision (Part III)	(Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by: Departmental Committee	Date <u>02/04/2011</u>	Date _____
Is this a SACS Substantive Change?	Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Graduate Council* _____
College Curriculum Committee	Approved ___ Disapproved ___	Council on Academic Affairs _____
General Education Committee*	Faculty Senate**	_____
Teacher Education Committee*	Board of Regents**	_____
		Council on Postsecondary Edu.*** _____
<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 ECU’s Office of Institutional Effectiveness.</p>		

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

<p>A. 1. Specific action requested: add FSE 300W as one of the prerequisites for FSE 400 and add prefix FSE prior to 320</p> <p>A. 2. Effective date: Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: FSE 300 has been replaced by FSE 300W, while some students have taken FSE 300, new students will have to take FSE 300W. Add prefix FSE before 320 for consistency of formatting.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: 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.)

- 25. For a new course, provide the catalog text.
- 26. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
- 27. 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.)

FSE 400 Advanced Emergency Services. (3) A. Prerequisites: FSE 300 or FSE 300W and FSE 320. A study of environmental management including the identification and analysis of key managerial issues confronting contemporary fire services managers. Application in current methods and planning, organizing, developing and evaluating public fire/emergency services organizations.

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

- 25. For a new program, provide the catalog description as being proposed.
- 26. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
- 27. 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:	Dept. (4 letters)*
FSE	400	Fall 2011	AS ___ JS X BT ___ EM ___ ED ___ PC ___ HS	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture 3	Laborator ___	Other ___	
	___y			Cip Code (first two digits only) 43
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR JR SO SR	___

		Grading Information:		

		Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____		
		Independent Study _____	Data entry person _____	
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 300 <u>or</u> FSE 300W and FSE 320
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>Safety, Security, and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number <u>FSE 425</u> *Course Title (30 characters) <u>Disaster & Community Fire Defense Planning</u> *Program Title _____ (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: Departmental Committee _____ Is this a SACS Substantive Change? Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> **	Date <u>02/04/2011</u> Graduate Council* _____ Council on Academic Affairs _____ Approved ____ Disapproved ____ Faculty Senate** _____ Board of Regents** _____ Council on Postsecondary Edu.*** _____	Date _____ _____ _____ _____ _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, 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 "or FSE 300W" as part of the prerequisite 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: FSE 300 has been replaced by FSE 300W, while some students have taken FSE 300, new students will have to take FSE 300W.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

Part II. Recording Data for New, Revised, or Dropped Course
 (For a **new required course**, complete a separate request for the appropriate program revisions.)

- 28. For a new course, provide the catalog text.
- 29. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
- 30. 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.)
FSE 425 Disaster & Community Fire Defense Planning. (3) A. Prerequisite: FSE 300 or FSE 300W.
 Overview of the ever changing demographics of the departmental jurisdictions and response during community service master planning, identifying hazards then assessing risks associated with those hazards. Analysis of potential disaster and recovery methods.

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

- 28. For a new program, provide the catalog description as being proposed.
- 29. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
- 30. 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)*
FSE	425	Fall 2011	AS <input type="checkbox"/> JS <input checked="" type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture 3 _____y	Laborator _____	Other _____	
			Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis		
			Date of data entry _____	

		Internship			
		Independent Study		Data entry person	
		Practicum			

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

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

Course Prefix and No.

Course Prefix and No.

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

Course Prefix and No. FSE 300 or FSE 300W

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>Safety, Security , and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number <u>FSE 445</u> *Course Title (30 characters) <u>Advanced Structural Fire Protection</u> *Program Title _____ (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: Departmental Committee _____ Is this a SACS Substantive Change? Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> **	Date <u>02/04/2011</u> Graduate Council* _____ Council on Academic Affairs _____ Approved ___ Disapproved ___ Faculty Senate** _____ Board of Regents** _____ Council on Postsecondary Edu.*** _____	Date _____ _____ _____ _____ _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: Change Prerequisite FSE 335 (C) to FSE 355 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: There is no course FSE 335 (C).
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: 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.)

31. For a new course, provide the catalog text.
32. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
33. 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.)

FSE 445 Advanced Structural Fire Protection. (3) A. Prerequisite: FSE-335-~~(C)~~ 355. Examines principles involved in structural fire protection: behavior of materials and design considerations for each material in regards to a structure's design under fire attack and resistive protection methods

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

31. For a new program, provide the catalog description as being proposed.
32. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
33. 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)*
			AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
	Lecture _____ y	Laborator _____	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</u> all applicable	FOR BANNER USE ONLY	
	Thesis _____	Date of data entry _____		
	Internship _____			

		Independent Study Practicum		Data entry person		
--	--	-----------------------------	--	-------------------	--	--

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

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

Course Prefix and No.

Course Prefix and No.

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

Course Prefix and No. FSE 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)			

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

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

- 34. For a new course, provide the catalog text.
- 35. For a revised course, provide the current catalog text with the proposed text using ~~strickethrough~~ for deletions and underlines for additions.
- 36. 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

- 34. For a new program, provide the catalog description as being proposed.
- 35. For a revised program, provide the current program requirements using ~~strickethrough~~ for deletions and underlines for additions.
- 36. 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.)

Fire, Protection, and Safety Engineering

Technology (B.S.)

CIP Code: 43.0201

Major Requirements.....48 hours

FSE 101, 120, 200, 221, 224, 300W, 305, 322, 350, 355, 360,
445, 480, 481, OSH 361, 410

Supporting Courses.....38 hours

CHE 111/111L, CHE 112/112L, CON 303, 322, MAT 124,
224, PHY 201, 202, 375, TEC 190

General Education.....33 hours

Standard General Education Program, excluding course
Block II, IVB, VII (QS)) and VIII (6 hours). Refer to Section
Four of this catalog for details on the General Education and
University Requirements.

University Requirement.....1 hour

JSO 100

Free Electives.....4 hours

Total Curriculum Requirements.....124 hours

NOTE: *A grade of "C" or higher must be earned in each required and supporting course.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
			AS JS	

			BT _____ EM _____ ED _____ PC _____ HS _____
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.
	Lecture _____ _____y	Laborator _____	Other _____
			Cip Code (first two digits only)
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____
		Thesis _____	
		Internship _____	
		Independent Study _____	
		Practicum _____	
Co-Requisites and Prerequisites **See definitions on following page**			
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)			
Course Prefix and No.			
Course Prefix and No.			
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)			
Course Prefix and No.			
Course Prefix and No.			
Test Scores			
Minimum GPA (when a course grouping or student cumulative GPA is required)			
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)			
Course Prefix and No.			
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 <u>Safety, Security, and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>Fire Protection Administration</u> (Major __, Option __; Minor <u>X</u> ; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date <u>02/04/2011</u> Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> ** _____ _____ _____ _____	Date Graduate Council* Council on Academic Affairs Approved ___ Disapproved ___ 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 create a Minor in Fire Protection Administration 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: A number of students in other programs, such as, Fire, Arson, and Explosion Investigation, Fire Protection and Safety Engineering Technology, and Occupational Safety, have shown interest in a Minor in Fire Protection Administration.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

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

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

- 37. For a new course, provide the catalog text.
- 38. For a revised course, provide the current catalog text with the proposed text using ~~strickethrough~~ for deletions and underlines for additions.
- 39. 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

- 37. For a new program, provide the catalog description as being proposed.
- 38. For a revised program, provide the current program requirements using ~~strickethrough~~ for deletions and underlines for additions.
- 39. 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.)

Minor is Fire Protection Administration

A student may minor in Fire Protection Administration by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

FSE 120, FSE 201, FSE 223, FSE 225, FSE 365, FSE 375, and FSE 400

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
			AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
	Lecture _____ y	Laborator _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____	
			SO _____ SR _____	
		Grading Information:		

		Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____		
		Independent Study _____	Data entry person _____	
		Practicum _____		

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 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.	Safety, Security, and Emergency Management College of Justice and Safety Fire, Protection, and Safety Engineering Technology (BS) (Major __, Option __; Minor <u>X</u> ; or Certificate __)
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date 02/04/2011 Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> ** Approved Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	Date Graduate Council* Council on Academic Affairs Disapproved Disapproved Disapproved
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: to create an undergraduate Minor in Industrial Fire Protection. 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: A number of students in other programs, such as, Fire Protection Administration, Fire, Arson, Explosive Investigation, and Occupational Safety, have shown interest in a Minor in Industrial Fire Protection.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

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

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

- 40. For a new course, provide the catalog text.
- 41. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
- 42. 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

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

New or Revised* Program Text

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

Minor in Industrial Fire Protection

A student may minor in Industrial Fire Protection by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

FSE 101, FSE 120, FSE 221, FSE 224, FSE 322, FSE 360, and FSE 480

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
			AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
	Lecture _____y	Laborator _____	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:	FOR BANNER USE ONLY
		Course is eligible for IP (in-	
		progress grading) for: <u>Check</u>	
		<u>all applicable</u>	
		Thesis _____	
		Internship _____	
		Independent _____	
		Study _____	
		Practicum _____	

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

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

Course Prefix and No. _____

Course Prefix and No. _____

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

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

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

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

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 (<u>30</u> characters) *Program Title *Provide only the information relevant to the proposal.	Safety, Security, and Emergency Management College of Justice and Safety Fire, Arson, and Explosion Investigation (BS) (Major ____, Option ____, Minor <u>X</u> ; or Certificate)
---	---	--

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	02/04/2011	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee		Council on Academic Affairs
General Education Committee*		Approved Disapproved
Teacher Education Committee*		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 create an undergraduate Minor in Fire Arson, and Explosion Investigation 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: A number of students in other programs, such as, Fire Protection Administration, Fire Protection and Safety Engineering Technology, and Occupational Safety, have shown interest in a Minor in Fire, Arson, and Explosion Investigation.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

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

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

- 43. For a new course, provide the catalog text.
- 44. For a revised course, provide the current catalog text with the proposed text using ~~strickethrough~~ for deletions and underlines for additions.
- 45. 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

- 43. For a new program, provide the catalog description as being proposed.
- 44. For a revised program, provide the current program requirements using ~~strickethrough~~ for deletions and underlines for additions.
- 45. 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.)

Minor in Fire, Arson, and Explosion Investigation

A student may minor in Fire, Arson, and Explosion Investigation by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

FSE 120, FSE 250, FSE 350, FSE 370, FSE 380, FSE 450, and FSE 495

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

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

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

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

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

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

Part I

(Check one) <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.	Safety, Security, and Emergency Management College of Justice and Safety OSH 498 OSH Independent Study Occupational Safety (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date 02/04/2011 Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> ** Approved Disapproved Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	Date
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: add an Independent Study course 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: This will expand and enhance program options for students
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: No new faculty needed. Operating Expenses Impact: N/A Equipment/Physical Facility Needs: N/A Library Resources: N/A

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

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

- 46. For a new course, provide the catalog text.
- 47. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
- 48. 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.)

OSH 498 Independent Study. (1-3) A. Prerequisite: Departmental approval. Individual reading and research on a problem or area within the field of Occupational Safety, after student consultation with the instructor. Student must have the independent study proposal form approved by faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours.

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

- 46. For a new program, provide the catalog description as being proposed.
- 47. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
- 48. 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)*
OSH	498	Fall 2011	AS <input type="checkbox"/> JS <input checked="" type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 6	
1-3	Lecture <input type="checkbox"/>	Laborator <input type="checkbox"/>	Other <input type="checkbox"/>	x <input type="checkbox"/>
			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)	
O	1-3	N	FR <input type="checkbox"/> JR <input type="checkbox"/> SO <input type="checkbox"/> SR <input type="checkbox"/>	<input type="checkbox"/>
		Grading Information:	FOR BANNER USE ONLY	
		Course is eligible for IP (in-		

		progress grading) for: Check all applicable		
		Thesis	_____	Date of data entry _____
		Internship	_____	
		Independent Study	X _____	Data entry person _____
		Practicum	_____	

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

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

Course Prefix and No. Departmental Approval

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)			

Syllabus & Course Outline
Department of Safety, Security and Emergency Management
Fall 2011

Course Title: OSH 498 Independent Study in Occupational Safety

Credit Hours: 1- 3 and may be retaken for a total of 6 hours provided the topic is different

Instructor:

Larry R. Collins, EdD, Professor/Chair SSEM
Office: 253 Stratton
Office Phone: 622-1009
Mailbox: 250 Stratton
E-mail: Larry.Collins@eku.edu

Course Description:

OSH 498 Independent Study. (1–3) A. Prerequisite: Departmental approval. Individual reading and research on a problem or area within the field of Occupational Safety, after student consultation with the instructor. Student must have the independent study proposal form approved by faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours.

Additional Course Information:

Each student works under the supervision of a faculty member and completes an individualized instruction plan and course requirements with the faculty member. All independent study shall be conducted from an approved proposal submitted on the independent study form, which includes an outline and specific assessment criteria with deadlines. The instructor and the department chair will ensure the workload and products of the study are consistent with the number of credit hours registered. This proposal when signed by the student and approved by the faculty member and the department chair becomes a contract for the course and grade.

Student Learning Outcomes:

As a result of successful completion of this class, the student will:

1. Demonstrate factual knowledge (terminology, classifications, methods, trends).
2. Learn fundamental principles, generalizations, theories and may develop specific skills and/or certifications depending upon the design of the independent study.
3. Demonstrate their ability to apply research methods to their specific topic.
4. Analyze and critically evaluate ideas, arguments, relevant literature and/or other resources and points of view.
5. Demonstrate professional written and/or oral communication skills.
6. Develop a greater depth of knowledge in their specific area of study.
7. Develop the capacity to work independently, set priorities, manage personal schedules and meet established deadlines.

Mid-Term Progress Reports

Student will be provided timely feedback after each assignment is graded based upon the details of the independent study proposal. Grades and/or progress provided will include "PASSING", "D", or "F".

Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement:

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

Official E-mail:

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

Drop Date:

The student should consult the university calendar to obtain the last date to drop this class.

OSH 498 INDEPENDENT STUDY PROPOSAL
 CRN # _____ SEMESTER and Year _____
 TO BE COMPLETED BY STUDENT

Name: _____ ID# _____

Telephone: _____ Major: _____

Course Description: Independent Study _____ Credit Hours: _____

Instructor of Record: _____ Telephone # _____

Title of Project: _____

Project Objectives (Attach Outline)

STUDENT SIGNATURE: _____ DATE _____

TO BE COMPLETED BY THE STUDENT AND APPROVED BY THE INSTRUCTOR OF RECORD
 SUPERVISING THE INDEPENDENT STUDY:

Proposed method(s) for student evaluation:

Dates and specifics for Progress reports: Complete table below

Activity Number	Date due	Activity to be completed	Percentage of final grade
1			
2			
3			
4			

*Generally 10 pages per credit hour minimum for final paper plus references and appendix materials.

List any special equipment/supplies needed:

Instructor of Record Approval: _____ DATE _____

SSEM Department Chair Approval _____ DATE _____

COPIES: Student, Student File, Instructor of Record, SSEM Chair

Curriculum Change Form
Program Revision (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>Safety, Security, and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>Occupational Safety</u> (Major ____, Option ____, Minor <u>X</u> ; or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: Departmental Committee _____ Is this a SACS Substantive Change? Yes** <input type="checkbox"/> No <input checked="" type="checkbox"/> **	Date <u>02/04/2011</u> Graduate Council* _____ Council on Academic Affairs _____ Approved __ Disapproved __ Faculty Senate** _____ Board of Regents** _____ Council on Postsecondary Edu.*** _____	Date _____ _____ _____ _____ _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, 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 an undergraduate Minor in Occupational Safety. 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: A number of students in other programs, such as Fire Protection and Safety Engineering Technology, Fire Protection Administration, and Fire, Arson, and Explosion Investigation, have shown interest in a Minor in Occupational Safety.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

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

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

- 49. For a new course, provide the catalog text.
- 50. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
- 51. 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

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

New or Revised* Program Text

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

Minor in Occupational Safety

A student may minor in Occupational Safety by completing, with a grade of "C" or better, a total of 18 semester hours as follows:

OSH 305, OSH 361, OSH 362, OSH 366, OSH 390, and OSH 410

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
			AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ y	Laborator _____		
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____	
			SO _____ SR _____	
		Grading Information:		

		Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____		
		Independent Study _____	Data entry person _____	
		Practicum _____		

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 type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Safety, Security , and Emergency Management College of Justice and Safety FSE 430 Personnel and Industrial Relations Law (Major ____, Option ____, Minor ____, or Certificate ____)
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	02/04/2011	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	3/2/11	Council on Academic Affairs
General Education Committee*		Approved <input checked="" type="checkbox"/> Disapproved _____
Teacher Education Committee*		3/17/11
		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: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Remove course from program A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Updating curriculum	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

~~FSE 430 Personnel & Industrial Relations Law. (3) I, II. Prerequisite: FSE 225. Review/analysis of laws affecting the workplace, including the ADA, FMLA, NLRA, WARN Act, and Title VII. Additionally, a study of personnel policies/practices will be covered as it relates to the field of safety.~~

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.)

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	430	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> 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>SSEM</u> College <u>Justice and Safety</u> *Course Prefix & Number <u>FSE 201S</u> *Course Title <u>(30 characters)</u> <u>Building Construction</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee _____ Graduate Council* <u>NA</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>3/2/11</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>3/17/11</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.)

<p>A. 1. Specific action requested: Create a FSE201 course that incorporates service learning as a primary teaching Method and is designated as a service learning course.</p> <p>A. 2. Effective date: Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action: Courses in which service learning is incorporated as a primary teaching method may be identified with an S following the course number. This course meets the requirements set forth by the QEP service learning committee.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

FSE 201S Building Construction. (3) A. A review of the analysis of building construction methods and terminology using a service learning approach. A systems approach to designing building fire safety; the Life Safety Code; the function of and testing of building components, evaluating plans for code compliance. Credit will not be awarded for both FSE 201 and FSE 201S.

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)*
FSE	201S	Fall 2011	AS _____ JS <u>X</u> BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3.0	Lecture <u>3.0</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 _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

Course Prefix and No.	<u>Credit not allowed with FSE 201</u>
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.)

FSE 201S – Building Construction

CRN - _____

Term, Year

Instructor Mr. Andrew Tinsley
Department of Safety, Security and Emergency Management
250 Stratton Building ECU
521 Lancaster Ave.
Richmond, Kentucky 40475
Office Location: Stratton 216
Phone: (859) 622-7256
E-mail: Andrew.Tinsley@eku.edu

Meeting Time:

Meeting Location:

Course Introduction and Overview:

Building Construction is designed to introduce students to basic construction methods and techniques. Emphasis will be placed on the appropriate identification of building types and the accurate size up of structures. Firefighter safety with regards to building construction will be addressed throughout the course. Major topics include: building type identification, building loads, construction techniques, building systems, building materials, fire containment, fire behavior, and collapse mechanisms.

Course Methodology:

This class will incorporate lecture, classroom discussion on a meaningful level, individual and limited group participation, and online formats. Pertinent audio-visual media will be used when available and beneficial to the course. Student will complete all reading and related assignments and be fully and adequately prepared to discuss important points of these in subsequent class sessions.

In addition, this course is a service-learning course. As a component of this course, you are required to volunteer a minimum of 12 hours of service to Habitat for Humanity of Madison and Clark Counties. Your work will also contribute toward meeting community needs by providing housing for low income families.

Course Description:

A review of the analysis of building construction methods and terminology. A systems approach to designing building fire safety; The Life Safety Code; the function of and testing of rated building components, evaluating plans for code compliance.

Student Learning Outcomes:

Students successfully completing this course will:

1. Correctly identify building construction classifications and fire resistance features.
2. Describe and recognize structural design features.
3. Describe the purpose of building systems and analyze affects on firefighter safety.
4. Evaluate existing buildings to determine construction method(s) and to identify life and fire safety concerns.
5. Describe common building materials and their behavior when exposed to fire.
6. Identify the hazards associated with buildings under construction, renovation, or demolition.
7. Identify signs of situations associated with building collapse, both fire and non-fire induced.
8. Develop critical and creative thinking skills.

Course Texts:*Required*

Building Construction Related to the Fire Service. 3rd edition. International Fire Service Training Association. ISBN 978-087939371-7

Fire Protection Handbook. 20th Edition. Volumes 1 and 2. National Fire Protection Association. ISBN 978-087765758-3

NFPA 220: Standard on Types of Building Construction. Latest Edition. Available online from EKU's Justice and Safety Library.

Additional required readings may be made available throughout the semester. The instructor will place copies of the extra readings on Blackboard for the student to read.

Course Requirements:

The content of the written evaluations will include all assigned materials, which include information, found in the text and related texts, handouts, lecture materials, and other special assignments included as a part of the class activities. Participation in laboratories is mandatory as each will be a graded exercise.

Assignments:

Assignments address course outcomes 1, 2, 3, 4, 5, 6, 7, and 8.

Coursework will be assigned at the discretion of the professor. Coursework will be assigned throughout the semester and be of the following form, including but not limited to, calculation assignments, laboratory reports, review problems, study assignments, and essay assignments. All assignments are due within 7 days of them being assigned, unless otherwise specified by the professor. Assignments will account for 20% of the final grade.

Quizzes:

Quizzes address course outcomes 2, 3, 4, 5, 6, and 8.

A reading quiz will be administered at least once per week. They are intended to test factual information from the assigned reading. These quizzes will account for 20% of the total grade.

Service Learning Project:

Service Learning project addresses course outcomes 1, 2, 3, 4, 5, 6, and 8.

There will be a service learning project assigned for the duration of the semester. Brief presentations will be made the last week of class. The service learning project will account for 20% of the final grade. More details will be provided in Service Learning Section of Syllabus.

General Test Information:

Tests address course outcomes 1, 2, 3, 4, 5, 6, 7, and 8.

There will be at least two (2) examinations and a final exam. The exams will consist of short answer, multiple choice, matching and true/false questions from topics covered in the lecture, assigned readings and handouts. The two (2) tests will account for 20% of the final grade. The final exam will account for 20% of the total grade.

Extra Assistance:

In the event a student requires extra help or assistance with a problem, please feel free to:

- A. Schedule an appointment, at the end of class.
- B. Call the office or send an email to schedule an appointment.
- C. Stop by the office to see if I can assist you at that time. If you stop by without a scheduled appointment you may not always be assisted due to other responsibilities.

Student Materials:

Each participant in the class should have and bring with them for each class meeting: note taking materials, and the appropriate textbooks.

Missed and Late Assignments:

20% of the total points possible will be deducted for each day that the assignment is late. Assignments that are more than 6 days late will not be graded; a zero (0) will be assigned for that assignment. Late assignments will be accepted only at the discretion of the professor.

Grading:

- a. Any student that has equipment checked-out, lost, or damaged will not be assigned a final grade for the course until the equipment is returned or replaced.
- b. Grades will be determined by the weights in given in Section D of this syllabus.
- c. Grading Scale:
 - A= 90% and above
 - B=80 – 89%
 - C=70 – 79%
 - D=60 – 69%
 - F=59% and below

General:

Your recorded grades will be available for your review at any convenient time on blackboard. Do remember to *keep all assignments, quizzes, and tests returned to you* so that any discrepancies can be easily and fairly straightened out. Except in cases of actual error, final grades are permanent. The last day to withdraw from the course with a "W" is March 19, 2010.

Note:

1. All assignments are to be turned in on time in accordance with Attachment 1 of this syllabus (Homework Guidelines). A letter grade will be deducted for each calendar day the assignment is late. Assignments will be placed on the desk, prior to the start of class. All assignments turned in after the start of class are considered late and the student is referred to Item H, Missed and Late Assignments, for more direction.
2. Drawings are not to be rolled; they should be left flat to facilitate grading.
3. Review assignments will be assigned a total number of points based on the number of problems contained in the assignment.
4. Tests will be taken on the day and time announced. No make-up tests will be given.

Missed Tests:

If a student misses a test without a valid excuse (the validity of the excuse will be determined within the sole discretion of the professor), the student may be permitted to make up the test – but will be assessed a penalty of 10% or more. Missed test will be made up during the week of final examinations.

Course Correspondence Policy:

1. Any email correspondence regarding the course must include the specific course ID (FSE 200) as the first letters of the subject line.
2. The course ID (FSE 200) should be followed by a space and a distinctive subject (e.g., FSE 200 – Discussion Board Question 1).
3. You are required to use your ECU assigned email address. This 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 ECU assigned email address is strongly not recommended and done so at your own risk.
4. If the assignment is to be submitted within Blackboard, assignments submitted as email attachments will NOT be accepted, unless preapproved by the instructor. In addition, all files should contain your last name and assignment number in the file name.
5. Electronic files will only be accepted in .doc, .docx, .xls, .xlsx, .ppt, .pptx, or .pdf formats. All other formats may not be able to be opened by the instructor and will be issued a zero.
6. All emails should be directed to your course Instructor/ Facilitator. He or she will respond to any questions or concerns in a timely manner. If you still have not received a response after 48 hours, contact the Instructor of Record for assistance.

Software Requirements:

Students are highly encouraged to purchase Microsoft Office for their use in this course. All material will be posted in this format, and it is the preferred format for electronic submission of homework. It is available to purchase in a student edition and is very reasonably priced. Use of any other software package does not guarantee compatibility with the instructor's resources and may not be able to be opened.

The instructor/facilitators of the course use PC computers. If you use an Apple (Mac) computer, it is your responsibility to ensure that the files can be opened on a PC.

Viewing your Grades in Blackboard:

You may view your grades under the **Tools** button on Blackboard in the **My Grades** Link. If you go into this section, you will be able to view any grades posted by the Facilitator.

Fall 2010 Dates:

Classes Begin: 8/23/10

Add/ Drop Deadline: 8/29/10

75% Tuition Refund: 9/5/10

50% Tuition Refund: 9/12/10

25% Tuition Refund: 9/19/10

Last day to Withdraw: 10/29/10

Classes End: 12/10/10

Final Examination:

There will be a final examination for this class. It will be held on **December 13, 2010 at 1:00 PM in Stratton 247.**

Service Learning:*Introduction to Service Learning*

Service learning is the incorporation of relevant and meaningful community service, enhanced academic learning, and purposeful civic learning. The combination of these three items forms your FSE 201 service learning experience.

- Relevant and meaningful community service shall be provided in the form of volunteer service for Habitat for Humanity. Habitat for Humanity provides housing to low income families by using volunteers to perform the majority of the construction work.
- Enhanced academic learning will be obtained from the process itself. It is often difficult to visualize topics discussed in class without experiencing them firsthand. The inclusion in the construction process will allow for an enhanced understanding of the methods and materials commonly used for construction.
- Civic learning will be enhanced by allowing you to perform volunteer work with a community service agency. Habitat for Humanity is nationwide and a strong working relationship with this organization will follow you wherever your career may take you.

Requirements:

As a part of FSE 201, each student will be required to volunteer a minimum of 12 hours at a Habitat for Humanity worksite. There are several components to this project that will be intermittently addressed throughout class, culminating in final submittal of your work. Following is a rough description of each of the components. More detail will be provided as the class progresses.

Component	Description	Percent of Project Grade
Service Hours	Each student will volunteer a minimum of twelve (12) hours of service in a minimum of two separate site visits. There will be deadlines for these that will be outlined in more detail in the class.	30%
Pre/Post Tests	Each student will complete QEP Pre and Post Tests for evaluation of their critical thinking ability. This is a completion/effort Grade.	10%
Journal Papers	Each student shall write a reflection paper following each of their visits. There will be a minimum of two reflection papers per student due at the end of the semester.	20%
Final Paper	Each student shall complete a summary paper of their experiences. Special attention shall be given to the application of the student learning outcomes outlined in this syllabus.	30%
Project Binder	Each student will compile their work log, journal papers, final paper, and presentation slides into a "binder" for submittal of the project. The project grade will be derived from the contents of this binder.	10%

Students with Disabilities:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Honesty Policy:

You 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. Questions regarding this policy may be directed to the Office of Academic Integrity.

Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of teachers and scholars.

University expects that students will honor and that faculty will honor and enforce these principles which contribute to a foundation upon which a quality education can be built. With these premises the University affirms that it will not tolerate academic dishonesty. This includes, but is not limited to, plagiarism and cheating.

Plagiarism is the act of presenting ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgement of the source. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by footnotes or by some other form of documentation acceptable to the instructor for the course. Plagiarism also includes presenting material which was composed or revised by any person other than the student who submits it as well as the deliberate falsification of footnotes. The use of the term " material" refers to work in any form including written, oral, or electronic (as in the case of computer files).

Cheating includes buying, stealing, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, it includes receiving information from others and referring to unauthorized notes or other written information. In addition, copying from others during examinations or in the preparation of homework assignments, is a form of cheating.

Computers should not be used to acquire information in conflict with academic honesty policy. Furthermore, the Code of Ethics for Computing and Communications make it the responsibility of computer users to keep information, data, and programs in their computer accounts secure from others. (Taken from the Eastern Kentucky University Student Handbook [UHS] Page 31.)

You 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. Questions regarding this policy may be directed to the Office of Academic Integrity.

Attachment 1: Homework Guidelines

1. Use 8½ x 11 (or similar sized loose-leaf paper). Use only the front side of the paper. No ragged edge paper. Multiple pages should be stapled. Please note that typing homework is encouraged, but handwritten is acceptable.
2. Label homework with name and date in the upper right hand corner. Each page should at a minimum include your initials, date, and page number. Staple sheets together in upper left hand corner.
3. If applicable, set up the problem in form of Given, Required, and Solution. Clearly identify each problem and assignment. The “cut-and-tape method” using a photocopy from the text or handout is also acceptable. A sketch or drawing is often useful.
4. If a handout was provided with working space, the answer is expected to be in the working space of the handout. Scratch work can be on a separate sheet of paper. Answers to problems including calculations should be boxed to ensure the appropriate answer is graded.
5. All work should be done in pencil. If done in pen, all mistakes should be fixed with white out or the assignment should be rewritten on a new sheet of paper.
6. No cursive handwriting will be accepted (including names) unless asked for signature.
7. If homework is submitted electronically, the file name should clearly state your name, the class, and the particular assignment (i.e. Tinsley_Andrew_FSE101_Assignment 7). Homework will only be accepted in Microsoft Office (Word, Excel, or Powerpoint depending on the assignment) or Adobe PDF.
- 8. Homework will NOT be accepted if it is not stapled (if multiple pages), the work is done in cursive, or it is on rough edge paper.**

Class Policy: If any of the above rules are not followed, the homework will receive a grade of zero. You will have 24 hours from the receipt of graded homework to turn it back in for 75% credit. After 24 hours, the grade will remain a 0.

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 ____)	Safety, Security, and Emergency Management College of Justice and Safety FSE 498 FSE Independent Study _____
*Provide only the information relevant to the proposal.		
Proposal Approved by:		<u>Date</u>
Departmental Committee	02/04/2011	Graduate Council*
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	_____	Faculty Senate**
Teacher Education Committee*	_____	Board of Regents**
		Council on Postsecondary Edu.***
		NA
		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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add an Independent Study Course	
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: This will enhance graduation and increase flexibility within the curriculum.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: No new faculty needed. Operating Expenses Impact: N/A Equipment/Physical Facility Needs: N/A Library Resources: N/A	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

FSE 498 Independent Study. (1- 3) A. Prerequisite: Departmental approval. Individual reading and research on a problem or area within the field of Fire and Safety, after student consultation with the instructor. Student must have the independent study proposal form approved by faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours providing the project title differs.

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)*
FSE	498	Fall 2011	AS _____ JS <u>x</u> BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>6</u>	
<u>1-3</u>	Lecture _____ Laboratory _____ Other <u>x</u>		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)	
<u>O</u>	<u>1-3</u>	<u>N</u>	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study <u>X</u>		
		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.	<u>Departmental Approval</u>
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)			

Syllabus & Course Outline

Department of Safety, Security and Emergency Management Fall 2011

Course Title:

FSE 498 Independent Study in Fire Protection

Credit Hours:

1- 6 and may be retaken for a total of 12 hours provided the topic is different

Instructor:

Larry R. Collins, EdD, Professor/Chair SSEM

Office: 253 Stratton

Office Phone: 622-1009

Mailbox: 250 Stratton

E-mail: Larry.Collins@eku.edu

Course Description:

An Independent Study in Fire Protection is designed to allow the student to work independently on a research project, service learning, or other approved activity on a topic relevant to the student's major and special interests. The student must have the independent study proposal form approved by the instructor of record and the department chair prior to enrollment.

Additional Course Information:

Each student works under the supervision of a faculty member and completes an individualized instruction plan and course requirements with the faculty member. All independent study shall be conducted from an approved proposal submitted on the independent study form, which includes an outline and specific assessment criteria with deadlines. The instructor and the department chair will ensure the workload and products of the study are consistent with the number of credit hours registered. This proposal when signed by the student and approved by the faculty member and the department chair becomes a contract for the course and grade.

Student Learning Outcomes:

As a result of successful completion of this class, the student will:

1. Demonstrate factual knowledge (terminology, classifications, methods, trends).
2. Learn fundamental principles, generalizations, theories and may develop specific skills and/or certifications depending upon the design of the independent study.
3. Demonstrate their ability to apply research methods to their specific topic.
4. Analyze and critically evaluate ideas, arguments, relevant literature and/or other resources and points of view.
5. Demonstrate professional written and/or oral communication skills.
6. Develop a greater depth of knowledge in their specific area of study.

7. Develop the capacity to work independently, set priorities, manage personal schedules and meet established deadlines.

Mid-Term Progress Reports

Student will be provided timely feedback after each assignment is graded based upon the details of the independent study proposal. Grades and/or progress provided will include "PASSING", "D", or "F".

Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement:

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

Official E-mail:

An official 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 only and the student is responsible for monitoring this address. 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.

Drop Date:

The student should consult the university calendar to obtain the last date to drop this class.

FSE 498 INDEPENDENT STUDY PROPOSAL

CRN # _____ SEMESTER and Year _____

I. TO BE COMPLETED BY STUDENT

Name: _____ ID# _____

Telephone: _____ Major: _____

Course Description: Independent Study _____ Credit Hours: _____

Instructor of Record: _____ Telephone # _____

Title of Project: _____

Project Objectives (Attach Outline)

STUDENT SIGNATURE: _____ DATE _____

I. TO BE COMPLETED BY THE STUDENT AND APPROVED BY THE INSTRUCTOR OF RECORD SUPERVISING THE INDEPENDENT STUDY:

Proposed method(s) for student evaluation:

Dates and specifics for Progress reports: Complete table below

Activity Number	Date due	Activity to be completed	Percentage of final grade
1			
2			
3			
4			

*Generally 10 pages per credit hour minimum for final paper plus references and appendix materials.

List any special equipment/supplies needed:

Instructor of Record Approval: _____ DATE _____

SSEM Department Chair Approval _____ DATE _____

COPIES: Student, Student File, Instructor of Record, SSEM Chair

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>SSEM</u> College <u>Justice and Safety</u> *Course Prefix & Number <u>FSE 223</u> *Course Title (<u>30 characters</u>) <u>Fire and Emergency Scene Operations</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>02/04/2011</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 <u>3/2/11</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>3/17/11</u> General Education Committee* _____ Faculty Senate** <u>NA</u> Teacher Education Committee* _____ 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: Change prerequisites: Either FSE 201 or FSE 201S will qualify as the Prerequisite for FSE 223. 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: Allow either FSE 201 or FSE 201S as the prerequisite course. FSE 201S is new course.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

New or Revised* Catalog Text

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

FSE 223 Fire and Emergency Scene Operations (3) A. Prerequisite: FSE 201 or FSE 201S. Principles of Incident Management including emergency scene decisions, strategies, and tactics. Utilizing emergency control resources such as personnel, apparatus, and equipment.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	223	Fall 2011	AS _____ JS <u>X</u> BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
		Cip Code (first two digits only) 43		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	FSE 201 or FSE 201S
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

<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	College of Justice and Safety	
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	FSE 300W	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Technical Report Writing for Emergency Services	
<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>		<u>Date</u>
Departmental Committee	02/04/2011	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	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To add a prerequisite of FSE 200 to the course. Add statement "credit will not be awarded for both FSE 300W and FSE 300."

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

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

B. The justification for this action: FSE 200 teaches the student how to formulate an argument in writing using statistical data and teaches the student how to use APA formatting, which is fundamental in FSE 300W.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

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

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

New or Revised* Catalog Text

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

FSE 300W Technical Report Writing for Emergency Services (3) A. Prerequisite: ENG 102 and FSE 200. Develop oral and written communication skills specific to the public emergency services. Focusing on the technical aspects involved in supporting public initiatives; operating within the legal system; and requirements for submitting documentation to technical committees. Credit will not be awarded for both FSE 300 and FSE 300W.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	300W	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture <u>X</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)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	ENG 102 and <u>FSE 200</u>
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.	<u>Credit now allowed with FSE 300</u>
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 _____ (Major __, Option __; Minor __; or Certificate __)	Safety, Security , and Emergency Management College of Justice and Safety FSE 330 Principles of Criminal Investigation _____ _____ *Provide only the information relevant to the proposal.
---	---	--

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	02/04/2011	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	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved _____	3/17/11
General Education Committee*	_____	Faculty Senate**	NA
Teacher Education Committee*	_____	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add "FSE 300 or" to the list of prerequisites for the course</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: Degree works is not recognizing FSE 300 as it has been replaced by FSE 300W, but it is equivalent for the purposes of this class.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: 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.)

FSE 330 Principles of Criminal Investigation. (3) A. Prerequisites: FSE 300 or FSE 300W, FSE 260, and FSE 280. A detailed study of the investigative procedure as it applies to fire, arson, explosion and other personal property crimes.

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~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)*
FSE	330	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No. _____

Course Prefix and No. _____

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

Course Prefix and No. _____ FSE 300 or FSE 300W, FSE 260 and FSE 280

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

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

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

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: Safety, Security , and Emergency Management College: College of Justice and Safety *Course Prefix & Number: FSE 355 *Course Title (30 characters): Fire Dynamics *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: 10%;"></td> <td style="width: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">02/04/2011</td> <td>Graduate Council*</td> <td></td> <td style="text-align: center;">NA</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></td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">3/2/11</td> <td>Approved <input checked="" type="checkbox"/> Disapproved _____</td> <td></td> <td style="text-align: center;">3/17/11</td> </tr> <tr> <td>General Education Committee*</td> <td></td> <td>Faculty Senate**</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td></td> <td>Board of Regents**</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> <td style="text-align: center;">NA</td> </tr> </table>				<u>Date</u>			<u>Date</u>	Departmental Committee	02/04/2011	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	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved _____		3/17/11	General Education Committee*		Faculty Senate**		NA	Teacher Education Committee*		Board of Regents**		NA			Council on Postsecondary Edu.***		NA
	<u>Date</u>			<u>Date</u>																																	
Departmental Committee	02/04/2011	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	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved _____		3/17/11																																	
General Education Committee*		Faculty Senate**		NA																																	
Teacher Education Committee*		Board of Regents**		NA																																	
		Council on Postsecondary Edu.***		NA																																	
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.																																					

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

A. 1. Specific action requested: To add "or higher" following the existing prerequisites of CHE 101 and MAT 107. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: If a student has taken a course higher than Chemistry 101 and/or course higher than Math 107, he/she has shown requisite capabilities in the appropriate area(s).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

FSE 355 Fire Dynamics. (3) A. Prerequisites: CHE 101 (or higher), FSE 120, and MAT 107 (or higher). An introduction to fire-related measurement techniques, advanced fire and combustion concepts and associated terminology. This courses includes basic numerical methods for understanding fire dynamics

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)*
FSE	355	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CHE 101(or higher), FSE 120, 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 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.	Safety, Security , and Emergency Management College of Justice and Safety FSE 360 Fire Protection Hydraulics and Water Supply (Major ____, Option ____, Minor ____, or Certificate ____)
---	---	--

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	02/04/2011	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	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add "or higher" following the existing prerequisite MAT 107.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	<p>B. The justification for this action: A student that has taken a course higher than Math 107 has shown his/her capabilities.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: 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.)

FSE 360 Fire Protection Hydraulics and Water Supply (3) (A). Prerequisites: FSE 120 and MAT 107 or higher. A study of water at rest and in motion, Bernoulli's and Pascal's theorems; water distribution systems, velocity, friction loss, pump and nozzle pressures required for fire protection.

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)*
FSE	360	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 120 and MAT 107 <u>or higher.</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 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 College of Justice and Safety FSE 370 Electrical and Mechanical Systems Failure Analysis. _____ _____ *Provide only the information relevant to the proposal.
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	02/04/2011	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	3/2/11	Council on Academic Affairs
General Education Committee*		Approved <input checked="" type="checkbox"/> Disapproved _____
Teacher Education Committee*		3/17/11
		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: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove FSE 355 as a Prerequisite for FSE 370 A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
	B. The justification for this action: Faculty deemed FSE 355 was not a necessary prerequisite.
	C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)
FSE 370 Electrical and Mechanical Systems Failure Analysis (3) A. Prerequisite: FSE 355. Overview of design criteria for electrical and mechanical systems and components relative to fire safety via laboratory experiments, exemplar components and photographs that depict system and component failures that result in fire. Learning opportunities include engaging in destructive and nondestructive analysis of components and systems.

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~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)*
FSE	370	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	FSE-355
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 College *Course Prefix & Number *Course Title (30 characters) *Program Title _____ (Major __, Option __; Minor __; or Certificate __)	Safety, Security , and Emergency Management College of Justice and Safety FSE 400 Advanced Emergency Services _____ _____ *Provide only the information relevant to the proposal.
Proposal Approved by: _____ Date _____ Date _____		
Departmental Committee 02/04/2011		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 3/2/11		Approved <input checked="" type="checkbox"/> Disapproved _____ 3/17/11
General Education Committee* _____		Faculty Senate** NA
Teacher Education Committee* _____		Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add FSE 300W as one of the prerequisites for FSE 400 and add prefix FSE prior to 320.	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: FSE 300 has been replaced by FSE 300W, while some students have taken FSE 300, new students will have to take FSE 300W. Add prefix FSE before 320 for consistency of formatting.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

FSE 400 Advanced Emergency Services. (3) A. Prerequisites: FSE 300 or ~~FSE 300W~~, and FSE 320. A study of environmental management including the identification and analysis of key managerial issues confronting contemporary fire services managers. Application in current methods and planning, organizing, developing and evaluating public fire/emergency services organizations.

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)*
FSE	400	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 300 <u>or</u> FSE 300W, and FSE 320
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>Safety, Security , and Emergency Management</u>
<input type="checkbox"/> New Course (Parts II, IV)	College	<u>College of Justice and Safety</u>
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	<u>FSE 425</u>
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (<u>30 characters</u>)	<u>Disaster & Community Fire Defense Planning</u>
<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	<u>02/04/2011</u>	Graduate Council*	<u>NA</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>3/2/11</u>	Approved <input checked="" type="checkbox"/> Disapproved _____	<u>3/17/11</u>
General Education Committee*		Faculty Senate**	<u>NA</u>
Teacher Education Committee*		Board of Regents**	<u>NA</u>
		Council on Postsecondary Edu.***	<u>NA</u>

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

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add "or FSE 300W" as part of the prerequisite requirements.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: FSE 300 has been replaced by FSE 300W, while some students have taken FSE 300, new students will have to take FSE 300W.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: 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.)

FSE 425 Disaster & Community Fire Defense Planning. (3) A. Prerequisite: FSE 300 or FSE 300W. Overview of the ever changing demographics of the departmental jurisdictions and response during community service master planning, identifying hazards then assessing risks associated with those hazards. Analysis of potential disaster and recovery methods.

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~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)*
FSE	425	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 300 or FSE 300W
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 College *Course Prefix & Number *Course Title (30 characters) *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____)	Safety, Security , and Emergency Management College of Justice and Safety FSE 445 Advanced Structural Fire Protection _____ _____ *Provide only the information relevant to the proposal.
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	02/04/2011	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	3/2/11	Council on Academic Affairs
General Education Committee*		Approved <input checked="" type="checkbox"/> Disapproved _____
Teacher Education Committee*		3/17/11
		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: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change Prerequisite FSE 335 (C) to FSE 355.	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: There is no course FSE 335 (C).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: 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.)

FSE 445 Advanced Structural Fire Protection. (3) A. Prerequisite: FSE-~~335-(C)~~ 355. Examines principles involved in structural fire protection: behavior of materials and design considerations for each material in regards to a structure's design under fire attack and resistive protection methods

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~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)*
FSE	445	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 355 335
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 (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>) *Provide only the information relevant to the proposal.	Safety, Security, and Emergency Management College of Justice and Safety Fire, Protection, and Safety Engineering Technology (BS)
---	--	--

Proposal Approved by:	<u> </u>	<u> </u>	<u> </u>
Departmental Committee	02/04/2011	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	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
General Education Committee*		Faculty Senate**	4/4/11
Teacher Education Committee*		Board of Regents**	Pending
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add 4 hours of Free Electives to the Fire, Protection, and Safety Engineering Degree for a total of 124 hours so that the program can meet accreditation standards of the Accreditation Board for Engineering and Technology. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	B. The justification for this action: To comply with the Accreditation Board for Engineering and Technology-ABET. ABET accreditation will provide enhance professional recognition of the program and enable graduates to sit earlier for professional engineer licensing exams. C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA
--	---

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

**Fire, Protection, and Safety Engineering
Technology (B.S.)**

CIP Code: 43.0201

Major Requirements.....48 hours

FSE 101, 120, 200, 221, 224, 300W, 305, 322, 350, 355, 360,
445, 480, 481, OSH 361, 410

Supporting Courses.....38 hours

CHE 111/111L, CHE 112/112L, CON 303, 322, MAT 124,
224, PHY 201, 202, 375, TEC 190

General Education.....33 hours

Standard General Education Program, excluding course
Block II, IVB, VII (QS) and VIII (6 hours). Refer to Section
Four of this catalog for details on the General Education and
University Requirements.

University Requirement.....1 hour

JSO 100

Free Electives.....4 hours

Total Curriculum Requirements.....429 124 hours

NOTE: *A grade of "C" or higher must be earned in each required
and supporting course.

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>Safety, Security, and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Fire Protection Administration</u> (Major ____, Option ____, Minor <u>X</u> ; or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: _____ Date _____		Graduate Council* _____ Date _____ Council on Academic Affairs _____ DISCUSSION ITEM _____ Approved ____ Disapproved ____ Faculty Senate** _____ Board of Regents** _____ Council on Postsecondary Edu.*** _____ NA
Departmental Committee _____ Date <u>02/04/2011</u> <i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee _____ Date <u>3/2/11</u> General Education Committee* _____ Teacher Education Committee* _____		
*If Applicable (Type NA if not applicable.) **Approval needed for new, 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 an undergraduate Minor in Fire Protection Administration.	
A. 2. Effective date: (Example: Fall 2001) Fall 2011	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A number of students in other programs, such as, Fire, Arson, and Explosion Investigation, Fire Protection and Safety Engineering Technology, and Occupational Safety, have shown interest in a Minor in Fire Protection Administration.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor is Fire Protection Administration

A student may minor in Fire Protection Administration by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

Requirements:

FSE 120, FSE 201, FSE 223, FSE 225, FSE 365, FSE 375, and FSE 400

Total Curriculum Requirements.....21 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 checked="" type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: <u>Safety, Security, and Emergency Management</u> College: <u>College of Justice and Safety</u> *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: <u>Tax Administration</u> (Major ____, Option ____, Minor <u>X</u> ; or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: _____ Date: _____ Departmental Committee: <u>02/04/2011</u> Graduate Council*: <u>NA</u> Council on Academic Affairs: <u>DISCUSSION ITEM</u> College Curriculum Committee: <u>3/2/11</u> Approved _____ Disapproved _____ General Education Committee*: _____ Faculty Senate**: _____ Teacher Education Committee*: _____ Board of Regents**: _____ 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 an undergraduate Minor in Industrial Fire Protection. A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A number of students in other programs, such as, Fire Protection Administration, Fire , Arson, Explosive Investigation, and Occupational Safety, have shown interest in a Minor in Industrial Fire Protection.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: NA Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor in Industrial Fire Protection

A student may minor in Industrial Fire Protection by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

Requirements:

FSE 101, FSE 120, FSE 221, FSE 224, FSE 322, FSE 360, and FSE 480

Total Curriculum Requirements.....21 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 checked="" 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 __X__; or Certificate ____) *Provide only the information relevant to the proposal.	Safety, Security, and Emergency Management College of Justice and Safety _____ Minor in Fire, Arson, and Explosion Investigation _____ _____ _____
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	02/04/2011	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs DISCUSSION ITEM
College Curriculum Committee	3/2/11	Approved ____ Disapproved ____
General Education Committee*	_____	Faculty Senate**
Teacher Education Committee*	_____	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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create an undergraduate Minor in Fire Arson, and Explosion Investigation.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action:</p> <p>A number of students in other programs, such as, Fire Protection Administration, Fire Protection and Safety Engineering Technology, and Occupational Safety, have shown interest in a Minor in Fire, Arson, and Explosion Investigation.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: 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.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor in Fire, Arson, and Explosion Investigation

A student may minor in Fire, Arson, and Explosion Investigation by completing, with a grade of "C" or better, a total of 21 semester hours as follows:

Requirements:

FSE 120, FSE 250, FSE 350, FSE 370, FSE 380, FSE 450, and FSE 495

Total Curriculum Requirements.....21 hours

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

Part I

(Check one)	Department Name	Safety, Security, and Emergency Management
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	College of Justice and Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	OSH 498
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	OSH Independent Study
<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	02/04/2011	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	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		Board of Regents**	NA
		Council on Postsecondary Edu.***	NA
*If Applicable (Type NA if not applicable.)			
**Approval needed for new, revised, or suspended programs			
***Approval/Posting needed for new degree program or certificate program			
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add an Independent Study Course</p> <p>A.2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>	<p>B. The justification for this action: This will enhance graduation and increase flexibility within the curriculum.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: No new faculty needed.</p> <p>Operating Expenses Impact: N/A</p> <p>Equipment/Physical Facility Needs: N/A</p> <p>Library Resources: N/A</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.)

OSH 498 Independent Study. (1-3) A. Prerequisite: Departmental approval. Individual reading and research on a problem or area within the field of Occupational Safety ,after student consultation with the instructor. Student must have the independent study proposal form approved by faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours providing project title differs.

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)*
OSH	498	Fall 2011	AS _____ JS <u>x</u> BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>6</u>	
<u>1-3</u>	Lecture _____ Laboratory _____ Other <u>x</u>		Cip Code (first two digits only) <u>43</u>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
<u>O</u>	<u>1-3</u>	<u>N</u>	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study <u>X</u>		
		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.	Departmental Approval
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)			

Syllabus & Course Outline

Department of Safety, Security and Emergency Management Fall 2011

Course Title:

OSH 498 Independent Study in Occupational Safety

Credit Hours:

1- 6 and may be retaken for a total of 12 hours provided the topic is different

Instructor:

Larry R. Collins, EdD, Professor/Chair SSEM

Office: 253 Stratton

Office Phone: 622-1009

Mailbox: 250 Stratton

E-mail: Larry.Collins@eku.edu

Course Description:

An Independent Study in Occupational Safety is designed to allow the student to work independently on a research project, service learning, or other approved activity on a topic relevant to the student's major and special interests. The student must have the independent study proposal form approved by the instructor of record and the department chair prior to enrollment.

Additional Course Information:

Each student works under the supervision of a faculty member and completes an individualized instruction plan and course requirements with the faculty member. All independent study shall be conducted from an approved proposal submitted on the independent study form, which includes an outline and specific assessment criteria with deadlines. The instructor and the department chair will ensure the workload and products of the study are consistent with the number of credit hours registered. This proposal when signed by the student and approved by the faculty member and the department chair becomes a contract for the course and grade.

Student Learning Outcomes:

As a result of successful completion of this class, the student will:

1. Demonstrate factual knowledge (terminology, classifications, methods, trends).
2. Learn fundamental principles, generalizations, theories and may develop specific skills and/or certifications depending upon the design of the independent study.
3. Demonstrate their ability to apply research methods to their specific topic.
4. Analyze and critically evaluate ideas, arguments, relevant literature and/or other resources and points of view.
5. Demonstrate professional written and/or oral communication skills.
6. Develop a greater depth of knowledge in their specific area of study.

7. Develop the capacity to work independently, set priorities, manage personal schedules and meet established deadlines.

Mid-Term Progress Reports

Student will be provided timely feedback after each assignment is graded based upon the details of the independent study proposal. Grades and/or progress provided will include "PASSING", "D", or "F".

Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement:

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

Official E-mail:

An official 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 only and the student is responsible for monitoring this address. 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.

Drop Date:

The student should consult the university calendar to obtain the last date to drop this class.

OSH 498 INDEPENDENT STUDY PROPOSAL

CRN # _____ SEMESTER and Year _____

I. TO BE COMPLETED BY STUDENT

Name: _____ ID# _____

Telephone: _____ Major: _____

Course Description: Independent Study _____ Credit Hours: _____

Instructor of Record: _____ Telephone # _____

Title of Project: _____

Project Objectives (Attach Outline)

STUDENT SIGNATURE: _____ DATE _____

I. TO BE COMPLETED BY THE STUDENT AND APPROVED BY THE INSTRUCTOR OF RECORD SUPERVISING THE INDEPENDENT STUDY:

Proposed method(s) for student evaluation:

Dates and specifics for Progress reports: Complete table below

Activity Number	Date due	Activity to be completed	Percentage of final grade
1			
2			
3			
4			

*Generally 10 pages per credit hour minimum for final paper plus references and appendix materials.

List any special equipment/supplies needed:

Instructor of Record Approval: _____ DATE _____

SSEM Department Chair Approval _____ DATE _____

COPIES: Student, Student File, Instructor of Record, SSEM Chair

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>Safety, Security, and Emergency Management</u> College <u>College of Justice and Safety</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Occupational Safety</u> (Major ____, Option ____, Minor <u>X</u> ; or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: _____ Date _____		Date _____
Departmental Committee <u>02/04/2011</u> <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Graduate Council* _____ Council on Academic Affairs _____	NA DISCUSSION ITEM
College Curriculum Committee <u>3/2/11</u> General Education Committee* _____ Teacher Education Committee* _____	Approved ____ 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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create an undergraduate Minor in Occupational Safety.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>A number of students in other programs, such as Fire Protection and Safety Engineering Technology, Fire Protection Administration, and Fire, Arson, and Explosion Investigation, have shown interest in a Minor in Occupational Safety.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NA</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: 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 ~~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.)

MINORS

Page 159 of 2010-11 *Undergraduate Catalog*

Minor in Occupational Safety

A student may minor in Occupational Safety by completing, with a grade of "C" or better, a total of 18 semester hours as follows:

Requirements:

OSH 305, OSH 361, OSH 362, OSH 366, OSH 390, and OSH 410

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) <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>Criminal Justice</u> College <u>Justice & Safety</u> *Course Prefix & Number <u>CRJ 355</u> *Course Title (30 characters) <u>Rural Crime & Justice</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	11-10-2011	Graduate Council* NA
Is this a SACS Substantive Change?	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs 3/17/11
College Curriculum Committee	3/2/11	Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	_____	Faculty Senate** NA
Teacher Education Committee*	_____	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To cross-list this course with Appalachian Studies (APP 355) A. 2. Effective date: (Example: Fall 2001) 08/10/11	A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) B. The justification for this action: To allow Appalachian Studies minors to take this class as an elective in their minor 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: No more than currently required
--	---

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)
CRJ 355 Rural Crime and Justice (3)A. Prerequisite: sophomore standing. Survey of rural crime and justice issues, crime trends, policing and control of rural crime with particular attention given to Kentucky and Appalachia. Credit will not be awarded for both CRJ 355 and APP 355.

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)*
CRJ	355	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CJPS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

Course Prefix and No.	
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. APP 355	Credit not allowed with APP 355
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
Serving Kentuckians Since 1906

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, reading "Deborah Core".

**From: Dr. Deborah Core, Interim Assistant Dean
College of Arts and Sciences**

A handwritten signature in blue ink, reading "John Wade".

**Dr. John Wade, Dean
College of Arts and Sciences**

DATE: March 1, 2011

SUBJECT: Agenda items for 3-17-2011 Council on Academic Affairs Meeting

The College of Arts and Sciences submits the following agenda items for consideration at the March 17, 2011 meeting of the Council on Academic Affairs.

Agenda

Department of Biological Sciences

New Course

BIO 215 (Insects and Society) – Add course to Gen. Ed. Block VII

Department of Chemistry

Course Revision

CHE 101 (Chemistry of Everyday Life) - To change the associated lab course, update the course title, and add a mathematics pre-/co-requisite

CHE 107 (Introductory Chemistry Lab) - Revise the current introductory lab course to correlate with only CHE 101 (including pre- / co-requisites).

CHE 325/CHE 325L (Quantitative Analytical Chemistry) - To update the course title and description, increase the number of lecture hours, and separate the lab portion of the course from the lecture.

FOR 411 (Forensic Analytical Methods I) - Make the course to be cross-listed with CHE 425, therefore, changing the course description and separating the lab component from the lecture of the course is necessary.

FOR 475 (Mass Spectrometry) - To update the course description to correlate with the formation of CHE 520

FOR 412/412L (Forensic Analytical Methods II) - Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture

FOR 430 (Drugs and Toxicology) - Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture

FOR 451/451L (Forensic Microscopic Analysis) - Revise the course title and description for a current forensic science course as well as separate the lab component from the lecture

FOR 465W (Expert Witness Testimony) - Increase the credit hours for FOR 465W course from 2 to 3 and change the course description.

FOR 495 (Internship) - Change the pre-requisites for the course

New Course

CHE 425/CHE 425L (Instrumental Analysis) - To create a new lecture course CHE 425: Instrumental Analysis to replace course CHE 525 (that will be dropped) as well as be cross-listed with FOR 411

CHE 430 (Biochemistry of Macromolecules) - To make a new biochemistry course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped).

CHE 431 (Metabolic Biochemistry) - To make a new biochemistry course at the 400 level to replace the current 500 level course (the current 500/700 level course will be dropped).

CHE 432 (Biochemistry Laboratory) - To make a new biochemistry laboratory at the 400 level to replace the 500 level course (the current 500/700 level course will be dropped).

CHE 450 (Inorganic Chemistry) - To make a new inorganic course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped).

FOR 401 (Forensic Professional Practice)

FOR 420 (Forensic DNA Analysis)

FOR 440 (Drug Chemistry)

FOR 442L (Drugs and Toxicology Lab)

FOR 499 (Forensic Science Capstone)

FOR 411L (Forensic Instrumental Lab) - To create a new lab course so the lab portion of FOR 411 can be separate from the lecture

Program Revision

Chemistry (B.S.) - Revise the B.S. Chemistry Program to reflect recent course changes, adjust courses to the program, and reduce the overall degree program to 120 hours

Forensic Science (B.S.) - Revise the B.S. Forensic Science Program to reflect recent course changes and reduce the overall degree program to 120 hours

New Program

Chemistry (B.S.)/Forensic Science- Create a new unified B.S. Chemistry / Forensic Science Program for students that wish to major in both disciplines

Department of Geography & Geology

Program Revision

Geology (B.S.) - Revise Major Requirements by: (1) requiring two Introductory Geology Courses; (2) removing GLY 550 from Geology Core; (3) reducing Geology Electives from five to four courses and revise course list; and (4) adding Capstone Course.

Department of Mathematics and Statistics

Course Revision

MAT 201 (Mathematical Concepts for Middle and Elementary School Teachers I) - change the prerequisite

MAT 202 (Mathematical Concepts for Middle and Elementary School Teachers II) – change the prerequisite

MAE 301 (Mathematics for Elementary Teachers III) - Add a prerequisite to MAE 301

Department of Physics

Program Revision

Science for Engineering (A.A.S.) - Fix the number of hours in the supporting courses and adjust the number of hours in free electives

Physics (B.S.) - Replace EET 355 with EET 399 under the Engineering Physics option and to reduce the number of total credit hours to 120 by reducing the number of free electives.

AGS Concentration in Physics and Engineering

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>Biological Sciences</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>BIO 215</u> *Course Title (30 characters) <u>Insects and Society</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	<u>11/17/10</u>	Graduate Council* <u>NA</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>11/24/11</u>	Approved <input checked="" type="checkbox"/> Disapproved <u>3/17/11</u>
General Education Committee*	<u>3/3/11</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.)

A. 1. Specific action requested: to add a new course to fulfill Gen Ed Block VII (NS)	
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: The proposed course will enrich the Block VII general education category and will expose students to a topic in the natural sciences that impacts their everyday lives. Students will gain knowledge about the ways in which insects alter human society and earth's critical support systems, and they will apply this knowledge to evaluate how insects are valued by society, how values are developed, and whether these values are justified. Critical thinking and communication skills are developed throughout the course when students examine ethical issues that directly or indirectly involve insects.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: none expected Operating Expenses Impact: none expected Equipment/Physical Facility Needs: none expected Library Resources: Students will use shelf material and online resources provided by the EKU Library.	

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

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

1. For a new course, provide the catalog text. BIO 215. Insects and Society (3)(A). An introduction to insects and their influence on human society. Impacts of insects on our food supply, homes and health, as well as the influence of insects on culture, world history, and the long-term maintenance of the earth's critical support systems. May not be used to satisfy biology major or minor requirements. Gen. Ed. VII.
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.)

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)*
BIO	215	Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	BIOS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <input checked="" type="checkbox"/>	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1, V, W, L, B	3	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Eastern Kentucky University
Department of Biological Sciences
Syllabus for BIO 215, Insects and Society
CRN XXX, 3 credit hours
Fall 2011

Instructor: Dr. Amy Braccia
Office: Memorial Science 76
Phone: 859-622-1505
E-mail: Amy.Braccia@eku.edu
Office Hours: TBD

COURSE DESCRIPTION: An introduction to insects and their influence on human society. Topics include the impact of insects on our health, homes, and food supply, as well as their influence of on culture, world history, and the long-term maintenance of the earth's critical support systems. May not be used to satisfy biology major or minor requirements.

COURSE OVERVIEW: Insects are the most successful animals on earth; they have the greatest species diversity, occur nearly everywhere, and have been impacting humans since the start of civilization. Sometimes these impacts are positive (e.g., pollination), sometimes they are negative (e.g., disease). It has been this way throughout recorded history and will continue to be this way for the foreseeable future. This course begins with an introduction to insect biology. The biological information is presented so that all students can be engaged, not just those majoring in the life sciences. Topics include the impacts of insects on our food, homes, and health, as well as the influence of insects on culture, world history, and the long-term maintenance of the earth's critical support systems. Ethical issues that directly or indirectly involve insects are discussed throughout the course and students evaluate how insects are valued by society, how values are developed, and whether these values are justified.

REQUIRED TEXT:

Berenbaum, M.R. 1996. Bugs in the System
Additional required readings will be provided on Blackboard

GENERAL EDUCATION GOALS:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (GE Goal two)
2. Analyze the fundamental natural processes of the world and the interactions of humans and their environment. (GE Goal five)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (GE Goal seven)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (GE Goal eight)

STUDENT LEARNING OUTCOMES:

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

1. Demonstrate knowledge of the basic biology of common insects and arthropods.
2. Demonstrate the process of scientific discovery.
3. Demonstrate an understanding of the impacts of pest insects on the health and productivity of humans, domestic animals, and agricultural plants.
4. Define the ways in which insects have altered world history and influenced culture and religion.
5. Use knowledge of roles insects play in ecosystems to make reasonable decisions about stewardship of our natural resources.
6. Integrate knowledge of insect biology, ecology, and human perceptions to evaluate how people think about insects.
7. Identify and critique ethical issues associated with human responses to problems and benefits created by insects.
8. Apply knowledge of insect biology to address issues of personal and public importance.

EVALUATION METHODS: Final grades are based on the total number of points earned out of 600 possible points. The point distribution for each assignment is outlined below.

Exams (4, 100 points each)	400
Bug-in-a-cup project	100
Short oral presentation	50
Class Participation (class discussion and minute papers)	50

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

STUDENT PROGRESS: Students will be notified of their course progress at the midterm. The midterm grade will be based on the average of the first two lecture exams and class participation.

ATTENDANCE: The attendance policy follows that of the Department of Biological Sciences. Regular class attendance is required of all students. A student will not receive credit for the course if a recorded absence of 20% has been accumulated in either lecture or lab. The instructor will take roll throughout the semester.

LAST DAY TO WITHDRAW FROM COURSE: TBD

DISABILITY STATEMENT: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building, Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

ACADEMIC INTEGRITY STATEMENT: Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. Information about academic rights and offenses is available in the Academic Integrity Policy at <http://www.academicaffairs.eku.edu/integrity>.

Course Schedule and Major Topics

Week 1: Insects in the Tree of Life

Introduction to arthropods and insects; classification and evolution of arthropods and insects; advantages and limitations of an exoskeleton

Week 2: Insect Biology and Diversity

Major characteristics of insects; insect growth, development, and reproduction; insect diversity

Week 3: Characteristics of Major Insect Orders

Holometabolous insect orders (Coleoptera, Diptera, Hymenoptera, Lepidoptera); Hemimetabolous insect orders (Orthoptera, Hemiptera, Homoptera)

Week 4: Insect Services: insects sustaining plants

Insect pollinators and seed dispersal; insects as food and protection for plants

Week 5: Insect Services: insects sustaining animals and insect recyclers

Insects as food and protection for animals; insect decomposers (detritus, carrion, and dung)

Week 6: Insect Herbivores and Agriculture

Types of insect plant feeders (leaf feeders, fluid feeders, borers and miners); plant defenses against insect herbivores (chemical defenses); human society, agriculture, and the dawn of insect pests

Week 7: Insect Pests of Plants and Agriculture

Defining pests and economic thresholds; major pests of plants (desert locust, gypsy moth, cotton boll weevil, European corn borer, emerald ash borer)

Week 8: Historical Approaches to Insect Pest Control

Insect pest control prior to 1850 (religion, myth, magic, and cultural practices); insect pest control 1850-1950 (the development and unintended consequences of chemical pesticides)

Week 9: Current Approaches to Insect Pest Control

Rachel Carson and the environmental movement; insect pest control today (insect sex pheromones and hormones, biological control, Bt and genetically modified plants, integrated pest management)

Week 10: Insects on Humans and Domesticated Animals

The biology and control of cockroaches, termites, lice, bedbugs, fleas, heartworm, and pests of livestock

Week 11: Insects, Human Disease, and World History

Insects as vectors of disease; the bubonic plague; insect disease and the outcome of major military battles

Week 12: Insects and Human Disease Today

Malaria, West Nile Virus, and the Neglected and Forgotten Tropical Diseases

Week 13: Commodities and Food Provided by Insects

Lac and dyes; bees and their products; silk moth, the silk road, and sericulture; entomophagy; and flyfishing

Week 14: Insects in Culture and Religion and Insects as Tools and Medicine

Insect games and gambling in asian cultures; insects in literature and film; insects in world religions; insects as weapons; insects in forensic science; insects as robots and spies; biomonitoring with insects; medicinal uses of insects

Week 15: Insects and Our Future

Human views and perceptions of insects; the status of insect diversity and conservation

General Education Course Approval Form
Revised: Spring 2008

Department: Biological Sciences

Course Prefix and Number: BIO 215

Course Title: Insects and Society

Is this course is designed for the core, university general education, or both? University general education

Identify the general education blocks addressed in this course: VII (NS)

Course Abstract

1. Describe the course content.

BIO 215 (Insects and Society) is a new general education course that introduces students to basic insect biology and the impact insects have on human society. This course begins with an introduction to insect biology. The biological information is presented so that all students can be engaged, not just those majoring in the life sciences. Topics include the impacts of insects on our food, homes, and health, as well as the influence of insects on culture, world history, and the long-term maintenance of the earth's critical support systems. Ethical issues that directly or indirectly involve insects are discussed throughout the course and students evaluate how insects are valued by society, how values are developed, and whether these values are justified.

