COUNCIL ON ACADEMIC AFFAIRS AGENDA
February 18, 2021
1:30 p.m.
Zoom E-Presence Meeting

1. Call to Order
2. Approval of the Minutes from November 19, 2020, available at CAA.eku.edu

Consent Agenda: Routine Curriculum Proposals

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COLLEGE OF HEALTH SCIENCES

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Remove "BA/BS or Post-Baccalaureate Certificate Entrance" (BS to OTD) curriculum and change post-professional admissions criteria to also admit students with a bachelor's degree.

Occupational Therapy Doctorate (O.T.D) fall 2022 577

- Add outcomes for Post-Professional Concentration
- Change Professional Concentration admission requirements (show that EKU BSOS program completion is required to advance to OTD program)
- Change Post-professional Concentration admission requirements (delete requirement for master's degree)
- Add progression requirement for the Professional Concentration
- Change Professional Concentration program requirements (cut four core courses; add an elective, cut one capstone course, and lower overall credits)
- Add statement about graduate research methods course in Post-professional Concentration.

Minor in Horses, Humans and Health 582

Add another course option (AGR 326) to the minor requirements and editorial change OTS 421 to OTS 321

School of Nursing

New Courses

NSC 240C – Med-Surgical Nursing III Clinical 584

Create new course NSC 240C to replace former course NSC 241C and reduce the credit hours from 4 to 3.

NSC 250 - NCLEX Review

Create a new course NSC 250 needed for the Associate of Science in Nursing Curriculum. 605

Program Revision

Associate of Science in Nursing (A.S.N.) 622

Removing NSC 241C and add 2 new courses NSC 240 and 250 to the ASN Program.

COLLEGE OF JUSTICE AND SAFETY

New Course

HLS 395W Policy and Legal Analysis 627

Program Revision

Bachelor of Science in Homeland Security 629

Remove the Element 5B requirement in the Supporting Courses section. Include the "W" writing intensive course designator to HLS 395 in the Core Courses section
During the 2020 EKU Assurance of Learning Day, the EKU Homeland Security Program faculty conducted a review of the undergraduate curriculum for assuring student learning. The removal of the Element 5B requirement represents a decrease in supporting course requirements and provides more elective opportunity to students. Also, faculty plan to transition the writing intensive course requirement to HLS 395; the change below represents the first step in that transition.

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES

Anthropology, Sociology, & Social Work

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Psychology

Program Revision

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New Course

PSY 327 Applied Behavior Analysis for Behavior Technicians 795

COLLEGE OF SCIENCE

New Courses

SCO 349, Applied Learning in Science, new course 813

SCO 349 A-N Cooperative Study, Science, new course 819

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BS Wildlife Management 826

Chemistry

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FOR 431 and 431L: DNA Profiling 833

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FOR 432 Forensic Serology 859

Course Revision

FOR 401 Forensic Professional Practice, course revision 867

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Forensic Science BS; Program revision 871

BS and MS 3+2 Forensic Science/Chemistry; Program revision 875

BS and MS 3+2 Chemistry; Program revision 877

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BS Computer Science; program revision 879

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CSC 338 Fundamentals of Cybersecurity, new course 885

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Associate Provost News and Notes

EASTERN KENTUCKY UNIVERSITY

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College of Business and Technology
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M E M O R A N D U M

TO: Council on Academic Affairs

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

DATE: February 5, 2021

SUBJECT: Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College of Business & Technology at your meeting on February 19, 2021:

College of Business & Technology
Consent Agenda

School of Applied Sciences & Technology (AETM)

Course Drop
- 349 A-N, Cooperative study courses no longer taught

Prerequisite Revision
- TEC 314, Engineering in Classroom Context

School of Applied Sciences & Technology (AGRI)

Course Drop
- AGR 210, Agricultural Measurements
- 349 A-N, Cooperative study courses no longer taught

School of Applied Sciences & Technology (ROTC)

Course Descriptions update
- AFS courses taught through UK, their course description changes prompt ours.

School of Business (SBUS)

Course Drop

- 349 A-N, Cooperative study courses no longer taught
- MBA Courses being replaced by new courses

Prerequisite Revision

- ACC 251, Introduction to Accounting Information Systems
- ACC 322, Tax 1
- ACC 322S, Tax 1
- ACC 525, Forensic Accounting
- ACC 725, Forensic Accounting
- FIN 310, Entrepreneurial Finance
- MBA 824, Authentic Leadership and Design of Employee Experience
- MBA 834, Enterprise Risk Management
- MBA 841, Driving Strategic Impact
- MBA 842 Impact Capstone

Course Revision

- GBU 204, Fundamentals of Business Law and Ethics
- CCT 300W, Fundamentals of Formal Communication
- FIN 300, Essentials of Finance
- MGT 300, Essentials of Organizational Behavior and Human Resource Management
- CIS 300 Essentials of MIS
- MKT 300, Essentials of Marketing

School of Business (SBUS)

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	AETM
College	Business and Technology

Proposal Approved by:	Date		Date
Departmental Committee:	11/6/2020	Graduate Council*	NA
College Curriculum Committee:	11/20/2020	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
Teacher Education Committee*	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: Fall 2021

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

List course or courses to be dropped

Prefix	Number	Title	Comments:
AEM	349 A-N	Cooperative Study: Industrial Technology	Cooperative study changed systems and there was no way to track these correctly.
AVN	349 A-N	Cooperative Study: Aviation.	Cooperative study changed systems and there was no way to track these correctly.
CON	349 A-N	Cooperative Study: Construction Management.	Cooperative study changed systems and there was no way to track these correctly.
TEC	349 A-N	Cooperative Study: Technology.	Cooperative study changed systems and there was no way to track these correctly.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_X Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College College of Business and Technology
Department Name Applied Engineering and Technology
Course Prefix & Number _TEC 314
Course Title **Engineering in Classroom Context**

Proposal Approved by (date):
Departmental Committee: 11.20.2020 Graduate Council NA
College Curriculum Committee 12.10.20 Council on Academic Affairs ____
General Education Committee NA EFFECTIVE ACADEMIC TERM* FA21_
Teacher Education Committee 12.1.20

Specific revision(s) being proposed: Remove pre-requisite, effective Fall 2021.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

TEC 314 Engineering in Classroom Context. (3) 1, 11. Cross-listed as EDC 314. Sophomore standing or above. ~~Prerequisites: Admission to professional education or instructor approval.~~ Introduction of engineering and technology to promote problem solving skills, tool use, materials processing, design capabilities, and product completion. Applications for K-8 classrooms are emphasized. Credit will not be awarded to students who have credit for EDC 314.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO_x_JR___SR___	Grading Mode_____
	Lecture____Laboratory_____Other ____		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___Internship Practicum ___Independent Study _
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail__ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	~~Prerequisites: Admission to professional education or instructor approval.~~
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded to students who have credit for EDC 314.

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

X . Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name Agriculture .
Course Prefix & Number AGR 210 .
Course Title Agricultural Measurements .

Proposal Approved by (date):
Departmental Committee 12/1/2020 Graduate Council NA
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA

Specific revision(s) being proposed: Drop course as it is no longer part of the PGM Program requirements.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

~~**AGR 210 Agricultural Measurements. (2) A.** Prerequisite: MAT 105 or higher. Measuring and computing areas of land, volumes and capacities of buildings, and feed structures, spray mixtures, fertilizer needs, parts per million, feed rations and other measurement situations encountered on the farm. Majors must take AGR 210 during the first 60 hours of course work or credit will not be awarded. Transfer students must take AGR 210 during their first semester after declaring a major.~~

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours 0 CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode___N
2	Lecture X Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	AGRI
College	Business and Technology

Proposal Approved by:	Date		Date
Departmental Committee:	11/6/2020	Graduate Council*	NA
College Curriculum Committee:	11/20/2020	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
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)

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

List course or courses to be dropped

Prefix	Number	Title	Comments:
AGR	349 A-N	Cooperative Study: Agriculture.	Cooperative study changed systems and there was no way to track these correctly.
OHO	349 A-N	Cooperative Study: Horticulture.	Cooperative study changed systems and there was no way to track these correctly.

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M E M O R A N D U M

TO: Council on Academic Affairs

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

DATE: November 10, 2020

SUBJECT: AFS course descriptions(s)

Please consider the attached AFS courses description updates. These courses are taught through UK, their course description changes prompt ours.

Air Force Reserve Officer Training Corps (AFROTC) Course Descriptions AY2020-2021

FRESHMAN YEAR

- **AFS 111 Aerospace Studies, Heritage and Values of the United States Air Force, Part 1 (1).** The course allows students to examine general aspects of the Department of the Air Force, Air Force benefits, and opportunities for Air Force officers. The course also lays the foundation for becoming an Airman such as AF customs and courtesies, AF dress and appearance, team building, communication skills, and more. As a whole, this course, combined with AERO 102, provides students with a knowledge-level understanding for the employment of air and space power, from an institutional, doctrinal, and historical perspective. The students will be introduced to the Air Force way of life and gain knowledge on what it means to be an Airman.|

- **AFS 112 Aerospace Studies, Leadership Laboratory I (1).** This fall semester course (to be taken in conjunction with AFS 111) is a weekly laboratory that teaches Air Force customs and courtesies, health and physical fitness, and drill and ceremonies. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only. Corequisite: AFS 111.

- **AFS 113 Aerospace Studies, Heritage and Values of the United States Air Force, Part 2 (1).** The course allows students to examine general aspects of the Department of the Air Force, Air Force Leadership, and the Air Force Core Values. As a foundational course, AS100 also provides a historical perspective such as lessons on war and US military, Air Force operations, principles of war, and airpower. As a whole, this course, combined with AFS 111, provides students with a knowledge-level understanding for the employment of air and space power, from an institutional, doctrinal, and historical perspective. The students will be introduced to the Air Force way of life and gain knowledge on what it means to be an Airman.

- **AFS 114 Aerospace Studies, Leadership Laboratory I (1).** This course (to be taken in conjunction with AFS 113) is a weekly laboratory that teaches Air Force customs and courtesies, health and physical fitness, and drill and ceremonies. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only. Corequisite: AFS 113.

SOPHOMORE YEAR

- **AFS 211 Aerospace Studies, Team and Air Force Leadership Fundamentals, Part 1 (1).** This course is the first part of a two part course that focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The courses will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate.

- **AFS 212 Aerospace Studies, Leadership Laboratory II (1).** This course is a weekly laboratory that prepares cadets with additional emphasis on leadership/followership roles and preparation for

summer field training. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only. Corequisite: AFS 211.

- **AFS 213 Aerospace Studies, Team and Air Force Leadership Fundamentals, Part 2 (1).** This course is the second part of a two-part course that focuses on laying the foundation for teams and leadership. The topics include communication, feedback, situational leadership and leadership theory. The courses will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate.

- **AFS 214 (1) Aerospace Studies, Leadership Laboratory II—**This course is a weekly spring semester laboratory designed to develop supervisory management skills to include communication, techniques of critique, social actions, personnel evaluation procedures, problem solving, role playing and field training preparation. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only. Corequisite: AFS 213.

JUNIOR YEAR

- **AFS 311 Aerospace Studies, Leading People and Effective Communication (3).** Prerequisites, AFS 111, 113, 211, 213. Part one of a two-part course that teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills and communication. Cadets have an opportunity to try out these leadership and management techniques in a supervised environment as juniors and seniors. Class participation, comprehension, and oral communication skills are stressed.

- **AFS 312 (1) Aerospace Studies, Leadership Laboratory III (1).** A fall semester course focused on developing advanced leadership skills through hands-on application and leadership roles. Students fill the mid-level management function within the Detachment's cadet wing through flight leadership and other project management roles. The course involves the planning and execution of military events and activities within leadership lab itself. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only. Corequisite: AFS 311.

- **AFS 313 Aerospace Studies, Leading People and Effective Communication (3).** Prerequisites, AFS 111, 113, 211, 213. A continuation of AERO 301. Second part of a course that teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills and communication. Cadets have an opportunity to try out these leadership and management techniques in a supervised environment as juniors and seniors. Class participation, comprehension, and oral communication skills are stressed.

- **AFS 314 Aerospace Studies, Leadership Laboratory III (1).** A spring semester course designed and focused on developing advanced leadership skills through hands-on application and leadership roles. Students fill the mid-level management function within the Detachment's cadet wing through flight leadership and other project management roles. The course involves the planning and execution of military events and activities within leadership lab itself. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only. Corequisite: AFS 311.

SENIOR YEAR

- **AFS 411 Aerospace Studies, National Security Affairs and Preparation for Active Duty (3).** Prerequisites, AFS 111, 113, 211, 213, 311, 313. Part one of a two-part class that is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level. Class participation, comprehension, written and oral communication skills are stressed.

- **AFS 412 Aerospace Studies, Leadership Laboratory IV (1).** A fall semester course designed and focused on developing advanced leadership skills. Students fill the top-level management function within the cadet wing. The course involves the planning and controlling of military activities of leadership lab. The lab also includes practice of leadership techniques aimed at motivating and instructing cadets in the lower three levels. Pass/Fail only. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only. Corequisite: AFS 411.

- **AFS 413 Aerospace Studies, National Security Affairs and Preparation for Active Duty (3).** Second part of a class that is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level. This final semester provides information that will prepare the cadets for Active Duty. Class participation, comprehension, written and oral communication skills are stressed.

- **AFS 414 (1) Aerospace Studies, Leadership Laboratory IV (1).** A spring semester course designed and focused on developing advanced leadership skills. Students fill the top-level management function within the cadet wing. The course involves the planning and controlling of military activities of leadership lab. The lab also includes practice of leadership techniques aimed at motivating and instructing cadets in the lower three levels. Pass/Fail only. Consists of one, two-hour lab per week and two, one-hour physical training (PT) sessions per week. Pass/Fail only.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Accounting, Finance and Information Systems
College	Business and Technology

Proposal Approved by:	Date		Date
Departmental Committee:	11/6/2020	Graduate Council*	NA
College Curriculum Committee:	11/20/2020	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
Teacher Education Committee*	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: Fall 2021

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

List course or courses to be dropped

Prefix	Number	Title	Comments:
ACC	349 A-N	Cooperative Study: Accounting.	Cooperative study changed systems and there was no way to track these correctly.
CIS	349 A-N	Cooperative Study: Computer Information Systems.	Cooperative study changed systems and there was no way to track these correctly.
ECO	349 A-N	Cooperative Study: Economics.	Cooperative study changed systems and there was no way to track these correctly.
FIN	349 A-N	Cooperative Study: Finance.	Cooperative study changed systems and there was no way to track these correctly.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Management, Marketing and International Business
College	Business and Technology

Proposal Approved by:	Date		Date
Departmental Committee:	11/6/2020	Graduate Council*	NA
College Curriculum Committee:	11/20/2020	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
Teacher Education Committee*	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: FALL 2021

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

List course or courses to be dropped

Prefix	Number	Title	Comments:
CCT	349 A-N	Cooperative Study: Corporate Communication and Technology.	Cooperative study changed systems and there was no way to track these correctly.
MGT	349 A-N	Cooperative Study: Management.	Cooperative study changed systems and there was no way to track these correctly.
MKT	349 A-N	Cooperative Study: Marketing.	Cooperative study changed systems and there was no way to track these correctly.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	School of Business
College	Business and Technology

Proposal Approved by:	Date		Date
Departmental Committee:	12/4/2020	Graduate Council*	1/22/2021
College Curriculum Committee:	12/10/2020	Council on Academic Affairs	
General Education Committee*:	N/A	Approved ___ Disapproved ___	
Teacher Education Committee*	N/A	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: (Example: Fall 2010/11) Fall 2021

B. The justification for this action: (course no longer taught/comment if other) These courses are being replaced by new courses that will be shared between the face-to-face and online MBA programs.

List course or courses to be dropped

Prefix	Number	Title	Comments:
MBA	811	Managerial Communication	New course MBA 871 is replacing MBA 811.
MBA	821	Survey of Accounting for Managers	New course MBA 881 is replacing MBA 821.
MBA	823	Financial Management and Decision Making.	New course MBA 883 is replacing MBA 823.
MBA	832	Dynamic Marketing Management	New course MBA 882 is replacing MBA 832.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_x_ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College: School of Business; Accounting, Finance, & Inf Sys
Department Name: College of Business and Technology
Course Prefix & Number: ACC 251
Course Title: Introduction to Accounting Information Systems

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council NA
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA

Specific revision(s) being proposed:
Change Prequisite from ACC 201 to ACC 200 or ACC 201. Drop text from catalog that is not needed.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ACC 251 Introduction to Accounting Information Systems. (3) I, II. ~~(Formerly ACC 350.)~~ Prerequisite: ACC 200 or ACC 201 or BUS 209 with a grade of "C" or better. An introduction to manual and computer-based accounting information systems. Topics include business processes, transaction cycles, and computerized accounting software. The course stresses problem solving and computer application skills.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ACC 200 or ACC 201 or BUS 209 with a grade of "C" or better.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_x_ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College: School of Business; Accounting, Finance, & Inf Sys
Department Name: College of Business and Technology
Course Prefix & Number: ACC 322
Course Title: Tax 1

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council NA
College Curriculum Committee 12/1/2020 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA

Specific revision(s) being proposed:
Change Prequisite from ACC 201 to ACC 200 or ACC 201.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ACC 322 Tax I. (3) I, II. Prerequisite: ACC 200 or ACC 201 or BUS 209 with a grade of "C" or better and junior standing. Income tax legislation-Federal and State; returns for individuals; gross income; basis and determination of gain or loss; capital gains and losses; dividends, deductions; withholding. Credit will not be awarded for both ACC 322 and ACC 322S.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ACC 200 or ACC 201 or BUS 209 with a grade of "C" or better and junior standing.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_x_ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College School of Business; Accounting, Finance, & Inf Sys
Department Name College of Business and Technology
Course Prefix & Number ACC 322S
Course Title Tax 1

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council NA
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA

Specific revision(s) being proposed:
Change Prequisite from ACC 201 to ACC 200 or ACC 201.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ACC 322S Tax I. (3) I, II. Prerequisite: ACC 200 or ACC 201 or BUS 209 with a grade of "C" or better and junior standing. Income tax legislation-Federal and State; returns for individuals; gross income; basis and determination of gain or loss; capital gains and losses; dividends, deductions; withholding. Credit will not be awarded for both ACC 322 and ACC 322S.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ACC 200 or ACC 201 or BUS 209 with a grade of "C" or better and junior standing.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology
Department Name Accounting Finance and Information Systems
Course Prefix & Number ACC 525
Course Title Forensic Accounting

Proposal Approved by (date):
Departmental Committee 09/30/2020 Graduate Council 1/22/2021
College Curriculum Committee 10/16/2020 Council on Academic Affairs
General Education Committee N/A EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee N/A

Specific revision(s) being proposed: Remove the Pre-requisite of ACC 322 or 322S for ACC 525.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ACC 525 Forensic Accounting. (3) A. Prerequisites: ACC 301 ~~and 322 or 322S~~ and GBU 204 with a grade of "C" or better. A study of investigative accounting procedures and techniques used in litigation support. Topics to be covered include financial reporting fraud, employee fraud, income reconstruction methods, testifying as an expert witness, evidence management, cybercrime, and business valuations.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	ACC 301 ~~and 322 or 322S~~ and GBU 204 with a grade of "C" or better.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology
Department Name Accounting Finance and Information Systems
Course Prefix & Number ACC 725
Course Title Forensic Accounting

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council 1/22/2021
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee N/A

Specific revision(s) being proposed: Remove the Pre-requisite of ACC 322 or 322S for ACC 725.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ACC 725 Forensic Accounting. (3) A. Prerequisites: MBA 881 or prior formal study of the financial reporting system and a foundational knowledge of the legal system. ~~ACC 301 and 322 or 322S and GBU 204 with a grade of "C" or better.~~ A study of investigative accounting procedures and techniques used in litigation support. Topics to be covered include financial reporting fraud, employee fraud, income reconstruction methods, testifying as an expert witness, evidence management, cybercrime, and business valuations.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	~~ACC 301 and 322 or 322S and GBU 204 with a grade of "C" or better.~~ MBA 881 or prior formal study of the financial reporting system and a foundational knowledge of the legal system.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology
Department Name Accounting, Finance, & Inf Sys
Course Prefix & Number FIN 310
Course Title Entrepreneurial Finance

Proposal Approved by (date):
Departmental Committee 11/6/2020 Graduate Council NA
College Curriculum Committee 11/20/2020 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee NA

Specific revision(s) being proposed: Remove FIN 201 as a prerequisite.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

FIN 310 Entrepreneurial Finance (3) I, II. Prerequisites: ACC 200 or ACC 201 or BUS 209 ~~and FIN 201~~ with a grade of "C" or better. Selection of Business form, tax planning, financing and cash flow planning; motivating and retaining employees; compensation planning; debt and equity financing; legal, tax and behavioral considerations.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ACC 200 or ACC 201 or BUS 209 ~~and FIN 201~~ with a grade of "C" or better.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___. Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X . Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number MBA 824 .
Course Title Authentic Leadership and Design of Employee Experience

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council 1/22/2021
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee N.A. EFFECTIVE ACADEMIC TERM** _____
Teacher Education Committee N.A.

Specific revision(s) being proposed:

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

MBA 824 Authentic Leadership and Design of the Employee Experience. (2) II. Prerequisite: MBA ~~811~~, 813, ~~and~~ 815, and 871. Advanced study of individual and team emotion, thought, and action in the workplace with the aim of authentic leadership skillset development and effective employee experience design.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisite: MBA ~~811~~, 813, ~~and~~ 815, and 871.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___. Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X . Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number MBA 834 .
Course Title Enterprise Risk Management .

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council 1/22/2021
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee N.A. EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee N.A.

Specific revision(s) being proposed:

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

MBA 834 Enterprise Risk Management. (2) I. Prerequisite: MBA ~~823 and~~ 825 and 883. This course examines the way in which business and society assess, control, and transfer risk.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisite: MBA ~~823 and~~ 825 and 883.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___. Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X . Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number MBA 841 .
Course Title Driving Strategic Impact: .

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council 1/22/2021
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee N.A. EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee N.A.

Specific revision(s) being proposed:

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

MBA 841 Driving Strategic Impact: Mastering Managerial Tools in Top Management Process. (2) I. Prerequisite: MBA 822, ~~823,~~ 824, 825, 831, ~~832,~~ 833, ~~and~~ 834, 882, and 883. The course integrates knowledge from all business disciplines in relationships of helping organizations sustain competitive advantages.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisite: MBA 822, ~~823,~~ 824, 825, 831, ~~832,~~ 833, ~~and~~ 834, 882, and 883.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___. Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X . Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number MBA 842 .
Course Title Impact Capstone .

Proposal Approved by (date):
Departmental Committee 12/4/2020 Graduate Council 01/22/2021
College Curriculum Committee 12/10/2020 Council on Academic Affairs _____
General Education Committee N.A. EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee N.A.