2. Describe the instructional methods (lecture, discussion, small groups, laboratory, or simulation), faculty qualifications, and course coordination.

BIO 215 will be taught as a lecture course, but short in-class writing assignments, class discussions, videos and podcasts, and student presentations will be incorporated into the classes. The instructor has a Ph.D. in entomology and she will coordinate and deliver the course.

3. Describe any new resources needed to implement or to assess the course

A small amount of funds (less than \$200) will be needed to purchase supplies for the Bug-in-a-Cup project and the entomophagy exercise.

4. Describe the assessment process.**(a) What type of assessment instruments will be used to evaluate student learning?**

#	General Education Criteria	Student Learning Outcome	Assessment
1	Demonstrate an understanding of the methods used to carry out scientific inquiry	Demonstrate the process of scientific discovery.	Bug-in-a-cup project
2	Explaining the major concepts of the natural sciences	Describe the basic biology of common insects and arthropods.	Short answer exam question
3	Applying scientific principles to make reasonable and valid conclusions	Determine how the beneficial roles that insects play in ecosystems are necessary for providing stewardship of our natural resources.	Short answer exam question
4	Applying scientific knowledge to address issues of personal and public importance	Identify and critique ethical issues associated with human responses to problems and benefits created by insects.	Short minute paper and class discussion
5	Integration across course	Judge how insect life is valued by society and discover how these values are developed and articulated.	Short minute paper and class discussion

(b) When will data be collected?

The assessment data will be collected throughout the course.

(c) For how many students will assessments be scored?

All students will be assessed for each assessment item.

(d) Who will score the assessment instruments?

The instructor will score the exam questions and student essays.

(e) Who is the faculty person responsible for assessment data for this course?

Amy Braccia

4. **Provide at least one example of an assessment item (e.g., question on exam; portion of an assignment) that could be used to assess student learning on each of the criteria on the GE scoring rubric appropriate for this course.**

#	General Education Criteria	Student Learning Outcome	Assessment
1	Demonstrate an understanding of the methods used to carry out scientific inquiry	Demonstrate the process of scientific discovery.	Bug-in-a-Cup project

Example Bug-in-a-Cup-Project:

Instructions for Bug-in-a-Cup Project

This project is a hands-on study of how insects grow and develop.

1. Your goals are to successfully rear a milkweed bug to an adult, make observations during the procedure, prepare a well written report, and learn some of the wonders of insects in the process.
2. You will be given a clear plastic cup that contains 2 or 3 small milkweed bugs and the seeds that they feed on. It is imperative that you begin the assignment on schedule.
3. These milkweed bugs are very young and recently hatched from the egg stage. Your job is to successfully rear them to adulthood. You will observe insect development first hand; watch the nymphs eat (and defecate!), watch the nymphs change in size, and eventually develop into an adult milkweed bug.
4. Review and follow all suggestions on how to care for your bug in the *Do's and Don'ts* section on the back of this page.
5. You need to record your observations at least once a day, because you will be graded on a report about everything that goes on in the cup, plus write some background and discussion of what all of this means.
6. Begin a "journal" of your daily observations of your bug the day you receive it.
7. Some students prefer to make their daily entries electronically. Be sure to have a back up of all your observations. Computers do crash!
8. In your daily observations you should note any physical characteristics (size, color, and body parts), molting, behavior, and any changes that have taken place.
9. You must make daily observations in your journal. This includes weekends!
10. If your bug dies at anytime during the assignment simply come get another one of approximately the same size as your deceased and continue your daily observations. You do not need to start a new journal. Note the loss of your original specimen and simply continue making observations of your new bug.

#	General Education Criteria	Student Learning Outcome	Assessment
2	Explaining the major concepts of the natural sciences	Describe the basic biology of common insects and arthropods.	Short answer exam question

Example short answer exam question:

List 3 characteristics of insects that have helped them achieve their great success on earth AND then briefly explain how each characteristic has led to insect diversity (in other words, why is each characteristic beneficial?)

#	General Education Criteria	Student Learning Outcome	Assessment
3	Applying scientific principles to make reasonable and valid conclusions	Determine how the beneficial roles that insects play in ecosystems are necessary for providing stewardship of our natural resources.	Short answer exam question

Example short answer exam question:

Imagine that you are starting a new colony of humans on a far away island and you transport 20 cows to the island to support the development of livestock agriculture. Based on what you have learned about the introduction of livestock into areas where they are not native, what else should you bring along? Explain and support your answer using specific examples that were discussed during class.

#	General Education Criteria	Student Learning Outcome	Assessment
4	Applying scientific knowledge to address issues of personal and public importance	Identify and critique ethical issues associated with human responses to problems and benefits created by insects.	Short minute paper and class discussion

Example of a short minute paper that will be used to facilitate a class discussion:

Bed bugs are back. Although these insects do not transmit disease, many Americans believe that this is an emergency. College campuses are being disrupted and hotel owners are being sued. Some people are seeking treatment for mental trauma caused by bed bug infestations. The U.S. EPA is receiving pressure from the hotel and travel industry to allow the use of DDT, but environmentalists are strongly opposed. There are other methods of treatment, such as steaming and suffocating the bugs, but these treatments are time consuming and expensive – DDT could take care of the problem instantly. Assume that you are the head of the U.S. EPA. Will you approve the use of DDT by pesticide companies? Why or why not?

#	General Education Criteria	Student Learning Outcome	Assessment
5	Integration across course	Judge how insect life is valued by society and discover how these values are developed and articulated.	Short minute paper and discussion

Example of a short minute paper that will be used to facilitate a class discussion:

Insects have long been an important component of the diet of native indigenous people in many parts of the world, including North America. In the reading assignment, *Butterflies in your tummy*, the author maintains that western prejudice against eating insects has unfortunate consequences, and poorly fed people of 3rd world countries are becoming unwilling and reluctant to continue their traditions of eating insects. The author also suggests that the 'unfortunate trend' is a result of western influences from missionaries and administrative officers who claim that "eating insects is a 'bush behavior' to be discarded in their progress toward development."

For this writing assignment, discuss your opinion of this trend. Why do you believe that westerners scorn eating insects? Should westerners continue to influence the diets and traditions of native people? Why or why not? What might be a long-term outcome of this trend?

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)	Department Name <u>Chemistry</u>	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College <u>Arts & Sciences</u>	
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number <u>CHE 101</u>	
<input type="checkbox"/> New Program (Part III)	*Course Title (<u>30</u> characters) <u>Chemistry of Everyday Life</u>	
<input type="checkbox"/> Program Revision (Part III)	*Program Title <u>(Major __, Option __; Minor __; or Certificate __)</u>	
<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	09/22/2010	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/24/2011	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 3/17/11
General Education Committee*	2/10/2011	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To change the associated lab course, update the course title, and add a mathematics pre-/co-requisite

A. 2. Effective date: (Example: Fall 2001)
~~Spring 2012~~ Fall 2011

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

B. The justification for this action:
Currently, a single lab course (CHE 107) is linked to CHE 101 and 105. The chemistry and nursing students would benefit from more independent laboratory courses that are more tailored for those students (i.e. CHE 105 would have more chemistry experiments related to health science). The title change will be more appropriate for transfer purposes and correlates with the second semester course (CHE 102: Introductory Chemistry II). The addition of a mathematics pre-/co-requisite will allow them to be prepared for the course material.

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

Personnel Impact: It is expected the same number of lab sections will be offered between labs for CHE 101 and 105

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.)

CHE 101 ~~Chemistry in Everyday Life~~. Introductory Chemistry I (3) I, II. Prerequisite: completion of all developmental requirements. Prerequisite or Corequisite: CHE ~~407~~ 101L and MAT 105 or higher. For students who plan to take no more than one year of chemistry. Basic principles of structure and properties of matter, chemical nomenclature and reactivity. Relates chemistry concepts to everyday life phenomena. A withdrawal from CHE 101 must be matched by a withdrawal from CHE ~~407~~ 101L. Gen. Ed. VII (NS) or IVB with CHE ~~407~~ 101L.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	101	Spring 2012 Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3	Lecture <u>3</u> Laboratory <u>0</u> Other _____		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	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 grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	all developmental requirements			
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.	CHE 101L and MAT 105 or higher			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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

Part I

(Check one)	Department Name	<u>Chemistry</u>
<input type="checkbox"/> New Course (Parts II, IV)	College	<u>Arts & Sciences</u>
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	<u>CHE 107</u>
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (<u>30</u> characters)	<u>Introductory Chemistry Lab</u>
<input type="checkbox"/> New Program (Part III)	*Program Title	_____
<input type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	09/22/2010	Graduate Council* <u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/24/2011	Council on Academic Affairs 3/17/11
General Education Committee*	2/10/2011	Approved <input checked="" type="checkbox"/> Disapproved _____
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: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the current introductory lab course to correlate with only CHE 101 (including pre- / co-requisites).

A. 2. Effective date: (Example: Fall 2001)
~~Spring 2012~~ Fall 2011

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

B. The justification for this action:

Currently, a single lab course (CHE 107) is linked to CHE 101 and 105. The chemistry and nursing students would benefit from more independent laboratory courses that are more tailored for those students (i.e. CHE 105 would have more chemistry experiments related to health science). The addition of a mathematics pre-/co-requisite will allow them to be prepared for the course material.

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

Personnel Impact: It is expected the same number of lab sections will be offered between labs for CHE 101 and 105

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

CHE ~~107~~ 101L Introductory Chemistry Lab I. (1) I, II. Prerequisite: completion of all developmental requirements. Prerequisite or Corequisite: CHE 101 and MAT 105 or higher ~~or CHE 105~~. Laboratory component of CHE 101 ~~and CHE 105~~. Basic laboratory techniques, methods of separation, types of chemical reactions, solution preparation, titrations, household chemicals, molecular modeling. 2 Lab. Gen. Ed. IVB with CHE 101 ~~or CHE 105~~. Credit will not be awarded for both CHE 101L and CHE 107.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	101L	Spring 2012 Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
1	Lecture <u>0</u> Laboratory <u>2</u> Other _____		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
0	1.5	N	FR _____	JR _____
B	1.5	N	SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	CHE 101 and MAT 105 or higher			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.	Credit not allowed with CHE 107			
Course Prefix and No.				
Course Prefix and No.				

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

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3) X	VIII (3)
IB (3)		IIIB (3)	IVB (3) X	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 CHEMISTRY
CHE 101
Introductory Chemistry I
3 Credit Hours

Instructor: Dr. Lori Wilson

Office: Moore 337

Phone and email: 622-1457 lori.wilson@eku.edu

Office Hours: Tuesdays and Thursday, 1:30-2:30 pm or by appointment

I am here to help you learn chemistry. Please do not hesitate to contact me.

COURSE DESCRIPTION.

For students who plan to take no more than one year of chemistry. Basic principles of structure and properties of matter, chemical nomenclature and reactivity. Relates chemistry concepts to everyday life phenomena. A withdrawal from CHE 101 must be matched by a withdrawal from CHE 101L. Prerequisite: Completion of all developmental requirements. Prerequisite or co-requisite: CHE 101L (the laboratory portion of this course) and MAT 105 or higher

COURSE OVERVIEW

CHE 101 is a course designed to meet the general education requirement (category I VB - physical science laboratory course) for students with little or no high school chemistry. The course introduces basic chemistry concepts and shows how they are relevant to our everyday life. Students will learn about water, air, earth, energy, and chemicals in their homes.

TEXT AND REQUIRED MATERIAL

General, Organic and Biochemistry, 6ed. Katherine Denniston, Joseph Topping and Robert Caret, McGraw Hill.

Students are required to use the ARIS online homework system. Students may purchase a code for this system for \$20 using a credit card and the link inside our course Bb site. Please note the codes in the bookstore are for students who get their books for free because of financial aid or in the honor's program. On-line homework will be assigned each week through the Bb link to ARIS. Normally, deadlines will be on **Tuesday night at 11pm**. Deadlines are posted with the assignment in the ARIS system.

GENERAL EDUCATION GOALS (with CHE 101L):

Students will be able to:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (GE Goal two)
2. Analyze the fundamental natural processes of the world and the interactions of humans and their environment. (GE Goal five)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (GE Goal seven)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (GE Goal eight)

STUDENT LEARNING OUTCOMES (with CHE 101L):

Upon completion of the course work all students will:

1. Classify matter and define phases of matter.
2. Set up and perform conversion calculations using dimensional analysis.
3. List the fundamental units of measurement used in the SI system.

Formatted: Tab stops: 5.94", Left

4. Use significant figures to represent the uncertainty in an experimental measurement.
5. Describe atomic structure and predict the electronic configurations of elemental species.
6. Identify isotopes and explain the use of natural radioisotopes in nuclear medicine.
7. Recognize periodic trends and use atomic structure to rationalize periodicity the arrangement of the elements in the periodic table.
8. Distinguish between ionic and covalent chemical compounds.
9. Interrelate the names and formulas of chemical compounds
10. Combine the concepts of bond polarity and molecular geometry to predict molecular polarity
11. Set up and carry out calculations for mass balance problems involving the stoichiometry of reactants and products for aqueous solution and gas phase reactions.
12. Describe the state of a gas using pressure, volume, amount, and temperature.
13. Predict and describe the intermolecular forces that exist in bulk matter.
14. Correlate intermolecular forces with the physical properties of pure substances and two component mixtures.
15. Summarize the colligative properties of solutions.
16. Constitute differences that distinguish heat and temperature
17. Predict the direction of spontaneity change.
18. Express the relationship between reaction rate and temperature.
19. Describe the behavior of systems in chemical equilibrium and predict the result(s) of stresses applied to the system.
20. Define acids and bases according to Arrhenius and Brønsted/Lowery acid-base theory.
21. Differentiate acids from bases and their unique roles in chemical reactions.

COURSE OUTLINE - The Topical Outline / Tentative Schedule is posted on the course Bb site.

EVALUATION METHOD:

Online Homework [25%]*
In-Class Exams (4) [55%]*
Final Exam [20%]

*Lowest grade in these categories may be dropped if enough SMART points are earned. Final exam is required by the department and may not be used as a dropped test.

Letter grades will be awarded as follows:

A: 90% or above
B: 80%-89%
C: 70%-79%
D: 60%-69%
F: 59% and below

STUDENT PROGRESS: A grade book will be kept and always available on Blackboard (Bb). Bb will post Test grades and SMART points. Homework grades will be posted on the ARIS website. Unfortunately the technology is not there to automatically import ARIS homework grades into Bb so students need to check both places.


ATTENDANCE POLICY: Students are encouraged to attend class. However, because all of my lectures are recorded and posted on the course site you may choose to watch lectures online. Students receive smart points for attending class (one per class session) and for posting to the discussion board (one per post). Students choose attendance or discussion board or any combination to add towards their SMART points total.

LAST DAY TO DROP THE COURSE: January 18, 2010

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.ecu.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

DISABILITY STATEMENT: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office of Student Services Building Room 361 by e-mail at 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.

Schedule of Classes

Week	Day	Events	Reading	Suggested Text Problems
1	T R		Course Intro, Prelude P.1 – P.4 Ch 1 Appendix, 1.1 – 1.2	Prelude: 1,3,4,6,8 Ch:1:3,7,17,21,22,27,33,35,37,38,41,43
2	M T R	"D" day	Last day to drop w/o "W" Ch 2 1.3 – 1.6, 2.1 – 2.3 2.3 – 2.5	Ch 1: 45,51; Ch 2: 4,7,8,15,19 Ch 2: 27,47,53,56,65,67b-e,75
3	T R		Ch 3 3.1 – 3.3 3.4 – 3.5	Ch 3: 1,4,7,11,13,15,125,27,31,33,35, 45,47,49
4	T R	Exam 1	Review Ch. 0 – 3 Testing Ch. 0 – 3 K	
5	T R		Ch 4 Appendix, 4.1 – 4.2 4.2 – 4.3	Ch 4: 8,11,14,19,21,23,27,29,37,45, 51, 57
6	T R		Ch 5 4.4 – 4.6 5.1 – 5.3	
7	T R		5.4 – 5.5 5.6	Ch 5: 3,5,11,13,17,21,23,27,31, 35,37,39
8	T R	Exam 2	Review Ch. 4 – 5 Testing Ch. 4 – 5 K	
9	T R		BREAK! NO CLASSES!!!	
10	T R F	"W" day	Ch 7 7.1 – 7.3 7.4 Last day to Withdraw	Ch 7: 1,3,5,7,11,15,23,35,37,43
11	T R		Ch 8 8.1 – 8.4 Ch 9 8.5 – 8.8, 9.1 – 9.2	Ch 8: 3,5,9,11,19,23,27,29,31,35,37, 41,45,55,65
12	T R	Exam 3	Review Ch. 7 – 9 Testing Ch. 7 – 9 K	Ch 9: 4,8
13	T R		Ch 11 11.1 – 11.4 11.5 – 11.6	Ch 11: 3,7,11,13,15,17,21,23,27,31,43
14	T R		Ch 12 12.1 – 12.5 Ch 14 14.1 – 14.3	Ch 12: 3,7,11,13,15,17,21,23,27,31,43 Ch 14: 3,5,9,11,13,15,25,27,31,35,43
15	T R		Ch 18 14.4 – 14.8 18.1 – 18.5	Ch 18: 3,13,17,25,33,37,39
16	T R	Exam 4	Review Ch. 11, 12, 14, 18 Testing Ch. 11, 12, 14, 18 K	

Final Examination: (Wed.) 10:30 am – 12:30 pm Testing Chapters P, 1-5, 7-15, 18

**Eastern Kentucky University
DEPARTMENT OF CHEMISTRY
CHE 101L
Introductory Chemistry Lab I
1 Credit Hour**

LABORATORY INSTRUCTOR: Instructor: TBA
Office: TBA Office Hrs: TBA
Phone: TBA E-mail: TBA

COURSE NAME: CHE 101L, Introductory Chemistry Lab.
1 credit hour; 2 hr meeting time each week;
Location: TBA

COURSE DESCRIPTION: Prerequisite: completion of all developmental requirements. Prerequisite or Corequisite: CHE 101 and MAT 105 or higher. Laboratory component of CHE 101. Basic laboratory techniques, methods of separation, types of chemical reactions, solution preparation, titrations, household chemicals, molecular modeling. 2 Lab. Gen. Ed. IVB with CHE 101.

TEXT & READINGS: No text; Experiments will be posted on Blackboard or website

GENERAL EDUCATION GOALS (with CHE 101)

Students will be able to:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (GE Goal two)
2. Analyze the fundamental natural processes of the world and the interactions of humans and their environment. (GE Goal five)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (GE Goal seven)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (GE Goal eight)

STUDENT LEARNING OUTCOMES (with CHE 101):

Upon completion of the course work all students will:

22. Classify matter and define phases of matter.
23. Set up and perform conversion calculations using dimensional analysis.
24. List the fundamental units of measurement used in the SI system.
25. Use significant figures to represent the uncertainty in an experimental measurement.
26. Describe atomic structure and predict the electronic configurations of elemental species.
27. Identify isotopes and explain the use of natural radioisotopes in nuclear medicine.
28. Recognize periodic trends and use atomic structure to rationalize periodicity the arrangement of the elements in the periodic table.
29. Distinguish between ionic and covalent chemical compounds.
30. Interrelate the names and formulas of chemical compounds
31. Combine the concepts of bond polarity and molecular geometry to predict molecular polarity
32. Set up and carry out calculations for mass balance problems involving the stoichiometry of reactants and products for aqueous solution and gas phase reactions.
33. Describe the state of a gas using pressure, volume, amount, and temperature.
34. Predict and describe the intermolecular forces that exist in bulk matter.
35. Correlate intermolecular forces with the physical properties of pure substances and two component mixtures.

36. Summarize the colligative properties of solutions.
37. Constitute differences that distinguish heat and temperature
38. Predict the direction of spontaneity change.
39. Express the relationship between reaction rate and temperature.
40. Describe the behavior of systems in chemical equilibrium and predict the result(s) of stresses applied to the system.
41. Define acids and bases according to Arrhenius and Brønsted/Lowery acid-base theory.
42. Differentiate acids from bases and their unique roles in chemical reactions.

COURSE REQUIREMENTS:

1. Overview of Lab Policies

- **Safety glasses and proper footwear will be required of all students**
- **Safety precautions must be followed at all times**
- **Students will be expected to work in pairs**
- **Students must prepare in advance for each lab**
- **Lab reports are due at the end of each experiment**
- **Labs are worth 20 points each**
- **Lab grades include pre-lab quiz, lab report, and technique score; sometimes there will also be homework**

2. Preparing yourself for labs There will be no pre-lab lecture given by an instructor. Nevertheless, in order to help you understand the experimental procedures, be safe in lab, and finish the activities in a timely manner, you must prepare yourselves for lab in the following ways:

- **Students must read the lab procedures.** Each experiment has a file available on the web containing introductory material, the protocol you will use for the activity, and a data sheet with questions you will fill out while you do the work and hand in at the end of the period to the Lab Instructor. Prior to coming to lab, you must print this file out and read it to be familiar with its contents. The file is available through Blackboard or the [lab schedule](#) web site. You will not be allowed to begin the experiment without these papers!
- **Students are required to take a pre-lab quiz before each experiment.** The pre-lab quiz consists of a series of questions concerning the experiment you are about to do. The questions are designed to find out whether you have prepared yourself to do the experiment. Some may include little details such as how many milliliters of a reagent are used. Most questions are taken directly from the introductory procedures for each lab. If the quiz is not taken **prior to** the lab, then its score will not be counted! See details about the quizzes below.
- **Students must bring and wear safety glasses. Shoes must also be worn.** Safety glasses are available for purchase from the bookstore. You may provide your own as long as the glasses are compliant with the specifications of those provided by us. Safety glasses are mandatory at all times during lab (see safety section below). You will not be able to borrow safety glasses from the instructor if you forget to bring yours. If your footwear is inadequate, such as sandals or flip-flops, you will also not be allowed to enter the lab. Note that these requirements are for your safety.
- **Students also must bring a calculator.** Many of the labs require calculations. As all the sciences, chemistry is a math-intensive discipline and in most activities, the data you collect will need to be processed in some manner. The calculations themselves will be

fairly simple, but in all cases a calculator will be needed. Cell phone calculators are not accurate enough, so you must bring a regular scientific calculator, preferably one with a LOG key

- **Once you are in the lab (with safety glasses and proper shoes on)**, the instructor will assign you a station number and, for certain labs, one or more unknown numbers (or letters); make sure you work on the assigned unknown, as your grade may depend on your successful identification of an unknown. Locate the assigned workstation in the lab, place your belongings in the cabinet underneath the station and begin. Read the blackboard for any announcements or instructions, and then perform the scheduled experiment according to the written procedure. Finish the report, following the guidelines below, clean up your workstation, turn in the report and check out before leaving lab.

3. Pre-Lab quizzes: The pre-lab quizzes are delivered through Blackboard, where you will see the Chemistry 101L Laboratory Site in your course list. The Blackboard Assignments button is where you will find links to the pre-lab quizzes. For every experiment, the quiz corresponding to it will appear the previous week and will stay available until lab time. You must do the quiz during this time period. There are 6 questions per quiz worth 1 point each. There is no minimum passing score. The quiz score will be part of your lab grade for that session. Multiple attempts are allowed and you can use these to improve your score, but only the final score submitted will count and this might not be the highest score. Failing to take the pre-lab quiz **before** performing an experiment will result in the loss of the 6 points. If you missed the quiz for some reason, you can still go to lab, but the quiz points will not count. The final page on Blackboard shows your quiz score; just in case Blackboard crashes (and this happens often) you ought to print this page up to keep for proof of your grade; but don't submit it unless there is a problem. If a problem occurs with Blackboard while you are taking the quiz, then e-mail the instructor, and if there is time before the quiz site vanishes, then your quiz will be reset so you can take it again.

4. Guidelines for completing the lab report sheet: The following rules must be observed when completing the report sheet:

- Your name must be present; the report is yours only and is not also your partner's.
- The report must be neat and legible.
- Only white paper may be used to print the report sheet, colored or lined or used paper is not acceptable.
- Print directly the PDF file for the lab, and do not Xerox someone else's report sheet.
- Use black or blue ink only; red or other color ink or pencil is not acceptable.
- Watch for spelling errors – you may lose points.
- Follow instructions on the report sheet very carefully – for example, if names of compounds are required, do not write formulas, and so forth.
- Briefly explain anything that is not standard that appears on your report sheet.
- Do not write in the top area of the report – it is reserved for the instructors.

Make sure no chemicals (or even water) are spilled on your report sheet. The grader will deduct points if your report violates any of these rules.

5. Special instructions for the check-in period: The beginning of the first session will include a safety orientation and will be held. This session provides an introduction to the safety regulations that must be used in lab throughout the semester. No student can work in lab during subsequent sessions if that form was not signed and turned in.

1. Prior to coming to lab the first time you must read a copy of the laboratory syllabus (this document) and read it in its entirety. Also read a copy of the [safety sheet](#) available online and review its contents.
2. Obtain from the laboratory instructor the safety contract.
3. Take the laboratory tour and identify all the items listed on the safety contract. Provide written answers to all the questions on the sheet.
4. Review the summary of safety rules printed on the contract and sign it. Turn in the signed contract to the instructor, together with your answers to the questions. The instructor will review your answers.

Your signature on the safety contract represents your agreement to follow all laboratory policies, procedures and safety rules while you are in the CHE 101L laboratory, as well as follow all instructions given by a lab instructor, lab manager or lab coordinator, in or out of lab. Non-compliance with any of these rules will result in ejection from the lab and possible failure of the course.

6. Special Instructions before first lab experiment

1. Obtain a pair of safety glasses. Wear them all the time you are in the laboratory.
2. Fill out the check in portion of the Check in – Check out sheet
3. Do the first experiment, on measurement.
4. When finished, be sure to turn in the report sheet for the experiment.
5. Fill out the check out portion of the Check in – Check out sheet and have your Lab instructor initial the check out form

EVALUATION METHOD:

Each experiment is worth a total of 20 points: 6 for the pre-lab quiz, 12 for the lab report (or report plus homework) and 2 for lab technique. Technique points will be given by the instructor based on how well you were prepared for the lab, how neat you were, whether you cleaned up after yourself, and how well you followed the written procedure and safety rules (see below). Students who violate safety rules and/or the procedure will not receive the 2 points, and in some serious cases they may even have additional points deducted from the total. It is therefore imperative that you follow all safety rules and experimental procedures, as noncompliance will affect your grades. After lab reports are graded (typically one week after the lab is completed, but sometimes it can take longer), the pre-lab score and technique points are added to the graded report score and the total, representing your grade for that week, will be written on top of your lab. The quiz scores will be entered into Blackboard as soon as you finish the quiz.

Students will be able to pick up graded report sheets from the Instructor the next lab meeting. You may not pick up somebody else's reports. You will not be allowed to go through a stack of papers to find yours. It is *your* responsibility to keep track of *your* grades.

There will be 12 lab experiments. Full attendance is expected. The lowest score will be dropped. Any missed lab receives a zero. *Students who miss any four labs during the semester for any reason will automatically fail the course unless they withdraw.* Your course score will be

calculated by averaging your best 11 lab grades, and multiplying by 5. 90 points will constitute an A, 80 for a B, 70 for a C, and 60 for a D.

If you have a problem with a graded report, you should discuss it with the Lab Instructor.

Grade appeals must be resolved no later than the day after the final lab activity.

STUDENT PROGRESS:

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Students will be able to monitor their progress, as all grades will be posted through Blackboard. Lecture modules will also be available and must be viewed before coming to class. Laboratory experiments will be available through Blackboard at least one week before the experiment is performed in lab.

ATTENDANCE POLICY:

While a majority of the lecture material will be available through on-line modules, it is required that students attend the on-campus meetings to participate in the assignments and group activities that will occur. The assignments / activities will be calculation intensive and assist in understanding and applying the materials.

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

ACADEMIC INTEGRITY STATEMENT:

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

OFFICIAL E-MAIL:

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

IMPORTANT DATES: (from the Colonel Compass)

August 30 th	Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11 th	Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30 th	Last day to withdraw from a class

CHE 101L Laboratory Schedule

PROCEDURES: This contains links for the laboratory assignments and procedures for CHE 101L. Click on the lab to get the procedure; all of them are in .pdf format.

HOMEWORKS: There are 2 homework assignments to be done during the week following experiments 1 and 2. These will be calculated into the corresponding lab grade.

QUIZZES: Each lab has an associated pre-lab quiz, to be accessed through Blackboard. The quiz must be taken **prior** to coming to the lab; a link will open in the Blackboard site to the quiz during the week prior to the activity.

Week	Experiment
1	No Lab Meeting
2	Introductory Meeting Intro and Safety session
3	You need to print up, read, and bring with you s and do the pre-lab quiz before coming to class. Lab 1: Measurement Lab 1 homework assignment, due next week: Homework 1
4	Lab 2: Density Lab 2 Homework assignment, due next week: Homework 2
5	Lab 3: Chromatography
6	Lab 4: Identification of Anions
7	Lab 5: Conservation of Mass
8	Lab 6: Heat and Temperature
9	No Class – Spring Break
10	Lab 7: Calorimetry
11	Lab 8: Solutions
12	Lab 9: Acids and Bases
13	Lab 10: Metals and Acids
14	Lab 11: Buffers
15	Lab 12: Redox Chemistry
16	Lab meets for Check out and Lab 12 Return

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 325</u> *Course Title (<u>30</u> characters) <u>Quantitative Analytical Chemistry</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	Date <u>10/13/2010</u>	Date <u>NA</u>
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/24/11	Graduate Council* <u>NA</u> Council on Academic Affairs _____
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved _____ Faculty Senate** <u>NA</u>
Teacher Education Committee*	NA	Board of Regents** <u>NA</u> Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To update the course title and description, increase the number of lecture hours, and separate the lab portion of the course from the lecture.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Spring 2012 Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action:</p> <p>The increase of one lecture credit hour will allow the instructors to incorporate content pertaining to fundamental instrumental methods including spectroscopy and separation processes. These instrumental methods are routinely found in operating analytical labs and students must be instructed on these techniques to be competitive for employment. The course title change will be consistent with other courses in the department and the description will be updated to better reflect the course content. The separation of lecture and lab will fulfill needs of transfer students and allow other students, when needed, to re-take only the portion of the course where they were deficient.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

CHE 325 Quantitative Analytical Chemistry. (4 3) A. Prerequisite: CHE 112 and 112L with a grade of "C" (C or better). Prerequisite or Corequisite: CHE 325L ~~Introductory course in gravimetric, volumetric, colorimetric, and electrometric analysis, including the interpretation of chemical data and calculations. Introduces chemical analysis (with statistical evaluations) focusing on the principles of stoichiometry, chemical equilibrium, titrimetric and spectrophotometric analysis, potentiometry, and analytical separation processes. 3-2 Lec / 6 Lab. A withdrawal from CHE 325 must be matched by a withdrawal from CHE 325L.~~

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	325	Spring 2012 Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3 4	<u>Lecture</u> 2 3	<u>Laboratory</u> 6	<u>Other</u>	<u>Cip Code (first two digits only)</u> 40
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
1	3	N	FR JR SO SR	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	CHE 112 (C) and CHE 112L (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.	CHE 325L			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 325L</u> *Course Title (<u>30</u> characters) <u>Analytical Chemistry Lab</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 10/13/2010	<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	11/24/11	Graduate Council* _____ Council on Academic Affairs _____
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved _____ Faculty Senate** _____
Teacher Education Committee*	NA	Board of Regents** _____ Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new lab course so the lab portion for CHE 325 can be separate from the lecture</p> <p>A. 2. Effective date: (Example: Fall 2001) Spring 2012 Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>The separation of lecture and lab will fulfill needs of transfer students and allow other students, when needed, to re-take only the portion of the course where they were deficient.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: If a student only needs to re-take the lecture portion of the course, then laboratory resources would be conserved.</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

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.)

CHE 325L Analytical Chemistry Lab. (2) A. Prerequisite: CHE 112 and 112L (C or better). Prerequisite or Corequisite: CHE 325. Lab component of CHE 325. Lab course designed to introduce the principles of wet chemical techniques and basic instrumental analysis through experimentation. 4 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)*
CHE	325L	Spring 2012 Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
2	Lecture <u>0</u> Laboratory <u>4</u> Other _____		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
0	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	CHE 112 (C) and CHE 112L (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.	CHE 325			
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 CHEMISTRY**

**CHE 325
Analytical Chemistry
3 Credit Hours (3 Lec)**

Instructor: TBA
Office: TBA
Office Hrs: TBA
Phone: TBA
E-mail: TBA

COURSE DESCRIPTION:

Prerequisite: CHE 112 (C or better). Course introduces chemical analysis (with statistical evaluations) focusing on the principles of stoichiometry, equilibrium, titrimetric and spectrophotometric analysis, potentiometry, and analytical separation processes. 3 Lec . A withdrawal from CHE 325 must be matched by a withdrawal from CHE 325L.

TEXTS AND READINGS:

- Harris, D.C. *Exploring Chemical Analysis 4th edition*. W.H Freeman and Company, New York, NY, **2008**.
- Additional readings from the literature will be assigned as appropriate.

STUDENT LEARNING OUTCOMES:

Upon completion of the course work all students will be able to:

1. Demonstrate comprehension of chemical reactions (stoichiometry and equilibrium) used in quantitative analytical chemistry.
2. Apply theory and operational principles of basic chemical instrumentation used in quantitative analytical chemistry
3. Assess sources of error / interferences in chemical and instrumental analysis and account for errors in data analysis.
4. Demonstrate ability to use mathematical expressions with chemical data to produce chemical quantitative results.
5. Evaluate chemical and instrument analytical techniques and apply the most effective methods / techniques for various chemical samples in different matrices.

EVALUATION METHOD

The grading for this course will be based on the student's performance on written exams, homework assignments, quizzes, and laboratory portion according to the following:

Three Lecture Exams (13% each) 39%

Grading Scale for Course

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%

Final Exam	13%
Quizzes / Homework	13%
Laboratory	35%
	100%

F	< 60%
---	-------

COURSE REQUIREMENTS:

1. **Exams:** Three exams will be administered throughout the semester and one comprehensive final exam at the end of the semester. Examinations will cover material included in class, in the text, in handouts, and in homework assignments. Notice of exams will be given at least one week prior to the actual exam date. **Make-up Exams:** If an examination is missed, please contact the instructor to discuss the possible arrangement for a make-up exam.
2. **Quizzes:** Fourteen quizzes will be administered through Blackboard throughout the semester. The top ten quiz scores will be retained and used in the grading for the final course grade.
3. **Homework:** Homework may be given throughout the semester that will be collected and graded. Suggested problems for each chapter are given to help prepare for the exams and will not be turned in for credit.
4. **CHE 325L Quantitative Analysis Lab:** Performing experiments in the laboratory course will illustrate concepts presented in lecture. A syllabus will be provided for the laboratory course.

STUDENT PROGRESS:

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Students will be able to monitor their progress as all grades will be posted through Blackboard. Lecture modules will also be available and must be viewed before coming to class. The material presented in the modules will be applied with in-class assignments. Quizzes or homework may be administered through Blackboard. Handouts or additional course materials for class will be available with Blackboard. Laboratory experiments will be available at least one week before the experiment is performed in lab.

ATTENDANCE POLICY:

While a majority of the lecture material will be available through on-line modules, it is required that students attend the on-campus meetings to participate in the assignments and group activities that will occur. The assignments / activities will be calculation intensive and assist in understanding and applying the materials.

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

ACADEMIC INTEGRITY STATEMENT:

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course.

The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

OFFICIAL E-MAIL:

An official 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.

IMPORTANT DATES: (from the Colonel Compass)

August 30th Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11th Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30th Last day to withdraw from a class

TENTATIVE COURSE OUTLINE / SCHEDULE*
CHE 325 – Analytical Chemistry
Fall/Spring 20xx

Week	Topic	Chapter(s)	Notes
1	Chemical Measurements / Error	1 and 2	No Quiz
2	Error / Statistics	3 and 4	Quiz 1: Blackboard
3	Solubility / Gravimetry	7	No Quiz
4	Activity / Equilibrium	12	Quiz 2: Blackboard
5	Review / Exam 1**	--	--
6	Acid / Base Chemistry	8 and 9	Quiz 3: Blackboard
7	Acid / Base Chemistry	10 and 11	No Quiz
8	Acid/Base / Complexometric	13	Quiz 4: Blackboard
9	Review / Exam 2** / Fall-Spring Break	--	--
10	Electrochemistry	14 and 15	No Quiz
11	Electrochemistry	16 and 17	Quiz 5: Blackboard
12	Spectroscopy	18	No Quiz
13	Spectroscopy	19 and 20	Quiz 6: Blackboard
14	Exam 3** / Separations	22 and 23	No Quiz
15	Separations	24	Quiz 7: Blackboard
16	Review / Final Exam	--	--

* A Lab Schedule will be handed out on the first day of lab

** Exam dates are approximate. Notice will be at least 1 week prior to the actual exam date.

**EASTERN KENTUCKY UNIVERSITY
DEPARTMENT OF CHEMISTRY**

**CHE 325L
Analytical Chemistry Lab
2 Credit Hours (4 Lab)**

Lab Coordinator: TBA
Teaching Assistants: TBA
Office: TBA
Office Hrs: TBA
Phone: TBA
E-mail: TBA

COURSE DESCRIPTION:

Prerequisite: CHE 112 and 112L (C or better). Lab component of CHE 325. Lab course designed to introduce the principles of chemical techniques and basic instrumental analysis through experimentation.

TEXTS AND READINGS:

- Harris, D.C. *Exploring Chemical Analysis 4th edition*. W.H Freeman and Company, New York, NY, 2009.
- EKU Quantitative Analysis Lab Manual, 2009 (manual will be available through Blackboard)
- Laboratory Notebook: bound lab notebook (with numbered pages and carbon copies) for recording all laboratory notes. Spiral notebooks, loose-leaf notebooks, and notebooks with perforated pages are not acceptable

STUDENT LEARNING OUTCOMES:

This lab course will teach students how to perform analytical measurements that are presently employed with wet chemical and instrumental methods. At the end of the course, one should:

1. Demonstrate efficiency in an analytical laboratory by making reliable and accurate measurements and calculations.
2. Use basic equipment and methods (modern and classic) commonly found in an analytical chemical laboratory.
3. Apply the theories and concepts presented in lecture courses (present and past) through laboratory experiments.
4. Utilize and apply protocols and regulations for personal safety as well as colleagues in a working laboratory.

EVALUATION METHOD

The grading for this course will be based on the student's performance on written exams, homework assignments, quizzes, and laboratory portion according to the following:

Laboratory Reports	60%
Laboratory Quizzes	16%
Laboratory Midterm and Final	24%
<hr/>	
Lab Total	100%

Course Grading Scale

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

COURSE REQUIREMENTS:

1. Laboratory Notebook: You are required to keep a bound lab notebook (with numbered pages and carbon copies). Spiral notebooks, loose-leaf notebooks, and notebooks with perforated pages are not acceptable. A laboratory notebook is a permanent record and pages should be permanently attached. The lab notebook is for writing and recording raw data, observations, and any changes to the procedure. Lab notebook pages will be turned in with lab reports.

- All entries in the notebook should be in ink. Errors should be marked out with a single line. The use of correction fluid, erasures, or complete mark outs is not acceptable. Pages should never be removed from the notebook.
- All data should be entered directly in the lab notebook (not transferred later from other pieces of paper or notebooks). Loose pieces of paper with data present in the lab notebook are not acceptable and will not be counted.
- All data should be clearly labeled with appropriate units and correct number of significant figures.

A good laboratory notebook can stand-alone. It should be self-explanatory as to what was done, what happened and why. Write in clear and concise sentences. If you keep a good notebook, you should not have to spend much additional time on writing reports.

The lab notebook should contain the following:

Table of Contents Set aside a couple of pages at the beginning of the notebook for a Table of Contents. For every new experiment, a new entry should appear in the Table of Contents with experiment name and number, page numbers, and (if applicable) names of lab members if experiment was done in a group.

Page Numbers As previously mentioned, all pages in the lab notebook should be numbered at the top to the page

Individual Experiment Sections The record of each experiment in the lab notebook should have 3 major parts, which should appear in the following order (complete but concise):

- A. Introduction – Define the purpose of the experiment with any pertinent chemical reactions and Pre-Lab calculations!! Never re-write the procedure from the manual.
- B. Raw Data – Data that is collected in the laboratory as well as any relevant observations. Data should be organized and labeled correctly.
- C. Experimental – Comments on lab procedure changes or experimental problems. Any data workup, sample calculations with calculated results, and brief conclusions.

2. Lab Reports: The basic report format that will be turned in for grade for most of the experiments should be the following:

A. Report Forms: Form given by the instructor for a particular lab that summarizes all the data and results that is needed for an experiment and should be present in the Laboratory Notebook (see next page for an example).

B. Laboratory Manual Copies: After the Report Form, pages in numerical form of the laboratory notebook (students keep the copies) should be attached and these pages should contain the sections mentioned previously: Introduction, Raw Data, and Experimental. *If any portion of the notebook is unorganized or not eligible, then the sections will need to be typed.*

C. Make sure copies of Raw Data from Laboratory Notebook are present

- a. Data (or relevant observations) should be organized and should be recorded using the correct number of significant figures and units.
- b. You will be graded on accuracy, precision, sample calculations and the Lab notebook. Three trials are required for each experiment and you will be penalized if you do less than 3.
- c. Some Lab reports will require raw data to be manipulated with the use of Excel spreadsheets or other graphical analysis programs. If spreadsheets or tables were created, then attach all the necessary graphs and data from the spreadsheets as well (make sure all spreadsheets and tables are correctly labeled).

D. Questions (Page length will vary): After the Report Form and Laboratory Notebook copies (including intro, Raw Data, etc.) provide answers to any post-lab questions that exist on separate sheets.

3. Lab Exams: There will be a lab exam at midterm and at the end of the semester. The exams will be a written test and will cover the principles behind each experiment including reactions, reagents, and calculations.

EKU Analytical Labs

Quantitative Analysis Lab (CHE 325L) – Fall 20xx

REPORT FORM (Example)

Name: _____

Unknown #: **always record #**

	Trial 1	Trial 2	Trial 3	Trial 4 (if applicable)
Mass of X standard (g)				
Volume of Y used (mL)				
Conc. Of Y (M)				
Conc. Average Y (M)				
%Relative Standard Deviation (RSD)				
Mass of unknown X (g)				
Volume of Y used (mL)				
%X for Unknown				
%X Average for Unknown				
Standard Deviation				
%RSD				
95% Confidence Interval (CI)				

To be filled out by Instructor:

Accuracy (55):

Precision (15):

Report Quality (5):

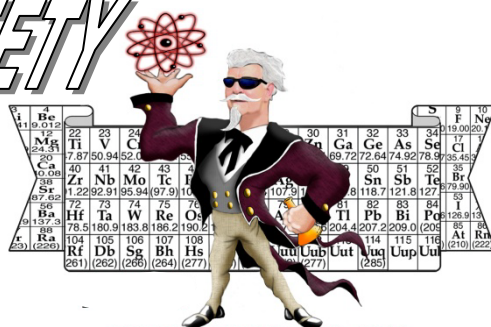
Calculations (10):

Significant Figures (5):

Questions (10):

Total: _____ / 100

4. LAB SAFETY



In academic, research, and industrial laboratories, a vast amount of time and money is spent to ensure that laboratories are safe for all employees. People that want to work in the laboratory setting must become acquainted with safety procedures that should be a universal requirement. The following pages provide a complete list of safety laboratory procedures that must be obeyed.

Safety is one of the most important items to remember when working in a chemical laboratory. The safety rules and regulations of the lab are for the protection of all the students. If anyone decides not to abide by these rules and regulations, the person will be ejected from the lab and may/may not be able to complete the experiment for that day. A complete set of laboratory regulations adapted from the E KUC Chemical Hygiene Plan (<http://www.cas.eku.edu/CSF/default.php>) is provided on the following page.

There are many safety items located at the front of the lab including an eye wash station, shower station, fire blanket, and first aid kit. Spill kits (caustic, acid, and solvent) are also available in the front of the laboratory. A fire extinguisher is located on the left side of the lab near the door to the hallway. Luggage of any kind (e.g. backpacks) should be placed neatly on or around the coat racks. **DO NOT BLOCK ANY AISLE OR DOORWAY OF THE LAB.** This will avoid any unnecessary injury. **NO Food or Drink is allowed in the laboratory** (place these items in luggage or leave in the hallway).

Chemical Waste Disposal

In addition to personal safety, scientists must also be responsible for the safety of those who may be exposed to waste materials generated in the laboratory and conscious of the environment. The amount of waste you generate should be minimized. Take only as much of a chemical reagent that will be used (more can be acquired, if needed).

General guidelines will be given for disposal of chemical wastes for each laboratory performed. Make sure to be aware of the following concerns:

1. **DO NOT** pour chemicals down the drain that have been designated for waste containers.
2. **READ THE LABELS.** Make sure to dispose of chemicals in the appropriately labeled container. **DO NOT** attempt to mix incompatible chemicals.
3. **DO NOT MOVE** waste containers. Waste has been segregated according to reactivity and should not be moved.

STUDENT PROGRESS:

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Students will be able to monitor their progress, as all grades will be posted through Blackboard. Laboratory experiments will also be available and must be viewed before coming to class. Pre-lab quizzes will be administered through Blackboard and those must be completed before performing an experiment. Laboratory experiments will be available at least one week before the experiment is performed in lab.

ATTENDANCE POLICY:

NO MISSED LAB: The only way to accomplish the mentioned objectives is to spend time in the lab performing the experiments to learn techniques. Contact the assigned TA as soon as possible to schedule a make-up time.

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

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. 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.

IMPORTANT DATES: (from the Colonel Compass)

August 30 th	Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11 th	Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30 th	Last day to withdraw from a class

TENTATIVE LAB EXPERIMENT SCHEDULE
CHE 325L – Quantitative Analysis Lab
Fall 20xx

W 2:00 – 5:45 pm

R 5:00 – 8:45 pm

Week	M	T	W	R	F
1	Aug. 11	12	13	14	15
2	18	19	20 1.1 Stats / Calibration	21 1.1 Stats / Calibration	22
3	25	26	27 2.1 Chloride	28 2.1 Chloride	29
4	Sept. 1st	2	3 3.1 Indicators	4 3.1 Indicators	5
5	8	9	10 4.1 KHP	11 4.1 KHP	12
6	15	16	17 4.2 KHP	18 4.2 KHP	19
7	22	23	24 5.1 Soda Ash	25 5.1 Soda Ash	26
8	Oct. 1 Fall Break: No Class / Lab	2	3 Make-Up	4 Make-Up	5
9	8	9	10 6.1: EDTA II	11 6.1: EDTA II	12
10	15	16	17 7.1 Redox	18 7.1 Redox	19
11	22	23	24 8.1 ISE	25 8.1 ISE	26
12	29	30	31 9.1 Absorbance	Nov. 1 9.1 Absorbance	2
13	5	6	7 10.1 Chromatography	8 10.1 Chromatography	9
14	12	13	14 Re-Do	15 Re-Do	16
15	19	20	21 Check-Out	22 Check-Out	23
16	26	27	28 Lab Final	29 Lab Final	Classes End - 30

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>FOR 411</u> *Course Title (<u>30</u> characters) <u>Forensic Analytical Methods I</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 10/27/2010	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
	1/24/11	3/17/11
	NA	NA
	NA	NA
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Cross-list with CHE 425, therefore, changing the course description and separating the lab component from the lecture of the course is necessary A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: The lecture will be cross-listed with the instrumental course for the chemistry programs (CHE 425) to conserve personnel time and resources. Separating the lab will allow the chemistry lab to operate independently from the forensic science lab that needs more focus on procedures/analysis that occur in forensic labs.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: By cross listing and forming a unified lecture pertaining to instrumental analysis for chemistry and forensic science, two separate faculty members will not be needed. 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.)

FOR 411 Instrumental Analysis Forensic Analytical Methods I. (4 3) A. ~~Cross-listed with CHE 425. Prerequisites: CHE 325, 325L, 362, 362L; PHY 131 (or 201), 132 (or 202); MAT 124; and BIO 121 with at least a "C" (2.0) (C or better in each course) and cumulative GPA of 2.75/4.0. Prerequisite or co-requisite: CHE 411L. Application of instrumental methods of analysis to the classification of physical evidence. Principles and application of ultra-violet, visible, infrared, and fluorescence spectrophotometry; chromatography; and electrophoresis. Fundamental principles of the operation and application of analytical instrumentation including spectroscopy, chromatography, electrochemistry, and mass spectrometry found throughout industrial, government, forensic, and/or research environments is presented. Credit will not be awarded for both FOR 411 and CHE 425 3 Lec/3 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)*			
FOR	411	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"/>	CHEM			
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>				
3	<u>Lecture</u> 4 <u>3</u> <u>Laboratory</u> <u>3</u> <u>Other</u> _____ <u>0</u> _____	<u>Cip Code (first two digits only)</u> 43					
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)				
1	3	N	FR _____ JR _____ SO _____ SR _____				
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____				
		Thesis _____					
		Internship _____					
		Independent Study _____					
		Practicum _____					
Co-Requisites and Prerequisites **See definitions on following page**							
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)							
Course Prefix and No.							
Course Prefix and No.							
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)							
Course Prefix and No.	CHE 325 (C) and <u>325L</u> (C) and 362 (C) and 362L (C) and PHY 131 or 201 (C) and PHY 132 or 202 (C) and MAT 124 (C) and BIO 121 (C)						
Course Prefix and No.							
Test Scores							
Minimum GPA (when a course grouping or student cumulative GPA is required)	cumulative GPA of 2.75/4.0						
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.	<u>CHE 411L</u>						
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.	<u>Credit not allowed with CHE 425</u>						
Course Prefix and No.							
Course Prefix and No.							
Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).							
Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)

IC (3)				VC (3)			
--------	--	--	--	--------	--	--	--

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

FOR 475 Mass Spectrometry. (3) A. Prerequisite: CHE 362. Cross-listed with CHE 520. Topics include types of mass spectrometers; qualitative and quantitative mass spectrometry, different ionization processes, sample inlet systems, ~~gas chromatography/mass spectrometry~~ (including chromatography systems), and interpretation of mass spectral data. Credit will not be awarded for both FOR 475 and CHE 520.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	475	Spring 2012 Fall 2011	AS x JS BT EM ED PC HS	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
	Lecture	Laboratory	Other	Cip Code (first two digits only) 43
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR	JR
			SO	SR
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.	Credit not allowed with CHE 520			
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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 412</u> *Course Title (30 characters) <u>Forensic Analytical Methods II</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	1/19/2011	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input type="checkbox"/>		
College Curriculum Committee	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the course title and description for a current forensic science course as well as separate the lab component from the lecture

A. 2. Effective date: (Example: Fall 2001)
~~Spring 2012~~ Fall 2011

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

B. The justification for this action:
 Revisions to forensic science courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).

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.)

FOR 412 Forensic Trace Evidence. (2) II. Analytical Methods II. (4) A. Prerequisites: FOR 411, 411L, 451, and 451L (C or better in each course) with a grade of "C" or better in each course. Continuation of FOR 411. Prerequisites or Corequisite: FOR 412L. Introduction to forensic trace evidence and the instruments and techniques used for the Application of chemical instrumentation to analysis of paint, glass, fibers, fire debris, arson evidence, and other materials commonly encountered in the trace section of a crime laboratory. and basic introduction to DNA analysis. 3 Lec/ 3 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)*
FOR	412	Spring 2012 Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
4 2	Lecture 3 2 Laboratory 3 Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	2	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FOR 411 (C) and FOR 411L (C) and FOR 451 (C) and FOR 451L (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.	FOR 412L
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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 412L</u> *Course Title (30 characters) <u>Forensic Trace Evidence Lab</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	1/19/2011	NA
<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	2/21/2011	3/17/11
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 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course for the forensic science program A. 2. Effective date: (Example: Fall 2001) Spring 2012 Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: New courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

FOR 412L Forensic Trace Evidence Lab. (1) II. Prerequisites: FOR 411, 411L, 451, and 451L. P rerequisite or Corequisite: FOR 412. Lab component of FOR 412. Use of microscopes and various instruments for examination of forensic trace evidence materials. 3 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)*
FOR	412L	Spring 2012 Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u>0</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0	2.25	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FOR 411 and FOR 411L and FOR 451 and FOR 451L
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.	FOR 412
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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 430</u> *Course Title (30 characters) <u>Drugs and Toxicology</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>1/19/2011</u> Graduate Council* _____ <u>NA</u> <i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input type="checkbox"/></i> Council on Academic Affairs _____ College Curriculum Committee <u>2/21/2011</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>3/17/11</u> General Education Committee* _____ NA Faculty Senate** _____ <u>NA</u> Teacher Education Committee* _____ NA 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 revise the course title and description for a current forensic science course as well as separate the lab component from the lecture

A. 2. Effective date: (Example: Fall 2001)
~~Spring 2012~~ Fall 2011

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

B. The justification for this action:
 Revisions to forensic science courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).

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

Personnel Impact: Faculty currently teaching FOR 430 lab will teach the new lab course CHE 442L

Operating Expenses Impact: Resources from FOR 430 lab will teach the new lab course CHE 442L

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 ~~striethrough~~ for deletions and underlines for additions.
9. 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.)

FOR 430 ~~Forensic Analytical Drugs and Toxicology. (3) II A.~~ Prerequisites: FOR 411 and 411L or CHE 425 and 425L (C or better for each course) with at least a "C" (2.0) or better or departmental approval. Study of the chemistry, biochemical activity, isolation and identification of drugs of forensic interest ~~in solid dosage form and~~ in biological materials. 2 Lec/3 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)*
FOR	430	Spring 2012 Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>2</u> <u>3</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FOR 411 (C) and FOR 411L (C) OR CHE 425 (C) and CHE 425L (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)			

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 451</u> *Course Title (30 characters) <u>Forensic Microscopic Analysis</u> *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: 10%;"></td> <td style="width: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">1/19/2011</td> <td>Graduate Council*</td> <td></td> <td style="text-align: center;">NA</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></td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">2/21/2011</td> <td>Approved <input checked="" type="checkbox"/> Disapproved _____</td> <td></td> <td style="text-align: center;">3/17/11</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td></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></td> <td style="text-align: center;">NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> <td style="text-align: center;">NA</td> </tr> </table>				<u>Date</u>			<u>Date</u>	Departmental Committee	1/19/2011	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	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved _____		3/17/11	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	1/19/2011	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	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved _____		3/17/11																																	
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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To revise the course title and description for a current forensic science course as well as separate the lab component from the lecture A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Revisions to forensic science courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

FOR 451 Forensic Microscopic Analysis. (2 3) I A. Prerequisites: ~~CHE 362L, PHY 131 (or 201), 132 (or 202), MAT 124 (or 261), BIO 121 with at least a "C" or better in each course.~~ Prerequisite or Corequisite: FOR 411, 411L, and 451L (C or better) ~~CHE 325~~ . Introduction to concepts of forensic microscopic analysis; identification and characterization of trace evidence materials, such as glass, hair, fiber, ~~paint~~, and soil. ~~2 Lec/3 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)*
FOR	451	Fall 2011	AS <u> x </u> JS <u> </u> BT <u> </u> EM <u> </u> ED <u> </u> PC <u> </u> HS <u> </u>	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
<u>3</u> - <u>2</u>	Lecture <u> 2 </u>	Laboratory <u> 3 </u>	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	2	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u> Check all applicable </u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CHE 362L, PHY 131 (or 201), 132 (or 202), MAT 124 (or 261), BIO 121 with at least a “C” or better in each course
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.	CHE 325 FOR 411 (C) and FOR 411L (C) and FOR 451L (C)
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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 451L</u> *Course Title (30 characters) <u>Forensic Microscopy Lab</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>1/19/2011</u> Graduate Council* _____ <u>NA</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>2/21/2011</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>3/17/11</u> General Education Committee* _____ NA Faculty Senate** _____ <u>NA</u> Teacher Education Committee* _____ NA 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 new course for the forensic science program A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: New courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).	
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.)

13. For a new course, provide the catalog text.
14. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
15. 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.)

FOR 451L Forensic Microscopy Lab. (1) I. Prerequisite or Corequisite: FOR 451. Laboratory component of FOR 451. Use of stereoscopes and polarizing light microscopes for examination of forensic materials. 3 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)*
FOR	451L	Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u>0</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0	2.25	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

Course Prefix and No.	<u>FOR 451</u>
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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 465W</u> *Course Title (30 characters) <u>Expert Witness Testimony</u> *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%; border: none;">Departmental Committee</td> <td style="width: 20%; border: none; text-align: center;"><u>Date</u> 1/19/2011</td> <td style="width: 30%; border: none;">Graduate Council*</td> <td style="width: 20%; border: none; text-align: center;"><u>Date</u> NA</td> </tr> <tr> <td style="border: none;"><i>Is this a SACS Substantive Change?</i></td> <td style="border: none; text-align: center;"> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> <td style="border: none;">Council on Academic Affairs</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">College Curriculum Committee</td> <td style="border: none; text-align: center;"><u>2/21/2011</u></td> <td style="border: none;">Approved <input checked="" type="checkbox"/> Disapproved _____</td> <td style="border: none; text-align: center;"><u>3/17/11</u></td> </tr> <tr> <td style="border: none;">General Education Committee*</td> <td style="border: none; text-align: center;"><u>NA</u></td> <td style="border: none;">Faculty Senate**</td> <td style="border: none; text-align: center;"><u>NA</u></td> </tr> <tr> <td style="border: none;">Teacher Education Committee*</td> <td style="border: none; text-align: center;"><u>NA</u></td> <td style="border: none;">Board of Regents**</td> <td style="border: none; text-align: center;"><u>NA</u></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;">Council on Postsecondary Edu.***</td> <td style="border: none; text-align: center;"><u>NA</u></td> </tr> </table>			Departmental Committee	<u>Date</u> 1/19/2011	Graduate Council*	<u>Date</u> 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	<u>2/21/2011</u>	Approved <input checked="" type="checkbox"/> Disapproved _____	<u>3/17/11</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>
Departmental Committee	<u>Date</u> 1/19/2011	Graduate Council*	<u>Date</u> 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	<u>2/21/2011</u>	Approved <input checked="" type="checkbox"/> Disapproved _____	<u>3/17/11</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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To increase the credit hours for FOR 465W course from 2 to 3 and change the course description.</p> <p>A. 2. Effective date: (Example: Fall 2001) Spring 2012 Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>The writing intensive course is being restructured to allow for lecture time on the preparation of materials in addition of the 'lab' time for the delivery of a witness testimony for a particular topic.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

16. For a new course, provide the catalog text.
17. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
18. 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.)

FOR 465W Expert Witness Testimony. (3 2) A. Prerequisites: ENG 102 or ENG 105 or HON 102 and FOR 411 (C) and FOR 411L (C) or departmental approval. ~~Topics include the underlying t~~ Theory and purpose for expert witness testimony, qualifications of scientific experts, ethical issues, and practical aspects relating to expert witness testimony, ~~and elements~~ of ex pert w itness di scovery and c ourtroom t estimony. V ideotaping of testifying in mock testifying situations is also included. 2 Lec / 2 Lab. ~~Credit will not be awarded for both FOR 465W and 465. 4 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)*
FOR	465W	Spring 2012 Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
2 3	Lecture 2 Laboratory 4 2 Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	2	N	FR _____ JR _____	
2	1.5		SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	(ENG 102 or ENG 105 or HON 102) and FOR 411(C) and FOR 411L (C) or departmental approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

Course Prefix and No.	FOR 465
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 495</u> *Course Title (30 characters) <u>Internship</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	1/19/2011	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	2/21/2011	3/17/11
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 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To change the pre-requisites for the course</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: The forensic science students wanting to take an internship need to have all the appropriate laboratory courses (based on recent changes to FOR 411)</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

19. For a new course, provide the catalog text.
20. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
21. 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.)

FOR 495 Internship. (3, 6, 9, 12) A. Prerequisites: FOR 411, 411L, and 465W and 6 hours of 400-level or above FOR or CHE or BIO courses from within the student's option, (C or better in each course) ~~all with a "C" (2.0) or better~~ and departmental approval. Independent laboratory work and study in a laboratory setting. May be taken for a maximum of 12 hours, but only six hours may be counted toward the major requirements. Four to 16 weeks.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	495	Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FOR 411 and FOR 411L (C), and FOR 465W (C) and 6 hours of 400 level FOR or CHE or BIO courses and departmental approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Chemistry Department / Forensic Science Program
FOR 412 Lecture Syllabus
Forensic Trace Evidence (CRN xxxxx)
Spring 2012

Instructor: Ms. Barb Wheeler (barbara.wheeler@eku.edu) Office: Moore 332B Phone: 622-8905 Office Hrs: TBA

- I. Course Name:** FOR 412, Forensic Trace Evidence
2 hour lecture
- Prerequisites:** FOR 411, 411L, 451, and 451L (C or better in each course)
- Pre/co-requisite:** FOR 412L
- Time and location:** TBA
- Text and lab manual:** Wheeler B and Wilson L, Practical Forensic Microscopy, John Wiley & Sons, England, 2008. ISBN: 978-0-470-03176-6

II. Description and Objectives:

FOR 412 Forensic Trace Evidence. (2) II. Prerequisites: FOR 411, 411L, 451, and 451L (C or better in each course) Prerequisites or Corequisite: FOR 412L. Introduction to forensic trace evidence and the instruments and techniques used to analyze paint, glass, fibers, fire debris, and other materials encountered in the trace section of a crime laboratory.

Student Learning Outcomes (SLOs): Upon completion of this course, students will:

- Acquire the basic knowledge of various instruments, which are commonly used in trace evidence sections of forensic labs.
- Understand the basic use of these instruments to analytical techniques so that laboratory skills can be developed.
- Understand the chemical and physical properties of materials commonly encountered in the trace section of the forensic laboratory.
- Explain the necessity for quality control in forensic analysis, and discuss typical types of quality control used in an analysis.
- Select and justify an appropriate approach for a given trace evidence case by applying the knowledge and skills gained in the course

III. Evaluation Methods:

The student's grade for the course will be determined from performance on written exams and homework assignments. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the final grade:

2 regular semester exams (25% each)	50%
Comprehensive final exam (30%)	30%
Homework assignments, attendance, other	20%

Exams:

Exams typically have a variety of question types, including fill-in, multiple choice, short answer, and problems. **Exam grades are not curved.** If you miss a test without an official excuse, you will receive a zero for the test. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. Documentation must be provided for the official excuse before arrangements will be made for a make-up test. Make-up tests will be oral. If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

Homework assignments:

There will be a homework assignment for several topics. They are located in the topic modules and are designed to help you apply previous learned knowledge to trace evidence.

Due Dates: Due dates for homework assignments will be announced in class or on Blackboard.

Other Important Dates:

Aug	last day to drop a course without a "W" appearing on your transcript
Oct	mid term
Oct	last day to withdraw from a course with a "W"
Dec	final exam

IV. Attendance: Regular class attendance is expected of all students. If you have 9 or more unexcused class absences (20% of the lecture), you will receive a "F". If you miss a class and wish to receive an excused absence, you should contact me as soon as possible. For the purposes of this course, "excused absences" include verifiable medical or family emergencies, university approved activities (accompanied by a university excuse), documentable illness (yours or your child's) and other unforeseen circumstances that the instructor deems to be reasonable excuses for an absence.

V. Student Progress (Blackboard)

Students will be expected to access the Blackboard site for this course regularly. The site will have course announcements, and modules set up for each topic. course documents, links to recommended reading, and some quizzes and homework problems. Modules may include: lectures, reading assignments, homework, lab experiments, practice problems and study guides.

VI. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VII. Academic Integrity Policy:

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

FOR 412 Tentative Lecture Schedule

Date	Topic
	Introduction to Course
	Forensic Lab practices
	Overview of the trace section
	Polymer chemistry
	Polymer chemistry
	Fiber chemistry
	Fiber chemistry
	Fiber chemistry
	Fiber examination
	Fiber examination/microspectrophotometer
	Test 1
	XRF/SEM
	Paint chemistry
	Paint chemistry
	Paint examination
	Paint examination/pyrolysis GC
	Tape examinations
	Tape examinations
	Ink/dye examinations
	Ink/dye examinations
	Glass examination
	Test 2
	Arson and explosives chemistry
	Arson and explosives chemistry
	Arson and explosives chemistry
	Arson examination
	Explosives examination/XRD
	Firearm examinations
	Tool mark examinations
	GSR
	Tire tread examination
	Shoeprint examination
	COMPREHENSIVE FINAL

Chemistry Department / Forensic Science Program
FOR 412L Lab Syllabus
Forensic Trace Evidence Lab (CRN xxxxx)
Spring 2012

Instructor: Ms. Barb Wheeler (barbara.wheeler@eku.edu) Office: Moore 332B Phone: 622-8905 Office Hrs: TBA

- I. Course Name:** FOR 412, Forensic Trace Evidence Examinations
1 credit hour (3 contact lab hours per week)
- Prerequisite:** FOR 411, 411L, 451, and 451L (C or better in each course)
- Pre/corequisite:** FOR 412
- Time and location:** TBA
- Text and lab manual:** Wheeler B and Wilson L, Practical Forensic Microscopy, John Wiley & Sons, England, 2008. ISBN: 978-0-470-03176-6

II. Description and Objectives:

FOR 412L Forensic Trace Evidence Lab. (1) II. Prerequisites: F OR 411, 411 L, 451, and 451 L. Prerequisites or Corequisite: FOR 412. Lab component of FOR 412. Use of microscopes and various instruments for examination of forensic trace evidence materials. 3 Lab.

Student Learning Outcomes (SLOs): Upon completion of this course, students will:

- Understand the basic use of the various instruments to analytical techniques so that laboratory skills can be developed.
- Apply the analytical skills learned so that they will have the ability to document and determine accurate results from their testing.
- Apply their overall developed forensic knowledge, skills and abilities learned over several courses by working with "case studies". These case studies will provide students an opportunity to organize analytical schemes on trace evidence, to conduct the analysis and to interpret analytical result, yielding a final conclusion.
- Exhibit the results and conclusions about the unknown evidence as a formal scientific presentation.