Specific revision(s) being proposed:

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

MBA 842 Impact Capstone (3) I. Prerequisites: MBA 822, ~~823~~, 824, 825, 831, ~~832~~, 833, 834, ~~and~~ ~~841~~, 882, and 883. Prerequisite or Co-requisite: MBA 841. Synthesis and application of knowledge, skills, and abilities developed throughout the MBA program; students will be embedded with clients in EKU's Service Region to better understand the unique challenges and opportunities for business in Appalachia.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisite: MBA 822, ~~823~~, 824, 825, 831, ~~832~~, 833, 834, ~~and~~ ~~841~~, 882, and 883.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	Prerequisite or Co-requisite: MBA 841
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
X Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology
Department Name School of Business
Course Prefix & Number GBU 204
Course Title Legal and Ethical Environments of **Business**

Proposal Approved by (date):
Departmental Committee 01/07/2021 Graduate Council _____
College Curriculum Committee 01/14/2021 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee 2/2/2021

Specific revision(s) being proposed
Updating course prefix, title, and language in description. Student learning outcomes have not changed.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

~~**GBU 204 Legal and Ethical Environments of Business.**~~ **BUS 204: Fundamentals of Business Law and Ethics (3) I, II.** Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).Prerequisite: minimum ~~45~~30-hours. ~~Law and the legal system. Topics include discussion on ethical and socially responsible business decision; business forms, contracts and torts; governmental regulations and regulatory agencies that impact businesses.~~ Topics include business organizations; contract, employment, agency, constitutional, and criminal law; torts; real and intellectual property; and debtor/creditor issues, as well as ethical and socially responsible decision making.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisite: minimum 45 hours.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	GBU 204

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
X__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number CCT 300W .
Course Title Managerial Reports .

Proposal Approved by (date):
Departmental Committee 01/07/2021 Graduate Council _____
College Curriculum Committee 01/14/2021 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee 2/2/2021

Specific revision(s) being proposed
Updating course prefix, title, and language in description. Student learning outcomes have not changed.

~~**CCT 300W Managerial Reports.**~~ **BUS 301W: Fundamentals of Formal Communication** **(3) I, II.** Formerly CCT 300W. Corequisite/Prerequisite: BUS 101(with a grade of "C" or better). Prerequisites: ENG 102, ENG 102R, HON 105 (B), or HON 102~~ENG 101 or 101R and 102 or 102R (or 105) or HON 102~~ (with a grade of "C" or better)~~with a grade of "C" or better~~ in each course; School of Business or BBA major or business minor; ~~Junior~~Sophomore Standing ~~(A minimum of 60 hours)~~ with an overall minimum 2.0 GPA. Additionally, corporate communication majors should take this course first in the Essentials Series.~~A writing intensive study of applications of communication theory, research methods, and information technology to communication within organizations. Includes common communication tasks faced by managers; communication task and audience analysis; collecting, organizing, analyzing, and interpreting data. Emphasizes written and oral reporting.~~ Students will learn principles and practices of written business communications. Students will review key genres of business communications, including memos, letters, executive summaries, reports, proposals, and visual presentation aids. This is a "writing intensive" course. Credit will not be awarded to students who have credit for CCT 300W.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO_X__JR_X__SR__X_	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: ENG 102, ENG 102R, HON 105 (B), or HON 102~~ENG 101 or 101R and 102 or 102R (or 105) or HON 102~~ (with a grade of "C" or better)~~with a grade of "C" or better~~ in each course; School of Business or BBA major or business minor; ~~Junior~~ Sophomore Standing (A minimum of ~~60~~30 hours) with an overall minimum 2.0 GPA
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	**2.0**

Corequisite(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 Prefixes and Numbers	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	CCT 300W

Element 1 (9 hrs.) Element 2 (3 hrs.) Element 3 (6 hrs.) Element 4 (6 hrs.) Element 5 (6 hrs.) Element 6 (6 hrs.)

1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
X__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number FIN 300 .
Course Title Business Finance .

Proposal Approved by (date):
Departmental Committee 01/07/2021 Graduate Council _____
College Curriculum Committee 01/14/2021 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee 2/2/2021

Specific revision(s) being proposed
Updating course prefix, title, and language in description. Student learning outcomes have not changed.

~~**FIN 300 Business Finance I.**~~ **BUS 302: Essentials of Finance** **(3) I, II** Corequisite/Prerequisite: BUS 101(with a grade of "C" or better). Prerequisites: ACC 200 or 201 or BUS 209, and ECO 230(with a grade of "C" or better)~~, with a grade of "C" or better~~ in each course; and an overall minimum 2.0 GPA. Additionally, finance majors should take this course first in the Essentials Series. ~~Financial principles with applications to business organizations. Includes firm financial motives, time value of money, risk analysis, elementary capital budgeting, residual dividend policy, elementary capital structure decisions, analysis of financial statements, and international financial considerations.~~
Firm financial motives, time value of money, risk analysis, elementary capital budgeting, residual dividend policy, elementary capital structure decisions, financial statement analysis, and international financial considerations viewed through the lens of risk assessment and management.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: ACC 200 or 201 or BUS 209, and ECO 230, (with a grade of "C" or better)~~with a grade of "C" or better~~ in each course; and an overall minimum 2.0 GPA
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	**2.0**

Corequisite(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 Prefixes and Numbers	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	FIN 300

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
X__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology
Department Name School of Business
Course Prefix & Number MGT 300
Course Title Principles of Management

Proposal Approved by (date):
Departmental Committee 01/07/2021 Graduate Council _____
College Curriculum Committee 01/14/2021 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee 2/2/2021

Specific revision(s) being proposed
Updating course prefix, title, and language in description. Student learning outcomes have not changed.

~~**MGT 300 Principles of Management.**~~ **BUS 303: Essentials of Organizational Behavior and Human Resource Management (3) I, II.** Formerly MGT 300. Corequisite/Prerequisite: BUS 101(with a grade of "C" or better). Prerequisites: School of Business or BBA major; junior standing (a minimum of 60 hours) with an overall minimum 2.0 GPA. Additionally, management majors should take this course first in the Essentials Series. ~~Management principles with emphasis on organization theory and behavior, human resources and diversity, communications, production/operations management and quality issues, business ethics, development of management thought, management in the global arena, and management careers.~~
Comprehensive survey of the principles and practices of leading and managing people in organizations. Topics include staffing, onboarding, training, development, performance management, compensation, leadership, motivation, conflict management, organizational culture, teams, and ethics. Credit will not be awarded to students who have credit for MGT 300.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: School of Business or BBA major; junior standing (a minimum of 60 hours) with an overall minimum 2.0 GPA.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	**2.0**

Corequisite(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 Prefixes and Numbers	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	MGT 300

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
X Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number CIS 300 .
Course Title Management Information Systems .

Proposal Approved by (date):
Departmental Committee 01/07/2021 Graduate Council _____
College Curriculum Committee 01/14/2021 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee 2/2/2021

Specific revision(s) being proposed
Updating course prefix, title, and language in description. Student learning outcomes have not changed.

~~**CIS 300 Management Information Systems.**~~ **BUS 304: Essentials of MIS (3) I, II.** Formerly CIS 300. Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).Prerequisites: BUS 206 or CIS 212 or INF 104 or TEC 161(with a grade of "C" or better) ~~with a grade of "C" or better~~ in each course; and an overall minimum of 2.0 GPA. Additionally, computer information system majors should take this course first in the Essentials Series. ~~Role of information systems in supporting managers, decision making and organizational goals; planning and managing e-business systems; global competition; social and ethical issues.~~
Topics include: using databases to collect, organize, and manage "big data" datasets, computer networking, the Internet, mobile devices, the cloud, cybersecurity Safeguards, social networking, and legal requirements for safeguarding employee and customer data. Credit will not be awarded to students who have credit for CIS 300.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO_X__JR__X_SR_X__	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: BUS 206 or CIS 212 or INF 104 or TEC 161 (with a grade of "C" or better)~~with a grade of "C" or better~~ in each course; and an overall minimum of 2.0 GPA
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	**2.0**

Corequisite(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 Prefixes and Numbers	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	CIS 300

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
X__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Business and Technology .
Department Name School of Business .
Course Prefix & Number MKT 300 .
Course Title Principles of Marketing .

Proposal Approved by (date):
Departmental Committee 01/07/2021 Graduate Council _____
College Curriculum Committee 01/14/2021 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee 2/2/2021

Specific revision(s) being proposed
Updating course prefix, title, and language in description. Student learning outcomes have not changed.

~~**MKT 300 Principles of Marketing.**~~ **BUS 305: Essentials of Marketing (3) I, II.** Formerly MKT 300. Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).Prerequisites: School of Business or BBA major; ~~junior~~sophomore standing ~~(~~a minimum of ~~60~~ 30 hours) with an overall minimum 2.0 GPA. Additionally, marketing majors should take this course first in the Essentials Series.~~Overview of strategic processes involved in marketing goods and services to global markets; study of behavioral, organizational, and consumer variables in decision processes; use of the marketing mix and marketing information to affect buyer decisions.~~
Overview of strategic processes in marketing goods and services to global markets. Focus on behavioral, organizational, and consumer variables in decision processes, and how to use marketing mix and marketing information to affect buyer decisions. Credit will not be awarded to students who have credit for MKT 300.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO_X__JR__X_SR__X_	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	School of Business or BBA major; sophomore standing (a minimum of 30 hours) with an overall minimum 2.0 GPA.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	**2.0**

Corequisite(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 Prefixes and Numbers	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	MKT 300

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

College of Education, Dean's Office
Dr. Faye Deters
Associate Dean

420 Combs Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-1175

TO: Rick McGee

FROM: Dr. Faye Deters
Associate Dean

DATE: February 3, 2021

SUBJECT: COE Agenda

Please consider the following routine agenda items for the College of Education at the next Council on Academic Affairs meeting on February 18, 2021:

Department of Communication Sciences and Disorders

New Prefix
CDS to CSD: Communication Sciences and Disorders

Department of Curriculum & Instruction

Course Revision

ELE 445	Foundations of Reading/Language Arts
EMG 445	Foundations of Reading/Language Arts
EMS 875	Diagnostic Assessment of Students with Reading Difficulties

Editorial Change

EMS 876	Literacy, Leadership, and Advocacy Difficulties

Prerequisite or Co-requisite Revision

EDC 314	Engineering in Classroom Context
TEC 314	Engineering in Classroom Context

Department of Educational Leadership and Counselor Education

Editorial Change
GRD 877P

Council on Academic Affairs
Curriculum Change Form

NEW PREFIX
Applied to Multiple Courses

New Prefix: _____CSD_____

College: Education Department: Communication Sciences and Disorders

Proposal Approved by:	Date		Date
Departmental Committee:	8/14/2020	Graduate Council*	1.22.21
College Curriculum Committee:	11.17.20	Council on Academic Affairs	_____
General Education Committee*:	NA	Approved ___ Disapproved ___	
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 2021

B. The justification for this action:

The Department of Communication Sciences and Disorders is requesting that the course prefix for courses be changed from CDS to CSD: Communication Sciences and Disorders, to align with the department's name. Alignment of the course prefixes will help improve communication about the programs offered in the department.

Affected Courses: All courses listed below will have the new prefix applied as of the specified effective academic year and with the statement "formerly _____" in description.

Current Prefix	Number	Course Title	Comments
CDS	250	Phonetics	
CDS	273	Observation in Communication Disorders	
CDS	275	Introduction to Communication Disorders	
CDS	285	Anatomy and Physiology of Speech and Hearing Mechanism	
CDS	360	Normal Speech and Language Development	
CDS	365	Language Disorders: Assessment	
CDS	372	Methods and Materials in Communication Disorders	
CDS	373	Articulation and Phonology Disorders	
CDS	374	Practicum in Speech Pathology	
CDS	380	Introduction to Clinical Audiology	
CDS	464	Language Disorders: Intervention	
CDS	465	Disorders of Fluency	
CDS	474	Advanced Practicum in Speech Pathology	
CDS	475	Voice Disorders	
CDS	485	Audiologic Evaluation	
CDS	487	Aural Rehabilitation	
CDS	488	Practicum in Audiology	

CDS	520	Augmentative and Alternative Communication Systems	
CDS	525	Literate Language	
CDS	530	Therapeutic Relationships in Special Education	
CDS	541	School Services in Communication Disorders	
CDS	571	Neural Bases of Communication	
CDS	571W	Neural Bases of Communication	
CDS	572	Speech and Hearing Science	
CDS	720	Augmentative and Alternative Communication Systems	
CDS	725	Literate Language	
CDS	730	Therapeutic Relationships in Special Education	
CDS	741	School Services in Communication Disorders	
CDS	771	Neural Bases of Communication	
CDS	772	Speech and Hearing Science	
CDS	861	Communication Disorders in Atypical Populations	
CDS	863	Motor Speech Disorders	
CDS	867	Advanced Language Disorders	
CDS	870	Professional Issues in Communication Disorders	
CDS	873	Advanced Articulation and Phonology Disorders	
CDS	874	Graduate Practicum: Speech-Language Pathology	
CDS	875	Adult Neurogenic Language Disorders	
CDS	876	Advanced Voice Disorders	
CDS	877	Advanced Fluency Disorders	
CDS	878	Diagnosis of Communication Disorders	
CDS	879	Dysphagia	
CDS	880	Research Methodology in Communication Disorders	
CDS	885	Cognitive Rehabilitation	
CDS	895	Special Topics in Communication Disorders	
CDS	897	School Experiences in CD	
CDS	898	Externship in Communication Disorders	
CDS	899	Research Project/Thesis Option	

CAA DRAFT REVIEW
Catalog and Curriculum: ✓
Registrar: ✓

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College: College of Education
Department Name: Curriculum and Instruction
Course Prefix & Number: ELE 445
Course Title: Foundations of Reading/Language Arts

Proposal Approved by (date):

Departmental Committee	11/5/20	Graduate Council	N/A_
College Curriculum Committee	11/17/20	Council on Academic Affairs	_____
General Education Committee	_N/A__	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	_12/1/20		

Specific revision(s) being proposed: Update prerequisites to remove redundancies (junior level standing and admission to Teacher Education) and to reflect current course sequences. In addition, we are updating the clinical field hour statement to provide flexibility for faculty to meet the needs of the course, recognizing that the majority of students will also be enrolled in a clinical course.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ELE 445 Foundations of Reading/Language Arts. (3) I, II. Cross-listed as EMG 445. Prerequisites: ~~junior standing; 2.75 GPA; and~~ Admission to professional education. Corequisite or Prerequisite: EDF ~~319, 319W,~~ 219~~,~~ or 219W. An overview of reading/language arts components P-5, teacher competencies, organization and planning for instruction. ~~Twenty field/clinical hours~~. Up to 10 clinical hours may be required. Credit will not be awarded to students who have credit for EMG 445, EMG 445W, ELE 445W, ELE 302, or SED 260.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture __x__ Laboratory ____ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: ~~junior standing; 2.75 GPA; and~~ Admission to professional education.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	Corequisite or Prerequisite: EDF ~~319, 319W,~~ 219~~,~~ or 219W.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded to students who have credit for EMG 445, EMG 445W, ELE 445W, ELE 302, or SED 260.

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_X_ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College: College of Education
Department Name: Curriculum and Instruction
Course Prefix & Number: EMG 445
Course Title: Foundations of Reading/Language Arts

Proposal Approved by (date):

Departmental Committee	11/5/20	Graduate Council	NA
College Curriculum Committee	11/17/20	Council on Academic Affairs	_____
General Education Committee	_N/A_	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	_12/1/20_		

Specific revision(s) being proposed: Update prerequisites to remove redundancies (junior level standing and admission to Teacher Education) and to reflect current course sequences. In addition, we are updating the clinical field hour statement to provide flexibility for faculty to meet the needs of the course, recognizing that the majority of students will also be enrolled in a clinical course.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

EMG 445 Foundations of Reading/Language Arts. (3) I, II. Cross-listed as ELE 445. Prerequisites: ~~junior standing; 2.75 GPA; and~~ Admission to professional education. Corequisite or Prerequisite: EDF ~~319, 319W,~~ 219, or 219W. An overview of reading/language arts components 5-9, teacher competencies, organization and planning for instruction. ~~Twenty field/clinical hours~~. Up to 10 clinical hours may be required. Credit will not be awarded to students who have credit for EMG 445W, ELE 445, ELE 445W, ELE 302, or SED 260.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture __x__ Laboratory ____ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: ~~junior standing; 2.75 GPA;~~ ~~and~~ Admission to professional education.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	Corequisite or Prerequisite: EDF ~~319, 319W,~~ 219~~,~~ or 219W.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded to students who have credit for EMG 445W, ELE 445, ELE 445W, ELE 302, or SED 260.

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x_ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Education
Department Name Curriculum and Instruction
Course Prefix & Number EMS 875
Course Title Diagnostic Assessment of Students with Reading Difficulties

Proposal Approved by (date):
Departmental Committee 10/1/20 Graduate Council 12/4/20
College Curriculum Committee 10/20/20 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee 11/2/20

Specific revision(s) being proposed: Course title and description changed to offer an asset-based approach towards literacy assessment. Pre-requisites removed that are no longer offered.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

EMS 875 ~~**Diagnostic Assessment of Students with Reading Difficulties.**~~ **Literacy Assessment and Instruction.** **(3) A.** Prerequisite: ELE 871~~,~~ or ~~EME 873,~~ EMG 806, or ~~ESE 884~~ by departmental approval. Theory and implementation of ~~diagnostic procedures~~ assessment and instruction for ~~the appraisal of~~ teaching students with a range of abilities in reading ~~difficulties~~. Emphasis on assessing types and degree of reading ~~disabilities~~ strengths and needs, identifying ~~casual and~~ contributing factors~~.~~, and planning/implementing instruction to meet students' diverse needs and skills. Field/Clinical Experiences: 10 hours.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ELE 871~~,~~ or ~~EME 873,~~ EMG 806, or ~~ESE 884~~ by departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
_x_ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Education
Department Name Curriculum and Instruction
Course Prefix & Number EMS 876
Course Title Literacy, Leadership, and Advocacy Difficulties

Proposal Approved by (date):

Departmental Committee	10/1/20	Graduate Council	12/4/20
College Curriculum Committee	10/20/20	Council on Academic Affairs	
General Education Committee	N/A	EFFECTIVE ACADEMIC TERM**	Fall 2021
Teacher Education Committee	11/2/20		

Specific revision(s) being proposed: Remove the word "Difficulties" from the title. This was inadvertently added onto the end. The course does not relate to difficulties in leadership or advocacy at all.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

EMS 876 Literacy, Leadership, and Advocacy ~~Difficulties.~~ (3) II. Prerequisites: EMS 875. A culminating course for the program, this is the study of models of literacy leadership (e.g., coaching, mentoring) and how to create need-based literacy plans to assist practicing teachers in P-12 literacy. Field/Clinical Experiences: 20 hours.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_x__ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College: College of Education
Department Name: Curriculum and Instruction
Course Prefix & Number: EDC 314
Course Title: Engineering in Classroom Context

Proposal Approved by (date):

Departmental Committee	11.5.20	Graduate Council	N/A
College Curriculum Committee	11.17.20	Council on Academic Affairs	
General Education Committee	N/A	EFFECTIVE ACADEMIC TERM**	Fall 2021
Teacher Education Committee	12.1.20		

Specific revision(s) being proposed: Remove prerequisite, effective Fall 2021

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

EDC 314 Engineering in Classroom Context. (3) 1, 11. Cross-listed as TEC 314. Prerequisites: Sophomore standing or above. ~~Admission to professional education or instructor approval.~~ Introduction of engineering and technology to promote problem solving skills, tool use, materials processing, design capabilities, and product completion. Applications for K-8 classrooms are emphasized. Credit will not be awarded to students who have credit for TEC 314.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO _x_ JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: Sophomore standing or above. ~~Admission to professional education or instructor approval.~~
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded to students who have credit for TEC 314.

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	

1C (3)					

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements
**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College College of Business and Technology
___ Course Revision	Department Name Applied Engineering and Technology
___ Cross-listing Existing Courses	Course Prefix & Number TEC 314
___ General Education Course Addition	Course Title **Engineering in Classroom Context**
_X Prerequisite or Co-requisite Revision	**Proposal Approved by (date):**
___ Progression or Admissions Revision	Departmental Committee: 11.20.2020 Graduate Council NA
___ Editorial Change**	College Curriculum Committee 12.10.20 Council on Academic Affairs ____
*Use the Multiple Course Drop Form for simultaneous course drops	General Education Committee NA EFFECTIVE ACADEMIC TERM* FA21
**Editorial Changes need no further approval	Teacher Education Committee 12.1.20

Specific revision(s) being proposed: Remove pre-requisite, effective Fall 2021.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

TEC 314 Engineering in Classroom Context. (3) 1, 11. Cross-listed as EDC 314. Sophomore standing or above. ~~Prerequisites: Admission to professional education or instructor approval.~~ Introduction of engineering and technology to promote problem solving skills, tool use, materials processing, design capabilities, and product completion. Applications for K-8 classrooms are emphasized. Credit will not be awarded to students who have credit for EDC 314.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____	Grading Mode_____
	Lecture____Laboratory_____Other ____	CIP Code (first two digits only) ____ Class Restriction: FR___ SO_x JR_x SR_x	Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___Internship Practicum ___Independent Study _
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail_ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	~~Prerequisites: Admission to professional education or instructor approval.~~
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded to students who have credit for EDC 314.

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
_X_ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College _Education_____
Department Name _Educational Leadership and Counselor Education_____
Course Prefix & Number __GRD 878P & GRD 877P_____
Course Title Qualifying/Preliminary Exam____

Proposal Approved by (date):
Departmental Committee 10-19-20 Graduate Council 01-22-21
College Curriculum Committee 11-17-20 Council on Academic Affairs _____
General Education Committee _NA__ EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee _NA____

Specific revision(s) being proposed: The graduate catalog lists GRD 878P (MAT IECE Portfolio Review) as an exit requirement for the Ed.D in Educational Leadership & Policy Studies. It should be GRD 877P (EdD Doctoral Qualifying Written Comprehensive Exam instead.

DOCTOR OF EDUCATION (Ed.D.)
CIP Code: 13.0401

Exit Requirements.....0 hours

~~GRD 878P (Qualifying/Preliminary Exam)~~ GRD 877P (EdD Doctoral Qualifying Written Comprehensive Exam) and GRD 878Z (Dissertation Defense)

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

GRD 878P (Qualifying/Preliminary Exam)
Replace with

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

EASTERN KENTUCKY UNIVERSITY

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TO: Council on Academic Affairs

FROM: Dr. Michael Ballard, Associate Dean
College of Health Sciences

DATE: February 5, 2021

SUBJECT: Routine Curriculum Proposals

The College of Health Sciences submits the following routine curriculum proposal for consideration at the February 18, 2021, CAA meeting.

College of Health Sciences

Routine Curriculum Proposals: Consent Agenda

Occupational Science & Occupational Therapy

Progression or Admissions Revision
B.S. Occupational Science

Recreation and Park Administration

Course Revisions

REC 311	Introduction to Therapeutic Recreation
REC 411S	Therapeutic Recreation Services for the Senior Adult
REC 473	Therapeutic Recreation Internship
REC 511	Therapeutic Recreation Practices and Services
REC 512S	Management of Therapeutic Recreation Services
REC 520	Trends and Issues in Therapeutic Recreation
REC 711	Therapeutic Recreation Practices and Services
REC 712S	Management of Therapeutic Recreation Services
REC 720	Trends and Issues in Therapeutic Recreation

School of Nursing

Course Drop

NSC 241C	Clinical Nursing Synthesis

Prerequisite or Co-requisite Revision

NSC 240	Med-Surgical Nursing III
NSC 255	Trends and Issues in Nursing

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop* ___ Course Revision ___ Cross-listing Existing Courses ___ General Education Course Addition ___ Prerequisite or Co-requisite Revision _X__ Progression or Admissions Revision ___ Editorial Change** *Use the Multiple Course Drop Form for simultaneous course drops **Editorial Changes need no further approval	College __Health Sciences_____ Department Name _Occupational Science and Occupational Therapy _____ Course Prefix & Number _____ ~~Course~~ Program Title Bachelor of Science in Occupational Science **Proposal Approved by (date):** Departmental Committee 11/10/2020_ Graduate Council NA College Curriculum Committee 12/2/2020 Council on Academic Affairs _____ General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall2021 Teacher Education Committee NA

Specific revision(s) being proposed: Change Progression/Admission criteria

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

See attached

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

DEPARTMENT OF OCCUPATIONAL SCIENCE AND OCCUPATIONAL THERAPY

Chair
Dr. Dana Howell
(859) 622-3300
Dizney 103

Faculty

C. Carrico, R. Causey-Upton, W. Cook, J. Duckart, A. Fleischer, C. Ginn, L. Hardman, C. Hayden, S. Skees Hermes, J. Hight, D. Howell, C. Humphrey, A. Keener, S. O'Brien, C. Privott, C. Schneck, L. Simpkins, C. Skubik-Peplaski, G. Spira, M. Thompson, and C. West.

The Department of Occupational Science and Occupational Therapy provides a continuum of educational experiences that prepare a student at the undergraduate level for a career as a non-credentialed health and human service professional and at the graduate level for a career as an occupational therapist. Undergraduate students (1st degree pathway), or students who already hold an undergraduate degree in a field other than Occupational Science (2nd degree pathway), can enter the Occupational Science program, receive a Bachelor of Science degree, and apply for admission to the Occupational Therapy Doctorate (OTD) program. After completing the OTD degree, students are eligible to take the occupational therapy national certification examination.

The OTD program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, (301) 652-2682, www.acoteonline.org. Certification for the occupational therapy profession is provided through the National Board for Certification in Occupational Therapy (NBCOT), One Bank Street, Suite 300, Gaithersburg, MD 20878, www.nbcot.org.

Baccalaureate Degree in Occupational Science (BS)

Occupational science, an evolving social science, is the study of human occupation. Occupational scientists study why and how we occupy our time through activity, organize ourselves through activity patterns and habits, respond to the context in which occupations occur, and create meaning through occupations.

Students may combine the study of human occupation with other areas of interest through electives or a minor, including but not limited to, Horses, Humans and Health, Psychology, Child and Family Studies, Biology, Community Health, Gerontology, and Business. Students who apply for the Baccalaureate Degree in Occupational Science are expected to progress to the OTD program. However, some may choose other graduate education options or seek employment in non-credentialed health care, education or community positions. These careers may include case manager, independent living skills coordinator, activity coordinator, medical sales representative, senior citizen program coordinator, mental health associate, and job coach for persons with developmental disabilities.

The five themes of the occupational science curriculum are occupation, communication, critical thinking, leadership, and practice. Interwoven are the curriculum elements of concepts and knowledge, active community learning experiences, and authentic assessment and portfolio development. A value inherent in the curriculum model is that learning is optimal when educators guide student immersion in personally meaningful challenges that are processed in a supportive environment.

Graduates of the Occupational Science program meet the following outcomes:

1. Identify occupational needs, and apply occupational science and occupational therapy concepts to self and others to promote participation in occupation.
2. Utilize professional written, oral, and non-verbal communication to express the language and ideas of occupational science and occupational therapy.
3. Critically read to analyze scholarly literature to understand the impact on healthcare, occupational science, and occupational therapy.
4. Demonstrate professional behavior in the roles of student and advocate to begin to develop the identity of a doctorally prepared occupational therapist.
5. Demonstrate knowledge of occupational science concepts and therapeutic use of self to engage in the occupational therapy process for individuals, groups, and populations.
6. Explain concepts and roles in healthcare delivery models.

Admission and Progression Requirements

All students who are accepted by EKU's Admission office and declare their major as Occupational Science are admitted to the University as pre-Occupational Science majors; however, admission to the University does not guarantee admission to the Occupational Science program. Admission is competitive and based on a review of the applicants' academic history by the department's Admission, Progression and Retention Committee. Students seeking consideration for admission to the Occupational Science program must meet the following requirements by May in the semester preceding the Fall semester start of the program:

1. Completion of 60 hours of coursework, including prerequisites courses
2. Overall GPA of 3.0 or above
3. A minimum of 4 "B"s and 1 "C" in the following prerequisite courses or their equivalents (BIO 307, BIO 308, HSA 200, STA 215 or STA 270, PSY 200)
4. ~~No more than 1 repeat per course in the following prerequisites or their equivalents (HSA 200, STA 215 or STA 270, PSY 200)~~
4 Completion of the Health Science Reasoning Test (HSRT)
5. Three completed recommendation forms
6. Application with personal statement

Application to the Occupational Science Program does not guarantee acceptance in to the program. Students seeking admission to the Occupational Science program must follow this process:

1. By April 15th prior to progressing to the Occupational Science program, all students must submit an Application for Admission to the Department Chair.
2. Transfer students, including 2nd degree pathway students, must be fully admitted to the University by April 15th to be considered for admission to the Occupational Science Program. Students are responsible for submitting their official transcripts to the Office of the Registrar.
3. Based on a competitive admissions review, students will be informed of admission to Occupational Science program after spring semester grades are posted.
4. **Students accepted to the Occupational Science program will then be allowed to register for classes in the program.**

To progress in the program, all required major and support courses in the first professional year of the program must be completed with a grade of "B" or better.
To graduate and progress to the OTD program, all required major and support courses must be completed with a grade of "B" or better as well as completion of general education and university requirements for graduation. Students must also successfully complete a summative Annual Competency at the end of Professional Years 1 and 2. Following the Professional Year 1 Annual Competency, students will formulate and initiate an Annual Competency Self-reflection and Action Plan to enact throughout Professional Year 2. If the student does not remediate the noted areas of concern during Professional Year 2, they will not advance to the OTD program.

For additional admission information please refer to the Selection Criteria at http://www.ot.eku.edu/

Completion of the undergraduate program in Occupational Science does not guarantee admission into the graduate program in Occupational Therapy. Students must meet Department and Graduate School requirements to progress. Refer to the Graduate Catalog for admission requirements and procedures regarding application to the OTD program.

Appeals
Students may petition for a waiver of any regulations. Appeals regarding waiver of a regulation should be addressed to the Admissions and Progression Committee. Grade Appeals should be addressed to the Academic Practices Committee. See the University Student Handbook for details of the appeal procedures.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Health Sciences
Department Name Recreation and Park Administration
Course Prefix & Number REC 311
Course Title Introduction to Therapeutic Recreation

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	NA
College Curriculum Committee	11/3/2020	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 311 Introduction to ~~Therapeutic~~ Recreation Therapy. (3) I, II. An introductory course focusing on individuals with a variety of disabilities, legislation, barriers, accessibility, basic terminology, and awareness of special recreation, ~~therapeutic~~ recreation therapy, sports, and the needs of individuals with disabilities

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __3_ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x_ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College	Health Sciences
Department Name	Recreation and Park Administration
Course Prefix & Number	REC 411S
Course Title	Therapeutic Recreation Services for the Senior Adult

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	NA
College Curriculum Committee	11/3/2020	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 411S ~~Therapeutic~~ Recreation Therapy Services for the Senior Adult. (3) I. Explores successful aging and the benefits of ~~therapeutic~~ recreation therapy for seniors. The course includes a service learning project with a community partner determining the recreation needs of seniors, preventative lifestyle changes and opportunities for meaningful activities. Credit will not be awarded for both REC 411S and REC 411.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __3_ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded for both REC 411S and REC 411

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College	Health Sciences
Department Name	Recreation and Park Administration
Course Prefix & Number	REC 473
Course Title	Therapeutic Recreation Internship

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	NA
College Curriculum Committee	11/3/2020	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration. Change the grade mode to M which is IP normal grade.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 473 ~~Therapeutic~~ Recreation Therapy Internship. (12) I, II. Prerequisite: All REC Core and ~~TR~~ RT ~~Option~~ Concentration Courses with a 2.0 GPA. Placement in a ~~therapeutic~~ recreation therapy agency to lead and develop ~~therapeutic~~ recreation therapy programs, supervise clients, facilities, and perform administrative duties. A minimum of 560 clock hours typically covering 14 weeks.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode _~~N~~___M_____
12	Lecture ___ Laboratory ___ Other _x__		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship X___ Practicum ___ Independent Study ___
Schedule Types: I	Work Load: __12_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	All REC Core and ~~TR~~ RT ~~Option~~ Concentration Courses with a 2.0 GPA.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Health Sciences
Department Name Recreation and Park Administration
Course Prefix & Number REC 511
Course Title Therapeutic Recreation Practices and Services

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	NA
College Curriculum Committee	11/3/2020	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 511 ~~Therapeutic~~ Recreation Therapy Practices and Services. (3) I, II. Interventions and utilization of terminology. Apply leadership skills, assistive technology, and programming applications. 2 Lec/2 Lab.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __2_ Laboratory 2___ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College	Health Sciences
Department Name	Recreation and Park Administration
Course Prefix & Number	REC 512S
Course Title	Management of Therapeutic Recreation Services

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	NA
College Curriculum Committee	11/3/2020	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 512S Management of ~~Therapeutic~~ Recreation Therapy Services. (3) I, II. Prerequisite: for majors only. Management concepts applied to delivering ~~therapeutic~~ recreation therapy services, and includes: documentation, activity analysis, assessment, liability, legislation, and standards of practice. Includes 15 service-learning hours.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __3_ Laboratory ___ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	for majors only
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College	Health Sciences
Department Name	Recreation and Park Administration
Course Prefix & Number	REC 520
Course Title	Trends and Issues in Therapeutic Recreation

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	NA
College Curriculum Committee	11/3/2020	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 520 Trends and Issues in ~~Therapeutic~~ Recreation Therapy. (3) A. Pre-requisite: REC 311. A professional issues and trends discussion on topics related to ~~therapeutic~~ recreation therapy such as clinical practice, licensure, legislative and regulatory issues, curricular standardization, professional ethics and other relevant professional topics.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __3_ Laboratory ___ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	REC 311
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Health Sciences
Department Name Recreation and Park Administration
Course Prefix & Number REC 711
Course Title Therapeutic Recreation Practices and Services

Proposal Approved by (date):
Departmental Committee 10/23/20 Graduate Council 12/4/20
College Curriculum Committee 11/3/2020 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee NA

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 711 ~~Therapeutic~~ Recreation Therapy Practices and Services. (3) II. Interventions and utilization of terminology. Apply leadership skills, assistive technology, and programming applications. 2 Lec/2 Lab.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __2_ Laboratory 2___ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College	Health Sciences
Department Name	Recreation and Park Administration
Course Prefix & Number	REC 712S
Course Title	Management of Therapeutic Recreation Services

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	12/4/20
College Curriculum Committee	11/3/20	Council on Academic Affairs	_____
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 712S Management of ~~Therapeutic~~ Recreation Therapy Services. (3) I, Prerequisite: for majors only. Management concepts applied to delivering ~~therapeutic~~ recreation therapy services, and includes: documentation, activity analysis, assessment, liability, legislation, and standards of practice. Includes 15 service-learning hours.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __3_ Laboratory ___ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	for majors only
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Health Sciences _____
Department Name Recreation and Park Administration _____
Course Prefix & Number REC 720_____
Course Title Trends and Issues in Therapeutic Recreation

Proposal Approved by (date):

Departmental Committee	10/23/20	Graduate Council	12/4/20
College Curriculum Committee	11/4/20	Council on Academic Affairs	_____
General Education Committee	~NA__	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	_NA____		

Specific revision(s) being proposed: To change the name of the course and other wording to reflect the newly changed concentration.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

REC 720 Trends and Issues in ~~Therapeutic~~ Recreation Therapy. (3) A. Professional issues and trends discussion on topics related to ~~therapeutic~~ recreation therapy such as clinical practice, licensure, legislative and regulatory issues, curricular standardization, professional ethics and other relevant professional topics.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_N_____
3	Lecture __3_ Laboratory ___ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: 3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

__X_ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Health Sciences
Department Name School of Nursing
Course Prefix & Number NSC 241C
Course Title Clinical Nursing Synthesis

Proposal Approved by (date):

Departmental Committee	10/2/2020	Graduate Council	NA
College Curriculum Committee	2/3/21	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	FALL 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: Drop course as it will be replaced with new course NSC 240C which is pending CAA approval.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

~~**NSC 241C Clinical Nursing Synthesis (4) I, II.** Formerly NUR 241C. Prerequisite: NSC 223, 243 and BIO 273 or MLS 209/211, each with a grade of "C" or better; NSC 223C and 243C with a minimum grade of "S". Corequisite: NSC 240 and 255. Clinical immersion synthesizing nursing judgment in caring for groups of patients experiencing complex health issues. Must be taken during the last semester of the ADN program. Credit will not be awarded for NUR 241C and NSC 241C.~~

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
4	Lecture ____ Laboratory _X_ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	~~NSC 240, 250, and 255.~~

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

Course Prefixes and Numbers	~~NSC 223, 243 and BIO 273 or MLS 209/211, each with a grade of "C" or better. NSC 223C and 243C with a minimum grade of "S".~~
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	~~NUR 241C~~

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_X_ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Health Science
Department Name School of Nursing
Course Prefix & Number NSC 240
Course Title Med-Surgical Nursing III

Proposal Approved by (date):
Departmental Committee 10/2/2020
College Curriculum Committee 2/3/21
General Education Committee NA
Teacher Education Committee NA
Graduate Council NA
Council on Academic Affairs
EFFECTIVE ACADEMIC TERM** FALL 2021

Specific revision(s) being proposed: Add NSC 240C as co-req and remove 241C. (please note NSC 240C in pending CAA approval)

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

NSC 240 Med-Surgical Nursing III. (4) I, II. Formerly NUR 240. Prerequisites: NSC, 223, 243 and BIO 273 or MLS 209 and 211, each with a minimum grade of "C"; NSC 223C and 243C with a minimum grade of S. Corequisite: NSC 240C ~~241C~~. Provides theory and concepts for applying nursing judgment for the care of groups of patients experiencing selected complex health issues. Credit will not be awarded for NUR 240 and NSC 240.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	NSC 240C ~~241C~~

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

Course Prefixes and Numbers	NSC, 223, 243 and BIO 273 or MLS 209 and 211, each with a minimum grade of "C"; NSC 223C and 243C with a minimum grade of (S)
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded for NUR 240 and NSC 240

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_X_ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Health Science
Department Name School of Nursing
Course Prefix & Number NSC 255
Course Title Trends and Issues in Nursing

Proposal Approved by (date):
Departmental Committee 10/2/2020 Graduate Council NA
College Curriculum Committee 2/3/21 Council on Academic Affairs ____
General Education Committee _NA EFFECTIVE ACADEMIC TERM** FALL 2021
Teacher Education Committee _NA

Specific revision(s) being proposed: Edits to pre-reqs and co-reqs.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

NSC 255 Trends and Issues in Nursing. (2) I, II. Formerly NUR 255. Prerequisites: NSC 223 and 243; BIO 273 or MLS 209/211 each with a minimum grade of "C" ~~or better~~; NSC 223C and 243C each with a minimum grade of "S". Corequisite: NSC 240, 240C and 250 ~~241C~~. Focuses on current issues and trends in nursing. Ethical, legal, and professional responsibilities and career opportunities are examined. Students repeating NSC 255 must also enroll in NSC 240 and 240C and the most recent grades in these two corequisites will be applied toward student's GPA. Credit will not be awarded for both NUR 255 and NSC

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	NSC 240. 240C, and NSC 250 ~~241C.~~ Students repeating NSC 255 must also enroll in NSC 240 and 240C.

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

Course Prefixes and Numbers	NSC 223, ~~and~~ 243; BIO 273 or MLS 209/211 each with a grade of "C" ~~or better~~; NSC 223C and 243C each with a minimum grade of "S"
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

EASTERN KENTUCKY UNIVERSITY
521 Lancaster Avenue; Roark 106
Richmond, KY 40475-3102

Jeremy Mulholland, *Associate Dean*
Phone: (859) 622-6765
Email: Jeremy.Mulholland@eku.edu

TO Council on Academic Affairs

FROM Jeremy Mulholland, *Associate Dean*
College of Letters, Arts, and Social Sciences

DATE February 5, 2021

SUBJECT Curriculum Proposal(s) – Consent Agenda Items

Please accept these changes from the College of Letters, Arts, and Social Sciences at the next CAA meeting on February 18, 2021.

CONSENT AGENDA ROUTINE CURRICULUM PROPOSALS

Department of Anthropology, Sociology, and Social Work

Course Revisions:

ANT 330 American Indians: Revise Course title and catalog description
SOC 349 Applied Learning in Sociology: Remove course credit counted toward major limitation
SOC 465 Demography: Change course number, title, and remove pre-requisites

Prerequisite Revisions:

ANT 371 Primate Ecology & Sociality
ANT 380 Forensic Anthropology
ANT 385 Human Osteology
ANT 439 Practicum in Archaeology
ANT 470 Field Methods in Archaeology
ANT 471 Archaeological Materials Analysis

Course Drops:

ANT 351W Archaeology
ANT 393 Kinship & Marriage

Department of Communication

Prerequisite Revisions:

CMS 410 Human Communication Theory
BEM 401 Multimedia Field Production

Course Drops:

CMS 220 Careers in Communication
CMS 250 Interviewing
CMS 300 Business and Professional Speaking

Department of Government

Admission Revision:

M.P.A. in Public Administration: Revise program admission requirements

Honors Program

Course Revision:

HON 102 Honors Rhetorics: Revise course title

Department of Languages, Cultures, & Humanities

Course Drop:

SPA 370 Conversation and Composition

Department of Psychology

Course Drop:

PSY 501/701 Applied Behavior Analysis

Prerequisite Revision:

PSY 258 Career Development in Psychology: Revise course prerequisites

Course Revisions:

VTS 300 Veterans in Society: Revise catalog text

VTS 349 Applied Learning for Veterans Studies: Revise catalog text

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x_ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
_ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College __ CLASS
Department Name __ Anthropology, Sociology, and Social Work
Course Prefix & Number __ ANT 330
Course Title ___American Indians

Proposal Approved by (date):

Departmental Committee	10/15/20	Graduate Council	NA
College Curriculum Committee	11/16/20	Council on Academic Affairs	
General Education Committee	02/02/21	EFFECTIVE ACADEMIC TERM**	Fall 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: Course title change. The proposed change informs the students better as to the course's content, with clear emphasis on cultures. The revised catalog text informs students more specifically the course title and topics.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ANT 330 ~~American Indians~~ Native American Cultures. (3) A. Prerequisite: ENG 102 or 102R, 105(B), or HON 102. Explores ~~the~~ cultural richness and diversity of North ~~American Indians by examining their historical and contemporary lives~~ America's First Peoples over time and geography. ~~Focus on cultural similarities and differences of American Indian groups living in ecologically diverse areas.~~ Topics include indigenous cultural landscapes and worldviews, treaties, reservation life, and the many continuing impacts of colonization, such as health.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
3	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6) X
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___Course Drop*
_x_ Course Revision
___Cross-listing Existing Courses
___General Education Course Addition
___Prerequisite or Co-requisite Revision
___Progression or Admissions Revision
___Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College CLASS
Department Name ANSW
Course Prefix & Number SOC 349
Course Title Applied Learning in Sociology

Proposal Approved by (date):
Departmental Committee. 11/19/2020
College Curriculum Committee 1/25/21
General Education Committee NA
Teacher Education Committee NA
Graduate Council NA
Council on Academic Affairs _____
EFFECTIVE ACADEMIC TERM** Fall 2021

Specific revision(s) being proposed:
Remove limitation on counting SOC 349 toward major.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

SOC 349 Applied Learning in Sociology. (.5-8) A. Prerequisites: Sophomore Standing, Overall GPA: 2.0, and ~~Sociology Program~~ departmental approval. Work in a professional environment related to academic studies. ~~A maximum of three hours may be applied to major electives~~. A minimum of 80 hours of employment is required for each semester hour of academic credit. Graded Satisfactory/Unsatisfactory.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ___	Grading Mode_____
	Lecture____Laboratory____Other ___	CIP Code (first two digits only) ___ Class Restriction: FR___SO___JR___SR___	Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___Internship ___ Practicum ___Independent Study _
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Prerequisites: Sophomore Standing, Overall GPA: 2.0, and ~~Sociology Program~~ departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College _College of Letters, Arts, and Social Sciences_
_x_ Course Revision	Department Name _Anthropology, Sociology, and Social Work_
___ Cross-listing Existing Courses	Course Prefix & Number _SOC 465_
___ General Education Course Addition	Course Title
__ Prerequisite or Co-requisite Revision	**Proposal Approved by (date):**
___ Progression or Admissions Revision	Departmental Committee 11/19/2020 Graduate Council __NA
__ Editorial Change**	College Curriculum Committee 1/25/2021 Council on Academic Affairs _____
*Use the Multiple Course Drop Form for simultaneous course drops	General Education Committee __NA EFFECTIVE ACADEMIC TERM** Fall 2021
**Editorial Changes need no further approval	Teacher Education Committee __NA

Specific revision(s) being proposed: Change title, number, and drop SOC 232 prerequisite. SOC 465 is being lowered in course number to encourage students to take it earlier in their major, as demographic methods are increasingly being used by some students in their senior level courses. Material has already been adjusted to a junior level, and now the course numbering will reflect that.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

SOC 310 Population and Society ~~465 Demography~~. (3) A. Prerequisites: SOC 131 or SOC 235~~; and SOC 232~~. Topics include demographic data and analysis, population characteristics, migration, mortality, fertility, population theories, world population growth, and population policies. Credit not awarded for both SOC 310 and SOC 465.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
3	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	SOC 131 or SOC 235~~; and SOC 232~~.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit not awarded for both SOC 310 and SOC 465.