III. Evaluation Methods:

The student's grade for the course will be determined from laboratory performance and reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the lab grade:

- 50 % Known reports (5)
 - 5 Informal (Notebook) Reports
- 50% Unknown reports (3)

Requirements are:

- Examination request form
- Lab report with clear, concise statement of conclusion
- Notes including: Brief statement of requested examination, Comments about packaging of samples and chain of custody
- Description of analytical approach
- Analysis of data that led to conclusion
- Attached data

IV. Due Dates:

All known lab reports are due one week after they are completed. If you have had a problem with a lab and intend to complete it the next week or during a make up session, have the instructor initial and date your lab notebook. Then, describe the problems encountered which prevented your lab completion and your proposed solutions which will be done to complete the lab in a short paragraph in your lab notebook below

the instructors initials. This may prevent the assessment of late points. If reports are turned in after your designated lab period, they may be turned in, in person or have the department office workers date and sign it and then place it in the mailbox of the lab instructor. The final date which known lab reports can be turned in, is _____.

All unknown reports will be due by _____.

Other Important Dates:

Aug last day to drop a course without a "W" appearing on your transcript
 Oct mid term
 Oct last day to withdraw from a course with a "W"
 Dec final exam

V. Attendance: Students are expected to attend all laboratory sessions. If a lab is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should personally notify the instructor about the reason for missing the lab as soon as possible. If a laboratory session is missed and there is a **documented** reason, the student can make the lab up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a lab, a 0 is given for that lab grade.

VI. Student Progress / Blackboard: Students will be expected to access the Blackboard site for this course regularly. The site will have course announcements, modules set up for each topic, and grades. Course documents, links to recommended reading, and some quizzes and homework problems. Modules may include: lectures, reading assignments, homework, lab experiments, practice problems and study guides.

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

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

FOR 412L Tentative Lab Schedule

Date	Topic
	Check-in
	Microspectrophotometer
	Pyrolysis
	Micro-FTIR
	Prep of arson samples
	Arson analysis
	HPLC/explosives
	Finish all known labs
	Unknown #1
	Unknown #1
	Unknown #2
	Unknown #2
	Unknown #3
	Unknown #3
	Finish all unknown samples
	Presentations

Check-out

**Chemistry Department / Forensic Science Program
FOR 430 Lecture Syllabus
Forensic Analytical Toxicology (CRN xxxxx)
Fall 2011**

Instructor: Mike Ward, MS
Phone: 859-396-5511 (cell)
Office phone: 622-8932
Office Hours: TBA

Office: Miller Hall, 210
Email: mike.ward@eku.edu

**I. Course Name: FOR 430 Forensic Analytical Toxicology
3 credit hours (lecture)**

Pre-requisite: FOR 411 and 411L or CHE 425 and 425L (C or better in each course)

Time / Room: TBA

Text: Principles of Forensic Toxicology, Levine, Barry,
Washington, D.C., AACCC Press, 2nd Edition, 2003
ISBN number 13:978-1-59425-053-8

II. Catalogue Course Description:

FOR 430 Forensic Analytical Toxicology. (3) A. Prerequisites: FOR 411 and 411L or CHE 425 and 425L (C or better in each course) or departmental approval. Study of the chemistry, biochemical activity, isolation and identification of drugs of forensic interest in biological materials.

III. Student Learning Outcomes (SLOs)

At the completion of this course the student will:

1. Differentiate the appropriate methods of analyses for a variety of drugs and poisons;
2. Recognize the effects of drugs on the human body and offer insight into the significance of those effects;
3. Understand the principles of and reasons for quality control and quality assurance;
4. Comprehend the importance of ethical considerations in toxicological analyses and the interpretations thereof;
5. Prepare a comprehensive report compiling and detailing the findings of a case study.

IV. Evaluation Method and Course Requirements:

The student's grade for this course will be determined from performance on written exams, in-class quizzes, special assignments, laboratory performance and reports, and one paper in the format of a case study lab report.

The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Grade:

3 regular semester exams (20% each)	60%
Comprehensive Final exam	25%
Case study report / Quizzes / HW	15%

Specific information regarding the case study report will be given under separate cover.

Exams

All examinations are comprehensive (i.e., they can include both new material and any material previously discussed in class). Exams may have a variety of question types, including fill-in, multiple choice, short answer, problems, and verbal responses. All exams will be based on the objectives given to the student.

Exam grades are not curved. Any information from lecture, homework, or class discussion is potential material for examination.

If an exam is missed due to illness or other significant circumstance, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. Makeup exams are not given except in unusual circumstances.

If a student has a question about the grade on an exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

Quizzes / Selected problem assignments to be turned in

Most quizzes and problems assignments that will be graded will be given using Blackboard. You will be notified in class when a new assignment or quiz has been posted. You are responsible for doing these assignments even if you do not hear the announcement during lecture. You are expected to check the Blackboard site regularly.

V. Student Progress / Blackboard

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems. The Discussion Board area will also be available for students to communicate with each other on questions and topics of general interest to the course.

VI. Attendance

Students are expected to attend all lectures. If a lecture is missed, the student is responsible for all information from that lecture, including any in-class discussion that may be above the normal lecture material. You are responsible to obtain notes from a classmate. If an exam is missed, written documentation of the reason of the absence must be provided before any consideration is made for a make-up exam. The student is required to personally contact the instructor within 2 days of missing the exam (exceptions are possible for extreme circumstances).

VII. Significant dates

Information related to the last day to add/drop this class or to withdraw from the course with a "W" can be found in the *Colonel's Compass*.

VIII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

IX. Academic Integrity Policy:

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

FOR 430: Tentative Lecture Topics

1. Pharmacology
 - A. Absorption, Distribution, Metabolism, Excretion
 - B. Toxicity Factors
 - C. Receptor Theory
2. Biological Aspects
 - A. Biomolecules
 - B. Specimens
3. Theory and Practice of Extractions
 - A. Liquid – Liquid
 - B. Solid Phase
 - C. Acid – Base Concepts
4. Instrumental Techniques
 - A. Capillary Electrophoresis
 - B. Thin Layer Chromatography
 - C. Gas Chromatography / Headspace
 - D. FTIR
 - E. HPLC
 - F. GCMS
 - G. CO – Oximeter
 - H. UV Spectroscopy
 - I. Immunoassay
 - J. Raman Spectroscopy
5. Non-Instrumental Testing
 - A. Spot Tests
 - B. Microcrystalline Tests
 - C. Microscopic Examination
6. Solid Dose Analysis
 - A. Pharmaceutics
 - B. Visual Examination
 - C. Excipients
7. Interpretations of drug levels as they relate to QA/QC, statistical manipulation, and pharmacological principles

Chemistry Department / Forensic Science Program
FOR 451 Lecture Syllabus
Forensic Microscopy (CRN xxxxx)
Fall 2011

Instructor: Ms. Barb Wheeler (barbara.wheeler@eku.edu) Office: Moore 332B Phone: 622-8905 Office Hrs: TBA

- I. Course Name:** FOR 451, Forensic Microscopy
2 hour lecture
Pre/co-requisite FOR 411, 411L, and 451L
Time and location: TBA
Text and lab manual: Wheeler B and Wilson L, Practical Forensic Microscopy, John Wiley & Sons, England, 2008. ISBN: 978-0-470-03176-6

II. Description and Objectives:

FOR 451 Forensic Microscopic Analysis. (2) I. Prerequisite or Corequisite: FOR 411, 411L, and 451L. Introduction to concepts of forensic microscopic analysis; identification and characterization of trace evidence such as glass, hair, fiber, and soil.

Student Learning Outcomes (SLOs): Upon completion of this course, students will:

- Explain the basic theory and operation principles of various microscopes and techniques, which are commonly used in forensic labs.
- Compare and contrast the various microscopes and techniques in terms of strengths and weaknesses for specific forensic evidence.
- Select and justify the use of a specific microscope and/or technique for a forensic case.

III. Evaluation Methods / Course Requirements:

The student's grade for the course will be determined from performance on written exams, homework assignments, and laboratory performance and reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the final grade:

2 regular semester exams (25% each)	50%
Comprehensive final exam (30%)	30%
Homework assignments, attendance, other	20%

Exams:

Exams typically have a variety of question types, including fill-in, multiple choice, short answer, and problems. **Exam grades are not curved.** If you miss a test without an official excuse, you will receive a zero for the test. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. Documentation must be provided for the official excuse before arrangements will be made for a make-up test. Make-up tests will be oral. If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

Homework assignments:

Each week, there is a homework assignment. They are located in the topic modules and are coordinated with the lab for the week. There is reading material assigned which will help prepare you for the lab experiment and then a short quiz.

Due Dates: Due dates for homework assignments will be announced in class or on Blackboard.

- IV. Attendance:** Regular class attendance is expected of all students. If you have 9 or more unexcused class absences (20% of the lecture), you will receive a "F". If you miss a class and wish to receive an excused absence, you should contact me as soon as possible. For the purposes of this course, "excused absences" include verifiable medical or family emergencies, university approved activities (accompanied by a university

excuse), documentable illness (yours or your child's) and other unforeseen circumstances that the instructor deems to be reasonable excuses for an absence.

V. Student Progress / Blackboard

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems. The Discussion Board area will also be available for students to communicate with each other on questions and topics of general interest to the course.

VI. Significant dates

Information related to the last day to add/drop this class or to withdraw from the course with a "W" can be found in the *Colonel's Compass*.

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

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

FOR 451 Tentative Lecture Schedule

Date	Topic
T, Aug	Introduction to Course
R, Aug	Light and Matter
T, Aug	Light and Matter cont.
R, Sept	Stereomicroscope
T, Sept	Physical Match and Construction Examinations
R, Sept	Compound Light Microscope
T, Sept	Micrometry
R, Sept	Microscopic Mounting Techniques
T, Sept	Hair
R, Sept	Hair cont.
T, Sept	Test 1
R, Sept	Refractive Index
T, Oct	Glass
R, Oct	Glass cont.
T, Oct	NO CLASSES
R, Oct	Polarizing Light Microscope
T, Oct	Polarizing Light Microscope cont.
R, Oct	Fibers
T, Oct	Fibers
R, Oct	Fibers
T, Nov	Test 2
R, Nov	Crystal Optics
T, Nov	Crystal Optics
R, Nov	Soil
T, Nov	Soil
R, Nov	Fluorescence microscope
T, Nov	open
R, Nov	NO CLASSES
T, Nov	Quest speaker
R, Dec	Microscope Purchase and Maintenance
T, Dec	Time to compile lab 13 report
R, Dec	TBA
R, Dec	COMPREHENSIVE FINAL: 10:30-12:30

Chemistry Department / Forensic Science Program
FOR 451L Lab Syllabus
Forensic Microscopy Lab (CRN xxxxx)
Fall 2011

Instructor: Ms. Barb Wheeler (barbara.wheeler@eku.edu) Office: Moore 332B Phone: 622-8905 Office Hrs: TBA

- I. Course Name:** FOR 451L, Forensic Microscopy Laboratory
1 credit hour (3 contact lab hours per week)
Pre/co-requisite FOR 451
Time and location: TBA
Text and lab manual: Wheeler B and Wilson L, Practical Forensic Microscopy, John Wiley & Sons, England, 2008. ISBN: 978-0-470-03176-6

II. Description and Objectives:

FOR 451L Forensic Microscopy Lab. (1) I. Pre- or Corequisite: FOR 451. Laboratory component of FOR 451. Use of stereoscopes and polarizing light microscopes for examination of forensic materials. 3 Lab.

Learning outcomes: Upon completion of this course, students will:

- Explain the basic theory and operation principles of various microscopes and techniques, which are commonly used in forensic labs.
- Apply the analytical skills learned so that they will have the ability to determine accurate results from testing.
- Apply forensic knowledge, skills and abilities learned in microscopy by working with "case studies". These case studies will provide students an opportunity to organize analytical schemes on trace evidence, to conduct the analysis and to interpret analytical result, yielding a final conclusion.

III. Evaluation Methods / Course Requirements:

The student's grade for the course will be determined from performance on written exams, homework assignments, and laboratory performance and reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the final grade / Components of the lab grade:

Lab reports (11)	75%	Lab report for EKU-451	15%
Fiber unknown	5%	Instructor's evaluation	5%
		(preparedness/performance/attitude)	

Due Dates:

Lab reports are due during lab, one week after the lab session. If reports are turned in after your designated lab period, they may be turned in, in person or have the department office workers date and sign it and then place it in my mailbox. If they are not dated and signed by an office worker, the accessed date will be when I pick the material up. **Late reports are penalized 10 points per week on a 100-point scale for being late. If reports are delinquent without an accepted university excuse, you will not be able to start a new lab.**

Your data for your assigned unknown fiber must be completed by the end of your lab session the week of Nov. __ and __.

Other Important Dates:

Aug	last day to drop a course without a "W" appearing on your transcript
Oct	mid term
Oct	last day to withdraw from a course with a "W"
Dec	final exam

V. Attendance:

Students are expected to attend all laboratory sessions. If a lab is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should personally notify the instructor about the reason for missing the lab as soon as possible. If a laboratory session is missed and there is a **documented** reason, the student can make the lab up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a lab, a 0 is given for that lab grade.

VI. Student Progress / Blackboard

Students will be expected to access the Blackboard site for this course regularly. The site will have course announcements, and modules set up for each topic. course documents, links to recommended reading, and some quizzes and homework problems. Modules may include: lectures, reading assignments, homework, lab experiments, practice problems and study guides

VII. Significant dates

Information related to the last day to add/drop this class or to withdraw from the course with a "W" can be found in the *Colonel's Compass*.

VIII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

IX. Academic Integrity Policy:

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

Lab Schedule

Week	Date	Activity
1		1: NO LAB
2		2: Familiarization with the Stereomicroscope
3		3: Physical Match and Construction Examinations
4		4: Familiarization with the Compound Light Microscope and Micrometry (make sure you print off both experiments)
5		5: Hair Examinations
6		6: Microcrystalline Testing
7		7: Refractive Index of Glass Fragments
8		8: Familiarization with Polarized Light Microscopy
9		9: Refractive Index and Sign of Elongation of Fibers (make sure you print off both experiments)
10		10: Natural Fibers
11		11: Man-made Fibers
12		12: Minerals
13		13: Case E KU-451 Investigation
14		Thanksgiving
15		Continuation of Lab 13
16		Check-out

Chemistry Department / Forensic Science Program
FOR 465W Syllabus
Expert Witness Testimony (CRN xxxxx)
Spring 2012

INSTRUCTORS:

Prof. Lynnette Noblitt
Phone: (859) 622-5931

Office: McCreary 113
Email: lynnette.noblitt@eku.edu

Office hours: by appointment

Dr. Diane Vance
Phone: (859) 622-2908

Office: Memorial Science 280
Email: diane.vance@eku.edu

Office hours: 10-11 Monday; 9-10 Tuesday, walk-in, or by appointment

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

I. Course Information

Course Name: FOR 465, Expert Witness Testimony; 2 hour lecture 1 lab
Pre-/ co-requisites: Completion of FOR 411 with a minimum grade of C
Time: MW 8:00 – 10:00 Moore 103
(see *schedule for details.*)
Text: none
Blackboard external links and library references will be provided

II. Course Description

FOR 465W Expert Witness Testimony. (3) A. Prerequisites: ENG 102 or ENG 105(B) or HON 102 and FOR 411(C) or departmental approval. Theory and purpose for expert witness testimony, qualifications of scientific experts, ethical issues, and practical aspects of expert witness discovery and courtroom testimony. Videotaping of testifying in mock trial situations is also included. 2 Lec /2 Lab.

III. Student Learning Outcomes (SLOs)

- a.) Students will understand concepts related to the role of expert witnesses in the civil and criminal court system.
- b.) Students will apply applicable case law related to expert witnesses to hypothetical legal and scientific situations to predict how courts would behave in the situation, including possible consequences of expert witness choices.
- c.) Students will analyze the current protections of the civil and criminal court systems that relate to expert witnesses from multiple points of view, including the role of pleadings, discovery, expert reports, direct examination, and cross examination. Students will identify the purposes of such protections and interpret the resulting judicial solutions.
- d.) Students will evaluate scientific data, perform appropriate calculations, and reaching conclusions that are appropriate both scientifically and technologically.
- e.) Students will create documents and oral performances that convey scientific messages that lead to appropriate legal testimony and conclusions.
- f.) Students will communicate in both written and oral form in an appropriate manner for an expert witness testifying in a courtroom.
- g.) Further specific objectives for each assignment will be given to students during the course.

IV. Course Requirements and Evaluation Method

The student's grade for the course will be determined from performance on written exams, testimony, and written commentary on testimony. Both course instructors will review and evaluate student performance on oral testimony using a specific rubric, which will be given to students before the testimony sessions. Rubric ratings, along with written comments, will be given to students after each testimony session. Questions

posed to the students are individualized, based on the student performance and statements from the previous testimony session(s). Students also are given a movie file of their testimony, and each student reviews his or her performance and rates him or herself. Other students in the testimony sessions also rate student performance. Peer ratings are returned to the student but do not enter into the grade assignment.

Both instructors review written assignments for correct writing style, ability to convey information in an organized and understandable way, and technical correctness.

The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Grade:

Mid-term exam	15%
Final exam	15%
Expert Witness Report	15% writing assignments
Videotaped Student Sessions:	
Deposition	20%
Direct	15%
Cross	20%

V. Use of Blackboard course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems. The discussion board area will also be available for students to communicate with each other on questions and topics of general interest to the course

VI. Attendance

Students are expected to attend all lectures and the taping sessions for which they are scheduled. If a lecture is missed, the student is still responsible for any information from that lecture. S/he should get notes from a classmate. If a taping session is missed and there is a documented reason, the student can make the session up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a taping session, a 0 is given for the grade.

VII. Taping Sessions – Special Schedule with Smaller Groups

The student testimony sessions will be videotaped. There will be 2 testimony sessions; half of the class will attend each session.

Depositions	March 21 and 23
Direct	April 4 and 6
Cross	April 18 and 20

There will be 7-8 students in each of these sessions. You only need to attend the session you are scheduled for. This schedule will be given out early in the semester.

VIII. Scenario

Students will be given a case scenario and data about evidence collected as part of the case. This will be given to students well in advance of testifying. Students must work up the data, write an expert report, and testify about the data during a deposition, direct testimony, and cross examination.

IX. Academic Integrity Policy and Student Behavior

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.ecu.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Important Course Dates:

- Jan 17:** **End of Add/Drop period:** Last day to drop a full-semester course without a "W" appearing on your university transcript; last day to register for or add additional full-semester courses. Last day for a full tuition refund.
- Feb 6:** Last day to withdraw online – no withdraw fee applies

- March 6:** mid term grades viewable online
March 7-11: Spring break
March 18: Friday of the 10th week of semester - **LAST DAY TO WITHDRAW** from full-semester classes or withdraw from the university.
March 21: advising begins for summer and fall 2011

FOR 465W Schedule for Spring 2011
Each regular lecture will meet from 9:05 – 9:55 unless otherwise indicated

Date	Topic of Lecture and Class Discussion
Mon Jan 10	Course and Student Introductions
Wed Jan 12	Overview of the Litigation Processes
<i>Mon Jan 17</i>	<i>University Holiday – no classes</i>
Wed Jan 19	The Role of the Expert Witness
Mon Jan 24	Dangers of and Protections from Expert Witnesses give topic choice to Dr. Vance
Wed Jan 26	Overview of Cases Affecting Expert Witnessing
Mon Jan 31	The Impact of <i>Daubert</i> & Progeny receive your data
Wed Feb 2	<i>Daubert</i> Hypotheticals
Mon Feb 7	The Pre-Trial Process (Pleadings and Discovery)
Wed Feb 9	Expert Witness Reports (Assignment Handed Out)
Mon Feb 14	Comparative Technical Writing Styles
Wed Feb 16	Midterm Exam (2 Hours)
Mon Feb 21	Expert Witness Working Session (Optional)
Wed Feb 23	Mock Trial Videos
Mon Feb 28	Mock Trial Videos
Wed Mar 2	Mock Trial Videos first draft of Expert Reports due
Mar 7-11	Spring Break – No Classes!
Mon Mar 14	Deposition Lecture & Video (2 Hours)
Wed Mar 16	Deposition Working Session (Optional)
Mon Mar 21	Student Testimony Sessions: Depositions (7 students meet 8 - 10)
Wed Mar 23	Student Testimony Sessions: Depositions (7 students meet 8 -10)
Mon Mar 28	Direct Examination Lecture & Video (2 Hours)
Wed Mar 30	Direct Examination Working Session (Optional)
Mon Apr 4	Student Testimony Sessions: Direct Testimony (7 students meet 8 -10)
Wed Apr 6	Student Testimony Sessions: Direct Testimony (7 students meet 8 -10)
Mon Apr 11	Cross Examination Lecture and Video (2 Hours)
Wed Apr 13	Cross Examination Working Session (Optional)
Mon Apr 18	Student Testimony Sessions: Cross Exam (7 students meet 8 -10) Expert Report Due
Wed Apr 20	Student Testimony Sessions: Cross Examination (7 students meet 8 -10)
Mon Apr 25	Testimonial Review
Wed Apr 27	Course Evaluation and Final Exam Review
Wed May 4	8 a.m. – 10 a.m.

Chemistry Department / Forensic Science Program
FOR 495 Syllabus
Internship (CRN xxxxx)
Fall 2011

Internship Coordinator: Ms. Barb Wheeler (barbara.wheeler@eku.edu)
Office: Moore 332B Phone: 622-8905 Office Hrs: TBA

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

- I. Course Name:** FOR 495, Internship
- Pre-/co-requisites:** FOR 411, 411L, 465W, 6 hours of 400 level or high courses
- Time:** Arranged with sponsoring laboratory according to credit hours chosen
3 credit hours: 135 hours
6 credit hours: 270 hours
9 credit hours: 405 hours
12 credit hours: 540 hours
- Text:** No text required.

II. Description:

FOR 495 Internship. (3, 6, 9, 12) A. Prerequisites: FOR 411, 411L, and 465W and 6 hours of 400- level or above FOR or CHE or BIO courses from within the student's option, (C or better in each course) and departmental approval. Independent laboratory work and study in a laboratory setting. May be taken for a maximum of 12 hours, but only six hours may be counted toward the major requirements. Four to 16 weeks.

Students gain valuable work experience, which often provides a competitive advantage when applying for employment after graduation.

III. Student Learning Outcomes

As an intern, students should be able to:

- Understand how to be a participant / observer in the field of forensic science (while earning academic credit)
- Apply overall developed forensic knowledge, skills and abilities learned over several courses by working in a real forensic lab environment and real cases.
- Organize analytical schemes on real forensic evidence and then conduct the analysis as well as interpret analytical result, yielding a final conclusion.
- Prepare a report that summarizes the laboratory experience that was organized by the Internship Coordinator and a designated Laboratory Supervisor.

IV. Evaluation Methods:

The grade for the course will be determined from written and laboratory performance. The grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the grade:

Bi-weekly reports	10%
Final report	75%
Students laboratory and program evaluation	5%

V. Due Dates:

Bi-weekly reports are due by 5pm on the Tuesday of each two week period, or as arranged. These should be short up-dates on your activities during the internship. These may be e-mailed. The final report is due by 9:00am on April 28th. Details as to the contents required in the final report will be made available after mid-term. The student's evaluation of the internship and forensic science program evaluation is also due with the final report. Final report/evaluations can be turned in, in person, by mail or by having the department office workers date and sign it and place it in my mailbox. Final reports that are e-mailed will not be accepted. **Late reports will be penalized 10 points per day on a 100-point scale for being late.**

VI. Attendance and Laboratory Performance:

A weekly work schedule shall be designated by the sponsoring Laboratory Supervisor. **This shall be e-mailed to the internship coordinator at the beginning of the internship.** Students are expected to be on time and work according to that work schedule. If there is a documented reason for absences, a mutually agreeable project may compensate for lost internship hours. If there is no documented reason, penalties will be assessed in the resulting grade. Students are expected to follow laboratory safety procedures as designated by the sponsoring laboratories safety and chemical hygiene program. They are also expected to wear appropriate clothing and exhibit professional work ethics during the internship.

VII. Internship responsibilities:

Students are responsible for all costs related to transportation, housing and personal expenses during the internship. Students interning out-of-Richmond are also responsible for locating their own housing.

VIII. Academic Integrity 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. 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"/> 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>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 425</u> *Course Title (<u>30</u> characters) <u>Instrumental Analysis</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 10/27/2010	<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/24/2011	Graduate Council* _____ Council on Academic Affairs _____
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved _____ Faculty Senate** _____
Teacher Education Committee*	NA	Board of Regents** _____ Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new lecture course CHE 425: Instrumental Analysis to replace course CHE 525 (that will be dropped) as well as be cross-listed with FOR 411 A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: This new course (CHE 425) lecture will be cross-listed with the instrumental lecture course for the forensic science program (FOR 411) to conserve personnel time and resources.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: By cross listing and forming a unified lecture pertaining to instrumental analysis for chemistry and forensic science, a single faculty member will only be needed for the lecture. 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.)

CHE 425 Instrumental Analysis (3) A. Cross-listed as FOR 411. Prerequisites: CHE 325, 325L, 362, 362L; PHY 132 (or 202); MAT 124 (C or better in each course). Prerequisite or co-requisite: CHE 425L. Fundamental principles of the operation and application of analytical instrumentation including spectroscopy, chromatography, electrochemistry, and mass spectrometry found throughout industrial, government, forensic, and/or research environments is presented. Credit will not be awarded to those who have received credit for FOR 411 or CHE 525. 3 Lec.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	425	Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3	<u>Lecture</u> 3 <u>Laboratory</u> 0 <u>Other</u>	<u>Cip Code (first two digits only)</u> 40		
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
1	3	N	FR JR SO SR	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	<u>CHE 325 (C) and CHE 325L (C) and CHE 362 (C) and CHE 362L (C) and PHY 132 or 202 (C) and MAT 124 (C)</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.	<u>CHE 425L</u>			
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.	<u>Credit not allowed with FOR 411 or CHE 525</u>			
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 checked="" type="checkbox"/> New Course (Parts II, IV)	Department Name	Chemistry
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	CHE 425L
<input type="checkbox"/> New Program (Part III)	*Course Title (<u>30</u> characters)	Instrumental Analysis Lab
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major __, Option __; Minor __; or Certificate __)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date	Date
Departmental Committee	10/27/2010	NA
Graduate Council*		NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	1/24/2011	3/17/11
General Education Committee*	NA	NA
Teacher Education Committee*	NA	NA
Council on Academic Affairs	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
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new lab course to correspond to the lecture of the new CHE 425 course: Instrumental Analysis</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>While the lecture portion of the course will be cross-listed with a forensic science course (CHE 425 cross-listed with FOR 411), the separation of the lab will allow this lab to focus on practices and procedures necessary and found in chemical research and/or industry.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

CHE 425L Instrumental Analysis Lab. (1) A. Prerequisite: CHE 385 (C or better). Prerequisite or co-requisite: CHE 425. Lab component of CHE 425. Lab course designed to provide hands-on experience with modern chemical instrumentation for qualitative and quantitative measurements found throughout industrial, government, and/or research environments. Credit will not be awarded for both CHE 425L and FOR 411L. 3 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)*
CHE	425L	Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
1	Lecture <u>0</u> Laboratory <u>3</u> Other _____		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
0	2.25	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	<u>CHE 385 (C)</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.	<u>CHE 425</u>			
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.	<u>Credit not allowed with FOR 411L</u>			
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 CHEMISTRY**

**CHE 425 / FOR 411
Instrumental Analysis
3 Credit Hours (3 Lecture)**

Instructor: TBA
Office: TBA
Office Hrs: TBA
Phone: TBA
E-mail: TBA

COURSE DESCRIPTION:

CHE 425 and FOR 411 are cross-listed. Prerequisites: CHE 325, 325L, 362, 362L; PHY 132 (or 202); MAT 124 with at least a C or better in each course. Prerequisite or co-requisite: CHE 425L or FOR 411L. Fundamental principles of the operation and application of analytical instrumentation including spectroscopy, chromatography, electrochemistry, and mass spectrometry found throughout industrial, government, forensic, and/or research environments is presented. Credit will not be awarded to those with CHE 525. 3 Lec.

TEXTS AND READINGS:

- Tentative: Harris, D.C. *Quantitative Analytical Chemistry*. Wiley, New York, NY, **2010**.

STUDENT LEARNING OUTCOMES:

Upon completion of the course work all students will be able to:

1. Explain the theory, operational principles, and strengths and weaknesses of various types of chemical instrumentation used for the separation, identification, and quantitative analysis of chemical substances.
2. Identify the basic components of each type of instrument and explain the function of each component.
3. Identify sources of error and interferences in each type of instrument.
4. Explain the necessity for quality control in analytical work, and discuss typical types of quality control used in an analysis.
5. Select and justify an appropriate instrumental approach for a given analytical problem by applying the knowledge and skills gained in the course.

EVALUATION METHOD:

The grading for this course will be based on the student's performance on written exams, homework assignments, quizzes, and laboratory portion according to the following:

Three Lecture Exams (20% each)	60%
Final Exam	20%
Quizzes / Homework	20%

Grading Scale for Course

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

100%

COURSE REQUIREMENTS:

1. **Exams:** Three exams will be administered throughout the semester and one comprehensive final exam at the end of the semester. Examinations will cover material included in class, in the text, in handouts, in homework assignments, and from any possible guest presenters. Notice of exams will be given at least one week prior to actual exam date. **Make-up Exams:** If an examination is missed, please contact the instructor to discuss the possible arrangement for a make-up exam.
2. **Quizzes / Homework:** Quizzes may not be announced if given in class. There will be a variety of homework projects that will be given throughout the semester pertaining to data interpretation of specific instrumentation that will be collected and graded.
3. **Instrumental Analysis Lab:** To truly understand instrumental analysis, students will apply proper instrumental techniques for laboratory projects. The separate CHE 425L course is setup to coordinate with this lecture.

STUDENT PROGRESS:

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Students will be able to monitor their progress, as all grades will be posted through Blackboard. Specific lecture materials (handouts, etc.) will also be available. Quizzes or homework may be administered through Blackboard. Laboratory experiments and related course materials will also be available with Blackboard.

ATTENDANCE POLICY:

While a majority of the lecture material will be available through on-line modules, it is necessary that students attend the on-campus meetings to participate in the assignments and group activities that will occur. The assignments / activities will be calculation intensive and assist in understanding and applying the materials.

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

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. 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.

IMPORTANT DATES: (from the Colonel Compass)

August 30 th	Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11 th	Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30 th	Last day to withdraw from a class

TENTATIVE COURSE OUTLINE
CHE 425 – Chemical Instrumentation
Fall 20xx

	Week
1. Measurement Principles	1 - 2
a. Analytical Process	
b. Signal - Noise	
2. Molecular Spectroscopy	2 - 4
a. Electronic: UV-Vis Absorbance / Emission	
b. Vibrational: FT-IR	
c. Vibrational / Rotational: Raman	
End of Material for First Exam	
3. Atomic Spectroscopy	5 - 7
a. Atomic Absorption / Emission	
b. Inductively Coupled Plasma (Emission, MS)	
c. X-Ray Fluorescence	
4. Mass Spectrometry	8
a. Ionization: Gas Phase (EI, CI) and Liquid / Solid Phase (ESI, MALDI)	
b. Mass Analyzers / Detectors	
5. Nuclear Magnetic Resonance (NMR)	9
End of Material for Second Exam	
6. Electrochemistry	10 - 11
a. Review Electrochemistry / Potentiometry	
b. Voltammetry / Amperometry	
7. Separation Science	12 - 14
a. Chromatography Fundamentals / Extraction Processes	
b. Gas chromatography (GC)	
c. High performance liquid chromatography (HPLC)	
d. Capillary Electrophoresis	

End of Material for Third Exam

Final Exam

**EASTERN KENTUCKY UNIVERSITY
DEPARTMENT OF CHEMISTRY**

**CHE 425L
Instrumental Analysis Lab
1 Credit Hour (3 Lab)**

Lab Coordinator: TBA
Teaching Assistants: TBA
Office: TBA
Office Hrs: TBA
Phone: TBA
E-mail: TBA

COURSE DESCRIPTION:

Prerequisite: CHE 385 (C or better). Prerequisite or co-requisite: CHE 425. Lab component of CHE 425. Lab course designed to provide hands-on experience with modern chemical instrumentation for qualitative and quantitative measurements found throughout industrial, government, and/or research environments. 3 Lab

TEXTS AND READINGS:

- Harris, D.C. *Quantitative Analytical Chemistry*. Wiley, New York, NY, **2010**.
- *EKU Chemical Instrumentation Manual* (manual will be available through Blackboard)
- Laboratory Notebook: bound lab notebook (with numbered pages and carbon copies) for recording all laboratory notes. Spiral notebooks, loose-leaf notebooks, and notebooks with perforated pages are not acceptable

STUDENT LEARNING OUTCOMES:

This lab course will teach students how to perform analytical measurements that are presently employed with wet chemical and instrumental methods. At the end of the course, one should:

1. Demonstrate knowledge of sampling methods for all states of matter to analyze specific analytes from a matrix.
2. Recognize interferences in instrumental analysis.
3. Comprehend the concepts of limits of detection/quantitation as well as instrument calibration.
4. Apply theory and operational principles of available analytical instruments.
5. Use statistical methods for evaluating and interpreting data.
6. Assess sources of error in instrumental analysis and account for errors in data analysis.
7. Learn to prepare effective reports

EVALUATION METHOD

The grading for this course will be based on the student's performance on written exams, homework assignments, quizzes, and laboratory portion according to the following:

Laboratory Reports	65%
Pre-Laboratory Assignments	15%
Laboratory Midterm and Final (10% each)	20%
	<hr/>
Lab Total	100%

Course Grading Scale

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

COURSE REQUIREMENTS:

1. Pre-Laboratory Assignments: Pre-lab assignments will be found with laboratory experiments. They are to be completed and turned in **at the beginning** of each lab. Answers to the questions are expected to be thorough and complete. For questions needing numerical answers, one must provide a derivation or example calculation (whichever is appropriate) to get full credit. An experiment cannot be started until the pre-lab has been completed.
2. Laboratory Notebook: You are required to keep a bound lab notebook (with numbered pages and carbon copies). Spiral notebooks, loose-leaf notebooks, and notebooks with perforated pages are not acceptable. A laboratory notebook is a permanent record and pages should be permanently attached. The lab notebook is for writing and recording raw data, observations, and any changes to the procedure. Lab notebook pages will be turned in with lab reports.
 - All entries in the notebook should be in ink. Errors should be marked out with a single line. The use of correction fluid, erasures, or complete mark outs is not acceptable. Pages should never be removed from the notebook.
 - All data should be entered directly in the lab notebook (not transferred later from other pieces of paper or notebooks).
 - All data should be clearly labeled with appropriate units and correct number of significant figures.