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College ___CLASS
___ Course Revision	Department Name ___Anthropology, Sociology, and Social Work
___ Cross-listing Existing Courses	Course Prefix & Number ___ANT 371
___ General Education Course Addition	Course Title ___Primate Ecology & Sociality
__X Prerequisite or Co-requisite Revision	**Proposal Approved by (date):**
___ Progression or Admissions Revision	Departmental Committee 10/15/20 Graduate Council NA
___ Editorial Change**	College Curriculum Committee 11/16/20 Council on Academic Affairs ____
*Use the Multiple Course Drop Form for simultaneous course drops	General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
**Editorial Changes need no further approval	Teacher Education Committee NA

Specific revision(s) being proposed: Allow "or departmental approval" for prerequisite.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ANT 371 Primate Ecology & Sociality. (3) A. Prerequisite: ANT 201 or departmental approval. Ecological relationships within primate communities. Students collect, organize, and analyze behavioral data, and examine primate social structure, habitat use, diet, locomotion, seasonality, plant-primate interactions, and predator-prey relationships.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
3	Lecture _____ Laboratory _____ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ANT 201 or departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College ___CLASS
___ Course Revision	Department Name ___Anthropology, Sociology, and Social Work
___ Cross-listing Existing Courses	Course Prefix & Number ___ANT 380
___ General Education Course Addition	Course Title ___Forensic Anthropology
__X Prerequisite or Co-requisite Revision	**Proposal Approved by (date):**
___ Progression or Admissions Revision	Departmental Committee 10/15/20 Graduate Council NA
__ Editorial Change**	College Curriculum Committee 11/16/20 Council on Academic Affairs ____
*Use the Multiple Course Drop Form for simultaneous course drops	General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
**Editorial Changes need no further approval	Teacher Education Committee NA

Specific revision(s) being proposed: Allowing ANT 385 Human Osteology to serve as a prerequisite, as well as "by departmental approval."

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ANT 380 Forensic Anthropology. (3) A. Prerequisite: ANT 201, ANT 385, or departmental approval. Forensic osteology and dentistry~~;~~ (including demographic methods, pathology, and practical methods of collecting human physical evidence)~~;~~ and the role of the expert witness. 2 Lec/2 Lab.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
3	Lecture _2___ Laboratory _2___ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ANT 201, ANT 385, or departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
__X Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College	CLASS
Department Name	Anthropology, Sociology, and Social Work
Course Prefix & Number	ANT 385
Course Title	Human Osteology
Program	Anthropology

Proposal Approved by (date):

Departmental Committee	10/15/20	Graduate Council	NA
College Curriculum Committee	11/16/20	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	Fall 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed:
To add "or departmental approval" as a prerequisite.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ANT 385 Human Osteology. (3) A. Prerequisite: ANT 201 or departmental approval. Analysis of individual skeletal remains, focusing on functional anatomy and bone physiology, disease and injury, and nutrition. Includes introductions to bioarchaeology, forensic anthropology, and biocultural reconstruction.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
3	Lecture _____ Laboratory _____ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ANT 201 or departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_X_ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College ___Letters, Arts, and Social Sciences_____
Department Name ___Anthropology, Sociology, and Social Work_____
Course Prefix & Number ___ANT 439_____
Course Title ___Practicum in Archaeology_____

Proposal Approved by (date): **5/20**
Departmental Committee 10/15/20__ Graduate Council _NA_
College Curriculum Committee 11/16/20__ Council on Academic Affairs _____
General Education Committee _NA_ EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee _NA_

Specific revision(s) being proposed:
To revise prerequisite to reflect removal of ANT 351W and movement of Archaeology foundation content into ANT 200.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ANT 439 Practicum in Archaeology. (3) A. Prerequisite or Corequisite: ~~ANT 351W~~, ANT 200 with a minimum grade of "B," ANT 470, or departmental approval. This course pairs senior anthropology majors with professional archaeologists for on-the-job training. Practicum options may include federal and state governments, private archaeological consultants, and anthropology museums.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
3	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	~~ANT 351W~~, ANT 200 with a minimum grade of "B," ANT 470, or departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_X_ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College ___CLASS
Department Name ___Anthropology, Sociology, and Social Work
Course Prefix & Number ___ANT 470
Course Title ___Field Methods in Archaeology_

Proposal Approved by (date):
Departmental Committee 10/15/20_ Graduate Council _NA_
College Curriculum Committee 11/16/20_ Council on Academic Affairs _____
General Education Committee _NA_ EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee _NA_

Specific revision(s) being proposed:
To revise prerequisite to reflect removal of ANT 351W and movement of Archaeology foundation content into ANT 200. Revise credit

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ANT 470 Field Methods in Archaeology. (6) A. Prerequisite: ANT ~~351W~~ 200 with a minimum grade of "B," or departmental approval. A hands-on study of archaeological field methods including excavation techniques as well as some laboratory analysis of archaeological remains.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode____N_____
6	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 0	Work Load: ____3____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ANT ~~351W~~ 200 with a minimum grade of "B," or departmental approval
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College ___CLASS
___ Course Revision	Department Name ___Anthropology, Sociology, and Social Work
___ Cross-listing Existing Courses	Course Prefix & Number ___ANT 471
___ General Education Course Addition	Course Title ___Archaeological Materials Analysis
_X_ Prerequisite or Co-requisite Revision	**Proposal Approved by (date):**
___ Progression or Admissions Revision	Departmental Committee _10/15/20 Graduate Council _NA_
___ Editorial Change**	College Curriculum Committee 11/16/20_ Council on Academic Affairs _____
*Use the Multiple Course Drop Form for simultaneous course drops	General Education Committee _NA_ EFFECTIVE ACADEMIC TERM** Fall 2021
**Editorial Changes need no further approval	Teacher Education Committee _NA_

Specific revision(s) being proposed:
To revise prerequisite to reflect removal of ANT 351W and movement of Archaeology foundation content into ANT 200. Also allows "or departmental approval."

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

ANT 471 Archaeological Materials Analysis (3) A. Prerequisite: ANT ~~351W~~ 200 with minimum grade of "B," or departmental approval. Familiarizes students with processing, analysis, and interpretation of archaeological materials. This course has a laboratory component where students will work with archaeological materials.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____	Grading Mode ____N_____
3	Lecture ____ Laboratory ____ Other ___	CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: 1	Work Load: ___3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ANT ~~351W~~ 200 with a minimum grade of "B," or departmental approval
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Anthropology, Sociology, and Social Work
College	CLASS

Proposal Approved by:	Date		Date
Departmental Committee:	10/15/20	Graduate Council*	NA
College Curriculum Committee:	11/16/20	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
Teacher Education Committee*	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: Fall 2021

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

Courses no longer taught; ANT 351W replaced with ANT 394W.

List course or courses to be dropped

Prefix	Number	Title	Comments:
ANT	351W	Archaeology (Writing Intensive)	Replacing with ANT 394W Anthropology & Wicked Problems (Writing Intensive)
ANT	393	Kinship and Marriage	Replacing with ANT 346 Anthropology of Food, which reflects greater student interest, greater application to program interests, and regional employment trends.
SOC	465	Demography	Replacing with SOC 310

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_x__ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College ____CLASS_____
Department Name ____Communication_____
Course Prefix & Number ___ CMS 410_____
Course Title ____Human Communication Theory

Proposal Approved by (date):

Departmental Committee	10/28/20	Graduate Council	_NA__
College Curriculum Committee	11/16/20_	Council on Academic Affairs	_____
General Education Committee	NA___	EFFECTIVE ACADEMIC TERM**	_____
Teacher Education Committee	NA___		

Specific revision(s) being proposed: Drop ENG 102 or 102R or 105(B) or HON 102 as prerequisites. Add CMS 200 as a prerequisite and CMS 305 as a prerequisite or corequisite.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

CMS 410 Human Communication Theory. (3) A. Prerequisite: CMS 200. Prerequisite or Corequisite: CMS 305. ~~ENG 102 or 102R or 105(B) or HON 102~~. Examine key communication theories that describe, explain and/or predict human communication behaviors. Emphasis placed on the application of theories to everyday life.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	CMS 200 ~~ENG 102 or 102R or 105(B) or HON 102.~~
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	CMS 305
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College CLASS
Department Name Communication
Course Prefix & Number BEM 401
Course Title Multimedia Field Production

Proposal Approved by (date):

Departmental Committee	10/28/20	Graduate Council	NA
College Curriculum Committee	11/16/20	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	Fall 2021
Teacher Education Committee	NA		

Specific revision(s) being proposed: Remove BEM 301 as a prerequisite from BEM 401.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

BEM 401 Multimedia Field Production. (3) A. Prerequisite: BEM 295 ~~and 301~~. Students will apply their cumulative skills to design and produce semester-long, individual or team multimedia projects that will engage news consumers in carefully assembled amalgamation of text, audio, video, photos, interactive graphics.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	BEM 295 ~~and 301~~.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Communication
College	CLASS

Proposal Approved by:	Date		Date
Departmental Committee:	10/28/20	Graduate Council*	NA
College Curriculum Committee:	11/16/20	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
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 2021

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

The course content has been incorporated into other courses in communication studies.

List course or courses to be dropped

Prefix	Number	Title	Comments:
CMS	220	Careers in Communication Studies	Content covered throughout the curriculum.
CMS	250	Interviewing	Content covered in CMS 275
CMS	300	Business and Professional Speaking	Content covered in CMS 275

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College CLASS
___ Course Revision	Department Name Government
___ Cross-listing Existing Courses	Course Prefix & Number
___ General Education Course Addition	Course Title
___ Prerequisite or Co-requisite Revision	
X Progression or Admissions Revision	**Proposal Approved by (date):**
___ Editorial Change**	Departmental Committee 10/21/20 Graduate Council ?
*Use the Multiple Course Drop Form for simultaneous course drops	College Curriculum Committee 11/16/20 Council on Academic Affairs ____
**Editorial Changes need no further approval	General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
	Teacher Education Committee NA

Specific revision(s) being proposed: Revised admission requirements and catalog text for the Master of Public Administration (M.P.A.) Public Administration program.

MASTER OF PUBLIC ADMINISTRATION
(M.P.A.)
Public Administration
CIP Code: 44.0401

II. ADMISSION REQUIREMENTS

~~For admission to the program, students~~ Applicants for admission must meet both the general requirements of the Graduate School and the requirements of the MPA program. Applicants to the MPA program come from a variety of undergraduate degree programs, and admission decisions are based on an overall assessment of a student's application.

Applicants who meet the criteria listed below may qualify for "Clear Admission" to the MPA program:

1. A complete application;
2. Meets the general requirements of both the Graduate School and MPA program;
3. Achieves a cumulative grade point average (GPA) of 2.75 (on a 4.0 scale)~~.~~;
~~4. GRE or GMAT (not required);~~
~~5.~~ 4. Resume or curriculum vitae (CV);
~~6.~~ 5. Two (2) letters of recommendation;
~~7.~~ 6. Statement of career goals and objectives;
~~8.~~ 7. Affirm their character and fitness for graduate education in public administration.

~~Students who fail to meet the targeted GPA or GRE scores specified above may be granted a probationary admission. The minimum condition for transfer from probationary admission status to clear admission status is the successful completion of at least nine hours of graduate course work with a grade point average of at least 3.0 and with no more than one grade, regardless of the number of course credit hours, of "C" or lower. Students must be removed from probationary admission prior to registering in any course work beyond an initial 12 hours. At least six hours of the first 12 hours must be in the common MPA core.~~

Applicants who do not meet the GPA requirement for admission must submit official GRE scores to be considered for Probationary Admission. Expected target scores on the GRE for Probationary Admission are 145 on both the verbal and quantitative sections of the exam. Students who cannot affirm their character and fitness must include a statement explaining their past actions to be reviewed by the program faculty.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x_ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
__ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College ___CLASS
Department Name ___Honors Program
Course Prefix & Number ___HON 102
Course Title ___Honors Rhetoric

Proposal Approved by (date):

Departmental Committee	10-19-20	Graduate Council	NA___
College Curriculum Committee	11/16/20	Council on Academic Affairs	_____
General Education Committee	02/0/2/21	EFFECTIVE ACADEMIC TERM**	Fall 2021

_____

Specific revision(s) being proposed: Change Course title of "HON 102: Honors Rhetoric" to "HON 102: Honors Foundations"

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

HON 102 Honors ~~Rhetoric~~ Foundations. (6) I. Prerequisite: Admission to the Honors Program or ~~instructor~~ departmental approval. Corequisite: HON 103. Designed, with HON 103, to improve skills in writing, reasoning, oral presentation, and research, through the study of significant works of literature, philosophy, and social and cultural history from the ancient to the modern world. 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. E-1A & 1B, or 3B. [WC][WG]

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
6	Lecture _X__ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	Admission to the Honors Program or ~~instructor~~ departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3) X	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3) X		3B (3) X		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Languages, Cultures, & Humanities
College	CLASS

Proposal Approved by:	Date		Date
Departmental Committee:	12/5/2019	Graduate Council*	NA
College Curriculum Committee:	11/16/20	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
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 2021

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

Replacing SPA 370 with SPA 390

List course or courses to be dropped

Prefix	Number	Title	Comments:
SPA	370	Conversation and Composition	Replacing with SPA 390 Advanced Composition and Conversation

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Psychology
College	CLASS

Proposal Approved by:	Date		Date
Departmental Committee:	10-7-20	Graduate Council*	1/22/21
College Curriculum Committee:	11/16/20	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
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 2021

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

The course is to be replaced with PSY 327.

List course or courses to be dropped

Prefix	Number	Title	Comments:
PSY	501/701	Applied Behavior Analysis	Will be replaced with PSY 327

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
X___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College _____CLASS_____
Department Name _____Department of Psychology_____
Course Prefix & Number _____PSY 258_____
Course Title _____Career Development in Psychology_____

Proposal Approved by (date):
Departmental Committee 11/10/20_ Graduate Council NA_
College Curriculum Committee 1/25/21_ Council on Academic Affairs _____
General Education Committee NA__ EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA__

Specific revision(s) being proposed: Add VTS 200 as pre-requisite or co-requisite option.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

PSY 258 Career Development in Psychology. (3) A. Pre or Corequisite: PSY 240 or VTS 200. Will acquaint psychology majors with career opportunities, and help students recognize and build the skills needed for their desired career field. Credit will not be awarded for both PSY 258 and PSY 358.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours _0__ CIP Code (first two digits only) _30_ Class Restriction: FR___SO___JR___SR___	Grading Mode_____N_____
3	Lecture __3__ Laboratory ____ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: I	Work Load: __3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	Pre or Corequisite: PSY 240 or VTS 200
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_X Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College ___CLASS
Department Name ___Department of Psychology
Course Prefix & Number ___VTS 300
Course Title ___Veterans in Society

Proposal Approved by (date):
Departmental Committee _11/10/20_ Graduate Council NA
College Curriculum Committee _1/25/21__ Council on Academic Affairs ____
General Education Committee ____ EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee __NA_

Specific revision(s) being proposed: To revise the course description in a way that reflects current programmatic goals and remove language reflective of outdated requirements; reinstatement in Element 6 now that the course can be offered regularly.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

VTS 300 Veterans in Society (3) A. Prerequisite: ~~ENG 102 or 102R or 105(B) or HON 102;~~ VTS 200 or equivalent proficiency. (Students entering VTS 300 by referral or placement receive three hours' credit for VTS 200 if they make an A or a B ~~"A" or "B"~~ in 300.) Concentrated study of veteran subgroups, veterans' contributions to society, and the ways societal perceptions of military service influence homecoming experiences. ~~interactions and roles within society using the relational, cultural, and institutional dimensions of Veterans Studies~~. May include field trips or service learning. ~~Required course for VTS certificate, concentration, or minor.~~

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours __0__ CIP Code (first two digits only) _30__ Class Restriction: FR___SO___JR___SR___	Grading Mode_____N_____
3	Lecture __3__ Laboratory ____ Other		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types: I, B, T, V, W	Work Load: ____3_____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	~~ENG 102 or 102R or 105(B) or HON 102;~~ VTS 200 or equivalent proficiency
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6) X
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_X__ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College _____CLASS_____
Department Name _____Department of Psychology_____
Course Prefix & Number _____VTS 349_____
Course Title _____Applied Learning for Veterans Studies_____

Proposal Approved by (date):
Departmental Committee _11/10/20_ Graduate Council NA__
College Curriculum Committee _1/25/21__ Council on Academic Affairs _____
General Education Committee _NA_ EFFECTIVE ACADEMIC TERM** fALL 2021
Teacher Education Committee _NA_

Specific revision(s) being proposed: To update the course description in order to increase the availability of service learning to a greater number of VTS students.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

VTS 349 Applied Learning for Veterans Studies. (.5-8) A. Prerequisite or corequisite: VTS 200 and ~~junior~~ sophomore standing. Work or volunteer in an area related to Veterans Studies. 0.50 ~~One~~ to eight hours credit. A minimum of 80 hours employment required for each semester hour credit. No more than ~~3~~ 6 hours may count toward VTS program.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours __8__ CIP Code (first two digits only) __30__ Class Restriction: FR___SO_X_JR___SR___	Grading Mode_____S_____
.5-8	Lecture ____ Laboratory ____ Other X__		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship _X__ Practicum ___ Independent Study ___
Schedule Types: C	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	VTS 200 and ~~junior~~ sophomore standing.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

EASTERN KENTUCKY UNIVERSITY
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College of Science
Office of the Associate Dean
Academic and Student Affairs
karin.sehmann@eku.edu

1228 Science Building
521 Lancaster Avenue
Richmond, KY 40475-3102
(859) 622-8140

TO: Council on Academic Affairs

FROM: Dr. Karin Sehmann, Associate Dean, College of Science

DATE: 2/2/21

SUBJECT: College of Science curriculum proposals for consideration at CAA on February 18

CONSENT AGENDA

Department of Biological Sciences

BIO 561 Editorial revision
BIO 761 Editorial revision
BIO 301 Course drop
BIO 303 Course drop
BIO 378 Course drop
WLD 382 editorial change
WLD 489W

Department of Chemistry

FOR 465W Correct prerequisites
FOR 331/331L course drops
CHE 430 Add grade prerequisite
CHE 431 Add grade pre-requisite

Department of Computer Science

CSC 425, course drop

Department of Geosciences

GEO 322, course drop
GEO 343, course drop
GEO 349, course drop

GEO 349 A-N, course drop
GEO 398, course drop
GEO 430, course drop
GEO 435, course drop
GEO 498, course drop

Department of Mathematics and Statistics

MAT 112A pre req revision
MAT 112B pre req revision
STA 498W

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College __College of Science_____
_x__ Course Revision	Department Name _Biological Sciences_____
___ Cross-listing Existing Courses	Course Prefix & Number ____BIO 561_____
___ General Education Course Addition	**Proposal Approved by (date):**
___ Prerequisite or Co-requisite Revision	Departmental Committee Oct 28, 2020 Graduate Council _____
	College Curriculum Committee _11/16/20__ Council on Academic Affairs _____

Specific revision(s) being proposed: The title of the course needs to be changed to reflect the same title of BIO 761.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

BIO 561: ~~Fisheries Biology~~ Fish Biology and Management (3) Even Spring Prerequisites: BIO 112 (minimum grade of C) and 316 (minimum grade of C); or departmental approval. Methods for assessment and analysis of fish populations and aquatic habitats, including age and growth, fecundity, food habits, and yield. Emphasis on economics and ecological importance of

Credit	Weekly Contact Hours	Repeatable Max. Number of Hours ____	Grading Mode_____
3	Lecture _2__ Laboratory _4__ Other ___	CIP Code (first two digits only) ____	Course is eligible for IP (in-progress grading) for: Check all applicable
Schedule Types:	Work Load: __4_____	Not Offered as Audit/ Pass/Fail ___	Thesis ___ Internship ___

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

____ Course Drop*	College College of Science
___ Course Revision	Department Name Biological Sciences
___ Cross-listing Existing Courses	**Proposal Approved by (date):**
___ General Education Course Addition	Departmental Committee Oct 28th, 2020 Graduate Council 1/22/21
___ Prerequisite or Co-requisite Revision	College Curriculum Committee 11/16/20 Council on Academic Affairs _____
___ Progression or Admissions Revision	General Education Committee NA EFFECTIVE ACADEMIC TERM** _____ Fall 2021
_x_ Editorial Change**	

Specific revision(s) being proposed: We no longer do optional weekend field trips and thus, this line in the course description needs to be removed. Also, this is not in the course description for BIO 561.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

BIO 761: Fish Biology and Management (3) A. Methods for assessment and analysis of fish populations and aquatic habitats, including age and growth, fecundity, food habits, and yield. Emphasis on economics and ecological importance of management decisions. ~~Optional weekend field trips.~~ 2 Lec/4Lab.

Credit	Weekly Contact Hours	Repeatable Max. Number of Hours ____	Grading Mode_____
3	Lecture _2__ Laboratory _4__ Other ___	CIP Code (first two digits only) ____	Course is eligible for IP (in-progress grading) for: Check all applicable
Schedule Types:	Work Load: __4_____	Not Offered as Audit/ Pass/Fail ___	Thesis ___ Internship ___

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Biological Sciences
College	College of Science

	Date		Date
Proposal Approved by:			
Departmental Committee:	Oct 28th, 2020	Graduate Council*	NA
College Curriculum Committee:	11/16/20	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
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 2021

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

These courses are no longer taught

List course or courses to be dropped

Prefix	Number	Title	Comments:
BIO	301	Human Physiology	No longer taught
BIO	303	Human Heredity and Society	No longer taught
BIO	378	Human Physiology Laboratory	No longer taught

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
_X__ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Science
Department Name Biological Sciences
Course Prefix & Number WLD 382
Course Title Wildlife Population Analysis

Proposal Approved by (date):
Departmental Committee Oct 28th, 2020_ Graduate Council NA
College Curriculum Committee 11/16/20 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA

Specific revision(s) being proposed: Update Course Description

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

WLD 382 Wildlife Population Analysis. (4) I. Prerequisites or co-requisites: BIO 316, STA 215 or STA 270(4), and Wildlife Management major, or departmental approval. Quantitative population ecology of vertebrates, with a focus on sampling and statistical analysis of field data applicable to wildlife conservation. Credit will not be awarded for both WLD 382 and WLD 382W. 2 Lec/4 Lab

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
_x_ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
___ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
__ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Science
Department Name Biological Sciences
Course Prefix & Number WLD 489W
Course Title Wildlife Research and Writing

Proposal Approved by (date):
Departmental Committee Oct 28th, 2020 Graduate Council NA
College Curriculum Committee 11/16/20 Council on Academic Affairs _____
General Education Committee NA EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA

Specific revision(s) being proposed: Update Course Description and revise course title

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

WLD 489W Wildlife Management Research and Writing. (3) I, II. Prerequisites or co-requisites: WLD 382, STA 215 or 270 (4); junior or senior status; ENG 102 or 102R or ENG 105(B) or HON 102; and Wildlife Management major, or departmental approval. Students will design and execute a research project or management plan. Emphasis placed on (a) writing a project ~~research~~ proposal, and (b) writing a final ~~project~~ report ~~in the format of a manuscript for publication~~. Credit will not be awarded to students who have credit for WLD 489.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda

(Present changes for only one course per form)

___ Course Drop*

___ Course Revision

___ Cross-listing Existing Courses

___ General Education Course Addition

_X_ Prerequisite or Co-requisite Revision

College: College of Science

Department Name: Department of Chemistry

Proposal Approved by (date):

Departmental Committe 10/14/2020 Graduate Council N/A

College Curriculum Committee 11/16/20 Council on Academic Affairs _____

General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021

Teacher Education Committee N/A

Specific revision(s) being proposed: Replace FOR 411, FOR 411L, CHE 425, CHE 425L, with FOR 331 and FOR 331L, FOR 412 and 412L, FOR 442 and 442L or FOR 431 and 431L as pre-requisites.

New or Revised Catalog Text

CHE 465W

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

Expert Witness Testimony Prerequisites: ENG 102 or 102R or ENG 105 or HON 102 and either ~~FOR 411 and 411L(C), CHE 425 and 425L(C),~~ FOR 331 and 331L(C) or FOR 412 and 412L(C) or FOR 431 and 431L(C) or FOR 442 and 442L(C), INF 322, or departmental approval. Theory and purpose for expert witness testimony, qualifications of scientific experts, ethical issues,

Credit	Weekly Contact Hours	Repeatable Max. Number of Hours ____	Grading Mode_____
3	Lecture 2 Laboratory 2 Other ___	CIP Code (first two digits only) ____	Course is eligible for IP (in-progress grading) for: Check all applicable
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___	Thesis ___ Internship ___

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	ENG 102 or 102R or ENG 105 or HON 102 and either ~~FOR 411 and 411L(C), CHE 425 and 425L(C),~~ FOR 331 and 331L(C) or FOR 412 and 412L(C) or FOR 431 and 431L(C) or FOR 442 and 442L(C), INF 322, or departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)

1B (3)		3B (3)		5B (3)	
1C (3)					

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Chemistry
College	College of Science

Proposal Approved by:	Date		Date
Departmental Committee:	10/14/2020	Graduate Council*	NA
College Curriculum Committee:	11/16/20	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
Teacher Education Committee*	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: Fall 2021

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

These courses are being replaced by FOR 431 and FOR 431L. The change to a 400-level course number aligns this foundational course in the forensic biology concentration with similar foundational courses in forensic chemistry concentration and better reflects the level of depth and breadth this course is already being taught at. Additionally, the 400-level clearly identifies DNA Profiling Lab as an upper-level course that meets the new requirement category from our accrediting body, the Forensic Science Education Programs Accreditation Commission (FEPAC), which now requires 6 semester hours in advanced courses specific to forensic biology.

List course or courses to be dropped

Prefix	Number	Title	Comments:
FOR	331	DNA Profiling	To be replaced by FOR 431
FOR	331L	DNA Profiling Lab	To be replaced by FOR 431L

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_x__ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Science
Department Name Chemistry
Course Prefix & Number CHE 430
Course Title Biochemistry of Macromolecules

Proposal Approved by (date):
Departmental Committee 10/14/2020 Graduate Council NA
College Curriculum Committee 11/16/20 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee 12/1/20

Specific revision(s) being proposed: Add "C or better" to pre-requisite courses (CHE 362 and CHE 362L) to better align with the rigor of the chemistry curriculum.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

CHE 430 Biochemistry of Macromolecules. **(3) A.** Prerequisites: CHE 362 and 362L (C or better in each). 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.~~

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	CHE 362 (C) and CHE 362L (C)
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	~~Credit will not be awarded for both CHE 430 and CHE 530.~~

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*
___ Course Revision
___ Cross-listing Existing Courses
___ General Education Course Addition
_x__ Prerequisite or Co-requisite Revision
___ Progression or Admissions Revision
___ Editorial Change**
*Use the Multiple Course Drop Form for simultaneous course drops
**Editorial Changes need no further approval

College Science
Department Name Chemistry
Course Prefix & Number CHE 431
Course Title Metabolic Biochemistry

Proposal Approved by (date):
Departmental Committee 10/14/2020 Graduate Council NA
College Curriculum Committee 11/16/20 Council on Academic Affairs _____
General Education Committee N/A EFFECTIVE ACADEMIC TERM** Fall 2021
Teacher Education Committee NA

Specific revision(s) being proposed: Add "C or better" to pre-requisite courses (CHE 430) to better align with the rigor of the chemistry curriculum. Remove CHE 362 and CHE 362L from prerequisites to remove redundancy.

New or Revised Catalog Text
Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

CHE 431 Metabolic Biochemistry. (3) A Prerequisites: ~~CHE 362, 362L and~~ 430 (C or better). Continuation of CHE 430. Chemistry, catabolism, and biosynthesis of carbohydrates, lipids, amino acids, and nucleotides; mechanisms of metabolic control. ~~Credit will not be awarded for both CHE 431 and CHE 531.~~

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	~~CHE 362, 362L and~~ CHE 430(C)
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	~~Credit will not be awarded for both CHE 431 and CHE 531.~~

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Computer Science
College	Science

	Date		Date
Proposal Approved by:			
Departmental Committee:	10/2/2020	Graduate Council*	NA
College Curriculum Committee:	1/25/21	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
Teacher Education Committee*	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: Fall 2021

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

Course no longer taught.

List course or courses to be dropped

Prefix	Number	Title	Comments:
CSC	425	Complier Construction	

Council on Academic Affairs
Curriculum Change Form

COURSE DROP

Department Name	Geosciences
College	Science

	Date		Date
Proposal Approved by:			
Departmental Committee:	1-15-21	Graduate Council*	NA
College Curriculum Committee:	1/25/21	Council on Academic Affairs	
General Education Committee*:	NA	Approved ___ Disapproved ___	
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 2021

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

With the suspension of the BS Geographic Information Science degree program, these courses do not serve any other student population and are therefore not required to be taught anymore.

List course or courses to be dropped

Prefix	Number	Title	Comments:
GEO	322	World Geopolitics	
GEO	343	Geography of Kentucky	
GEO	349	Applied Learning in Geography	
GEO	349 A-N	Cooperative Study: Geography	
GEO	398	Independent Studies in Geography	
GEO	430	Sustainability in Appalachia	
GEO	435	Biogeography	
GEO	498	Research Project in Geography	

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College _COS_____
_x_ Course Revision	Department Name _MTST_____
___ Cross-listing Existing Courses	Course Prefix & Number _MAT 112A_____
___ General Education Course Addition	Course Title Algebra: Polynomials _____
___ Prerequisite or Co-requisite Revision	
___ Progression or Admissions Revision	**Proposal Approved by (date):**
___ Editorial Change**	Departmental Committee 11/2/2020 Graduate Council _NA_
*Use the Multiple Course Drop Form for simultaneous course drops	College Curriculum Committee 11/16/20 Council on Academic Affairs _____
**Editorial Changes need no further approval	General Education Committee 2/2/21 EFFECTIVE ACADEMIC TERM** Fall 2021
	Teacher Education Committee 12/1/20

Specific revision(s) being proposed: To change the corequisite for MAT 112A to replace MAT 112AP with MAT 111A and to make the requirements more readable.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

MAT 112A Algebra: Polynomials. (1.5) I, II. Prerequisite/ Corequisite: Satisfaction of English and reading academic readiness indicators* and either satisfaction of algebra readiness indicators* or concurrent enrollment in MAT 111A. ~~[(ACT English score of 18 or higher and ACT Reading score of 20 or higher) or SAT Reading +Writing score of 480 or higher or ENG 101 or ENG 101R(C) or a minimum placement test score] and concurrent enrollment in MAT 112AP or MAT 098(C), MAT 110(C), an ACT Mathematics score of 22 or higher, an SAT Mathematics score of 530 or higher, or a passing score on an algebra placement test.~~ Students will solve application problems involving linear, quadratic, and power equations and analyze graphs of linear, quadratic, and power functions. Credit will not be awarded to students who have credit for MAT 112. 3 Lec /1 Lab. Gen. Ed. E-2 [QR]. General Education credit will not be awarded until after successful completion of both MAT 112A and MAT 112B.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___	CIP Code (first two digits only) ____	
		Class Restriction: FR___SO___JR___SR___	Course is eligible for IP (in-progress grading) for: Check all applicable
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	Thesis ___ Internship ___ Practicum ___ Independent Study ___

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	Prerequisite/ Corequisite: Satisfaction of English and reading academic readiness indicators* and either satisfaction of algebra readiness indicators* or concurrent enrollment in MAT 111A. ~~[(ACT English score of 18 or higher and ACT Reading score of 20 or higher) or SAT Reading +Writing score of 480 or higher or ENG 101 or ENG 101R(C) or a minimum placement test score] and concurrent enrollment in MAT 112AP or MAT 098(C),~~

	~~MAT 110(C), an ACT Mathematics score of 22 or higher, an SAT Mathematics score of 530 or higher, or a passing score on an algebra placement test.~~
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3) X	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College _COS_____
___ Course Revision	Department Name _MTST_____
___ Cross-listing Existing Courses	Course Prefix & Number _MAT 112B_____
___ General Education Course Addition	Course Title Algebra: Functions & Matrices_____
_x__ Prerequisite or Co-requisite Revision	**Proposal Approved by (date):**
___ Progression or Admissions Revision	Departmental Committee 11/2/2020 Graduate Council _NA_
___ Editorial Change**	College Curriculum Committee 11/16/20 Council on Academic Affairs _____
*Use the Multiple Course Drop Form for simultaneous course drops	General Education Committee 2/2/21 EFFECTIVE ACADEMIC TERM** Fall 2021
**Editorial Changes need no further approval	Teacher Education Committee 12/1/20

Specific revision(s) being proposed: To change the corequisite for MAT 112B to replace MAT 112BP with MAT 111B and to make the requirements more readable.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

MAT 112B Algebra: Functions & Matrices. (1.5) I, II. Prerequisite/Corequisite: MAT 112A (C) and either satisfaction of algebra readiness indicators* or concurrent enrollment in MAT 111B. ~~one of the following: a minimum score of 22 on the mathematics portion of the ACT, a minimum score of 530 on the mathematics portion of the SAT, or a passing score on an algebra placement test. Co-requisite: Students who do not meet the prerequisite above but have credit for MAT 112A (C) and MAT 112AP are required to enroll in MAT 112BP concurrently with MAT 112B.~~ Students will solve application problems involving matrices, systems of linear equations, series and sequences, logarithmic and exponential equations; and analyze graphs of exponential and logarithmic functions. Credit will not be awarded to students who have credit for MAT 112. 3 Lec /1 Lab. Gen. Ed. E-2 [QR]. General Education credit will not be awarded until after successful completion of both MAT 112A and MAT 112B.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____ CIP Code (first two digits only) ____ Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	MAT 112A (C) and either satisfaction of algebra readiness indicators* or concurrent enrollment in MAT 111B. ~~one of the following: a minimum score of 22 on the mathematics portion of the ACT, a minimum score of 530 on the mathematics portion of the SAT, or a passing score on an algebra placement test. Co-requisite: Students who do not meet the prerequisite above but have credit for MAT 112A (C) and MAT 112AP are required to enroll in MAT 112BP concurrently with MAT 112B.~~
Test Scores	

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

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3) X	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

___ Course Drop*	College _COS_____
___ Course Revision	Department Name _MTST_____
___ Cross-listing Existing Courses	Course Prefix & Number _STA 498W_____
___ General Education Course Addition	Course Title Statistics Capstone _____
_x__ Prerequisite or Co-requisite Revision	**Proposal Approved by (date):**
___ Progression or Admissions Revision	Departmental Committee 11/2/2020_ Graduate Council NA
___ Editorial Change**	College Curriculum Committee 11/16/20 Council on Academic Affairs _____
*Use the Multiple Course Drop Form for simultaneous course drops	General Education Committee NA EFFECTIVE ACADEMIC TERM** _____
**Editorial Changes need no further approval	Teacher Education Committee NA

Specific revision(s) being proposed: To change the prerequisite for STA 498W to a corequisite or prerequisite to allow students to take STA 498W at the same time that they take MAT/STA 520. Allow for students in the current major and the revised major.

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

STA 498W Statistics Capstone. (3) A.
Prerequisite or corequisite MAT 520 (C) or STA 520 (C), senior standing, Statistics or Data Science and Statistics majors only. Careers in statistics, advanced topics in statistics, statistical research, statistical consulting, written and verbal communication skills, use of presentation software, and use of statistical software. Credit will not be awarded to students who have credit for STA 498.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours ____	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___	CIP Code (first two digits only) ____	
		Class Restriction: FR___SO___JR___SR___	Course is eligible for IP (in-progress grading) for: Check all applicable
Schedule Types:	Work Load: _____	Not Offered as Audit/ Pass/Fail ___ (Will be available as Audit and Pass/Fail unless noted otherwise)	Thesis ___ Internship ___ Practicum ___ Independent Study ___

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	~~MAT 520 or STA 520,~~
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	Prerequisite or corequisite: MAT 520 (C) or STA 520 (C)
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

College of Business and Technology
School of Applied Arts & Technology
School of Business
Offices of the Associate Deans

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Richmond, Kentucky 40475-3102
(859) 622-1574
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M E M O R A N D U M

TO: Council on Academic Affairs

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

DATE: February 5, 2021

SUBJECT: Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College of Business & Technology at your meeting on February 19, 2021:

College of Business and Technology: Substantial Curriculum Change Agenda

School of Applied Sciences & Technology (AGRI)

Program Revisions

- BS Agriculture with Curriculum Map
- BS Animal and Veterinary Sciences
- AAS Technical Agriculture
- Companion Animal Management Certificate
- Livestock Management Certificate

New Course

- AGR 170, Application of Unmanned Aerial Systems with syllabus

Course Revisions

- AGR 332, Poultry Production & Management with Syllabus
- AGR 373 Animal Diseases with Syllabus
- AGR 374, Genetics of Livestock Improvement with Syllabus
- AGR 375, Reproduction & Artificial Insemination of Domestic Animals with Syllabus
- AGR 376, Anatomy & Physiology of Domestic Animals with Syllabus
- AGR 377, Livestock Behavior & Welfare with Syllabus

School of Business (SBUS)

Program Revisions

- BBA Accounting with Curriculum Map
- BBA Computer Information Systems
- BBA Finance with Curriculum Map
- BBA General Business
- BBA Management
- BBA Marketing
- BBA Risk Management and Insurance with Curriculum Map
- MBA Experience Program Revision with Curriculum Map
- MBA online Program Revision with Curriculum Map
- Certificate in Accounting
- Certificate in Corporate Communication
- Certificate in Financial Literacy
- Certificate in Global Supply Chain Management
- Certificate in Marketing Research
- Certificate in Sales
- Minor in Baking and Financial Services
- Minor in Business
- Minor in Entrepreneurship
- Minor in Personal Finance
- Minor in Risk Management and Insurance
- Dept Cert in Foundation of Business Thought
- Dept Cert in Technical Skills of Financial and People Management
- Dept Cert in Transformation of Inputs to Outputs

Catalog Revisions

- School of Business UG
- MBA Experience

New Minor/Certificate

- Certificate in Banking and Financial Services with Approval form and Curriculum Map
- MBA Departmental Certificate in Functions of Business with Approval form and Curriculum Map

New Courses

- ACC 350, Accounting Information Systems and Analytics with Syllabus
- ACC 521, Governmental and Not-For-Profit Accounting with Syllabus
- ACC 721, Governmental and Not-For-Profit Accounting with Syllabus
- BUS 100, Professional Development Series One with Syllabus
- BUS 101, Nature of Business
- BUS 200, Professional Development Series Two with Syllabus
- BUS 206, Fundamentals of Problem Solving with Excel with Syllabus
- BUS 207, Fundamentals of Interpersonal Business Communication with Syllabus
- BUS 209, Fundamentals of Financial and Managerial Accounting with Syllabus
- BUS 300, Professional Development Series Three with Syllabus
- BUS 400, Professional Development Series Four with Syllabus
- MBA 870, Economic Decision Making with Syllabus
- MBA 871, Managerial Communication with Syllabus

- MBA 874, Data Analytics for Managers with Syllabus
- MBA 875, Leading Organizations, People, and the Future of Work with Syllabus
- MBA 881, Accounting for Managers with Syllabus
- MBA 882, Marketing Management with Syllabus
- MBA 883, Financial Management and Decision Making with Syllabus
- MBA 892, Special Topics in MBA: with Syllabus
- MBA 895, Integrated Decision Making with Syllabus

Course Revisions

- MGT 370 Operations Management
- GBU 480 Business Strategy

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	B.S. Agriculture
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/1/2020	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

- Adding new course, AGR 170 (Application of Unmanned Aircraft Systems in Agriculture) to the Program Core requirements
- Adjusting free electives to allow for new course in Program Core
- Edit Program Electives to include the nine hours (AEM 308, 310W, and 407) specified for the Agriculture Engineering Technology concentration
- Remove AEM 308, 310W, and 407 from the support requirements for Agriculture Engineering Technology concentration
- Updated Livestock Management Concentration to reflect course revisions/credit hour changes.

B. 2. Proposed Effective Academic Term: FALL 2021

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

B. The justification for this action: Revisions are to correct an error that was caught for the 20-21 catalog once the Degree Works audit for Agriculture Engineering Technology was updated. Upper division courses may not count twice between the concentration and the program core.

1. AGR majors need to be aware of current technology
2. Adding AGR 170 to the program core, results in reducing the free electives to 0 hours for all concentrations except for Agribusiness MGT. That concentration will have 0-1 hours of free electives depending on the program electives they choose to take.
3. Since the nine hours of AEM 308, 310W, and 407 could not double count in the concentration and in the Program Electives as currently stated in the catalog, we had to remove those courses from the concentration and add them under the Program Electives

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

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

Part II.

Part III. Recording Data for Revised or Suspended Program

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

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

Bachelor of Science (B.S.)
AGRICULTURE
CIP Code: 01.0301

UNIVERSITY GRADUATION REQUIREMENTS
General Education..... 36 hours
Student Success Seminar (BTO 100; waived for transfers with 30+ hrs.)..... 1 hour
Writing Intensive Course (*Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category*)
Upper division courses (*42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories*)
ACCT - Agriculture majors will fulfill ACCT with AGR 499 or AGR 509 or OHO 498 or OHO 499. (*Credit hours may be incorporated into program requirements below.*)
Total Hours University Graduation Requirements…….37 hours

MAJOR REQUIREMENTS
College Requirement: Professional Skills Seminar……0 hour
BTS 400 (CR only, no hours).
Program Core ….....~~31~~ 34 hours
AGR 130 and 131(1) or OHO 131 and 132(1); AGR 115(2), 170
213, 215, 216(1), 304(4), 305(1), 308, 310, 319, 340, 411(1)
~~**Program Electives**……15 hours~~
~~**Experiential learning**. 3 hours from AGR 301, 302, 349,~~
~~OHO 301, 349;~~
~~**ACCT capstone.** Select one course from AGR 499, 509, OHO 498, 499~~
~~**Upper Division Electives in AGR and/or OHO** ……9 hours~~
Concentrations (select one):
Agribusiness Management…..... 25-28 hours

AGR 125, 126 (1), 350, 409, 440, 520; and one of the
following programs:

- Advisor Approved Personalized Program (9 hours)
- Certificate in Corporate Communication: CCT 201 or 300W; CCT 310, and 550 (9 hours)
- Certificate in Financial Literacy: FIN 201, 310, 311, (9 hours) ACC 200 (included in supporting course requirements for individual concentrations)
- Certificate in Marketing Research and Analytics: MKT 300 or 301; MKT 455, 456, and 457. (12 hours)
- Certificate in Sales : MKT 300 or 301, 310, 408, 431 (12 hours)

Agriculture Engineering Technology.....**26 hours**
AEM 195, 201, 202, 301, 330, 352, AGR 362(2), 383, 570
Agronomy, Soils and Natural Resources….....**26 hours**
AGR 125, 126 (1), 312 (4), 345; 404, 416, 430 and 570 and Upper Division electives in AGR and/or OHO (3 hours)
Livestock Management.....**-29- 33 hours**
AGR 125, 126 (1), 225 or 330 and 321(4); select two of the following: AGR 326(4), 327(4), 328(4), 329(4), 332, 380(4); select three of the following: AGR 312(4), 372, 373(4), 374, 375(4), 376(4), 377, 421; and 2 hours of advisor approved ~~Upper Division~~ electives in AGR and/or OHO ~~(0-2 hours)~~
Fruit, Vegetable, Nursery and Greenhouse Production….....**29 hours**
AGR 404, 416; OHO 354, 365, 372(2), 375, 388; and 9 hours advisor approved electives
Turfgrass and Landscape….....**29 hours**
AGR 404, 416; OHO 351(4), 354, 365, 370; and 10 hours advisor approved electives
Supporting Course Requirements.....**5 hours**
BIO([G]Element 4) 111(4) or 112(4); CHE 101/101L([G]Element 4); CIS 212 or INF 104, or TEC 161; ECO 120 ([G]Element 5B).
[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

Supporting Courses Requirements for individual concentrations:

Agribusiness Management
ACC 200**……..…3 hours**
STA 215 (included in General Education hours)
Agriculture Engineering Technology
STA 215~~, AEM 308, 310W, 407~~.....**~~12~~3 hours**
~~(courses also satisfy the nine hours upper division electives requirement above)~~
MAT 112A and 112B or 114 ~~or higher~~, (included in General **Education hours)**
Agronomy, Soils and Natural Resources
GEO 353……..…….....…..**3 hours**

Program Electives……**15 hours**

All Concentrations:
Experiential learning. 3 hours from AGR 301, 302, 349, OHO 301, 349;
ACCT capstone. Select one course from AGR 499, 509, OHO 498, 499
Agribusiness Management; Agronomy, Soils and Natural Resources; Livestock Management; Fruit, Vegetable, Nursery and greenhouse Production; and Turfgrass and Landscape Concentration:
9 hours of Upper Division Electives in AGR and/or OHO
Agriculture Engineering Technology Concentration: AEM 308, 310W, 407

Free Electives:
Agribusiness Management Concentration.....**0-~~11-~~4 hours**
~~**All Other Concentrations**.....**3 hours**~~
TOTAL HOURS TO COMPLETE DEGREE.....**120-124 hours**