A good laboratory notebook can stand-alone. It should be self-explanatory as to what was done, what happened and why. Write in clear and concise sentences. If you keep a good notebook, you should not have to spend much additional time on writing reports.

Mandatory for each experiment

- An up-to-date table of contents
- A purpose for each experiment
- A brief list of the major equipment used, including the brand and model number
- Comments on lab procedure changes or experimental problems. Any data workup, sample calculations with calculated results, and brief conclusions.

Include when appropriate

- A table of dilutions made for a calibration curve
- Tables of collected experimental data (if printout from an instrument, tape or staple in book)
- Graphs generated from spreadsheet analysis
- Filename of any computer files associated with the experiment (both spreadsheets and reports)

DO NOT save any blank pages for any reason. Each experiment does not need to be written in a contiguous block in your notebook (that is why you have a table of contents).

3. Lab Reports:

Lab reports will be graded based on the following items that must be included:

- Brief introductory paragraph describing the purpose of the experiment;
- An experimental section describing the chemicals, instrumentation (be specific about instrument model), and the method used;
- Detailed section discussing the results of the experiment, including any necessary graphs, charts, tables (including final results and uncertainties), and figures;

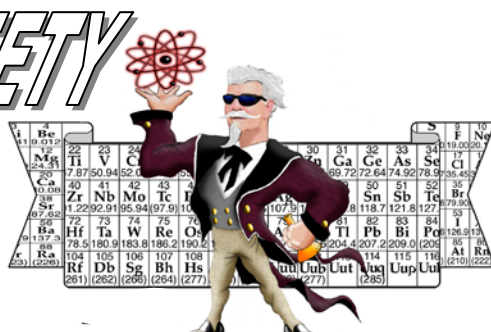
Calculations and analysis of experimental data will commonly be handled with spreadsheets. Turn in the printout of generated spreadsheet that contains the data analysis (along with a printout of the formulas used). Each person (in a group) is required to develop independent spreadsheet. If a spreadsheet template is provided for the experiment, it must be used.

- Answers to post-lab questions that are included with each lab handout.

Each member of the group must write their own report, but groups can consult with each other to discuss the experimental results.

- 4. Lab Exams:** A lab exam will be given at midterm and at the end of the semester. The exams will be a written test and will cover the principles behind each experiment including reactions, reagents, and calculations (pre-laboratory assignments).

5. **LAB SAFETY**



In academic, research, and industrial laboratories, a vast amount of time and money is spent to ensure that laboratories are safe for all employees. People that want to work in the laboratory setting must become acquainted with safety procedures that should be a universal requirement. The following pages provide a complete list of safety laboratory procedures that must be obeyed.

Safety is one of the most important items to remember when working in a chemical laboratory. The safety rules and regulations of the lab are for the protection of all the students. If anyone decides not to abide by these rules and regulations, the person will be ejected from the lab and

may/may not be able to complete the experiment for that day. A complete set of laboratory regulations is available from the ECU Chemical Hygiene Plan (<http://www.cas.eku.edu/CSF/default.php>).

There are many safety items located at the front of the lab including an eye wash station, shower station, fire blanket, and first aid kit. Spill kits (caustic, acid, and solvent) are also available in the front of the laboratory. A fire extinguisher is located on the left side of the lab near the door to the hallway. Luggage of any kind (e.g. backpacks) should be placed neatly on or around the coat racks. **DO NOT BLOCK ANY AISLE OR DOORWAY OF THE LAB.** This will avoid any unnecessary injury. **NO Food or Drink is allowed in the laboratory (place these items in luggage or leave in the hallway).**

Chemical Waste Disposal

In addition to personal safety, scientists must also be responsible for the safety of those who may be exposed to waste materials generated in the laboratory and conscious of the environment. The amount of waste you generate should be minimized. Take only as much of a chemical reagent that will be used (more can be acquired, if needed).

General guidelines will be given for disposal of chemical wastes for each laboratory performed. Make sure to be aware of the following concerns:

- DO NOT pour chemicals down the drain that have been designated for waste containers.
- READ THE LABELS. Make sure to dispose of chemicals in the appropriately labeled container.
- DO NOT attempt to mix incompatible chemicals.
- DO NOT MOVE waste containers. Waste has been segregated according to reactivity and should not be moved.

STUDENT PROGRESS:

The electronic course management system Blackboard will be utilized for this course (website: <http://learn.eku.edu>). Students will be able to monitor their progress, as all grades will be posted through Blackboard. Laboratory experiments will also be available and must be viewed before coming to class. Pre-lab quizzes will be administered through Blackboard and those must be completed before performing an experiment. Laboratory experiments will be available at least one week before the experiment is performed in lab.

ATTENDANCE POLICY:

NO MISSED LAB: The only way to accomplish the mentioned objectives is to spend time in the lab performing the experiments to learn techniques. Contact the assigned TA as soon as possible to schedule a make-up time.

DISABILITY STATEMENT:

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

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

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. 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.

IMPORTANT DATES: (from the Colonel Compass)

August 30th Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11th Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30th Last day to withdraw from a class

**TENTATIVE LAB EXPERIMENT SCHEDULE
CHE 425L CHEMICAL INSTRUMENTATION**

Week	Experiment
1	Check-In / Introduction
2	Sample Preparation
3	Spectroscopy (IR)
4	Electrochemistry
5	Chromatography (GC)
6	Chromatography (HPLC)
7	Mass Spectrometry (GC/MS)
8	<i>Fall or Spring Break</i>
9	Spectroscopy (UV-VIS)
10	Spectroscopy (AA)
11	Mass Spectrometry (LC/MS)
12	Material Characterization Project (MCP)
13	
14	
15	Check-Out / Final Reports

SYLLABUS: FOR 411L – Forensic Instrumental Laboratory
(Chemistry Department – Forensic Science Program)

LECTURE and LAB INSTRUCTOR: Dr. Diane Vance Office: Memorial Science 280
Phone: (859) 622-2908 Email: diane.vance@eku.edu
Office hours: MW 9-10 a.m.; walk-in, or by appointment

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

I. Course Name: FOR 411L Forensic Instrumental Lab, 1 hour lab
CRN: _____
Pre-/ co-requisites: CHE 367, 325; PHY 132 (or 202); MAT 124; BIO 121, FOR 411, all with a minimum grade of C
Time: TBA
Text: No text; Laboratory Notebook for lab
Blackboard external links references will be provided

II. Course Description and Outcomes:

Lab providing hands-on experience operating instrumentation most commonly used in forensic science analytical laboratories, including UV-visible, infrared, Raman, X-ray fluorescence, and atomic absorption spectrophotometric techniques plus thin-layer, gas, and liquid chromatographic separation techniques.

III. Student Learning Outcomes (SLOs):

At the end of this course, students should be able to:

1. Explain the theoretical basis for the techniques listed above.
2. Read and follow procedures to correctly operate the instruments listed above
3. Recognize discrepancies or inconsistencies in analytical data and determine their significance and cause
4. Recognize the appropriate uses and limitations of instrumental data
5. Perform needed quality control sample analysis and explain the purpose of these samples
6. Apply knowledge of analytical methods to select an appropriate technique for a variety of forensic analytical problems
7. Exhibit professional ethics and integrity in obtaining and interpreting data

IV. Course Requirements and Evaluation Method

The student's grade for the course will be determined from instructor observation of student performance in the laboratory and written laboratory reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Laboratory Component of the Grade: (25% of total course grade)

Laboratory reports	80%
Attendance, punctuality, instructor assessment ability to complete work on time, attitude	20%

There will be a rubric for each lab report that will give details about how the report was graded. Each experiment includes a section called "Report Requirements." This is what students are expected to turn in for the report for each experiment.

V. Use of Blackboard course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

VI. Attendance

Students are expected to attend all laboratory sessions.

If a laboratory session is missed and there is a documented reason, the student can make the lab up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a lab, a 0 is given for the grade.

VII. 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.ecu.edu. Questions regarding this policy may be directed to the Office of Academic Integrity. More specific information will be given during lecture and lab introductions.

Schedule of Experiments

The following experiments are done during the semester. It is necessary to rotate groups through most of the experiments since there are a limited number of instruments. A typical rotation, assuming 6 groups of 2 students each, is shown below the experiment list.

1. Preparation of Solutions
2. Thin Layer Chromatography
3. UV visible spectroscopy (qualitative)
4. Molecular fluorescence
5. Fourier Transform Infrared spectroscopy
6. Gas chromatography with flame ionization detection
7. High performance liquid chromatography
8. Atomic Absorption spectrometry
9. X ray fluorescence spectrometry
10. Raman spectrometry with a hand-held instrument

Week in semester	group 1	group 2	group 3	group 4	group 5	group 6
1	introductory lecture and information					
2	lab check in and orientation; Exp 1: preparation of solutions - all students					
3	holiday week no lab meetings					
4	Experiment 2 - thin layer chromatography (TLC) - all students					
5	3. UV qual	3. UV qual	5. FTIR	5. FTIR	<i>free period</i>	<i>free period</i>
6	5. FTIR	5. FTIR	3. UV Qual	3. UV Qual	6. GC-FID	4. Fluor
7	4. Fluor	10. Raman	<i>free period</i>	6. GC-FID	9. XRF	3. UV-Qual
8	holiday week - no lab meetings					
9	6. GC-FID	4. Fluor	8. AA	7. HPLC	3. UV qual	9. XRF
10	7. HPLC	6. GC-FID	9. XRF	4. Fluor	10. Raman	8. AA
11	8. AA	7. HPLC	4. Fluor	9. XRF	5. FTIR	10. Raman
12	9. XRF	8. AA	6. GC-FID	10. Raman	7. HPLC	5. FTIR
13	10. Raman	9. XRF	7. HPLC	8. AA	4. Fluor	6. GC-FID
14	<i>free period</i>	<i>free period</i>	10. Raman	<i>free period</i>	8. AA	7. HPLC
15	complete all work; check out					

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 430</u> *Course Title (<u>30</u> characters) <u>Biochemistry of Macromolecules</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 10/13/2010	<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/24/2011	Graduate Council* _____ Council on Academic Affairs _____ Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Approved _____ Disapproved _____ Faculty Senate** _____
Teacher Education Committee*	NA	Board of Regents** _____ Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To make a new biochemistry course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped). A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A large number of students need biochemistry courses to prepare for their medical and dental exams yet don't have enough hours for a 500 level course. Having a course at the 400 level will serve all the pre-professional students for this purpose. Also, the CHE 700 level cross-listed course is infrequently taken for graduate credit.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

CHE 430 Biochemistry of Macromolecules. (3) A. Prerequisites: CHE 362 and 362L. Structure, analysis, and organization of proteins, nucleic acids, and lipids; physical and organic mechanisms of enzyme action; chemistry of membrane action and the immune system. Credit will not be awarded for both CHE 430 and CHE 530.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	430	Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
<u>3</u>	<u>Lecture 3</u>	<u>Laboratory</u> <u>Other</u>	<u>Cip Code (first two digits only) 40</u>	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
<u>1</u>	<u>3</u>	<u>N</u>	FR JR SO SR	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	<u>CHE 362 and 362L</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.	<u>CHE 530</u>			
Course Prefix and No.				
Course Prefix and No.				

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 431</u> *Course Title (<u>30</u> characters) <u>Metabolic Biochemistry</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 10/13/2010	<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/24/2011	Graduate Council* _____ Council on Academic Affairs _____
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved _____ Faculty Senate** _____
Teacher Education Committee*	NA	Board of Regents** _____ Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To make a new biochemistry course at the 400 level to replace the current 500 level course (the current 500/700 level course will be dropped). A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A large number of students need biochemistry courses to prepare for their medical and dental exams yet don't have enough hours for a 500 level course. Having a course at the 400 level will serve all the pre-professional students for this purpose. Also, the CHE 700 level cross-listed course is infrequently taken for graduate credit.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

CHE 431 Metabolic Biochemistry. (3) A. Prerequisites: CHE 362 and 362L. Continuation of CHE 430. Chemistry, catabolism, and biosynthesis of carbohydrates, lipids, amino acids, and nucleotides; analysis of nucleic acids and structure, function, and control of cellular genetic apparatus. Credit will not be awarded for both CHE 431 and CHE 531.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	431	Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
<u>3</u>	<u>Lecture 3</u> <u>Laboratory</u> <u>Other</u>	<u>Cip Code (first two digits only) 40</u>		
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
<u>1</u>	<u>3</u>	<u>N</u>	FR JR SO SR	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	<u>CHE 362 and 362L</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.	<u>Credit not allowed with CHE 531</u>			
Course Prefix and No.				
Course Prefix and No.				

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 432</u> *Course Title (<u>30</u> characters) <u>Biochemistry Laboratory</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 10/13/2010	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
	<u>1/24/2011</u>	<u>3/17/11</u>
	<u>NA</u>	<u>NA</u>
	<u>NA</u>	<u>NA</u>
		<u>NA</u>
		<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 make a new biochemistry laboratory at the 400 level to replace the 500 level course (the current 500/700 level course will be dropped). A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A large number of students need biochemistry courses to prepare for their medical and dental exams yet don't have enough hours for a 500 level course. Having a course at the 400 level will serve all the pre-professional students for this purpose. Also, the CHE 700 level cross-listed course is infrequently taken for graduate credit.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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.)

CHE 432 Biochemistry Laboratory. (1) A. Prerequisite or Corequisite: CHE 430 or 431 or departmental approval. Experimental techniques characteristic of biochemical research. Purification and characterization of proteins and nucleic acids; use of computers in modeling biochemistry data. 3 Lab. Credit will not be awarded for both CHE 432 and CHE 532.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	432	Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
1	Lecture <u>0</u> Laboratory <u>3</u> Other _____		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
0	2.25	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	CHE 430 or CHE 431 or departmental approval			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.	Credit not allowed with CHE 532			
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.)

CHE 430
BIOCHEMISTRY OF MACROMOLECULES

Prerequisites: CHE 362, 367

CRN: TBD Class times: T Th 12:30 – 1:45 Moore 103

Description: Structure, analysis, and organization of proteins, nucleic acids, and lipids; physical and organic mechanisms of enzyme action; chemistry of membrane action and the immune system.

Instructor: Dr. Tanea Reed

Office: 111 Miller Hall

Phone: 622-1459

Email: tanea.reed@eku.edu

Office hours: Mondays from 9-12 pm in my office or by appointment.

Textbook: Biochemistry 6th ed., by Berg, Tymoczko, and Stryer (2006), Freeman Press, New York.

Student Learning Outcomes: To be sufficiently knowledgeable in areas of biochemistry to be able to understand how current thinking impinges on our lives. There are seven general areas to understand in this course:

1. Experimental techniques used in the analysis of biomolecules
2. Mathematical analysis of problems in biochemistry
3. Regulation of biological processes
4. Molecular mechanisms of protein action
5. Roles and structure of biomembranes and their components
6. The chemistry of cellular communication
7. Immunochemistry

Will need to know the central importance of water in biological systems, the structures of a number of other compounds of biochemical importance, the molecular details of the mechanisms of a few enzymes, the role energy plays in an organism the function and workings of several macromolecular aggregates in cells, and the processes of biochemical regulation. Finally you should be able to apply quantitative approaches to problem solving in biochemistry. General chemical themes learned in earlier courses which will be expanded upon in a biochemical context include: Dynamic equilibria, Brønsted acids and bases, thermodynamics, chemical kinetics, molecular spectroscopy, organic chemical reactions, catalysis, inorganic chemistry (coordination complexes), redox reactions, and principles of chemical bonding.

Evaluation:

	<u>CHE 530</u>
Exams	65%
Homework	15%
Paper	-
Final	20%
Total	100%

Grading Scale	> 90	A
	80 - 89	B
	70 - 79	C
	60 - 69	D
	Below 59	F

Progress of student grades will be maintained on the Blackboard site for this course.

Attendance: *No allowances will be made for skipped class time.* Those who expect to do well should attend class. Chronic unexcused tardiness will not be tolerated. Examinations may not be made up. However, arrangements for missed exams must be made BEFORE the exam, or within one week if circumstances render attendance unpractical (you can do this by e-mail or phone call if necessary). A doctor's note must be provided in the case of the latter. Random attendance checks will be conducted for extra credit at least once in between test dates.

Final exemption policy: If the student can maintain an "A" overall with a 59 as their final exam grade (according to the instructor's calculations only), that student will be exempt from taking the final exam and receive an "A" in the course. Calculations will be computed no earlier than December 8th. Students who are exempt from taking the final will be notified in class by the instructor on the last day of class.

Homework: All homework must be submitted on the designated date (TBA in class, typically 1 week before an exam) to receive full credit unless arrangements have been previously discussed with Dr. Reed. **No late homework will be accepted!** If all pages of homework are not stapled together, students will receive a 20 point penalty!

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

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person in the new Student Services Building, room 361, or by telephone at (859) 622-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Technology Policy: Unless you obtain prior consent, laptop usage will not be permitted during lectures. Please turn off cell phone ringers and buzzers before entering class. If you are expecting an important phone call, please inform me before the start of class, then place your phone on vibrate. I reserve the right to count you absent from class if you disrupt lecture with inappropriate technology use or poor behavior.

Comments about Lectures: I will use a combination of PowerPoint slides, interactive demonstrations, and chalkboard notes. We will also be doing problems in class that should greatly help you in your homework and tests. I will not be reading directly from the slides as that can get monotonous if not handled properly. Slides will be interspersed with questions for the class to keep your attention. I will also try to do a small review for the test during the class period before the test as time permits. I will post the lecture material on the Blackboard website the before each new chapter. I recommend keeping notes on the slide topics and my personal descriptions, but do not try to duplicate each slide as you can access all the slides (except for answers to the in-class questions) on the Blackboard site.

Tentative Lecture Schedule

Session No	Date	Chapter	Topic
1	8-24	1	Introduction
2	8-26	2	Protein structure
3	8-31	2	Amino acid sequence
4	9-2	3	Proteomics
5	9-7	3	Proteomics
6	9-9	4	DNA and RNA, and Recombinant DNA
7	9-14		Test 1 (Chapters 1-4)
8	9-16	5	Homology
9	9-21	6	Hemoglobin
10	9-23	7	Enzymes
11	9-28	8	Enzyme Kinetics
12	9-30	8	Proteases, carbonic anhydrase, restriction enzymes
13	10-5	9	Phosphoryl group transfer (intro to metabolism)
14	10-7		Test 2 (Chapters 5-10)
15	10-12		Fall Break
	10-14	9,10	Regulation and covalent modification
16	10-19	11	Classification of Lipids
17	10-21	12	Membrane Proteins and membrane channels
18	10-26	12,13	Signal Transduction
19	10-28	14	Signal Transduction (Last day to withdraw is Oct. 29)
20	11-2	14	Sensory Systems
21	11-4	32	Sensory Systems
22	11-9		Test 3 (Chapters 11-15)
23	11-11	33	The Immune System
24	11-16		NO CLASS! (Dr. Reed out of town)
25	11-18	33	The Immune System
26	11-23	34	Molecular Motor Proteins
27	11-30	34	Molecular Motor Proteins
28	12-2		Memory and Learning
29	12-7		Test 4 (Chapters 32-34)
30	12-9		Review
31	12-XX		Final Exam TBA

CHE 431
METABOLIC BIOCHEMISTRY

EKU Section: TBD

Prerequisites: CHE 362, 367

Description: Chemistry, catabolism, and biosynthesis of carbohydrates, lipids, amino acids, and nucleotides; analysis of nucleic acids and structure, function, and control of cellular genetic apparatus. Credit will not be awarded to those with CHE 531.

Instructor: **Dr. Tanea Reed**

Office: 111 Miller Hall

Phone: 622-1459

Email: tanea.reed@eku.edu

Office hours: Mondays and Wednesdays 9-10:30 am or by appointment

Class times: MWF 11:15-12:05pm Moore 123

Textbook: Biochemistry 6th ed., by Berg, Tymoczko, and Stryer (2006), Freeman Press, New York.

Objectives: To be sufficiently knowledgeable in areas of biochemistry to be able to understand how current thinking impinges on our lives. There are four general areas to understand in this course:

- Transduction of energy in biological systems
- Biochemical information transfer
- Metabolic interconversion of biomolecules
- Roles of biochemistry in human affairs

Student Learning Outcomes: At the completion of this course students should be perform several biochemical techniques and be able to apply information from CHE 430 or CHE 431 to the experiments performed in this course. Students will become proficient in the following biochemical techniques: Discuss the role of cofactors and coenzymes

1. Integrate the principal knowledge of biochemical pathways in molecular disease
2. Comprehend and apply the processes of glycogen and glucose metabolism to everyday scenarios
3. Apply principal knowledge of amino acids to their degradation and implementation into several biochemical pathways
4. Recognize and reproduce the structures of a several important biochemical structures
5. Integrate knowledge of basic enzyme kinetics with modern pharmacological interventions
6. Discuss the molecular details of the nucleotide metabolism and biosynthesis
7. Appreciate the role energy plays in an organism
8. Evaluate the workings of several macromolecular aggregates in cells
9. Apply basic signal transduction information to specific molecular diseases
10. Comprehend the processes of gene expression
11. Appreciate the central dogma of biochemistry
12. Evaluate the role of DNA and RNA in the human body
13. Apply basic primary information regarding DNA to specific genetic disorders
14. Apply quantitative approaches to problem solving in biochemistry

Evaluation:

	<u>CHE 431</u>
Exams	65%
Homework	15%
Paper	---
Final	20%

Grading Scale 100- 90 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 and below = F

Progress of student grades will be maintained on the Blackboard site for this course.

Attendance: **No allowances will be made for skipped class time.** Those who expect to do well should attend class. Chronic unexcused tardiness will not be tolerated. Examinations may not be made up. However, arrangements for missed exams must be made BEFORE the exam. Rescheduled exams must be made up within one week of the absence. If circumstances render attendance unpractical (you can do this by e-mail or phone call if necessary). A doctor's note must be provided in the case of the latter. Random attendance checks will be conducted for extra credit at least once in between test dates.

Final exemption policy: There will be one time only in-class extra credit assignment worth 25 points added to a previous exam. That gives the possibility of earning up to 125% on one test. If the student can maintain an "A" overall with a 59 as their final exam grade (according to the instructor's calculations only), that student will be exempt from taking the final exam and receive an "A" in the course. Calculations will be computed no earlier than April 29th. Students who are exempt from taking the final will be notified in class by the instructor on the last day of class.

Homework: All homework must be submitted on the designated date (TBA in class, typically 1 week before an exam) to receive full credit unless arrangements have been previously discussed with Dr. Reed. **No late homework will be accepted!** If all pages of homework are not stapled together, students will receive a 20 point penalty!

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

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person in the new Student Services Building, room 361, or by telephone at (859) 622-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Technology Policy

Unless you obtain prior consent, laptop usage will not be permitted during lectures. Please turn off cell phone ringers and buzzers before entering class. If you are expecting an important phone call, please inform me before the start of class, then place your phone on vibrate. I reserve the right to count you absent from class if you disrupt lecture with inappropriate technology use or poor behavior.

Tentative Schedule

Sess. No	Date	Chapter	Topic
1	1-11	1	Intro, course overview: biomolecules and energy, water
2	1-13	2	Protein structure and function
3	1-15	8	Thermodynamics and kinetics of living things
4	1-18		Martin Luther King, Jr. holiday
5	1-20	11	Carbohydrates and Blood groups
6	1-22	15	General features of metabolism (homework 1 due)
7	1-25	15	Metabolism
8	1-27	16	Glycolysis
9	1-29	16	Gluconeogenesis
10	2-1	17	Citric acid cycle (Dr. Reed at NIH)
11	2-3		NO CLASS (Dr. Reed at NIH)
12	2-5	17	Citric acid cycle/ Review
13	2-8		Exam 1
14	2-10	18	Oxidative phosphorylation
15	2-12	18	Oxidative phosphorylation
16	2-15	20	Pentose phosphate pathway
17	2-17	20	Pentose phosphate pathway (homework 2 due)
18	2-19	21	Glycogen metabolism
19	2-22	21/22	Glycogen metabolism/Fatty acid metabolism
20	2-24	22	Beta Oxidation (scan Ch 12 for overview of lipids)
21	2-26	22	Fatty acid synthesis
22	3-1	26	Synthesis of other membrane lipids/ Review
23	3-3		Exam 2
24	3-5	26	Steroid synthesis
	3-8		Spring Break
	3-10		Spring Break
	3-12		Spring Break
25	3-15	23	Protein turnover
26	3-17	23	Amino acid degradation (homework 3 due)
27	3-19	24	Amino Acid synthesis (Last day to withdraw)
28	3-22	25	Nucleotide metabolism
29	3-24	25	Nucleotide Biosynthesis
30	3-26	4	DNA, RNA, and flow of genetic information
31	3-29	5	Experimental techniques involving nucleic acids
32	3-31		Review
33	4-2		Exam 3
34	4-5	28	DNA Replication
35	4-7	28	DNA Repair(homework 4 due)
36	4-9	28	DNA Recombination
37	4-12	29	Transcription
38	4-14	29	Transcription
39	4-16	29/30	Transcription/ Translation
40	4-19	30	Translation
41	4-21	31	Control of gene expression
42	4-23	31	Control of gene expression/Review
43	4-26		Exam 4
44	4-28		Review (homework 5 due)
45	4-30		Review
	5-7		Final Exam (10:30 – 12:30p)

Comments about Lectures: I will use a combination of PowerPoint slides, interactive demonstrations, and chalkboard notes. We will also be doing problems in class that should greatly help you in your homework and tests. I will not be reading directly from the slides as that can get monotonous if not handled properly. Slides will be interspersed with questions for the class to keep your attention. I will also try to do a small review for the test during the class period before the test as time permits. I will post the lecture material on the Blackboard website the evening after each lecture. I recommend keeping notes on the slide topics and my personal descriptions, but do not try to duplicate each slide as you can access all the slides (except for answers to the in-class questions) on the Blackboard site

This semester, the chapters to be covered include:

1, 2, 4, 5, 8, 11, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30, and 31

Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 32, 33, and 34 will be covered in CHE 530/730 (Fall semester only).

CHE 432
Biochemistry Laboratory Syllabus
Spring 2010

EKU Section: TBD

1 Credit hour

Pre- or Corequisites: CHE 430 or 431 or departmental approval.

Description: Experimental techniques characteristic of biochemical research. Purification and characterization of proteins and nucleic acids; use of computers in modeling biochemical data.

Instructor: **Dr. Tanea Reed**

Office: 111 Miller Hall

Phone: 2-1459

Email: Tanea.reed@eku.edu

Office hours: Mondays and Wednesdays from 1-2p or by appointment

Class times: Mondays 2:30 - 5:15 Memorial Sciences 279B

Labs are scheduled on Mondays each week in Memorial Sciences 279B, but will also be in other spaces as equipment and space demand it, and may additionally require other times throughout the week. Meaningful biochemistry labs require much time and often several sessions. Most experiments will be performed in groups of three to four students who will share tasks of preparation and data gathering. In such cases, it is necessary for each student to participate equally in the laboratory experience.

Textbook: Experimental Biochemistry, 3rd Ed, by Switzer and Garrity, pub by WH Freeman, NY, 1999. There will also be a number of handouts prepared by the instructor.

Objectives: To gain experience with many of the common laboratory techniques used in biochemistry.

Student Learning Outcomes: At the completion of this course students should be able to critically and logically analyze problems of a biochemical nature as well as proficiently do all of the following:

1. Pipetting various volumes
2. Comprehend spectrometry and how it relates to enzyme activity
3. Applying chromatographic techniques in protein separation from a mixture
4. Integrate gel electrophoresis with prior knowledge of DNA and proteins
5. Recognize and evaluate pH and temperature effects on enzymatic activity.
6. Isolate individual proteins from classic biomolecules
7. Evaluate amino acid and carbohydrate content from classic biomolecules
8. Appreciate the growing role of computers in biochemistry
9. Apply pharmacological techniques by evaluating cholesterol content in lipid bilayer

Evaluation: Lab reports and notebooks. The notebooks will be 50% of your grade and reports, including homework problems, will be 40% of the grade. The remaining 10% of your grade will be based on your participation and performance in the lab (this includes cleanup). Meaning you will be assessed on how well you contribute to your group in doing a lab experiment. In other words, the group needs to complete the lab experiment not just one individual taking over the whole experiment.

Grading Scale: 100-90 =A, 89-80 =B, 79-70 =C, 69-60 =D, 59 and below = F

Students' progress will be tracked using the Blackboard site for this course.

Notebooks. A bound laboratory notebook is required. Prior to the first lab session, the pages should be numbered sequentially and several pages set aside at the beginning for a table of contents. Everything that is done must be recorded in the notebooks immediately upon doing it. Never use scraps. It must be done neatly and in ink. Narrative writing (introduction, methods, results, and conclusions) is to be done on the right-hand pages and calculations, notes, and blank paper can be present on the left-hand pages. You should write a brief introduction to each experiment and create space and tables for entering notes and data prior to that session, then during each session write notes and data in those spaces. After each session, it is appropriate to add processed data and conclusions. Lab notebooks must be turned into me by 2/26 in order to assess your midterm grades; however, I will not collect them again until the last week of classes for grading. I will look at them each week to make sure you are using them appropriately and to guide you in preparing them. I must initial your work at the end of each lab period or a 1 point penalty (per lab) will be given!

Criteria for grading these notebooks will come from the following areas: Accuracy, clarity, completeness, depth, independence, index, neatness, organization, spirit, and utility. Each area will be worth 10 points. **Accuracy** refers to data collection. **Clarity** means how well you can explain procedures and conclusions. **Completeness** reflects how much of the assignment appears in the notebook. **Depth** should suggest that you are not merely scratching the surface of the assignment, but rather have thought through the implications of the assignment in the larger context of your lives. Do you understand everything you have done? One way to show this is to use your conclusion section to describe any link between your data and any hypothesis that can appropriately be drawn from your experiment. **Independence** implies that you have not simply copied the text, but are free with your writing. For example, your introduction should not be identical, or even similar to the introductions to each lab in this text, since the text is there to teach you. Write your own ideas! **Index** is simply the presence of a table of contents in the front of your lab notebook, and whether you follow it. **Neatness** in science is rather important, and the instructor (or supervisor) needs to be able to read your work. Your lab notebooks should look very nice, and a sense of preparation will help to ensure that. Being written in ink also helps. Your notebooks need to be **organized**, with introductions, methods, results, and conclusions. The introductions need to be a preamble to the lab, describing what you will be doing in very general terms, written before the lab and what you expect to see. The methods section is a listing of what you plan to do, written in first person (since this is your notebook), also written in advance, although any deviation from the printed protocol must be shown. The results section is your data. Conclusions mean how your data has allowed you to develop an idea about what you are doing. Are you keeping to the **spirit** of the notebook by using it as an integral instrument along with the rest of your experiment? You must write in it your observations while the lab proceeds, it must contain the most original form of the data possible, and it must show evidence of preparation prior to beginning the lab. Finally, can your experiments be repeated by anyone else simply by reading what you have stated in the notebook? In other words, is your notebook a useful instrument to you? This is what is meant by **utility**.

Reports. Your laboratory reports (there will be 8 reports) will be due one week following completion of the experiment. Late lab reports will be penalized 10% per day (5 points/day). They will follow the guidelines given for each experiment and will consist mainly of evaluating the data and answers to questions. The primary source of information (data) for these reports will be your notebooks. This is why the notebooks must be of high quality.

Lab schedule:The course text is good for obtaining background information about the experiments, but since the apparatus and materials we have available is different from the specific needs written in the experiments, they are modified from what is present in the text. These modifications should be included in your procedure. Handouts will be provided (online) for each experiment containing the necessary changes. You should receive these and read them in advance of each lab.