Agriculture (B.S.) **Program's Curriculum Objective Map** 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		16-20 SLO Critical Thinking. Students will demonstrate critical thinking skills.	16-20 SLO Communication. Students will demonstrate effective group and interpersonal skills	CAA 119 16-20 PLLO 3: Core Knowledge Students will demonstrate knowledge in experiential learning environments.
CORE REQUIREMENTS				
AGR 115	Operation of Agricultural Equipment	1		1
AGR 130	Plant Science			1
AGR 131	Plant Science Laboratory		1	1
AGR 170	Application of Unmanned Aerial Systems (UASs)in Agriculture	1		1
AGR 213	Principles of Agricultural Mechanics and Energy Systems	2		1
AGR 215	Principles of Soils	2		2
AGR 216	Principles of Soils Laboratory	2		2
AGR 304	Pest Management		2	1
AGR 305	Professional Skills Seminar		2	
AGR 308	Agricultural Economics	2		3
AGR 310	Principles of Agribusiness Management	1		1
AGR 319	Renewable and Sustainable Energy Systems	2,3		
AGR 340	Conservation of Agricultural Resources			3
AGR 411	Senior Seminar		3,4	
Departmental Electives				
AGR 301	Directed Work Experience	1		2
AGR 302	Directed Work Experience Management Practicum	2		4
AGR 349	Applied Learning in Agriculture	4		4
AGR 499	Agricultural Advocacy and Issues Capstone	4	3,4	
AGR 509	Agricultural Research Methods and Interpretation	4		1
OHO 301	Directed Work Experience	1		2
OHO 349	Applied Learning in Agriculture	4		4
OHO 498	Turfgrass Capstone	4	3,4	
OHO 499	Horticultural Issues Capstone	4	3,4	
Agribusiness Management Concentration				
ACC 200	Introduction to Financial Accounting			1
AGR 125	Principles of Animal Science	1		1
AGR 126	Animal Science Laboratory	1	1	1
AGR 350	Agricultural Marketing			1
AGR 409	Agriculture Business Records and Analysis			2
AGR 440	Agricultural Financing			1
AGR 520	Global Food Systems	3	3	1
STA 215	Introduction to Statistical Reasoning	1	1	1
Agribusiness Management Concentration/Certificate in Corporate Communication				
CCT 201 or 300W	Professional Communication / Managerial Reports		1	1
CCT 310	International Business Communication		2	1
CCT 550	Integrated Corporate Communication		2	2
Agribusiness Management Concentration/Certificate in Financial Literacy				
FIN 201	Personal Money Management	1		1
FIN 310	Entrepreneurial Finance	2		2
FIN 311	Personal Financial Planning	2		3

Agriculture (B.S.) **Program's Curriculum Objective Map** 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		16-20 SLO Critical Thinking. Students will demonstrate critical thinking skills.	16-20 SLO Communication. Students will demonstrate effective group and interpersonal skills	CAA 120 16-20 PLLO 3: Core Knowledge Students will demonstrate knowledge in experiential learning environments.
ACC 200	Introduction to Financial Accounting			1
Agribusiness Management Concentration/Certificate in Marketing Research and Analytics				
MKT 300 or 301	Principles of Marketing	1		1
MKT 455	Marketing Research and Analysis	2	2	3
MKT 456	Qualitative Research in Marketing	2	2	2
MKT 457	Experimental Design for Marketing	3	3	3
Agribusiness Management Concentration/Certificate in Sales				
MKT 300 or 301	Principles of Marketing	1		1
MKT 310	Personal Selling	2	2	2
MKT 408	Sales Management	2	2	2
MKT 431	Strategic Procurement	2	1	
Agriculture Engineering Technology				
AEM 195	Computer Aided Drafting	1		1
AEM 201	Metallic Material Processes	2	1	2
AEM 202	Introduction to Quality	2	1	2
AEM 301	Non-Metallic Material Processes	2	1	2
AEM 330	Materials Testing and Metrology	3	1	2
AEM 352	Automated Technology Devices	3	2	3
AGR 362	Hydraulic Systems	2,3	2	2
AGR 383	Diesel Power Systems	2	2	1
AGR 570	Advanced Technical Agriculture	3	2	
AEM 308	Methods of Lean Operations	2	2	1
AEM 310	Computer Communications in Industry	2	1	1
AEM 407	Fundamentals of Project Management	3	3	3
STA 215	Introduction to Statistical Reasoning	1	1	
Agronomy, Soils and Natural Resources Concentration				
AGR 125	Principles of Animal Science	1	1	1
AGR 126	Animal Science Laboratory	1	1	1
AGR 312	Ecology and Management of Grasslands and Pastures	2	2	2
AGR 345	Sustainable Agroecosystems	3	2	
AGR 404	Advanced Pest Management	3	2	
AGR 416	Soil Fertility and Management	3		
AGR 430	Row and Biofuel Crops	3		
AGR 570	Advanced Technical Agriculture	3		
GEO 353	Geographic Information Systems	2		1
Livestock Management Concentration				
AGR 125	Principles of Animal Science	1		1
AGR 126	Animal Science Laboratory	1	1	1
AGR 225	Evaluation and Selection of Livestock/Animal Products	1		1
AGR 312	Ecology and Management of Grasslands and Pastures	2		
AGR 321	Feeds and Feeding	2	2	2
AGR 326	Light Horse Production and Management	2		2,3

Agriculture (B.S.) **Program's Curriculum Objective Map** 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		16-20 SLO Critical Thinking. Students will demonstrate critical thinking skills.	16-20 SLO Communication. Students will demonstrate effective group and interpersonal skills	CAA 121 16-20 PLLO 3: Core Knowledge Students will demonstrate knowledge in experiential learning environments.
AGR 327	Beef Production	3		2,3
AGR 328	Swine Production	3	2	2,3
AGR 329	Sheep and Goat Production	3		2,3
AGR 330	Animal Products			1
AGR 332	Poultry Production and Management	3		
AGR 372	Topics and Laboratories in Animal Sciences		3	2
AGR 373	Animal Diseases	2		
AGR 374	Genetics of Livestock Improvement	2		
AGR 375	Reproduction and Artificial Insemination of Domestic Animals	2		
AGR 376	Anatomy and Physiology of Domestic Animals	2		
AGR 377	Livestock Behavior and Welfare	2		
AGR 380	Technical Management of Dairy Cattle	3		2,3
AGR 421	Animal Nutrition	3		2
Fruit, Vegetable, Nursery and Greenhouse Production Concentration				
AGR 404	Advanced Pest Management	3	3	
AGR 416	Soil Fertility and Management	3		
OHO 354	Irrigation Systems and Horticultural Equipment	2,3		2
OHO 365	Plant Identification I	2,3		2
OHO 372	Nursery Retail Technology		3	2
OHO 375	Post Harvest Technology of Horticultural Crops	2	2,3	2
OHO 388	Greenhouse Operation and Management		2	2,3
Turfgrass and Landscape Concentration				
AGR 404	Advanced Pest Management	3	3	
AGR 416	Soil Fertility and Management	3		
OHO 351	Turfgrass Management	3	3	2
OHO 354	Irrigation Systems and Horticultural Equipment	2,3		2
OHO 365	Plant Identification I	2,3		2
OHO 370	Landscape Operations Management	3	2,3	2
Agriculture Electives				
AGR 105	Introductory Topics in Agriculture			1
AGR 250	Introduction to Horses			1
AGR 255	Companion Animal Management			1
AGR 300	Travel Study in Agriculture Technology	2		
AGR 318	Soil/Water Conservation Technology			1
AGR 330	Animal Products			1
AGR 410	Independent Study	3	3	3
AGR 421	Animal Nutrition	3		2
AGR 501	Independent Study in Agriculture	3	3	3
OHO 131	Plant Science			1
OHO 132	Plant Science Laboratory		1	1
OHO 353	Sports Turf Management	3	3	
OHO 366	Plant Identification II	2,3		2
OHO 368	Landscape Design Using CAD	3		2

Agriculture (B.S.) **Program's Curriculum Objective Map** 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		16-20 SLO Critical Thinking. Students will demonstrate critical thinking skills.	16-20 SLO Communication. Students will demonstrate effective group and interpersonal skills	CAA 122 16-20 PLLO 3: Core Knowledge Students will demonstrate knowledge in experiential learning environments.
OHO 373	Fruit Production	2	2,3	2
OHO 374	Vegetable Production	2	2,3	2
OHO 391	Landscape Design and Methods	2	2,3	2
OHO 392	Landscape Construction Techniques	2,3		2

Agriculture (B.S.) **Program's Curriculum Objective Map** 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		16-20 SLO Critical Thinking. Students will demonstrate critical thinking skills.	16-20 SLO Communication. Students will demonstrate effective group and interpersonal skills	16-20 PLLO 3: Core Knowledge Students will demonstrate knowledge in experiential learning environments.
Fruit, Vegetable, Nursery and Greenhouse Production Concentration				
AGR 404	Advanced Pest Management			
AGR 416	Soil Fertility and Management			
OHO 354	Irrigation Systems and Horticultural Equipment			
OHO 365	Plant Identification I			
OHO 366	Plant Identification II			
OHO 372	Nursery Retail Technology			
OHO 373	Fruit Production			
OHO 374	Vegetable Production			
OHO 375	Post Harvest Technology of Horticultural Crops			
OHO 388	Greenhouse Operation and Management			
Turfgrass and Landscape Concentration				
AGR 404	Advanced Pest Management			
AGR 416	Soil Fertility and Management			
OHO 351	Turfgrass Management			
OHO 353	Sports Turf Management			
OHO 354	Irrigation Systems and Horticultural Equipment			
OHO 365	Plant Identification I			
OHO 366	Plant Identification II			
OHO 368	Landscape Design Using CAD			
OHO 370	Landscape Operations Management			
OHO 391	Landscape Design and Methods			
OHO 392	Landscape Construction Techniques			

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	B.S. Animal and Veterinary Sciences
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Updating the credit hours listed for specific classes (AGR 373, 375, 376, 377) and the range of credit hours to complete the Pre-Veterinary and Animal Science Concentrations, and the Total Hours to Complete Degree sections.

-

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

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

B. The justification for this action:

These updates reflect the proposed course revisions that have been submitted for the aforementioned classes.

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.

Part III. Recording Data for Revised or Suspended Program

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

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

Bachelor of Science (B.S.)
Animal and veterinary Sciences

UNIVERSITY GRADUATION REQUIREMENTS

• General Education .....36 hours
• Student Success Seminar (BTO 100; waived for transfers with 30+ hrs.) .....1 hour
• Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Agriculture majors will fulfill ACCT with AGR 499 or AGR 509. (Credit hours are incorporated into major requirements below.)
Total Hours University Graduation Requirements …….**37 hours**

MAJOR REQUIREMENTSCollege
Requirements: Professional Skills Seminar .....1 hour
AGR 305(1).
Core Requirements .....31-33 hours
AGR 125, 126(1), 304(4), 308, 321(4), and 411(1); 3 hours from 301, 302, or 349; one of the following: AGR 310,350, or 440; AGR 499 or 509; two production classes from AGR 255, 326, 327(4), 328(4), 329(4), 332, or 380(4).

CONCENTRATIONS (select one):
Pre-Veterinary. .....12-~~13~~15 hours
AGR 421; select three animal science courses from AGR 312(4), 372, 373(4), 374, 375(4),, 376(4), or 377.
Animal Science .....14-~~16~~19 hours
AGR 225 or 330(2); select four animal science courses from AGR 312(4), 372, 373(4),, 374, 375(4),, 376(4), 377, or 421.

Supporting Course Requirements
All Concentrations .....14 hours
BIO([G]Element 4) 111(4), 112(4), CHE([G]Element 4) 111/111L, 112/112L, 361/361L; ECO 120 ([G]Element 5B).[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

Pre-Veterinary.....18-23 hours
Select one class from: MAT([G]Element 2) 120, 122 (5), 211, or 234(4);BIO 331; CHE 362/362L; PHY 131(5); select two of the following science electives: AGR 374 or BIO 315 (4), 320(4), 348, 546(4), CHE 430 or PHY 132(5). Courses listed will meet requirements for Auburn College of Veterinary Medicine for students with a Baccalaureate degree prior tostarting veterinary school.

Animal Science.....9-16 hours
MAT([G]Element 2) 112A and 112B, 114, 120, 122 (5), 211, or 234(4); STA 215 or 270(4); select two science electives from AGR 374 or BIO 315, 320(4), 331, 348, 546(4), CHE 362/362L, CHE 430, PHY 131(5) or PHY 132(5).

Free Electives .....0-14 hours

TOTAL HOURS TO COMPLETE DEGREE .....120-~~121~~ 123 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	A.A.S. Technical Agriculture
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Removing "(2)" after AGR 330 – Course was revised for the 20-21 changing the credit hours from 2 to 3
Changing "or" to "and" in Livestock Management concentration to correct a typo. Hours are correct.

A. 2. Proposed Effective Academic Term: (Fall 2021)

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

B. The justification for this action: Revisions are to correct hours

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

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

Part II.

Part III. Recording Data for Revised or Suspended Program

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

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

Associate of Applied Science (A.A.S.)
TECHNICAL AGRICULTURE
CIP Code: 01.9999

UNIVERSITY GRADUATION REQUIREMENTS

General Education.....**19 hours**
BIO 111(4), 112(4), CHE 101/101L, or CHE 105/105L (GElement 4); ECO 120 (GElement 5B); ENG 101 OR 105 (GElement 1A); ENG 102 (GElement 1B); MAT 105 (GElement 2); Select three hours in Element 3A, or three hours in Element 3B.
Student Success Seminar.....**1 hour**
(BTO 100; waived for transfers with 30+ hrs.)
Total Hours University Graduation Requirements...20 hours
MAJOR REQUIREMENTS
Core.....**26-29 hours**
AGR 125, 126(1), AGR 130 and 131(1), or OHO 131 and 132(1); AGR 213, 215, and 216(1); AGR 304(4) or OHO 304(4); AGR 305(1), 308, three hours of practicum, and 0-3 hours departmental electives.
Select one of the following concentrations:
Agricultural Systems Management.....**11 hours**
AGR 115(2), 301(1), 362(2), 381 and 383.
Agribusiness Management.....**12 hours**
AGR 310, 350, 409 and 349(3) or 440.
Greenhouse and Fruit/Vegetable Production.....**14 hours**
OHO 372(2), 373, 374, 375 and 388.
Landscape Horticulture.....**13-14 hours**
OHO 365; 370 or 372; OHO 391 and 392.
Livestock Management.....**12-14 hours**
AGR 225 or 330~~(2)~~; and 321 (4); ANSCI Electives 3-4 ~~or~~ and Production 3-4
Turfgrass Management.....**13 hours**
OHO 351(4), 353, 354, and 370.
TOTAL HOURS TO COMPLETE DEGREE.....60 hours
***Courses meeting general education requirements.**

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

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Companion Animal Management Certificate
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Update the course credit hours to reflect recent changes in courses.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

NA

B. The justification for this action:

This will allow more time to teach current laboratory techniques in genetics such as DNA extraction, PCR, and genotyping. We already have the equipment needed for these laboratory exercises. There is an increasing need for these skills in industry, and this will better prepare our students for employment.

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 Revised or Suspended Program

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

Departmental Certificate in Companion Animal Management

Total Curriculum Requirements.....10-11 hours

AGR 125, 126(1); AGR 255; select 1 course from 321(4), 373 (4), 374, 375 (4), 376 (4), 377, or 421.

V.1.26.16

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	AGR 170
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Application of Unmanned Aerial Systems (UASs) in Agriculture
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/1/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create an introductory course on the use of Unmanned Aerial Systems (UAS or drones) in agriculture. In recent years, drones have seen many applications in agriculture. However, rare are the education programs in agriculture that offer students the knowledge and skills needed to use drones in agriculture. By initiating this course, the Department of Agriculture aims at providing students with the state or the art capabilities to use drones in farming. There is also an increasing demand for drone professionals in the field. This course will also prepare them to fill those positions.

A. 2. Proposed Effective Academic Term: Fall 2021

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

B. The justification for this action: Among the emerging technologies in the U.S agricultural industry are drones. In agriculture drones are being used in applications such as soil fertility management, agronomy, irrigation and water management during crop production, weeds in crop field, disease and pest control, crop yield estimation and forecasting. The demand for drone operators is increasing as a consequence of the decrease in farm labor. Yet, our program does not offer any course that provide our students with the knowledge and skills needed to properly operate this technology. This course will prepare our students for this in-demand drone operator roles, ensure that they can also utilize this technology on their own farm or the ones they manage, and increase the competitiveness of agriculture in the region

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: The department currently has drones for instruction purposes in lab facilities located at Meadowbrook farm.

Library Resources: Textbook to add to the reserve book

2016. Marshall, D., Barnhart, K., Shappee, E., & Most, M., (Eds). Introduction to Unmanned Aircraft Systems, 2nd ed.
ISBN-13: 978-1482263930
ISBN-10: 9781482263930

2018. Krishna, Kowligi R. Agricultural drones: a peaceful pursuit, 1st ed.
ISBN-13: 978-1771885959
ISBN-10: 9781771885959

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

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

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

AGR 170 Application of Unmanned Aerial Systems (UASs) in Agriculture. (3) I. Introduction to the application of UAS/drones in agriculture. Typical applications and an overview of foundational skills needed to safely operate UAS systems in the U.S. airspace.2 Lec/2 Lab

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
AGR	170	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC ____	AGRI

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 2 Laboratory 2 Other ____	CIP Code (first two digits only) 01

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	4	N-Normal	FR ____ JR ____
			SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit) Appl Unmanned Aerial Sys Agri
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Commented [LA1]: Davis will check the workload if it is 3 or 4

Eastern Kentucky University
Department of Agriculture
Application of Unmanned Aircraft Systems (UASs) in Agriculture – AGR 170

Course Information

Prerequisite: No Prerequisite (Undergraduate status)

Credits: 3

Course Description

This course provides an introduction to the application of Unmanned Aircraft Systems (UAVs) in agriculture. A history of UAS, typical applications and an overview of regulations, airframe, and power-plant systems, sensors, ground control stations, airspace, weather, and other foundational skills needed to safely operate UAS systems in the U.S. airspace will be covered.

Textbook:

2016. Marshall, D., Barnhart, K., Shappee, E., & Most, M., (Eds). Introduction to Unmanned Aircraft Systems, 2nd ed.

ISBN-13: 978-1482263930

ISBN-10: 9781482263930

2018. Krishna, Kowligi R. Agricultural drones: a peaceful pursuit, 1st ed.

ISBN-13: 978-1771885959

ISBN-10: 9781771885959

- **Pilot's Handbook of Aeronautical Knowledge, FAA-H-8083-25B (Free Digital download)**
  https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/phak/

Reference Materials: (Not required)

- *Unmanned Aircraft Systems, UAVS design, development and deployment. Austin, Reg Wiley Publishing ISBN 978-0-470-05819-0*
- *2020 Remote Pilot Test Prep ISBN 978-61954-559-5 Aviation Supplies & Academics Inc. (ASA)*

- *Remote Pilot Small Unmanned Aircraft Systems Study Guide - Federal Aviation Administration (Free Download)* *http://www.faa.gov/regulations_policies/handbooks_manuals/aviation/media/remote_pilot_study_guide.pdf*
- *Airman Certification Standards Remote Pilot Small Unmanned Aircraft Systems-Federal Aviation Administration (Free Download)* https://www.faa.gov/training_testing/testing/acs/media/uas_acs.pdf

Web Resources:

- https://www.ecfr.gov/cgi-bin/text-idx?SID=e331c2fe611df1717386d29eee38b000&mc=true&node=pt14.2.107&rgn=div5

Student Learning Outcomes:

At the end of this course, students will be able to:

- Explain some of the significant milestones in the history of UAS.
- Describe several applications of UAS in agriculture such as soil fertility management, agronomy, irrigation and water management during crop production, weeds in crop field, disease and pest control, crop yield estimation and forecasting.
- Identify and define the major components of an UAS.
- Apply FAA procedures for the safe use of UAS in agriculture.

Evaluation

The grades will be based on review questions, unit tests, a UAS project, and a final exam.

Review Questions

The review questions highlight key points of each week's material. The questions are designed to help you reflect on what is important and prepare you for the unit tests and the final project. **Review questions must be completed to unlock the Unit Tests.** Completing all review questions completely, accurately, and on-time will earn you 5 bonus points on your final grade.

Unit Tests

Unit tests will cover a sampling of all the content covered in weekly videos, in class discussions, PowerPoint slides, textbook materials and or supplemental materials for each unit. The review questions are meant to help prepare you for the unit tests. The unit tests are short answers, open-ended or multiple-choice questions.

Unit 1 Test- 60-minute time limit

Unit 2 Test - Multiple choice questions. Designed to simulate the FAA Remote pilot exam. (90-minute time limit)

Unit 3 Test- 60-minute time limit

All review questions within a unit must be completed to unlock Unit tests. All unit tests must be completed to unlock the final exam.

UAS Project - *Grading Rubric will be provided on blackboard*

Students will design a theoretical UAS (Unmanned Aircraft System) to serve a real-world application in agriculture. The design will be presented in a PowerPoint presentation and will include all of the following:

- Description of application for which a UAS can be used with justification why a UAS is preferable to a manned system or other existing solutions.
- Aircraft type (Lighter than air, VTOL, fixed wing, auto-gyro etc.) and rational for why this type of aircraft is the best choice for this application.
- Aircraft design with rational for design elements (i.e. tail design, wing or rotor configuration, number of motors/engines, size of aircraft, range, etc.).
- Description of:
    - sensors for navigation and flight data (altitude, airspeed, vertical speed, attitude, position, etc.).
    - sensors for detect and avoid systems.
    - airframe design and materials (wood, fiberglass, foam, carbon fiber, metal etc.).
    - Power-plant design and materials (electric, gas, fuel systems, power systems).
- Details of command and control station (parts of the system, operator interface and controls).
- Operational limits (ceiling, range, weather, wind speed limits, cross wind limits etc.).
- Special launch and recovery requirements.
- How will the data be collected, analyzed and transformed into actionable items.

Final Exam (2-hour time limit)

Student will pass **either** a final comprehensive exam **or** present proof of successful completion (Passing score) on the FAA part 107 small unmanned systems exam for a Remote Pilot Certificate.

Final Exam-100 multiple choice questions that cover units 1, 2, 3. Most of the questions will be pulled from a bank of FAA sample questions. About 20% of the exam will cover units 1 and 2 while the remaining 80% will be representative of the FAA remote pilot exam. The final project is mainly used as a measure of your understanding on the content of units 1 and 2.

In total the final grade will be based on:

Review Questions *	15
Unit Tests	30 pts (10 x 3)
UAS Project	30 pts
Final Exam or **FAA Part 107 Certification	25 pts
Total Points	**100 pts**

** Completion of all review questions counts as participation for each week. Questions turned in late will not earn any points. You must complete all review questions within a unit to unlock the Unit test. You must take all unit tests to unlock the Final Exam.*

Bonus for complete, on-time completion of all review questions +5 points.

***Students who complete the requirements for, and can show proof of an FAA Remote Pilot certificate before the due date of the final exam, will be exempt from the final exam and will receive the full 25 pts for the final exam.*

Course Grading

The grade distribution is based on the following criteria:

A:	90%-100%	C:	70%-79.9%	F:	Below 60%
B:	80%-89.9%	D:	60%-69.9%		

Course Requirements:

Blackboard Learn (Required): Course materials will be available via Blackboard. The course web page can be accessed at https://learn.eku.edu/. Log on using your EKU account username and password.

- Weekly readings of textbook and supplemental materials.

- View weekly video lessons.
- Attend weekly course
- Complete weekly review questions related to readings, videos, course materials, and other supplemental materials.
- Successful completion of unit tests.
- Unmanned Aerial System (UAS) research and presentation project.
- Final Exam or *FAA part 107 Exam

Tentative Schedule

The following schedule is just preliminary. I reserve the right to introduce changes and improvements at any time during the semester. Students will be notified through emails, in class and/or on the blackboard of such changes when they occur. We will also have three or more guest speakers during the semester. They will be announced in class and on blackboard.

Unit 1: History and Applications

Week 1: Introduction and History of UAS (Unmanned Aircraft Systems) (Ch. 1)

Week 2: Applications of UAS (Ch. 2)

Week 3: Components of an UAS (Ch. 3)

Week 4: Sensing (Ch. 4)

Unit 1 Test

Unit 2: FAA Part 107 Regulations-(Remote Pilot Test Prep)

Week 5: Regulations, Part 107 (ASA Test prep Ch. 1)

Week 6: NAS-National Airspace System (ASA Test prep Ch. 2)

Week 7: Safety (ASA Test prep Ch. 3)

Week 8: Loading and Performance (ASA Test prep Ch. 4)

Week 9: Operations (ASA Test prep Ch. 5)

Unit 2 Test

Unit 3: UAS systems, design and operation

Week 10: UAS Design (Ch.9)

Week 11: Airframe and Power-plant (Ch. 10)

Week 12: Electrical Systems (Ch.11)

Week 13: Communication Systems and Communication procedures (Ch. 12)

Week 14: Command and Control (Ch. 13)

Week 15: Detect and Avoid/Collision Avoidance (Ch. 15)

Unit 3 Test

Final Exam

Final Project Due

Five key areas of "remote pilot test knowledge" including regulations, national airspace system, weather, loading & performance, and operations are included throughout this course. Students preparing to take the FAA knowledge test are encouraged to further study each area fully before taking the FAA exam. There are several study guides with sample questions that are good practice for the exam. The pilot's handbook of aeronautical knowledge https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/phak/ is an excellent free resource that covers each area in depth.

Student Progress:

Student grades are available throughout the semester in the Learning Management system. Student grades are also reported in banner on the schedule located on the colonel compass and/or EKU calendar. In addition, students may check their progress via "my grades" in Blackboard.

Attendance Policy:

Students are expected to log into blackboard several times each week to work on the material in each unit. Students are expected to view all instructional videos and complete all required assignments and readings. In addition to the online videos, students also meet once a week on campus. Completion of weekly review questions will count towards attendance. Review questions that are not completed on time will count as an absence and will result in a reduction of points.

Make Up or Late Work Policy:

All make-up assignments and late work will be similar to the original assignment but will hold the student to a much higher standard. This additional standard of more difficult grading reflects a sense of fairness to students who did the work on time and is specifically meant as a disincentive to turn in work late. If late work is to be accepted it will be subject to a 50% penalty. Some assignments will **not** be accepted late and the instructor has the discretion to refuse to accept any late assignment. At the same time, this policy does allow for unforeseen circumstances.

Last Day to Drop the Course:

Add/Drop dates are available on the colonel compass located here: http://colonelscompass.eku.edu/

EKU E-campus add/drop dates are located here: http://courses.up.eku.edu/calendar/index.html

Course Communication

Please note that my primary out-of-class method of communication will be via email (EKU email address). I will not contact you via email addresses other than your EKU email address. It is your responsibility to check your email and your Blackboard account on a regular basis. I recommend checking them at least once every 24 hours.

If you wish to contact me by email, my email address is abdelaziz.lawani@eku.edu. Please include **the class number in the subject** of your email. For example: "AGR 170"

Disability and Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Upon individual request, this syllabus can be made available in an alternative format.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

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 the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity.

For current University policies and regulations, please go to EKU's Policy Website.

Honesty Statement:

Students are expected to know, understand, and comply with the ethical standards of the university. In addition, students have an obligation to inform the appropriate university official of any acts of academic dishonesty by other students of the university. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate and grade the student's work in meeting course and degree requirements.

Statement of Authenticity

Students may be asked to add and sign the following statement: "I certify that the work I am submitting is original. It is authentic, genuine, and created independently by me using only the tools and resources defined in the course. I did not receive any external help, coaching, collaboration, assistance or contributions from others during the completion of this task."

Important Dates

Add/Drop dates are available on the colonel compass located here: http://colonelscompass.eku.edu/

For reference, EKU University Calendar is available here:

https://colonelscompass.eku.edu/sites/colonelscompass.eku.edu/files/files/Spring%202021%20Calendar(2).pdf

CAA 141

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business & Technology
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	AGR 332
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Poultry Production & Management
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Modify distribution of course credit hours from 3 lecture to 2 lec / 2 lab. Update prerequisite requirement to include AGR 125 & 126, and update course description to include objectives of lab component.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Currently, this is the only animal science production course without a lab component. Lab components are a commonality among production classes at most animal science institutions. The lab component will allow for experiential learning & industry field trips. Amend the course description to reflect the inclusion of lab topics. Update the prerequisite course requirements to include AGR125 and AGR126.

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

Personnel Impact: n/a

Operating Expenses Impact: n/a

Equipment/Physical Facility Needs: n/a

Library Resources: n/a

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

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

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

New or Revised* Catalog Text

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

AGR 332 Poultry Production & Management. (3) A. Prerequisites: AGR 125 & 126. ~~History and importance of the poultry industry, breeds, breeding, feeding, and management in the layer and broiler industry.~~ An overview of the poultry industry focused on industry trends, breeds, management, environmental impacts, bird welfare, food safety, and product quality. Students will acquire practical experience in poultry production and product evaluation. 2 Lec/2 Lab

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
AGR	332	Fall 2021	BT X HS CL JS ED SC	AGRI

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

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
~~I~~ L	3		FR JR
			SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
Thesis	
Internship	
Independent Study	
Practicum	

CoRequisites 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.	Prerequisites: AGR 125 & 126.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Information

Poultry Production & Management

AGR 332 // CRN
3 credit hours (2 lec/2 lab)

Class meeting times

Lecture: Tuesdays/Thursdays (50 min)
Lab: Thursdays (1 hr 50 min)

Instructor

Dr. Jessica Kenealy
E-mail: jessica.kenealy@eku.edu
Phone: 260-705-6681
Office: Carter Rm. 16; Office hours by appointment

Catalog Description

Prerequisites: AGR 125 & 126. An overview of the poultry industry focused on industry trends, breeds, management, environmental impacts, bird welfare, food safety, and product quality. Students will acquire practical experience in poultry production and product evaluation. 2 Lec/2 Lab.

Student Learning Outcomes

1. Students will demonstrate an understanding of the poultry industry at the state, national, and world-wide level.
2. Students will gain familiarity and practical hands-on experience with poultry management practices.
3. Students will be able to describe the biology and health of poultry.
4. Students will be able to discuss current topics associated with welfare, environmental impacts, and production.

Text

Recommended, but not required
Poultry Science (Fifth Ed.) by Colin G. Scanes with Karen D. Christensen.

Expectations & Attendance Policy

Expectations

- **Location:** Students should always confirm the location of the lecture/lab prior to class time as locations are subject to change.
- **Transportation:** Students are responsible for their own transportation to and from Meadowbrook farm or other field trip locations.
- **Professionalism:** The farm and other field trip locations are a professional work environment and should be treated as such; fowl language, inappropriate discussions, unprofessional attire, and disrespectful behavior will not be tolerated. Such acts will result in dismissal from the lab and point deduction.
- **Attire:** Students must wear proper attire when participating at the farm or other field trip locations. This includes long pants, closed toe shoes, and shirts with at least short sleeves. This is to offer protection from animals' hooves and horns, debris, fencing etc. Students should always check the weather before lab and dress appropriately - we will be working outdoors!
- **Animals:** Students should never touch an animal without permission from the instructor. Students will have the opportunity to work hands-on with livestock. Strict instruction will be given and must be followed. Always recognize that it is a privilege to have farm animals for class,

and the animals must always be respected and handled in a calm, quiet manner to prevent undue stress.

Attendance Policy

- Students are required to attend all classes (lecture & lab) whether on campus, at Meadowbrook farm, or off campus.
- Excused Absences (as defined below) *do not* automatically warrant a student the right to makeup work. Refer to the Grading section below for information about make-up assignments/assessments.
- **Unexcused absences** will result in a score of zero for any exams, quizzes, participation or other assignments given in class that day. No makeup exams will be permitted for unexcused absences. Recurrent unexcused absences may result in a grade deduction at the discretion of the instructor.
- **Excused absences** include personal illnesses, critical illness/death of an immediate family member, and participation in a University related event. Students must notify the instructor of the intended absence *prior* to the missed class, and documentation may be required.

University Statements & Policies

Virtual Learning Statement

Sessions in this course will be live-streamed and/or recorded using Blackboard Collaborate, Zoom, and/or other virtual mediums. Such recordings/live streaming will only be available to students registered for this class. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class, or upload them to any social media or other online forum. Doing so may be a violation of the Family Education Rights and Privacy Act (FERPA), and University policies, including the Student Code of Conduct and Code of Ethics for Computing and Communications.

COVID-19 Statement

Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy On Campus initiatives. These initiatives include properly wearing a face covering at all times while in class, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to Student Conduct & Community Standards.

Academic Integrity Statement

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

Accessibility & Accomodation Statement

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The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately.

We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.eduor telephone at (859) 622-2933.

The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Discrimination & Harrassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

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Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Grading

In Class Activities (ICAs)

In class activities are defined as in class discussions, kahoot quizzes, blackboard discussion posts, e-mail submissions, drawings, polls, hands-on activities, games etc. These activities will occur on a random basis throughout the semester and will be announced during face to face and/or web lecture meetings. The purpose of ICAs are to ensure student attendance/participation, review content material, and serve as an informal assessment of learning objectives. Students will be graded based on completeness and/or correctness. Each activity is 10 points; *the lowest two scores will be dropped at the end of the semester.*

- **Missed ICAs**: any missed ICAs (due to excused or unexcused absences) will not warrant a make-up assignment. They must be completed during class time as directed by the instructor. The lowest 2 ICA grades will be dropped at the end of the semester.

Homeworks

Every week an assignment will be given via Blackboard to review the previous week's material and may include some questions/prompts to prepare students for the subsequent week of lectures/labs. All dates are provided in the syllabus, and students are responsible for adhering to the dates. *The lowest two homework grades will be dropped at the end of the semester.*

- **Missed homeworks:** assignments may be submitted late for a 10% reduction for each day late. However, once the answers have been released and/or reviewed, late assignments will not be accepted. No makeup assignments will be given. The lowest two homework assignment grades will be dropped at the end of the semester.

Exams

Exams will be given during in person class meetings. There are a total of 4 exams; exam dates are provided in the syllabus. There is no comprehensive final exam.

- **Missed Exams:** Make-up exams will only be provided in the event of an excused absence (refer to Attendance Policy above). It is the student's responsibility to complete the makeup exam within 1 week of the absence date. Once the 1 week deadline has passed, no makeups will be accepted and the student will receive a score of zero.

Written Report

TBD

Breakdown of Course Points

In Class Activities: 160 points (16%)
Homeworks: 360 points (36%)
Exams: 380 points (38%)
Report: 100 points (10%)
Course Total: 1000 points (100%)

Final Course Grades

Letter grades will be assigned on a sliding scale of +/- 2% depending on the average grade distribution.

A: 90% and above
B: 80-89.9%
C: 70-79.9%
D: 60-69.9%
F: 59.9% and below

Tentative Course Schedule Topics/Assignments/Assessments/Labs are subject to change. Routinely check Blackboard for updates.				
Date	**Day**	**Lecture Topic**	**Lab**	**Important Dates**
8/24	T	1. Introduction	NA	
8/26	R	2. Poultry Industry	1. Tour of EKU Poultry Facility	HW 1 Assigned
8/31	T	3. Poultry Industry	NA	HW 1 Due
9/2	R	4. Types of Poultry Production	2. Field trip - Dutch Creek Farm https://www.dutchcreekfarms.com/about (EKU Grads, pasture raised poultry)	HW 2 Assigned
9/7	T	5. Environmental Impacts	NA	HW 2 Due
9/9	R	6. Poultry Welfare	3. Poultry handling	HW 3 Assigned
9/14	T	Exam 1 (lectures 1-6 & Labs 1-3)	NA	HW 3 Due **Exam 1**
9/16	R	7. Anatomy & Physiology	4. Whole bird dissections	HW 4 Assigned
9/21	T	8. Anatomy & Physiology	NA	HW 4 Due
9/23	R	9. Breeds & Varieties	5. Field trip: Hens Haven http://henshaven.simplesite.com/	HW 5 Assigned
9/28	T	10. Reproduction	NA	HW 5 Due
9/30	R	11. Reproduction	6. Flock assessment	HW 6 Assigned
10/5	T	12. Genetics & breeding	NA	HW 6 Due

10/7	R	13. Genetics & breeding	7. Tour broiler facility	HW 7 Assigned
10/12	T	Exam 2 (over lectures 7-13, labs 4-7)	NA	HW 7 Due **Exam 2** Midterm Grades March 8
10/14	R	14. Embryonic development & incubation	8. Candling	
10/19	T	*15. Fall Break - No Class*	NA	
10/21	R	16. Embryonic development & incubation	9. Tour layer facility	HW 8 Assigned
10/26	T	17. Nutrition & Feeding	NA	HW 8 Due
10/28	R	18. Nutrition & Feeding	10. Tour poultry processing facility	HW 9 Assigned
11/2	T	19. Diseases & management	NA	HW 9 Due **Written Report Due**
11/4	R	20. Diseases & management	11. Poultry health assessment	HW 10 Assigned
11/9	T	Exam 3 (over lectures 14-20, labs 8-11)	NA	HW 10 Due **Exam 3**
11/11	R	21. Routine poultry management practices	12. Poultry house management	HW 11 Assigned
11/16	T	22. Routine poultry management practices	NA	HW 11 Due
11/18	R	23. Housing & equipment	13. Poultry house management	HW 12 Assigned
11/23	T	24. Housing & equipment	NA	HW 12 Due
11/25	R	*25. Thanksgiving Break - No Class*	*26. Thanksgiving Break - No Class*	HW 13 Assigned

11/30	T	26. Food eggs & egg products	NA	
12/2	R	27. Food eggs & egg products	14. Egg evaluations	HW 13 Due
12/7	T	28. Poultry meat products	NA	**Exam 4** @ 10:30 - 12:30
12/9	R	29. Poultry meat products	15. Carcass evaluations	
12/14	T	Finals Week (Exam 4 over lectures 21-29, labs 12-15)		
12/16	R	Finals Week		

CAA 152

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business & Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	AGR 373
	Hybrid Course ("S," "W")	*Course Title (full title±)	Animal Diseases
	New Minor (Part III)	*Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Increase the number of credit hours from 3 (3 lecture) to 4 (3 lecture / 2 lab). Amendment of course description.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: The Animal and Veterinary sciences curriculum needs applied content including veterinary technology principles and diagnostic methods. Whether students plan to attend Veterinary school, work as a veterinary technician/technologist, or pursue research, the academic programs/industry expect students to have knowledge and experience in basic veterinary diagnostic methods. Adding a lab section would support the lecture learning goals and provide a hands-on approach to assessing animal health and diagnosing diseases discussed in the lecture portion.

Amendment of course description to include the lab component, and offer a more complete summary of the course.

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

Personnel Impact: NA

Operating Expenses Impact: NA
Equipment/Physical Facility Needs: NA
Library Resources: NA

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

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

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

New or Revised* Catalog Text

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

AGR 373 Animal Diseases & Veterinary Diagnostic Methods (~~3~~ 4) I. Prerequisite: six hours of animal science. Lecture topics include common diseases infecting domestic animals focusing on their treatment, prevention, and eradication ~~of infectious and parasitic disease of farm animals~~. Laboratory content will focus on basic lab techniques and diagnostic methods. Prior completion of AGR 376 is recommended. 3 lec/2 lab

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
AGR	373	Fall 2021	BT X HS CL JS ED SC	AGRI

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
~~3~~ 4	Lecture 3 Laboratory 2 Other	CIP Code (first two digits only)

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

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

Thesis
Internship
Independent Study
Practicum

Course Title Abbreviation:(30 character limit)

CoRequisites 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: six hours of animal science
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Information

Animal Diseases & Veterinary Diagnostic Methods

AGR 373 // CRN
4 credit hours (3 lec/2 lab)

Class meeting times

Lecture: Monday, Wednesday, Friday (50 minutes)
Lab: Wednesday (1 hr, 50 min)

Instructor

Dr. Jessica Kenealy
E-mail: jessica.kenealy@eku.edu
Phone: 260-705-6681
Office: Carter Rm. 16; Office hours by appointment

Catalog Description

Prerequisite: six hours of animal science. Lecture topics include common diseases affecting domestic animals focusing on their treatment, prevention, and eradication. Laboratory content will focus on basic lab techniques and diagnostic methods. Prior completion of AGR 376 is recommended. 3 lec/2 lab

Student Learning Outcomes

1) Students will be able to correctly use common veterinary and medical terminology.
2) Students will understand the prevention, transmission, pathology, and treatment of common small and large animal diseases.
3) Students will develop critical thinking regarding disease diagnosis and treatment by analyzing mock case studies.
4) Students will demonstrate proper veterinary diagnostic methods on live and model animals.

Text

Recommended, but not required
Veterinary Medicine (11th ed.) by Constable, Hinchcliff, Done, and Gruenberg
Common Diseases of Companion Animals (4th ed.) by Alleice Summers

Attendance Policy

Lecture & Lab Meetings

- Students are required to attend all classes (lectures & labs).
- Excused Absences (as defined below) *do not* automatically warrant a student the right to makeup work. Refer to the Grading section below for information about make-up assignments/assessments.
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859-622-8020

Grading

In Class Activities (ICAs)

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- **Missed ICAs**: any missed ICAs (due to excused or unexcused absences) will not warrant a make-up assignment. They must be completed during class time as directed by the instructor. The lowest 2 ICA grades will be dropped at the end of the semester.

Homeworks

Every week an assignment will be given via Blackboard to review the previous week's material and may include some questions/prompts to prepare students for the subsequent week of lectures. All dates are provided in the syllabus, and students are responsible for adhering to the dates. *The lowest two homework grades will be dropped at the end of the semester.*

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Exams

Exams will be given during lecture periods and include only material covered during lecture. There are a total of 4 exams. Exam dates are provided in the syllabus. There is no comprehensive final exam.

- **Missed Exams:** Make-up exams will only be provided in the event of an excused absence (refer to Attendance Policy above). It is the student's responsibility to complete the makeup exam within 1 week of the absence date. Once the 1 week deadline has passed, no makeups will be accepted and the student will receive a score of zero.

Lab Practicals

Lab practicals will be given during lab periods and include only material covered during lab. There are a total of 2 lab practicals; dates are provided in the syllabus. There is no comprehensive lab practical.

- **Missed Practicals:** Make-up practicals will only be provided in the event of an excused absence (refer to Attendance Policy above). It is the student's responsibility to complete the makeup exam within 1 week of the absence date. Once the 1 week deadline has passed, no makeups will be accepted and the student will receive a score of zero.

Breakdown of Course Points

In Class Activities: 200 points (20%)
Homeworks: 250 points (25%)
Exams: 350 points (35%)
Lab Worksheets: 200 points (20%)
Course Total: 1000 points (100%)

Final Course Grades

Letter grades will be assigned on a sliding scale of +/- 2% depending on the average grade distribution.

A: 90% and above
B: 80-89.9%
C: 70-79.9%
D: 60-69.9%
F: 59.9% and below

AGR 373 Tentative Course Schedule			
Week day	**Date**	**Lecture (MWF) Lab (W)**	**Assessments**
M	8/23	1. Course Introduction & Expectations	
W	8/24	2. Microbiology	
W	**8/24**	**Lab #1: Microscope Anatomy, introduction to blood tubes**	
F	8/27	3. Microbiology	
M	8/30	4. Biosecurity	
W	8/31	5. Biosecurity	
W	**8/31**	**Lab #2: Collecting blood (at Meadowbrook Farm)**	
F	9/3	6. Immunology	
M	**9/6**	**LABOR DAY, NO CLASS**	
W	9/7	7. Immunology	
W	**9/7**	**Lab #3: Blood smears and immune cell ID**	
F	9/10	8. Immunology	
M	9/13	9. Parasitic Diseases	
W	9/14	10. Parasitic Diseases	

W	**9/14**	**Lab #4: Collecting fecal samples (Meadowbrook Farm)**	
F	9/17	11. Parasitic Diseases	
M	9/27	*EXAM 1*	
W	9/28	12. Acute/Generalized Infectious Diseases	
W	**9/28**	**Lab #5: Fecal egg floats**	
F	10/1	13. Acute/Generalized Infectious Diseases	
M	10/4	14. Acute/Generalized Infectious Diseases	
W	10/5	15. Acute/Generalized Infectious Diseases	
W	**10/5**	**Lab #6 Ecto-parasite exam and ID**	
F	10/8	16. Respiratory Diseases	
M	10/11	17. Respiratory Diseases	
W	10/12	18. Respiratory Diseases	
W	**10/12**	**Lab #7: Practicing proper restraint**	
F	10/15	19. Respiratory Diseases	
M	10/18	**Fall Break No Class**	
W	10/19	**Fall Break No Class**	
W	**10/19**	**Fall Break No Class**	
F	10/22	20. Cardiovascular Diseases	
M	10/25	21. Cardiovascular Diseases	
W	10/26	22. Cardiovascular Diseases	

W	**10/26**	**Lab #8: Physical exam/vitals**	
F	**10/29**	23. Cardiovascular Diseases	
M	11/1	*EXAM 2*	
W	11/2	24. Renal Disorders	
W	**11/2**	**Lab #9: No lab - Release time for shadowing experience**	
F	11/5	25. Renal Disorders	
M	11/8	26. Integumentary Disorders	
W	**11/9**	27. Integumentary Disorders	
W	11/9	**Lab #10: Tour of Veterinary Diagnostic Facility (?)**	
F	11/12	28. Integumentary Disorders	
M	**11/15**	29. Nervous System Disorders	
W	11/16	30. Nervous System Disorders	
W	11/16	**Lab #11: Wound dressing**	
F	11/19	31. Nervous System Disorders	
M	11/22	*EXAM 3*	
W	11/23	32. Nutritional/Metabolic Disorders	
W	11/23	**THANKSGIVING BREAK NO CLASS**	
F	11/26	**THANKSGIVING BREAK NO CLASS**	
M	11/29	33. Nutritional/Metabolic Disorders	
W	11/30	34. Nutritional/Metabolic Disorders	
W	**11/30**	**Lab #12: Client Communications**	
F	12/3	35. Reproductive Diseases	

M	12/6	36. Reproductive Diseases	
W	12/7	37. Reproductive Diseases	
W	**12/7**	**Lab #13*:* Euthenasia methods; Professional ethics, discussion**	
F	12/10	38. Misc. Diseases/Disorders	
M	12/13	Finals Week (*EXAM 4*)	
W	12/14	Finals Week	

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

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	AGR 374
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Genetics of Livestock Improvement
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

The proposed changes are to add a lab component to the course without increasing credit hours.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

NA

B. The justification for this action:

This will allow more time to teach current laboratory techniques in genetics such as DNA extraction, PCR, and genotyping. The department has the equipment needed for these laboratory exercises. There is an increasing need for these skills in industry, and this will better prepare our students for employment.