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

<u>Week</u>	<u>Date</u>	<u>Expt #</u>	<u>Topic</u>	<u>Read in text pages</u>
1	1-11		Intro; safety discussion; pipetting lab	3-11
2	1-25	1	Spectrophotometry	15-24
3	2-1	2	Chromatography (Dr. Reed out of town)	25-43
4	2-8	3	Electrophoresis (I)	61-77
5	2-15		Electrophoresis (II)	
6	2-22	4	Isolation of casein from milk	online
7	3-1	5	Protein and carbohydrate testing	online
8	3-8		Spring Break	
9	3-15	6	beta-galactosidase (I)- activity and kinetics	123-134
10	3-22		beta-galactosidase (II) – ph & temp effects	
11	3-29	7	Computers in biochemistry	online
12	4-5	8	Membranes (I)	183-193, 217-225
13	4-12		Membranes (II)	
14	4-19	9	DNA (I)	online
15	4-26		DNA (II)	online

*3-19 Last day to withdraw

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>CHE 450</u> *Course Title (<u>30</u> characters) <u>Inorganic Chemistry</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 10/27/2010	<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	1/24/2011	Graduate Council* _____ Council on Academic Affairs _____ Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Approved _____ Disapproved _____ Faculty Senate** _____
Teacher Education Committee*	NA	Board of Regents** _____ Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To make a new inorganic course at the 400 level to replace the current 500 level version (the current 500/700 level course will be dropped). A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: Students with junior standing need to request an over-ride for this course since they don't have enough hours for a 500 level course. Changing the number to a 400 level will serve all departmental majors that want to take this course either junior or senior year for a major program or as upper level chemistry credit.	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

CHE 450 Inorganic Chemistry. (3) I. Prerequisite: CHE 362 and MAT 124 (C or better). Principles of inorganic chemistry with emphasis on symmetry, chemical bonding, including atomic and molecular orbital theory, and reactivity. Application of these principles to acid-base, coordination, organometallic, bioinorganic and materials chemistry are included. Credit will not be awarded for both CHE 450 and CHE 550.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CHE	450	Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
3	Lecture <u>3</u> Laboratory Other		<u>Cip Code (first two digits only)</u> 40	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
1	3	N	FR JR SO SR	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	CHE 362 (C) and MAT 124 (C)			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.	Credit not allowed with CHE 550			
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.)

Instructor: Dr. Laurel Morton
Office: 161A Memorial Science
Research lab: 333 Moore Building
Phone: 622-1982 (best to email me)
E-mail: laurel.morton@eku.edu
Office hours: TBD

Textbook: *Inorganic Chemistry*, 4th Edition, G. L. Miessler; D. A. Tarr, Pearson/Prentice Hall, 2010. ISBN# 0136128661.

Course Info: Some course materials and important documents will be available on the Blackboard course website (<http://learn.eku.edu>).

Lectures: MWF 9:05 – 9:55, 103 Moore Building

Catalog Description: CHE 450 Inorganic Chemistry. (3) I. Prerequisite: CHE 362. Principles of inorganic chemistry with emphasis on symmetry, chemical bonding, including atomic and molecular orbital theory, and reactivity. Application of principles to areas including acid-base, coordination, organometallic, bioinorganic and materials chemistry. Credit will not be awarded to those with CHE 550.

Course Description

Inorganic chemists investigate every element of the periodic table. Understandably, inorganic chemistry plays an increasingly important role in many aspects of modern-day life. Materials science, polymer science, agriculture, and pharmaceuticals all benefit from advances in the field of inorganic chemistry. This course will emphasize the fundamentals of inorganic chemistry as a basis for understanding current applications and advances. Topics such as symmetry, molecular orbital theory, acids and bases, solid-state chemistry, coordination compounds, ligand field theory, reaction mechanisms, and organometallics will be discussed. Throughout the course, there will be an emphasis on chemical bonding.

Student Learning Outcomes

By the end of CHE 450 the student should...

- Understand the nomenclature and geometrical structures of coordination compounds;
- Understand solid state structures;
- Distinguish the point group symmetry of a molecule;
- Recognize the simple applications of group theory in spectroscopy and bonding;
- Describe the nature of bonding in transition metal complexes
- Interpret spectroscopic and magnetic data of metal complexes to explain bonding models;
- Discuss with the reactivity of transition metal complexes;
- Compare and contrast the roles metals play in biochemistry;
- Implement the 18 electron rule to organometallic complexes;
- Formulate how transition metal complexes can be used as catalysts.

Instructional Methods and Evaluation of Student Progress

Grading:

Hour Exams (3):	45%
Final Exam:	20%
Homework/Online Quizzes/Class Participation:	25%
Literature Discussion/Presentation:	10%

General Policies:

1. There will be three in-class 1-hour exams. *Estimates* for the dates of in-class exams are listed below. Exams II and III will be cumulative, but will concentrate on the material covered after the previous exam. The final exam will be cumulative and will be held Friday, December 17th from 8 – 10 am. An excused absence for an exam will require a make-up exam, which may be more challenging than the original exam. Requests for make-up exams must be submitted *prior to* the regularly scheduled exam.
2. Problem sets will be distributed and graded periodically throughout the course. There will also be in class exercises, which you are expected to participate in. You are expected to be familiar with all the questions in the homework sets and at the end of each chapter. Answer keys for the homework sets will be posted on Blackboard in a timely manner.
3. Towards the end of the semester, papers from the recent inorganic literature will be chosen in class for discussion the following week. To help focus the discussion, a one-page summary of the paper will be due on the discussion dates for each paper. You will be evaluated on both your contributions to the discussion and your one-page summary. You will receive an overall grade for a given literature discussion and summary. More information will be distributed at a later time.

Office Hours: Office hours belong to the students. If your instructor is talking with another faculty member or doing something else, feel free to interrupt during office hours. If your instructor is talking with another student, please wait your turn. Please take full advantage of office hour time by preparing specific questions prior to arrival. Please feel free to email and set up a scheduled meeting.

Attendance: No allowances will be made for skipped class time. Those who expect to do well should attend class. Any missed assignments done in class or examinations may not be made up. However, arrangements for missed assignments/exams must be made BEFORE the date, or within one week if circumstances render attendance unpractical (you can do this by e-mail or phone call if necessary). A doctor's note must be provided in the case of the latter.

Academic Honesty: It is perfectly acceptable, even advisable, for you to study with other people as you work to learn the material in this course. It is easier to accomplish what needs to be done; sometimes it's even more fun. However, even if you study with others, you must demonstrate what you, yourself, have learned. Each student is expected to do his/her own work. Cheating will not be tolerated. Any student who is found to be cheating will automatically fail the course and the proper University officials will be notified. 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.ecu.edu. Questions regarding this policy may be to the Office of Academic Integrity.

Students with Disabilities: If you are registered with the Office of Services for Individuals for Disabilities, please obtain your letters from the OSID and present them to the professor to discuss any academic accommodations you may need. If you believe you need accommodation and are not registered with the OSID, please contact the office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859)622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Important dates:

- Classes Begin: Monday, August 23rd
- Labor Day (no class): Monday, September 6th
- Fall break: Oct 11-12th
- Midterm week: Oct 13-15th
- Exam I: ~ Sept 27th
- Exam II: ~ Nov 1st
- Exam III: ~ Dec 6th
- Class Canceled: Nov 12th
- Thanksgiving Break (no class): Wednesday, Nov 24th
- Last day of class: Friday, Dec 10th
- Final Exam Week: Dec 13-17th
- Final Exam: Friday, Dec 17th, 8-10am
- Last Day to Drop: August 29th;
- Last day to withdrawal: online Sept 19th; by paper October 29th

Course Coverage (approximate time frames)

- Chapter 1 Introduction to Inorganic Chemistry (read on your own)
- Chapter 2 Atomic Structure (1 week)
- Chapter 3 Simple Bonding Theory (1 week)
- Chapter 4 Symmetry and Group Theory (1.5 weeks)
- Chapter 5 Molecular Orbitals (2 weeks)
- Chapter 6 Acid-Base and Donor-Acceptor Chemistry (1.5 weeks)
- Chapter 7 The Crystalline Solid State (1.5 weeks)
- Chapter 9 Coordination Chemistry I: Structures and Isomers (1 week)
- Chapter 10 Coordination Chemistry II: Bonding (1.5 weeks)
- Chapter 11 Coordination Chemistry III: Electronic Spectra (1 week)
- Chapter 12 Coordination Chemistry IV: Reactions and Mechanisms (1 week)
- Chapter 13 Organometallic Chemistry (partial coverage) (1 week)
- Chapter 14 Organometallic Reactions and Catalysis (partial coverage) (.5 week)
- Chapter 16 Bioinorganic Chemistry (partial coverage) (.5 week)

Incoming Expectations – from Gen Chem and Organic (and PChem):

1. Lewis structures, VSEPR, Valence bond theory, hybridization, Basic MO theory
2. Electron configurations and Quantum numbers
3. Periodic trends (atomic radius, ionization energy, electronegativity)
4. Understanding of ΔH , ΔS , ΔG
5. Nucleophiles, electrophiles, S_N^1 , S_N^2 reactions
6. Acidity (pH, pKa, underlying equilibrium)
7. Understanding of kinetics, E_a , rate laws

8. Redox, Nernst Equation and comprehension of spectroscopy (Visible, IR, UV, NMR)

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 401</u> *Course Title (30 characters) <u>Forensic Professional Practice</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date <u>01/19/2011</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>2/21/2011</u> Approved <input checked="" type="checkbox"/> Disapproved _____ 3/17/11 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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course for the forensic science program A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: New courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: New Faculty line has been awarded to Chemistry Department for the Forensic Science Program 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.)

FOR 401 Forensic Professional Practice. (3) I. Prerequisite or C orequisite: F OR 411. Introduces professional practices and expectations for the forensic scientist. Includes discussion of professional organizations, certification, ethics, QA/QC, accreditation, technical writing, data treatment and interpretation.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	401	Fall 2011	AS <input checked="" type="checkbox"/> JS BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
<u>3</u>	Lecture <u>3</u> Laboratory _____ Other _____	Cip Code (first two digits only) <u>40</u>		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

Course Prefix and No.	<u>FOR 411</u>
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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 420</u> *Course Title (30 characters) <u>Forensic DNA Analysis</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	01/19/2011	NA
<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input type="checkbox"/>		
College Curriculum Committee	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
		3/17/11
		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>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course for the forensic science program</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>New courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: New Faculty line has been awarded to Chemistry Department for the Forensic Science Program</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

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

New or Revised* Catalog Text

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

FOR 420 Forensic DNA Analysis. (1) I. Prerequisite: BIO 121 and CHE 362 (C or better). Introduction to Forensic DNA analysis including DNA structure and function, methods for extraction, quantitation, amplification, separation, and profile creation; statistical basis for matching; information on CODIS.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	420	Fall 2011	AS <input checked="" type="checkbox"/> JS BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u>1</u>	Laboratory _____	Other _____	Cip Code (first two digits only) 40
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*		Class Restriction, if any: (undergraduate only)
1	1	N		FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		FOR BANNER USE ONLY Date of data entry _____ Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	BIO 121 (C) and CHE 362 (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)			

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 440</u> *Course Title (<u>30 characters</u>) <u>Drug Chemistry</u> *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: 33%;"></td> <td style="width: 33%; text-align: center;"><u>Date</u></td> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">01/19/2011</td> <td>Graduate Council*</td> <td style="text-align: center;">NA</td> </tr> <tr> <td colspan="2"> <i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">2/21/2011</td> <td>Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/></td> <td style="text-align: center;">3/17/11</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	01/19/2011	Graduate Council*	NA	<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs		College Curriculum Committee	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11	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	01/19/2011	Graduate Council*	NA																											
<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs																												
College Curriculum Committee	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	3/17/11																											
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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course for the forensic science program A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: New courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: New Faculty line has been awarded to Chemistry Department for the Forensic Science Program 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.)

FOR 440 Drug Chemistry. (3) I. Prerequisite: CHE 362 (C or better). Discusses aspects of drug chemistry relevant to understanding the properties, physiological effects, and techniques used for the separation, analysis, and identification of drugs. Emphasis is on controlled substances.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	440	Fall 2011	AS <input checked="" type="checkbox"/> JS BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____	Other _____	Cip Code (first two digits only) 40
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>CHE 362 (C)</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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 442L</u> *Course Title (30 characters) <u>Drugs and Toxicology Lab</u> *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: 10%;"></td> <td style="width: 10%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">01/19/2011</td> <td>Graduate Council*</td> <td></td> <td style="text-align: center;">NA</td> </tr> <tr> <td colspan="2"> <i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td></td> <td></td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">2/21/2011</td> <td>Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/></td> <td></td> <td style="text-align: center;">3/17/11</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td></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></td> <td style="text-align: center;">NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> <td style="text-align: center;">NA</td> </tr> </table>				<u>Date</u>			<u>Date</u>	Departmental Committee	01/19/2011	Graduate Council*		NA	<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs			College Curriculum Committee	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>		3/17/11	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	01/19/2011	Graduate Council*		NA																																	
<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs																																			
College Curriculum Committee	2/21/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>		3/17/11																																	
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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course for the forensic science program A. 2. Effective date: (Example: Fall 2001) Spring 2012 Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: New courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: Lab effectively replaces the lab section removed from FOR 430 Operating Expenses Impact: Chemistry Department will petition for class lab fees 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.)

FOR 442L Drugs and Toxicology Lab. (1) II. Prerequisites: FOR 411 and 411L or CHE 425 and 425L (C or better); Prerequisites or Corequisite: FOR 430 or 440 (C or better). Introduces techniques and instrumentation used for the chemical separation and analysis of drugs in both solid dosage and toxicological samples. 3 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)*
FOR	442L	Spring 2012 Fall 2011	AS <input checked="" type="checkbox"/> JS BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1	Lecture <u>0</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0	2.25	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FOR 411 (C) and FOR 411L (C) OR CHE 425 (C) and CHE 425L (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.	FOR 430 (C) or FOR 440 (C)
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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number <u>FOR 499</u> *Course Title (30 characters) <u>Forensic Science Capstone</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date <u>01/19/2011</u> Graduate Council* _____ Date <u>NA</u> Departmental Committee _____ <i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input type="checkbox"/></i> Council on Academic Affairs _____ College Curriculum Committee <u>2/21/2011</u> Approved <input checked="" type="checkbox"/> Disapproved _____ 3/17/11 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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course for the forensic science program A. 2. Effective date: (Example: Fall 2001) Fall 2012 Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: New courses for the forensic science program are necessary to maintain accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) from the American Academy of Forensic Science (AAFS).	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

New or Revised* Catalog Text

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

FOR 499 Forensic Science Capstone (3) A. Prerequisites: FOR 411, 411L, and 465W and 6 hours of 400 level or above F OR or C HE or B IO courses from within the student's option (C or better in each course). Capstone experience that provides overview of the investigative process from collection of evidence at a mock crime scene, through analysis, data interpretation, and presentation of results in a mock courtroom setting. 2 Lec / 3 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)*
FOR	499	Fall 2012 Fall 2011	AS <input checked="" type="checkbox"/> JS BT _____ EM _____ ED _____ PC _____ HS _____	CHEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>2</u> Laboratory <u>3</u> Other _____		Cip Code (first two digits only) 40	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	2	N	FR _____ JR _____	
2	2.25	N	SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>FOR 411 (C) and FOR 411L (C) and FOR 465W (C) and 6 hours of 400 level or above (C) FOR or CHE or BIO courses.</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.)

Chemistry Department / Forensic Science Program
FOR 401 Lecture Syllabus
Forensic Professional Practice (CRN xxxxx)
Fall 2011

Instructor: Mike Ward, MS
Phone: 859-396-5511 (cell)
Office phone: 622-8932

Office: Miller Hall, 210
Email: mike.ward@eku.edu
Office Hours: TBA

- I. **Course Name:** FOR 401, Forensic Professional Practice (3 hour lecture)
Pre-/ corequisites: FOR 411
Location / Time: TBA
Text: No text
Blackboard external links references will be provided

- II. **Course Description: FOR 401 Forensic Professional Practice. (3) I.** Pre-or C o-requisite: F OR 4 11. Introduces professional practice and expectations for the forensic scientist. Includes discussion of professional organizations, certification, ethics, QA/QC, accreditation, technical writing, data treatment and interpretation.

Student Learning Outcomes (SLOs):

At the end of this course, students should be able to:

1. List and explain the various types of work included in the field of forensic science
2. Discuss the professional expectations for a forensic scientist
3. Discuss the importance of ethical behavior for a forensic scientist, and locate the codes of ethics from several professional organizations
4. Name several important professional organizations for the various fields of forensic science
5. Explain the importance of certification for a forensic scientist and name the organization responsible for certification.
6. Locate the knowledge, skills, and abilities (KSA) expected for a forensic scientist working in various areas.
7. Discuss the importance of accreditation for forensic laboratories.
8. List important aspects of a quality assurance plan.
9. Write a case report or technical paper using accepted format.
10. Discuss the significance of the National Academy of Sciences 2009 report on strengthening forensic science.
11. Understand how to deal with other professionals (laboratorians, attorneys, peace officers, etc).

THINK FORENSICALLY!!

III. **Evaluation Method and Course Requirements**

The student's grade for the course will be determined from performance on written exams, in-class quizzes, special assignments, and laboratory performance and reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Grade:

2 semester exams (% each)	(20% each)	40%
Comprehensive final exam		30%
Technical Paper/Report		30%

(possible options – discuss how data is interpreted; discuss elements of accreditation; discuss a branch of forensic science-history, scientific validity, possible issues; Present a variety of data to class and assign individual(s) to discuss and present the significance of their findings.

Exams

Exams will be based on the objectives given to the students. **Exam grades are not curved.** If an exam is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

IV. Use of Blackboard course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

V. Attendance

Students are expected to attend all lectures. A signature page will be passed around at the start of each lecture. It is the student's responsibility to sign this page at the time of the class.

If a lecture is missed, the student is still responsible for any information from that lecture. S/he should get notes from a classmate.

VI. Significant dates

The following important information / dates will follow those found in the *Colonel's Compass*:

Last day to drop a course without a "W" appearing on your transcript

Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades

Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee
Academic advising begins for Spring, 2011

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

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

FOR 401 Tentative Lecture Topics

- Overview of Forensic Sciences; different types of work; education requirements
- Personal and professional expectations for a forensic scientist
- Professional Ethics – Codes of Ethics from AAFS, ABC, and other professional organizations
- Professional Organizations (AAFS, SOFT, AFTE, etc)
- Certification for forensic scientists (ABC) (NRCC)
- Laboratory Accreditation (ASCLD-LAB, FEPAC, ISO, etc)
- Requirements for work in a forensic lab
 - Chain of Custody; confidentiality
 - Data Interpretation: bias, case examples, context effects
 - Quality Assurance and Quality Control (QAPs, common lab QC, proficiency testing, etc)
 - Technical Writing / Case Reports
 - Statistical considerations for data treatment
- Significant current events affecting forensic science
 - NRC Report on Status of Forensic Science; increasing the scientific basis for fingerprint examination, document exam, firearm and bullet examinations, fire and arson examination.

- Career Information; resume writing; mock interview through ECU Career Services; job searching

Chemistry Department / Forensic Science Program
FOR 420 Lecture Syllabus
Forensic DNA Analysis (CRN xxxxx)
Fall 2011

Dr. Diane Vance
 Phone: (859) 622-2908
 Office hours: TBA

Office: Memorial Science 280
 Email: diane.vance@eku.edu

- I. **Course Name:** FOR 420, Forensic DNA Analysis (1 hour lecture)
Location / Time: TBA
Text: No specific texts; Web references provided

- II. **Course Description: FOR 420 Forensic DNA Analysis. (1) I.** Prerequisite BIO 121 and CHE 362L (C or better). Introduction to Forensic DNA analysis. DNA structure and function, methods for extraction, quantitation, amplification, separation, and profile creation; statistical basis for matching; information on CODIS.

Student Learning Outcomes (SLOs)

At the end of this course, the student should be able to:

1. Explain the basic chemical structure and function of DNA
2. Describe methods for the extraction, quantification, and amplification of DNA via PCR.
3. Explain the instrumentation used to separate amplicons and create a DNA profile.
4. Compare and contrast the various parts of a DNA profile.
5. Derive the probabilities associated with a particular profile.
6. Discuss the CODIS DNA database.

III. **Course Requirements and Evaluation Method**

The student's grade for the course will be determined from performance on written exams, in-class quizzes, and special assignments. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the grade:

Mid-term exam	40%
Comprehensive final exam	40%
Assignments, quizzes, attendance, other	20%

Exams

Exams will be based on the objectives given to the students. **Exam grades are not curved.** If an exam is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

Quizzes / Selected problem assignments to be turned in

Some quizzes and problem assignments that will be graded may be given using *Blackboard*. You will be notified in class when a new quiz or assignment has been posted. You are responsible for doing these assignments **even if you don't hear the announcement during lecture.**

Assignments

Some assignments will involve use of web sites, and some will be brief writing assignments.

IV. Use of Blackboard course management program

Students will be expected to access the Blackboard site for this course regularly. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

V. Attendance

Students are expected to attend all lectures. If a lecture is missed, the student is still responsible for any information from that lecture. S/he should get notes from a classmate.

VI. Significant dates

The following important information / dates will follow those found in the *Colonel's Compass*:

Last day to drop a course without a "W" appearing on your transcript

Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades

Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee
Academic advising begins for Spring, 20xx

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

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

FOR 420 Tentative Lecture Schedule Fall 20xx

Lecture	Topic
1	Course Info; Introduction to forensic DNA; DNA Advisory Board;
2	DNA structure and function
3	Crime scene and DNA collection
4	Extraction and Quantitation of DNA
5	Complete extraction; begin DNA amplification
6	Complete amplification of DNA; begin separation of DNA
7	Complete separation of DNA; review
8	<i>Exam 1</i>
9	Analysis and interpretation of DNA data
10	Complete analysis and interpretation
11	Population Genetics and Statistics
12	CODIS
13	Other forensic DNA topics
14	Complete course lecture material
Final Exam	Final Exam

**Chemistry Department / Forensic Science Program
FOR 440 Lecture Syllabus
Drug Chemistry (CRN xxxxx)
Fall 2011**

Dr. Diane Vance
Phone: (859) 622-2908
Office hours: TBA

Office: Memorial Science 280
Email: diane.vance@eku.edu

I. Course Name: FOR 440, Drug Chemistry (3 hour lecture)

Pre-/ co-requisites: CHE 362 (C)

Location / Time: TBA

Text: No text

Blackboard external links references will be provided

II. Course Description: FOR 440 Drug Chemistry. (3) I. Prerequisite: CHE 362 (C or better). Discusses aspects of drug chemistry relevant to understanding the properties, physiological effects, and techniques used for the separation, analysis, and identification of drugs. Emphasis is on controlled substances.

Student Learning Outcomes (SLOs)

At the end of this course, students should be able to:

1. Explain what controlled substances are and discuss the classification of these substances into five schedules.
2. Describe the basic chemistry and physiological effects of narcotic analgesics, stimulants, depressants, hallucinogens, Cannabis, dissociative anesthetics, and steroids.
3. Compare and contrast the functional chemical structures of the classes of drugs listed above that are most relevant for separation and analysis of the drugs.
4. Derive a general analytical approach for the separation and analysis of drugs in each of the classes listed above.
5. Describe the potential composition of the illicit controlled substances most often submitted as evidence to the forensic lab.
6. Recognize the intermediate chemicals in clandestine manufacturing and understand the dangers of incomplete syntheses that produce toxic compounds.
7. Understand the differences in patented and generic drug compilations and recognize the requirements for marketing a drug.
8. Integrate information from the literature to develop an independent project.

III. Course Requirements and Evaluation Method

The student's grade for the course will be determined from performance on written exams, in-class quizzes, special assignments, and laboratory performance and reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Grade:

2 semester exams (25% each)	50%
Comprehensive final exam	25%
Drug Term Paper (researched and referenced)	25%

Exams

Exams will be based on the objectives given to the students. **Exam grades are not curved.** If an exam is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should notify the instructor about the reason for

missing the exam within one day. If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

Term Paper

Students must prepare a proposal on current research for the analysis of drugs pertaining to forensic science or a review paper on an approved topic. The proposal or paper must have appropriate literature references to support the text. Each student should have an approved topic and outline of the proposal or paper to the instructor by TBA. The final proposal or paper needs to be completed by TBA. Papers turned in after this date will be deducted 10% of the total score per day.

IV. Use of *Blackboard* course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

V. Attendance

Students are expected to attend all lectures. A signature page will be passed around at the start of each lecture. It is the student's responsibility to sign this page at the time of the class.

If a lecture is missed, the student is still responsible for any information from that lecture. S/he should get notes from a classmate.

VI. Significant dates

The following important information / dates will follow those found in the *Colonel's Compass*:

Last day to drop a course without a "W" appearing on your transcript

Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades

Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee
Academic advising begins for Spring, 20xx

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

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

Lecture Topics

- I. Introduction to drugs
 - a. Terminology
 - b. Groupings
- II. Overview of Controlled Substances (application to drugs and chemical precursors)
 - a. Controlled Substances Act
 - b. Schedules of drugs
- III. Chemistry of Drugs
 - a. Acid – Base properties of organic compounds
 - b. Acid-base properties of groups of drugs
 - c. Formulations of pharmaceuticals; types of excipients
- IV. Chemistry, physiology, and identification of groups of controlled substances
 - a. Narcotic analgesics
 - i. Heroin
 - ii. Oxycodone, morphine, other opiate pharmaceuticals
 - b. Stimulants
 - i. Methamphetamine and amphetamine
 - ii. cocaine
 - c. Depressants
 - i. Barbiturates
 - ii. benzodiazepines
 - d. Hallucinogens / Dissociatives
 - i. LSD
 - ii. Psilocybin and psilocin
 - iii. Mescaline
 - iv. ketamine
 - e. Cannabis
 - f. Analgesics
 - g. Steroids
 - h. "anti" drugs (antidepressants, anti-epileptics, etc)
- V. Synthesis of Illicit drugs
 - a. Types of Clandestine Labs
 - b. Manufacture of selected illicit drugs
 - i. Formation of toxic intermediaries

Chemistry Department / Forensic Science Program
FOR 442L Lab Syllabus
Drugs and Toxicology Laboratory (CRN xxxxx)
Spring 2012

Instructor: Mike Ward, MS
Phone: 859-396-5511 (cell)
Office phone: 622-8932
Office Hours: TBA

Office: Miller Hall, 210
Email: mike.ward@eku.edu

- I. Course Name:** FOR 442L Drugs and Toxicology Laboratory, 1 hour lab
Pre-/ co-requisites: Prerequisite: BIO 121. Pre- or corequisite: FOR 411 both with a minimum grade of C
Location / Time: TBA
Text: No text; Laboratory Notebook for lab
Blackboard external links references will be provided

- II. Course Description: FOR 442L Drugs and Toxicology Laboratory. (1) II.** Prerequisites: FOR 411 and 411L or CHE 425 and 425 L (C or better); pre- or corequisite FOR 430 or 440. Introduces techniques and instrumentation used for chemical separation and analysis of both solid dosage drugs and drugs in toxicological samples. 3 Lab

Student Learning Outcomes (SLOs):

At the end of this course, students should be able to:

1. Perform separation and analysis of both solid dosage drugs and drugs in biological matrices.
2. Understand the common problems associated with analytical work with biological materials.
3. Practice safety precautions appropriate to work with drugs and toxicological samples.
4. Apply knowledge and skills to design separation and analysis schemes for a given drug or toxicology sample.
5. Identify sources of error and interferences in each type of instrument analysis.
6. Explain the necessity for quality control sample analysis and the purpose of these samples
7. Exhibit professional ethics and integrity in obtaining and interpreting data

III. Course Requirements and Evaluation Method

The student's grade for the course will be determined from instructor observation of student performance in the laboratory and written laboratory reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Laboratory reports	80%
Attendance, punctuality, instructor assessment ability to complete work on time, attitude	20%

There will be a rubric for each lab report that will give details about how the report was graded. Each experiment includes a section called "Report Requirements." This is what students are expected to turn in for the report for each experiment. Examples of requirements are:

- Examination request form
- Lab report with clear, concise statement of conclusion
- Notes including: Brief statement of requested examination, Comments about packaging of samples and chain of custody
- Description of analytical approach
- Analysis of data that led to conclusion
- Attached data

Due Dates:

All known lab reports are due one week after they are completed. If you have had a problem with a lab and intend to complete it the next week or during a make up session, have the instructor initial and date your lab notebook. Then, describe the problems encountered, which prevented your lab completion and your proposed solutions which will be done to complete the lab in a short paragraph in your lab notebook below the instructor's initials. This may prevent the assessment of late points. If reports are turned in after your

designated lab period, they may be turned in, in person or have the department office workers date and sign it and then place it in the mailbox of the lab instructor.

IV. Use of *Blackboard* course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

V. Attendance

Students are expected to attend all laboratory sessions.

If a laboratory session is missed and there is a documented reason, the student can make the lab up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a lab, a 0 is given for the grade.

VI. Significant dates

The following important information / dates will follow those found in the *Colonel's Compass*:

Last day to drop a course without a "W" appearing on your transcript

Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades

Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee
Academic advising begins for Spring, 20xx

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

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

FOR 442L Tentative Schedule of Experiments

The following experiments are done during the semester. It is necessary to rotate groups through most of the experiments since there are a limited number of instruments. Some experiments may require more than 1 lab period.

1. Presumptive color tests for drugs and Identification of Cannabis samples
2. Separation of a drug using liquid-liquid extraction
3. Separation of a drug using solid phase extraction.
4. Thin layer chromatography of morphine and codeine in urine
5. Blood alcohol measurement by gas chromatography with flame ionization detection
6. Determination of carbon monoxide in biological samples
7. Quantitative Determination of Amphetamine by GC-FID using an internal standard
8. Determination of steroids in biological samples by SPE and HPLC
9. Determination of amphetamine by enzyme-linked immunoassay
10. Independent work on a "case sample"

Chemistry Department / Forensic Science Program
FOR 499 Lab Syllabus
Forensic Science Capstone (CRN xxxxx)
Fall 2012

Instructor: TBA
Phone: TBA
Office phone: TBA
Office Hours: TBA

Office: TBA
Email: TBA

- I. Course Name:** FOR 499, Forensic Science Capstone; 2 hour lecture, 1 hour lab
Pre-/ co-requisites: FOR 411 and 411L and FOR 465 and 6 hours of 400- or 500-level FOR or CHE or BIO courses within a student's option (C or better in each course)
Location / Time: TBA
Text: No text
Blackboard external links references will be provided

- II. Course Description:** FOR 499 Forensic Science Capstone (3) I. Prerequisites: FOR 411 and 411L and 465 and 6 hours of 400- or 500- level courses from within the student's option, all with a "C" or better and departmental approval. Capstone experience that provides overview of the investigative process from collection of evidence at a mock crime scene, through analysis, data interpretation, and presentation of results in a mock courtroom setting. 2 Lec/3 Lab.

Student Learning Outcomes (SLOs):

At the end of this course, students should be able to:

1. Describe and explain each step of the crime scene investigative process, and understand the role of the various personnel who may be present.
2. Apply knowledge and skills learned from previous courses to collect, package, and store evidence properly from a mock crime scene.
3. Apply knowledge and skills learned from previous courses to determine the best analytical approach for the evidence, perform the analysis, and workup the data for at least two different types of evidence pertinent to the student's option or interest
4. Analyze the data and come to conclusions about the evidence, as requested by an investigating officer.
5. Organize and maintain a case file containing a final report of examination.
6. Present the report and evidence in a mock direct testimony and respond to questions during a subsequent cross examination.

III. Course Requirements and Evaluation Method

The student's grade for the course will be determined from performance on written exams, in-class quizzes, special assignments, and laboratory performance and reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Grade:

1 mid- semester exam	20%
Case File and Report	30%
Testimony	25%
Comprehensive exit exam (FSAT or ABC general exam if available)	25%

Exams

Exams will be based on the objectives given to the students. **Exam grades are not curved.** If an exam is missed due to illness or other significant problem, documentation must be provided about the nature of the problem. Except in extraordinary circumstances, students should notify the instructor about the reason for missing the exam within one day. If students have questions about the grade on the exam, the question must be submitted to the instructor within 5 business days of the day the exam is returned.

Case File / Report / Testimony

There will be a rubric for the case file and report and will give details about how the report was graded. In addition, details will be given for the format of the testimony that will be based on the case file and report.

IV. Use of *Blackboard* course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

V. Attendance

Students are expected to attend all lectures. A signature page will be passed around at the start of each lecture. It is the student's responsibility to sign this page at the time of the class.

If a lecture is missed, the student is still responsible for any information from that lecture. S/he should get notes from a classmate.

VI. Significant dates

The following important information / dates will follow those found in the *Colonel's Compass*:

Last day to drop a course without a "W" appearing on your transcript

Last day to go online (EKU Direct) and withdraw without incurring a withdraw fee faculty must submit mid-term grades

Last day to withdraw from a course with instructor's written permission and incur a \$50 per credit hour fee
Academic advising begins for Spring, 20xx

VII. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

VIII. Academic Integrity Policy:

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

FOR 499 Tentative Lecture Topics

- I. The nature of evidence
 - Types of evidence
 - Value of evidence
 - Transfer and persistence
 - Contamination
 - Identification, classification, individualization
 - Comparisons
 - Importance of controls
- II. Overview of crime scene processes
 - Functions of various personnel at the crime scene
 - Preservation of scene and evidence
 - Documentation of the scene
 - Photography, sketching, video, etc
 - Search of the Crime Scene
 - Patterns of searches
 - Detection of evidence
 - Marking evidence
 - Methods of collection and packaging of evidence
 - Chain of Custody
 - Submission to the lab with request for Analysis
- III. Analysis of Evidence
 - Proper storage
 - Case files
 - Macroscopic examination of evidence; taking notes
 - Plan for analysis
 - Conduct analysis
 - Organize and Interpret Data
 - Write case report
- IV. Testimony
 - Direct testimony – presentation of results
 - Cross examination
- V. Review for comprehensive examination

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Chemistry</u> College <u>Arts & Sciences</u> *Course Prefix & Number <u>FOR 411L</u> *Course Title (<u>30</u> characters) <u>Forensic Instrumental Lab</u> *Program Title _____ (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 10/27/2010	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
		3/17/11
	1/24/2011	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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new lab course so the lab portion of FOR 411 can be separate from the lecture</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>While the lecture portion of the course will be cross-listed with a chemistry course (CHE 425 cross-listed with FOR 411), the separation of the lab will allow this lab to focus on forensic science focus on procedures necessary for forensic science laboratories.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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.)

FOR 411L Forensic Instrumental Lab (1) A. Prerequisite: BIO 121 (C or better); Prerequisite or co-requisite: FOR 411. Lab component of FOR 411. Lab providing hands-on experience operating instrumentation most commonly used in forensic science analytical laboratories, including UV-visible, infrared, Raman, X-ray fluorescence, and atomic absorption spectrophotometric techniques plus thin-layer, gas, and liquid chromatographic separation techniques. Credit will not be awarded for both FOR 411L and CHE 425L. 3 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)*
FOR	411L	Fall 2011	AS x JS BT EM ED PC HS	CHEM
<u>Credit Hrs.</u>	<u>Weekly Contact Hrs.</u>		<u>Repeatable Maximum No. of Hrs.</u>	
1	Lecture <u>0</u> Laboratory <u>3</u> Other _____		<u>Cip Code (first two digits only)</u> 43	
<u>Schedule Type*</u> (List all applicable)	<u>Work Load</u> (for each schedule type)	<u>Grading Mode*</u>	Class Restriction, if any: (undergraduate only)	
0	2.25	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>BIO 121 (C)</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.	<u>FOR 411</u>
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.	<u>Credit not allowed with CHE 425L</u>
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

SYLLABUS: FOR 411L – Forensic Instrumental Laboratory
(Chemistry Department – Forensic Science Program)

LECTURE and LAB INSTRUCTOR: Dr. Diane Vance Office: Memorial Science 280
Phone: (859) 622-2908 Email: diane.vance@eku.edu
Office hours: MW 9-10 a.m.; walk-in, or by appointment

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

I. Course Name: FOR 411L Forensic Instrumental Lab, 1 hour lab
CRN: _____
Pre-/ co-requisites: CHE 367, 325; PHY 132 (or 202); MAT 124; BIO 121, FOR 411, all with a minimum grade of C
Time: TBA
Text: No text; Laboratory Notebook for lab
Blackboard external links references will be provided

II. Course Description and Outcomes:

Lab providing hands-on experience operating instrumentation most commonly used in forensic science analytical laboratories, including UV-visible, infrared, Raman, X-ray fluorescence, and atomic absorption spectrophotometric techniques plus thin-layer, gas, and liquid chromatographic separation techniques.

III. Student Learning Outcomes (SLOs):

At the end of this course, students should be able to:

1. Explain the theoretical basis for the techniques listed above.
2. Read and follow procedures to correctly operate the instruments listed above
3. Recognize discrepancies or inconsistencies in analytical data and determine their significance and cause
4. Recognize the appropriate uses and limitations of instrumental data
5. Perform needed quality control sample analysis and explain the purpose of these samples
6. Apply knowledge of analytical methods to select an appropriate technique for a variety of forensic analytical problems
7. Exhibit professional ethics and integrity in obtaining and interpreting data

IV. Course Requirements and Evaluation Method

The student's grade for the course will be determined from instructor observation of student performance in the laboratory and written laboratory reports. The final grade will be determined on the following basis:

90 to 100 = A	60 to 69 = D
80 to 89 = B	less than 60 = F
70 to 79 = C	

Components of the Laboratory Component of the Grade: (25% of total course grade)

Laboratory reports	80%
Attendance, punctuality, instructor assessment ability to complete work on time, attitude	20%

There will be a rubric for each lab report that will give details about how the report was graded. Each experiment includes a section called "Report Requirements." This is what students are expected to turn in for the report for each experiment.

V. Use of Blackboard course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and some quizzes and homework problems.

VI. Attendance

Students are expected to attend all laboratory sessions.

If a laboratory session is missed and there is a documented reason, the student can make the lab up at a time mutually agreeable to him/her and the instructor. If there is no documented reason for missing a lab, a 0 is given for the grade.

VII. 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.ecu.edu. Questions regarding this policy may be directed to the Office of Academic Integrity. More specific information will be given during lecture and lab introductions.

Schedule of Experiments

The following experiments are done during the semester. It is necessary to rotate groups through most of the experiments since there are a limited number of instruments. A typical rotation, assuming 6 groups of 2 students each, is shown below the experiment list.

1. Preparation of Solutions
2. Thin Layer Chromatography
3. UV visible spectroscopy (qualitative)
4. Molecular fluorescence
5. Fourier Transform Infrared spectroscopy
6. Gas chromatography with flame ionization detection
7. High performance liquid chromatography
8. Atomic Absorption spectrometry
9. X ray fluorescence spectrometry
10. Raman spectrometry with a hand-held instrument

Week in semester	group 1	group 2	group 3	group 4	group 5	group 6
1	introductory lecture and information					
2	lab check in and orientation; Exp 1: preparation of solutions - all students					
3	holiday week no lab meetings					
4	Experiment 2 - thin layer chromatography (TLC) - all students					
5	3. UV qual	3. UV qual	5. FTIR	5. FTIR	<i>free period</i>	<i>free period</i>
6	5. FTIR	5. FTIR	3. UV Qual	3. UV Qual	6. GC-FID	4. Fluor
7	4. Fluor	10. Raman	<i>free period</i>	6. GC-FID	9. XRF	3. UV-Qual
8	holiday week - no lab meetings					
9	6. GC-FID	4. Fluor	8. AA	7. HPLC	3. UV qual	9. XRF
10	7. HPLC	6. GC-FID	9. XRF	4. Fluor	10. Raman	8. AA
11	8. AA	7. HPLC	4. Fluor	9. XRF	5. FTIR	10. Raman
12	9. XRF	8. AA	6. GC-FID	10. Raman	7. HPLC	5. FTIR
13	10. Raman	9. XRF	7. HPLC	8. AA	4. Fluor	6. GC-FID
14	<i>free period</i>	<i>free period</i>	10. Raman	<i>free period</i>	8. AA	7. HPLC
15	complete all work; check out					

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>B.S. Chemistry</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 02/02/2011	<u>Date</u> NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	2/21/2011	Graduate Council* _____ Council on Academic Affairs _____
General Education Committee*	NA	Approved <u>x</u> Disapproved _____ Faculty Senate** 4/4/11
Teacher Education Committee*	NA	Board of Regents** Pending Council on Postsecondary Edu.*** NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the B.S. Chemistry Program to reflect recent course changes, adjust courses to the program, and reduce the overall degree program to 120 hours

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

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

B. The justification for this action:
 A number of course changes have occurred in the chemistry curriculum that needs to be reflected in the program as well as reduce to 120 hours. The adjustment of courses will allow both options of the Chemistry (B.S.) program to be certified by the American Chemical Society. In addition, the biochemistry option will also meet the curriculum recommendation of the American Society for Biochemistry and Molecular Biology (ASBMB).

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.)

Chemistry (B.S.)

CIP Code: 40.0501

Major Requirements..... 50 – 52 ~~43-47~~ hours

Chemistry Core Requirements..... 37 ~~32-33~~ hours

CHE 111, 111L, 112, 112L ~~or 112HL~~, 325, 325L, 361, 361L, 362, 362L, 385, 425, 425L, 450, 473, 484, 485, 515 574, 575, and must include one of the following options:

Options Requirements**

Biochemistry^a..... 13 ~~14~~ hours

CHE ~~525, 530, 531, 532~~, 430, 431, 432, 470 and students must have completed two credit hours from the following: CHE 495, 501L, 574L, 575L, or FOR 442L. CHE 495 (chemistry research) is recommended.

^aThe program produces a degree certified by the American Chemical Society (ACS) and follows the recommendation from the American Society for Biochemistry and Molecular Biology (ASBMB). Recommended for pre-medical students.

Chemistry^b..... 15 ~~14~~ hours

CHE ~~430 or 431, 515, 574, 574L, 575, 575L~~, 1 credit hour from either CHE 432, 495, 501L, or FOR 442L, and complete three additional credit hours from either 400- or 500-level CHE or FOR electives. At least 3 hours of CHE 495 (chemistry research) is recommended. ~~525, 530, 550~~. For the program to be approved by the ACS, the student must elect six additional hours of advanced chemistry courses.

^bThe program produces a degree certified by the American Chemical Society (ACS).

Supporting Course Requirements.....22 – 30 ~~34~~ hours

Biochemistry..... 30 ~~34~~ hours

BIO 121; ~~431 or 444; 315; or 320; 531~~; MAT 124*, 224, ~~225~~, PHY 131 or 201, 132 or 202. Calculus based physics (PHY 201 and 202) is recommended by the ACS and ASBMB.

Chemistry.....22 hours

MAT 124*, 224, 225, PHY 201, 202. A year of foreign language is recommended.

General Education Requirements.....30 – 33 hours

Standard General Education program, excluding blocks II, IVB, VII (QS), and VIII (6 hours) (chemistry) or course blocks II, IVA, IVB, VII (QS), and VIII (6 hours) (biochemistry). Students enrolled in the biochemistry option interested in pre-medical are recommended to take PSY 200. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement.....1 hour

ASO 100.

Free Electives..... 9 - 12 ~~19-26~~ hours

Total Curriculum Requirements..... 120 ~~128~~ hours

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

** CHE 349 or 349 A-N may not be used to satisfy area, major, or minor requirements.

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>B.S. Forensic Science</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 02/02/2011	<u>Date</u> NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	02/21/2011	Graduate Council* Council on Academic Affairs
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved _____ 3/17/11
Teacher Education Committee*	NA	Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
		4/4/11 Pending NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To revise the B.S. Forensic Science Program to reflect recent course changes and reduce the overall degree program to 120 hours A. 2. Effective date: (Example: Fall 2001) Fall 2011 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action: A number of changes have occurred in the forensic science curriculum that needs to be reflected in the program as well as adjust to 120 total hours. The revisions will ensure the program meets the guidelines for accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) of the American Academy of Forensic Science (AAFS)	
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None Operating Expenses Impact: None Equipment/Physical Facility Needs: None Library Resources: None	

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

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

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

Forensic Science (B.S.)

CIP Code: 43.0106

~~Pre-Forensic Science Curriculum*~~.....~~38~~ hours

~~Major Requirements~~.....~~20~~ hours

~~CHE 111, 111L, 112, 112L or 112HL, 325, 361, 361L, 362, 362L.~~

~~Supporting Course Requirements~~.....~~18~~ hours

~~BIO 121, MAT 124**; PHY 131 or 201; PHY 132 or 202.~~

~~Major Requirements*~~..... ~~61 - 62~~ 33-35 hours

~~Core Requirements~~..... ~~45~~ 43 hours

~~CHE 111, 111L, 112, 112L, 325, 325L, 361, 361L, 362, 362L, 430 or 431, 470, FOR 301, 401, 411, 411L, 420, 465W, 499 and must include one of the following options:~~

~~Forensic Chemistry Option**~~..... ~~16~~ 22 hours

~~FOR 412, 412L, 430, 440, 442L, 451, 451L, and 475 nine hours of 400-level forensic science electives, three hours upper division chemistry electives.***~~

~~Forensic Biology Option**~~..... ~~16 - 17~~ 20 hours

~~BIO 315, 320, 511, 531; CHE 432, 530 or 531; and six three hours of 400-level forensic science electives from the following: BIO 511, 527, 528, 533, 546, CHE 430 or 431.~~

~~Supporting Course Requirements~~..... ~~21~~ 6 hours

~~LAS 240 or PLS 220 or 316; BIO 121, MAT 124***; PHY 131 or 201, PHY 132 or 202, STA 270.~~

~~General Education Requirements~~.....~~30~~ hours

~~Standard General Education program, excluding blocks II, IVA, IVB, VII (QS) (3 hours), and VIII (6 hours). Refer to Section Four of this Catalog for details on the General Education and University requirements.~~

~~University Requirement~~.....~~1~~ hour

~~ASO 100.~~

~~Free Electives~~..... ~~6 - 7~~ 17-20 hours

~~Total Curriculum Requirements~~..... ~~120~~ 128 hours

Must have a cumulative GPA of 2.75/4.0 or better.

* The curriculum produces a degree that meets the guidelines for accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) of the American Academy of Forensic Science (AAFS).

**While not required of either option, an internship (FOR 495) in a forensic science laboratory is highly recommended.

*Application to the Forensic Science (B.S.) major can occur after completion of 29 of all the 38-39 hours for the courses listed. Final admission to the Forensic Science (B.S.) major requires completion of all courses listed. Student must have a GPA of "C"/2.0 or higher for all the courses listed and a minimum cumulative GPA of 2.75 on a 4.0 scale.

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

***CHE 330, 349 or 349A-N, and 495 may not be used toward the upper division chemistry requirement.

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>Chemistry</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>B.S. Chemistry / Forensic Science</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date <u>02/02/2011</u> Graduate Council* _____ Date <u>NA</u> Departmental Committee _____		
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Council on Academic Affairs _____ <u>DISCUSSION</u>		
College Curriculum Committee <u>2/21/2011</u> Approved ____ Disapproved ____		
General Education Committee* _____ NA _____ Faculty Senate** _____		
Teacher Education Committee* _____ NA _____ Board of Regents** _____		
Council on Postsecondary Edu.*** _____		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To create a new unified B.S. Chemistry / Forensic Science Program for students that wish to major in both disciplines

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

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

B. The justification for this action:
 The new program will allow highly motivated students to pursue the two majors simultaneously as a unified degree and allow them to finish in a timely fashion. Both individual degrees currently exist in the EKU Department of Chemistry.

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 ~~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.)

Chemistry / Forensic Science (B.S.)

CIP Code: xx-xxxx

Major Requirements*.....77 hours

Chemistry Core.....48 hours

CHE 111, 111L, 112, 112L, 325, 325L, 361, 361L, 362, 362L, 385, 425, 425L, 430, 450, 484, 485, 515, 574, 574L, 575, 575L. At least 3 hours of CHE 495 (chemistry research) is recommended.

Forensic Science Core..... 29 hours

FOR 301, 401, 412, 412L, 420, 430, 440, 442L, 451, 451L, 465W, 475, 499

Supporting Courses.....29 hours

BIO 121, MAT 124**, 224, 225, STA 270, PHY 201, 202.

General Education Requirements.....30 hours

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

University Requirement.....1 hour

ASO 100.

Total Curriculum Requirements.....137 hours

*The curriculum produces a degree that will be certified by the American Chemical Society (ACS) and meet the guidelines for accreditation by the Forensic Science Education Programs Accreditation Commission (FEPAC) of the American Academy of Forensic Science (AAFS).

** 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>Geography & Geology</u> College <u>Arts & Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>Geology (B.S.)</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 02-11-2011	Graduate Council* <u>Date</u> NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee		Council on Academic Affairs <u>Date</u> 3/17/11
General Education Committee*	NA	Approved x Disapproved Faculty Senate** <u>Date</u> 4/4/11
Teacher Education Committee*	NA	Board of Regents** <u>Date</u> Pending Council on Postsecondary Edu.*** <u>Date</u> NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Revise Major Requirements by: (1) requiring two **Introductory Geology Courses**; (2) removing GLY 550 from **Geology Core**; (3) reducing **Geology Electives** from five to four courses and revise course list; and (4) adding **Capstone Course**.

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

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

B. The justification for this action:

Most geology majors have taken two introductory geology courses, which require the approval of an exception to allow the second course to count toward their degree program requirements. The required Geology Electives have been reduced from five to four required courses to offset the added introductory course. GLY 550 has long been the "de facto" capstone course, but it has not served that function particularly well. Therefore, GLY 550 has been removed from the Geology Core and a Capstone Course has been added to the Major Requirements.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

Geology (B.S.)
CIP Code: 40.0601

Major Requirements.....44 hours
Introductory Geology Courses.....~~3~~ 6 hours
Choose two courses from GLY ~~102~~, ~~107~~, ~~108~~, ~~109~~, ~~172~~, ~~302~~, ~~303~~, ~~304~~, ~~305~~, ~~GEO 210~~.
Geology Core.....~~26~~ 23 hours
GLY 309⁴, 315, 409⁴, 410⁴, 415⁴, 420⁴, ~~550~~.
Geology Electives.....~~15~~ 12 hours
Choose four courses from GLY ~~303~~, 351, 408, 460, 480, 482, ~~490~~, ~~499~~, 512, 535, 540, 550, 580; GEO ~~455~~, 456, 553, 556; and STA 215 or 270.
~~The student may elect to substitute GLY 451 or an approved six semester hour summer field camp in geology for GLY 351 and one other course.~~
Capstone Course.....3 hours
GEO 490 or GLY 499.
Supporting Course Requirements.....15-21 hours
BIO 100 or BIO 121⁴; GLY 210 or CHE 111 and 111L¹; GEO 353 ~~or 456~~; MAT 108 or higher; PHY 101 or higher.
General Education Requirements.....39 hours
Standard General Education program excluding blocks II, IVA, IVB. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
University Requirement.....1 hour
ASO 100.
Free Electives.....15-21 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

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Mathematics and Statistics
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	MAT 201
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (<u>30 characters</u>)	Mathematical Concepts for Middle and Elementary School Teachers I
<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	12/4/2010	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	1/24/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	2 / 22 / 11	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

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

To change the prerequisite for MAT 201.

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

Fall 2011

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

B. The justification for this action:

The College of Education has changed the gen ed requirement for Elementary Education majors to be MAT 107 or higher. The Middle Grades majors with a mathematics emphasis area were already required to take calculus. The Special Ed students will be at a disadvantage if we do not make the requirements the same for all students. We have discussed this change with the Special Education department.

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

Personnel Impact:

none

Operating Expenses Impact:

none

Equipment/Physical Facility Needs:

No change

Library Resources:

No change

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

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

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.)

MAT 201 Mathematical Concepts for Middle and Elementary School Teachers I. (3) I, II. Prerequisites: MAT ~~105~~ 107 or 108 or 109 or 124 or 211 or 261 or higher with a minimum grade of "C" (~~2.0~~); a score accepted by the Kentucky Education Professional Standards Board on one of the approved tests: ACT, PPST, SAT, GRE, MAT, and a passing score on a Mastery Exam. (The MAT 107 course requirement can be met by a college course in precalculus or calculus, or by a combination of MAT 106 and a 23 or higher on the mathematics portion of the ACT.) Concepts stressed over manipulation. Sets and functions, whole numbers, integers, rational numbers, decimals and real numbers, numeration, and elementary number theory.

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)*
MAT	201	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>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	(MAT 105(C) OR MAT 106 (C) OR MAT 107 (C) OR MAT 108(C) OR
Course Prefix and No.	MAT 109 (C) OR MAT 124 (C) OR MAT 211 (C) OR MAT 261 (C))
Test Scores	AND (A05 (21) OR S06 (990) OR ATE (Y)) AND (M201 (25) OR M202 (32))
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

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Mathematics and Statistics
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	MAT 202
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (<u>30 characters</u>)	Mathematical Concepts for Middle and Elementary School Teachers II
<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	12/4/2010	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	1/24/2011	Approved <input checked="" type="checkbox"/> Disapproved	3/17/11
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	2 / 22 / 11	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	To change the prerequisite for MAT 202.
A. 2. Effective date: (Example: Fall 2001)	Fall 2011
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	
We are changing the prerequisites for MAT 201. If students use a transfer course for MAT 201, they need to have the same background and preparation for MAT 202 as the students who take MAT 201 at EKU.	
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact:	
none	
Operating Expenses Impact:	
none	
Equipment/Physical Facility Needs:	
No change	
Library Resources:	
No change	

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

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

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.)

MAT 202 Mathematical Concepts for Middle and Elementary School Teachers II. (3) I, II. Prerequisites: MAT 107 or 108 or 109 or 124 or 211 or 261 and MAT 201 with a C or better in each ~~minimum grade of "C" (2.0);~~ and a passing score on a mastery test. (The MAT 107 course requirement can be met by a college course in precalculus or calculus, or by a combination of MAT 106 and a 23 or higher on the mathematics portion of the ACT.) Concepts stressed over manipulation. Geometry, measurement, metric system, probability and basic statistics.

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)*
MAT	202	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 _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	MAT 201 (C) AND (MAT 107 (C) OR MAT 108(C) OR
Course Prefix and No.	MAT 109 (C) OR MAT 124 (C) OR MAT 211 (C) OR MAT 261 (C))
Test Scores	AND (M201 (25) OR M202 (32))
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 College *Course Prefix & Number *Course Title (30 characters) *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____)	Mathematics and Statistics Arts and Sciences MAE 301 Mathematics for Elementary Teachers III _____ _____ _____ _____ _____ _____
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee 12/4/2010 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 1/24/2011 Approved <input checked="" type="checkbox"/> Disapproved _____ 3/17/11 General Education Committee* NA Faculty Senate** NA Teacher Education Committee* 2/22/11 Board of Regents** NA Council on Postsecondary Edu.*** NA		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add a prerequisite to MAE 301

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

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

B. The justification for this action:

It is essential that the material on this mastery test is known to the students prior to the start of class. Students who have taken MAT 201 and/or MAT 202 at EKU will already have passed this test – it will only be required of transfer students in order to ensure that students who have taken MAT 201 and MAT 202 elsewhere will have adequate background knowledge.

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.)

MAE 301 Mathematics for Elementary Teachers III (3) A. Prerequisites: MAT 107 or 108 or 109 or 124 or 211 or 261 and MAT 201 and 202, with a C or better in each, and a passing score on a mastery test. (The MAT 107 course requirement can also be met with a precalculus or calculus course.) Selected topics from Geometry, Algebra, Probability and Statistics, Problem Solving, and Technology will be studied in-depth. Both mathematics content and teaching pedagogy will be examined. Credit does not apply toward Middle Grades Mathematics Teaching degree content requirements.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MAE	301	Fall 2011	AS <u>X</u> 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>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	(MAT 107 (C) <u>OR</u> MAT 108(C) <u>OR</u> MAT 109 (C) <u>OR</u> MAT 124 (C) <u>OR</u> MAT 211 (C) <u>OR</u> MAT 261 (C))
Course Prefix and No.	AND MAT 201(C) AND MAT 202 (C)
Test Scores	AND M202 (32)
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> 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>Physics and Astronomy</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>Science for Engineering (A.A.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	1/31/11	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	2/21/2011	Council on Academic Affairs _____
General Education Committee*	NA	Approved <u>x</u> Disapproved _____
Teacher Education Committee*	NA	Faculty Senate** <u>4/4/11</u>
		Board of Regents** <u>Pending</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To correct the number of hours in the supporting courses and adjust the number of hours in free electives.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action:</p> <p>There was an error in the number of hours in the supporting courses, and correcting that also requires changing the number of free electives.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>	

Part 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.)

Science For Engineering (A.A.S.)

CIP Code: 14.9999

Program Objectives

Upon completion of this program the graduate will: 1) be able to apply mathematics to analyze problems in the physical sciences; 2) be able to use fundamental physical results, such as conservation laws, to study physical systems; 3) be able to apply analytical techniques to the analysis of structures and/or mechanisms. additionally, graduates of this program will: 1) be prepared for employment in the engineering technology career in the public or private sector; 2) be prepared for entrance into a B.S. program in engineering or a related field.

Major Requirements18 hours
PHY 201, 202; MAT 124**, 224.

Supporting Course Requirements~~17~~ 14 hours
three hours approved Programming language*; CHE 111*, 111L*, 112*, 112L* or 112HL*; TEC 190, PHY 221 or CHE 361.

General Education Requirements24 hours
General Education categories IA, IB, IC, IIIB, IIIA or VII(AH), VA, VB, VC.

University Requirement1 hour
ASO 100.

Free Electives~~4~~ 7 hours
Chosen with advisor to satisfy major requirements at the chosen engineering school.

Total Curriculum Requirements64 hours

*Courses meeting general education requirements.

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

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>Physics and Astronomy</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>Physics (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	1/31/11	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	2/21/2011	Council on Academic Affairs _____
General Education Committee*	NA	Approved <u>x</u> Disapproved _____ <u>3/17/11</u>
Teacher Education Committee*	NA	Faculty Senate** <u>4/4/11</u>
		Board of Regents** <u>Pending</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 replace EET 355 with NET 399 under the Engineering Physics option and to reduce the number of total credit hours to 120 by reducing the number of free electives.

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

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

B. The justification for this action:
 EET 355 was replaced by NET 399 so that change needs to be reflected in the degree program. Reducing the number of hours to 120 from 128 is to aid in decreasing the time to graduation for the students and to comply with reducing the credit hours of majors to 120.

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.)

Physics (B.S.)

CIP Code: 40.0801

Program Objectives

Upon completion of this program the graduate will: 1) be able to apply mathematics to analyze problems in Physics; 2) be able to use fundamental physical results, such as conservation laws, to study physical systems; 3) be able to analyze important processes occurring in physical systems. additionally, graduates of this program will 1) be prepared for employment in Physics or a related field in the public or private sector; 2) be prepared for admission to a graduate program in Physics or a related field.

Major Requirements38 hours

Core22 hours

PHY 100**, PHY 201, 202, 300, 301; 306 or 308;

458. at the discretion of the chair, PHY 131 may be substituted for PHY 201.

Options

Physics (General)16 hours

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

Engineering Physics16 hours

PHY 221, 315, 375, six hours from CSC 300, EET 253, 257, 305, 350, ~~355, NET 399~~, PHY 303, 306, 308, 402, 510, STA 270.

Supporting Course Requirements29 hours

CHE 111, 111L, 112, 112L ~~or 112HL~~, CSC 174 (or any approved programming language course), MAT 124*, 224, 225, 353, EET 252.

General Education Requirements33 hours

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

University Requirement1 hour

ASO 100.

Free Electives~~27~~ 19 hours

Total Curriculum Requirements~~128~~ 120 hours

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

**May be waived with the permission of the Chair of the department of Physics and astronomy.

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>Physics and Astronomy</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title (<u>30 characters</u>) _____ *Program Title <u>AGS Concentration in Physics and Engineering</u> (Major ____, Option <u>X</u> __; Minor ____; or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: _____ <u>Date</u> _____ <u>Date</u> _____ Departmental Committee <u>1/31/11</u> Graduate Council* <u>NA</u> <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> <u> </u> Council on Academic Affairs _____ College Curriculum Committee <u>02/21/2011</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>3/17/11</u> General Education Committee* <u>NA</u> Faculty Senate** <u>4/4/11</u> Teacher Education Committee* <u>NA</u> Board of Regents** <u>Pending</u> Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: Establish a Concentration in Physics and Engineering for the Associate of General Studies degree program.</p> <p>A. 2. Effective date: Fall 2011</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action: In addition to completing the general education requirements this program gives students a sound introduction into the discipline of Physics and/or Engineering through the two course sequence PHY 201 and PHY 202, which all of our majors complete. Also required for the concentration is the calculus course MAT 124. This would give the students a foundation to transition to the BS degree in General Physics or Engineering Physics.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None. No additional courses must be taught.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: No additional resources are needed.</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.)

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

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

New or Revised* Program Text

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

Associate Degrees

GENERAL STUDIES (A.G.S.)

CIP Code 24.0102

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 ECU'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.

Physics and Engineering Concentration.....14 hours

Course Requirements.....MAT 124*, PHY 201*, 202*

*Course has prerequisite

GENERAL EDUCATION REQUIREMENTS (pg. 43)

Writing Intensive General Education Courses

All baccalaureate degree seeking students who enter the University in fall 2007 or later are required to successfully complete one writing intensive ~~general education~~ course following completion of ENG 102, ENG 105 or HON 102. ~~Students are strongly encouraged to complete their writing intensive general education course before the conclusion of their second year of study.~~ Writing intensive ~~general education~~ courses **may be general education courses as well as major or supporting courses. Writing intensive courses** are designated with the suffix "W" following the course prefix and number (e.g., HUM 300W). W and non-W versions of the same course (e.g., HUM 300W and HUM 300) are considered equivalent for the purposes of satisfying course requirements for prerequisites, major courses, minor courses, and supporting courses. Credit will not be awarded for W and non-W versions of the same course. **Students who take a non-W version of a course may not later petition for that non-W course to satisfy the writing intensive baccalaureate degree requirement.**

~~Transfer students who are (full) general education certified and/or S~~ Students who have earned ~~an associates degree (including AAS) and~~ baccalaureate degrees are not required to complete a writing intensive ~~general education~~ course. The waiver of the writing requirement applies only to institutions where the language of instruction is English. Any ~~EKU~~ associate degree earner who then pursues a baccalaureate degree at ECU must successfully complete one writing intensive course.



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of the Executive Assistant to the Provost
for Academic Policy and Process
www.eku.edu

CPO 30A, 111 Coates Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
Phone: (859) 622-6515
FAX: (859) 622-8136

TO: Council on Academic Affairs

FROM: *Sherry Robinson*
Dr. Sherry Robinson
Executive Assistant to the Provost

DATE: March 17, 2011

SUBJECT: Agenda Items for 3-17-11 Council on Academic Affairs Meeting

The Office of the Provost submits the following agenda items for consideration at the March 17, 2011 meeting of the Council on Academic Affairs.

AGENDA

Policy 4.2.11P, Non-EKU Academic Credit

Protocol for Independent Studies Courses (and form)





Eastern Kentucky University Policy and Regulation Library

4.2.11

Volume 4, Academic Affairs

Chapter 2, Academic Credit

Section 4, Awarding Credit for Non-EKU Work

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Office of the Registrar, Student Outreach
and Transition

Effective:

Issued:

Last Revised:

Next Review Date:

Non-EKU Academic Credit

Policy Statement

Eastern Kentucky University recognizes that students may have achieved through a variety of non-EKU sources the knowledge, skills, or experiences comparable to that attained by students who have completed the course work offered at the University. Sources of this non-EKU academic credit may include coursework from other institutions, national standardized examinations, or other credit-worthy experiences. All such credit is subject to evaluation by the receiving institution before credit can be awarded. Credits will only be applied to program and degree requirements following a review by the appropriate academic department.

Degree-seeking students may apply up to seventy-five percent (75%) of non-EKU academic credits to an EKU undergraduate degree or fifty percent (50%) of non-institutional credit to an EKU graduate degree. For non-degree students, only credits earned at EKU will be recorded into their academic history.

Entities Affected by the Policy

- Students
- Academic Departments
- Colleges
- Advisors
- Office of the Registrar
- Student Outreach and Transition Office

Procedures

Specific procedures for each type of non-EKU academic credit are available in the corresponding regulation or protocol.

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Review and Approval

4.2.4P

Volume 4, Academic Affairs
Chapter 2, Academic Credit
Section 4, Transfer Credits



University Policy/Regulation Impact Statement

Date Mar 4, 2011 Check One: Revision of Existing Policy/Regulation New Policy/Regulation

Policy/Regulation Number (If known) 4.2.11 Policy/Regulation Name Non-EKU Academic Credit

Originator(s) Provost Office

University Affiliation _____ Email for primary contact sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy/Regulation (Attach additional sheet if necessary)

The University needs an over arching policy to regulate the awarding of non-EKU credit. Separate regulations or protocols will be established for specific types of credit.

Consistency with EKU's Mission and Strategic Plan, Other Policies/Regulations, and Related External Documents
Cite relevant official statements from EKU or external sources.

This policy will assist the University with SACS standards 3.5.2 and 3.6.3 and with statewide (CPE) initiatives involving transfer of credit and prior learning assessment.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

This specific policy will require minimal resources and culture change. The corresponding regulations and protocols may result in some additional resource needs.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

Stakeholder	Action Taken	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Stakeholder Actions continued on Page 2

Additional Pages Attached # of additional pages

Print Form

Protocol for Independent Study Courses

Definitions

Independent Study Course (sometimes referred to as directed studies)—Independent study courses, which are distinct from course by arrangement and special topics courses, are designed to provide an opportunity for a student to pursue a research/study interest not available through any of the courses offered in a program at EKU.

Independent Study Courses:

- Must be under the supervision/direction of a faculty member with appropriate qualifications for the course content and must be guided by an approved course plan.
- Must follow the proscribed procedure below and be approved in advance of enrollment in an independent study course appropriately designated as such in the Catalog.
- Should not be used as a mechanism to teach a course not offered in a given semester or as a substitution for program requirements, though they may, with appropriate approval, fulfill such requirements.
- Are not intended to be a mechanism for enrolling in a course for which a student would otherwise be ineligible.

Course by Special Arrangement—A course that is part of the approved curriculum program but is being offered to a student during a term or at a time when it is not scheduled. See Policy 4.3.17P.

Special Topics Courses—Designated courses designed to cover specialized areas within a discipline. These courses are created with normal class enrollment expectations.

Procedure

1. A student interested in an independent study will complete the Independent Study Proposal (available at www.forms.eku.edu). This form requires a description of the scope of the work covered in the independent study and an attached project plan, including learning objectives, devised in consultation with the supervising faculty member.
2. Faculty supervisors are responsible for assisting the student in developing the proposal, including the method(s) to be used for evaluating student learning and the planned and periodic evaluation of the student's progress. The faculty supervisor will also complete the appropriate section of the Independent Study Proposal form and grant initial approval.
3. Faculty may supervise a maximum of three independent studies per semester. Faculty will consult with their department chairs to determine the impact on workload.
4. Department chairs are responsible for ensuring independent study proposals adhere to the definition stated above and for approval of the proposal.
5. Individual departments may establish additional procedures for independent study courses.
6. The Independent Study Form with original signatures will be sent to the Registrar's Office. Upon seeing the department approval, the Registrar's Office will register the student for the independent study.
7. Students must be registered in the course and the number of credit hours determined prior to students beginning the independent study.

Limitations

- Students may be approved for a maximum of 6 hours of independent study per degree earned.
- A student must be in good academic standing and have a cumulative GPA of at least 2.5 to take an ISC.