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.)

AGR 374 Genetics of Livestock Improvement. (3) II. Prerequisite: AGR 125 and AGR 126. ~~six hours of animal science.~~ An introduction to Mendelian, molecular, quantitative, and population genetics. Applied genetic principles of improving farm animals including crossbreeding, inbreeding, and other mating plans. Study and practice modern genetic laboratory techniques. 2 Lec/2 Lab.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
AGR	374	Fall 2021	BT X HS CL JS ED SC	AGRI

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

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L			FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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: AGR 125 and AGR 126. ~~six hours of animal science.~~
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

AGR 374 – Genetics of Livestock Genetics
Fall 2021
3 credit hours (2 Lec/ 2 Lab)
Lecture: Tuesday 11:00am – 12:15pm, Carter 18
Lab: Thursday 11:00 – 1:05pm, Carter 18

INSTRUCTOR: Dr. Andrea Sexten
Office: A.B. Carter Building 5
Phone: 859-622-2231
Email: andrea.sexten@eku.edu
Office Hours: Please email, call, or stop by to make an appointment

COURSE DESCRIPTION:
Prerequisite: AGR 125 and AGR 126. An introduction to Mendelian, molecular, quantitative, and population genetics. Applied genetic principles of improving farm animals including crossbreeding, inbreeding, and other mating plans. Study and practice modern genetic laboratory techniques.

STUDENT LEARNING OUTCOMES:
1. Analyze and interpret natural biological variation and apply procedures for measuring and utilizing this variation for genetic improvement of livestock.
2. Apply selection procedures through simulation exercises that are applicable to genetic improvement of livestock.
3. Develop and compare systems of mating and their expected consequences when used for genetic improvement of livestock.
4. Perform hands-on laboratory skills related to genetics such as gel electrophoresis and DNA manipulation.

COURSE MATERIALS:
Class notes: Lecture notes and other materials will be available on Blackboard (http://learn.eku.edu)

STUDENT EVALUATION:

Item	*%*
Quizzes	10
Laboratory Exercises and Problem Sets	30
Exam 1	15
Exam 2	15
Exam 3	15
Exam 4	15
Total	100

Average (%)	*Grade*
> 90	A
80-89	B
70-79	C
60-69	D
< 60	F

COURSE OUTLINE:

UNIT	*Topic*	*Lab Topics:*
1	Introduction to Animal Breeding and Genetics	• Gametes and Genotype Segregation
2	Mendelian Genetics	• Summation Rules
3	Genetic Organization and Transmission	• Allele and Genotypic Frequency
4	Biometrical Evaluation of Quantitative Variation • Genetic Variation • Summation Rules • Variance, Standard Deviation, Coefficient of Variation • Variance Components • Analysis of Variance (ANOVA) • Correlation Coefficient • Regression Coefficient • Predicting Breeding Value	• Hardy Weinberg Equilibrium • Heritability • DNA Extraction • Gel Electrophoresis • Polymerase Chain Reaction • Restriction Enzymes • Genotyping • Genetic Testing • Case Studies Using Genetic Testing
5	Selection Procedures and Application • Hardy Weinberg Equilibrium • Selection • Additive and Non-Additive Gene Action • Selection Differential • Heritability • Response, Intensity, and Repeatability • Pedigree Selection and EPDs	• Analysis of Production Data • Animal Breeding Simulations (COWGAME)
6	Mating Systems and Crossbreeding Strategies	

ATTENDANCE POLICY:

ATTENDANCE IS EXPECTED FOR ALL COURSE ACTIVITIES. While in class, the use of cell phones, texting, social networking etc. will not be tolerated. Students may be asked to leave class if engaged in these activities. *Agriculture Department Attendance Policy:* ABSENCES IN EXCESS OF 20% OF A CLASS WILL RESULT IN A FAILING GRADE UNLESS THIS IS WAIVED BY THE INSTRUCTOR AND DEPARTMENT CHAIR.

ASSIGNMENT POLICY:

Make-up Policy:

Students who need to be absent from class are required to notify Dr. Sexten BEFORE the missed class. In the event of an emergency, students should contact Dr. Sexten at the first opportunity available. IT IS THE STUDENT'S RESPONSIBILITY TO SCHEDULE ANY MAKE-UP ACTIVITIES (homework, class assignments, and exams) WITH DR. SEXTEN WITHIN 1 WEEK OF THE MISSED ASSIGNMENT. This policy applies to all situations including official university sponsored activities. NO MAKE-UP QUIZZES WILL BE OFFERED. Your two lowest quiz scores will be dropped. In the event of more than two excused absences on a quiz day, the average of all other quizzes will be used to determine your overall quiz grade. Other missed quizzes will count as a zero.

Late Policy:

Assignments are to be turned in at the BEGINNING OF CLASS. Assignments turned in during or after class will be subject to a point deduction equal to 10% of the assignment grade per day it is late. Assignments that are more than 5 days late will not be accepted. NOTE: This penalty is subject to increase during the semester if late assignments become a problem. Any assignments not turned in during class must be handed directly to Dr. Sexten.

EKU SYLLABUS STATEMENTS (2020-2021 ACADEMIC YEAR):

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

For current University policies and regulations, please go to EKU's Policy Website.

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:
Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

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Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	AGR 375
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Reproduction & Artificial Insemination of Domestic Animals
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Increase course credit hours from 3 credits (2 lecture, 2 lab) to 4 credit hours (3 lecture, 2 lab).

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

NA

B. The justification for this action:

This change will allow more in-depth coverage of topics and more hands-on practical training in modern reproductive techniques and technologies. Students will become certified in artificial insemination and gain more experience in pregnancy detection. More extensive training and certification will allow students to become more proficiency and job read.

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.)

AGR 375 Reproduction and Artificial Insemination of Domestic Animals. ~~(3)~~ (4) A. Prerequisite: AGR 125 and AGR 126.~~six hours of animal science.~~ The study of anatomical structures and physiological processes that control reproduction across species. This will include reproductive system development, spermatogenesis, female cycles, reproductive behavior, fertility, pregnancy, parturition, and lactation. Practice in artificial insemination and experience with pregnancy diagnosis in domestic animals. ~~Reproductive systems, study and practice of artificial insemination, and pregnancy diagnosis of domestic animals.~~ ~~2~~ 3 Lec/2 Lab.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
AGR	375	Fall 2021	BT X HS ___ CL ___ JS ___ ED ___ SC ___	AGRI

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
~~3~~ 4	Lecture ~~2~~ 3 Laboratory 2 Other ___	CIP Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum ___	

CoRequisites 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: AGR 125 and AGR 126.~~six hours of animal science.~~
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

AGR 375 – Reproduction & Artificial Insemination of Domestic Animals

Fall 2021

4 credit hours (3 Lec/ 2 Lab)

Lecture: TR 9:30 – 10:45am, Carter 9

Lab: R 2:00 – 3:40pm, Carter 19

INSTRUCTOR: Dr. Andrea Sexten
Office: A.B. Carter Building 5
Phone: 859-622-2231
Email: andrea.sexten@eku.edu
Office Hours: Please email, call, or stop by to make an appointment

COURSE DESCRIPTION:

Prerequisite: AGR 125 and AGR 126. The study of anatomical structures and physiological processes that control reproduction across species. This will include reproductive system development, spermatogenesis, female cycles, reproductive behavior, fertility, pregnancy, parturition, and lactation. Practical training in artificial insemination and experience with pregnancy diagnosis in domestic animals.

STUDENT LEARNING OUTCOMES:

1. Gain an understanding of the basic anatomy and physiology of the reproductive process in the male and female domestic farm animal.
2. Become knowledgeable in the practical skills involved in semen collection and evaluation, estrus detection, artificial insemination, estrus synchronization, embryo transfer, pregnancy determination, control of parturition, and reproductive management in domestic animals.
3. Obtain hands on experience with semen handling, artificial insemination, and pregnancy diagnosis in cattle and swine.

COURSE MATERIALS:

Class notes: Lecture notes and other materials will be available on Blackboard (http://learn.eku.edu)

Text Book (Not Required): *Pathways of Pregnancy and Parturition*. P.L. Senger. 2nd ed. 2003

STUDENT EVALUATION:

Item	*%*
Quizzes	15
Exam 1	15
Exam 2	15
Exam 3	15
Exam 4	15
Laboratory Assignments and Participation	15
Artificial Insemination Certification	10
Total	100

Average (%)	*Grade*
> 90	A
80-89	B
70-79	C
60-69	D
< 60	F

COURSE OUTLINE:

UNIT	*Topic*	*Lab Topics:*
1	Introduction and History of Reproduction	• Male Reproductive Anatomy
2	Anatomy and Physiology of the Male Reproductive System	• Breeding Soundness Exam
3	Spermatogenesis	• Semen Collection and Processing
4	Anatomy and Physiology of the Female Reproductive System	• Castration in Swine
5	Regulation of Reproduction	• Castration in Cattle
6	Reproductive Cyclicity	• Female Reproductive Anatomy
7	The Follicular Phase	• Estrus Detection
8	The Luteal Phase	• Estrus Synchronization Simulation
9	Reproductive Behavior	• Cattle Palpation Overview
10	Transport, Capacitation, and Fertilization	• Cattle Palpation Practice
11	Estrous Synchronization	• Embryo Transfer
12	Artificial Insemination	• AI Certification with Select Sires
13	Early Embryonic Development and Pregnancy Detection	• Parturition and Postpartum Care
14	Placentation and Endocrinology of Gestation and Parturition	• Lactation Anatomy and Regulation
15	The Puerperium and Lactation	

ATTENDANCE POLICY:

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ASSIGNMENT POLICY:

Make-up Policy:

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Lindsey.Carter@eku.edu
859-622-8020

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CAA 174

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business & Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	AGR 376
	Hybrid Course ("S," "W")	*Course Title (full title±)	Anatomy & Physiology of Domestic Animals
	New Minor (Part III)	*Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Increase the number of credit hours from 3 (2 lecture / 2 lab) to 4 (3 lecture / 2 lab). Amendment of course description.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: The current 2 hour lecture period does not provide sufficient time to cover all aspects of anatomy & physiology sufficiently. Most pre-veterinary programs have a 4 credit hour Animal Anatomy & Physiology course (and some have 2, one dedicated to small/companion animals and one dedicated to large/livestock animals). Two-credit hours of lecture does not provide sufficient time to cover the 11 basic physiological systems of an organism, and provide a comparative approach to the vastly different anatomy and physiology of horses, ruminants, companion animals, and ruminant/post gastric fermenters.monogastric systems. Veterinary schools and industry organizations expect students to have in-depth knowledge with the 11 basic systems, and understand the biological variations across different animal species.

Amendment of the course description would represent the inclusion anatomy/physiology for both small and large animals, as well as describe the associated lab activities.

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.)

AGR 376 Anatomy and Physiology of Domestic Animals. ~~(3)~~ (4) A. Prerequisites: AGR 125 and 126. Fundamental physiological processes of companion animals and livestock relating to production, nutrition, and diseases. Practical experience with a whole-systems approach and specimen dissections. ~~2~~ 3 Lec/2 Lab.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
AGR	376	Fall 2021	BT X HS CL JS ED SC	AGRI

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
~~3~~ 4	Lecture ~~2~~ 3 Laboratory 2 Other	CIP Code (first two digits only)

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

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

Thesis
Internship
Independent Study
Practicum

Course Title Abbreviation:(30 character limit)

CoRequisites 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.	Prerequisites: AGR 125 and 126.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Information

Anatomy & Physiology of Domestic Animals

AGR 376 // CRN
4 credit hours (3 lec/2 lab)

Class meeting times

Lecture: Monday, Wednesday, Friday (50 minutes)
Lab: Wednesday (1 hr, 50 min)

Instructor

Dr. Jessica Kenealy
E-mail: jessica.kenealy@eku.edu
Phone: 260-705-6681
Office: Carter Rm. 16; Office hours by appointment

Catalog Description

Prerequisite: AGR 125 &126. Fundamental physiological processes of livestock relating to production, nutrition, and diseases. Practical experience with a whole-systems approach and specimen dissections. 3 lec / 2 lab.

Student Learning Outcomes

1. Students will be able to identify small and large animal anatomy.
2. Students will be able to discuss the functional physiology of large and small animals.
3. Students will demonstrate an understanding of common anatomy/physiology terms.
4. Students will be able to evaluate and compare different physiological systems.
5. Students will be able to execute dissections and identify organ systems.

Text

Recommended, but not required.
Functional Anatomy & Physiology of Domestic Animals (5th ed. by William O. Reece and Eric W. Rowe

Attendance Policy

Lecture & Lab Meetings

- Students are required to attend all classes (lectures & labs).
- Excused Absences (as defined below) *do not* automatically warrant a student the right to makeup work. Refer to the Grading section below for information about make-up assignments/assessments.
- **Unexcused absences** will result in a score of zero for any exams, quizzes, or other assignments given in class that day. No makeup exams will be permitted for unexcused absences. Recurrent unexcused absences may result in a grade deduction at the discretion of the instructor.
- **Excused absences** include personal illnesses, critical illness/death of an immediate family member, and participation in a University related event. Students must notify the instructor of the intended absence *prior* to the missed class, and documentation may be required.

University Statements & Policies

Virtual Learning Statement

Sessions in this course will be live-streamed and/or recorded using Blackboard Collaborate, Zoom, and/or other virtual mediums. Such recordings/live streaming will only be available to students registered for this class. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class, or upload them to any social media or other online forum. Doing so may be a violation of the Family Education Rights and Privacy Act (FERPA), and University policies, including the Student Code of Conduct and Code of Ethics for Computing and Communications.

COVID-19 Statement

Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy On Campus initiatives. These initiatives include properly wearing a face covering at all times while in class, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to Student Conduct & Community Standards.

Academic Integrity Statement

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

Accessibility & Accomodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office.

The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately.

We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.eduor telephone at (859) 622-2933.

The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Discrimination & Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on

Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu

859-622-8020

Grading

In Class Activities (ICAs)

In class activities are defined as in class discussions, kahoot quizzes, blackboard discussion posts, e-mail submissions, drawings, polls, hands-on activities, games etc. These activities will occur on a random basis throughout the semester and will be announced during face to face and/or web lecture meetings. The purpose of ICAs are to ensure student attendance/participation, review content material, and serve as an informal assessment of learning objectives. Students will be graded based on completeness and/or correctness. *The lowest two scores will be dropped at the end of the semester.*

- **Missed ICAs**: any missed ICAs (due to excused or unexcused absences) will not warrant a make-up assignment. They must be completed during class time as directed by the instructor. The lowest 2 ICA grades will be dropped at the end of the semester.

Homeworks

Every week an assignment will be given via Blackboard to review the previous week's material and may include some questions/prompts to prepare students for the subsequent week of lectures. All dates are provided in the syllabus, and students are responsible for adhering to the dates. *The lowest two homework grades will be dropped at the end of the semester.*

- **Missed homeworks:** assignments may be submitted late for a 10% reduction for each day late. However, once the answers have been released and/or reviewed, late assignments will not be accepted. No makeup assignments will be given. The lowest two homework assignment grades will be dropped at the end of the semester.

Exams

Exams will be given during lecture periods and include only material covered during lecture. There are a total of 4 exams. Exam dates are provided in the syllabus. There is no comprehensive final exam.

- **Missed Exams:** Make-up exams will only be provided in the event of an excused absence (refer to Attendance Policy above). It is the student's responsibility to complete the makeup exam within 1 week of the absence date. Once the 1 week deadline has passed, no makeups will be accepted and the student will receive a score of zero.

Lab Practicals

Lab practicals will be given during lab periods and include only material covered during lab. There are a total of 2 lab practicals; dates are provided in the syllabus. There is no comprehensive lab practical.

- **Missed Practicals:** Make-up practicals will only be provided in the event of an excused absence (refer to Attendance Policy above). It is the student's responsibility to complete the makeup exam within 1 week of the absence date. Once the 1 week deadline has passed, no makeups will be accepted and the student will receive a score of zero.

Breakdown of Course Points

In Class Activities: 150 points (15%)
Homeworks: 200 points (20%)
Exams: 350 points (35%)
Lab Practicals: 300 points (30%)
Course Total: 1000 points (100%)

Final Course Grades

Letter grades will be assigned on a sliding scale of +/- 2% depending on the average grade distribution.

A: 90% and above
B: 80-89.9%
C: 70-79.9%
D: 60-69.9%
F: 59.9% and below

AGR 376 Tentative Course Schedule			
Week day	**Date**	**Lecture (MWF) Lab (W)**	**Assessments**
M	8/23	1. Course Introduction & Expectations	
W	8/24	2. Terminology, External Anatomy	
W	**8/24**	**Lab #1: Microscope Anatomy; Plant/Animal Cell**	
F	8/27	3. Organization & Homeostasis	
M	8/30	4. Organization & Homeostasis	
W	8/31	5. Cell Structure	
W	**8/31**	**Lab #2: Skeletal System (Bones)**	
F	9/3	6. Cell Structure	
M	**9/6**	**LABOR DAY, NO CLASS**	
W	9/7	7. Integumentary System	
W	**9/7**	**Lab #3: Skeletal System (Joints)**	
F	9/10	8. Integumentary System	

M	9/13	9. Bones & Skeletal System	
W	9/14	10. Bones & Skeletal System	
W	**9/14**	**Lab #4: Fetal Pig Dissections**	
F	9/17	11. Bones & Skeletal System	
M	9/27	*EXAM 1*	
W	9/28	12. Muscular System	
W	**9/28**	**Lab #5: Fetal Pig Dissections**	
F	10/1	13. Muscular System	
M	10/4	14. Muscular System	
W	10/5	15. Muscular System	
W	**10/5**	**Lab #6 Fetal Pig Dissections**	
F	10/8	16. Nervous System	
M	10/11	17. Nervous System	
W	10/12	18. Nervous System	
W	**10/12**	**Lab #7: *Lab Practical #1***	
F	10/15	19. Nervous System	
M	10/18	**Fall Break No Class**	
W	10/19	**Fall Break No Class**	
W	**10/19**	**Fall Break No Class**	
F	10/22	20. Make-up//Review Day	

M	10/25	21. Components of Blood	
W	10/26	22. Cardiovascular System	
W	**10/26**	**Lab #8: Blood staining, cell identification**	
F	**10/29**	23. Cardiovascular System	
M	11/1	*EXAM 2*	
W	11/2	24. Cardiovascular System	
W	**11/2**	**Lab #9: Heart dissections & Blood Flow**	
F	11/5	25. Respiratory System	
M	11/8	26. Respiratory System	
W	**11/9**	27. Respiratory System	
W	11/9	**Lab #10: Brain Dissections**	
F	11/12	*28.* Renal System	
M	**11/15**	29. Renal System	
W	11/16	30. Renal System	
W	11/16	**Lab #11: Kidney Dissections**	
F	11/19	31. Hepatic System	
M	11/22	*EXAM 3*	
W	11/23	32. Makeup/Review Day	
W	11/23	**THANKSGIVING BREAK NO CLASS**	
F	11/26	**THANKSGIVING BREAK NO CLASS**	
M	11/29	33. Sensory Systems	
W	11/30	34. Sensory Systems	

W	**11/30**	**Lab #12: Eye Dissections**	
F	12/3	35. Sensory Systems	
M	12/6	36. Sensory Systems	
W	12/7	37. Sensory Systems	
W	**12/7**	**Lab #13*:*** *LAB PRACTICAL #2*	
F	12/10	38. Makeup/Review Day	
M	12/13	Finals Week (*EXAM 4*)	
W	12/14	Finals Week	

CAA 185

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
	New Course (Parts II, IV)	College	Business & Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	AGR 377
	Hybrid Course ("S," "W")	*Course Title (full title±)	Livestock Behavior & Welfare
	New Minor (Part III)	*Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2/4/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Modify distribution of the 3 course credit hours from 3 lecture to 2 lec / 2 lab. Change course title to include all domestic animals. Amend prerequisite requirement and course description.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: The lab component will allow for livestock handling opportunities at the EKU Meadowbrook farm & field trips to observe demos by professionals. Amend the course title to encompass domestic animals, and change the description to reflect the inclusion of lab topics.

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.)

AGR 377 ~~Livestock~~ **Behavior and Welfare of Domestic Animals (3)** A. Prerequisite: AGR 125 and 126~~. An overview of livestock behavior and its application in modern animal husbandry.~~ An introduction to animal behavior and its implications for animal welfare in modern animal husbandry. History of the animal welfare movement, current standards and applications in production settings will also be discussed. Students will engage in field trips and/or hands-on experiences to support learning outcomes and learn proper animal handling techniques. 2 Lec/2 Lab

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
AGR	377	Fall 2021	BT X HS CL JS ED SC	AGRI

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture ~~3~~ 2 Laboratory 2 Other	CIP Code (first two digits only)

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

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

Thesis
Internship
Independent Study
Practicum

Course Title Abbreviation:(30 character limit)

CoRequisites 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: AGR 125 and 126
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Information

Animal Welfare & Behavior

AGR 377 // CRN
3 credit hours (2 lec/2 lab)

Class meeting times

Lecture: Tuesdays/Thursdays (50 min)
Lab: Thursdays (1 hr 50 min)

Instructor

Dr. Jessica Kenealy
E-mail: jessica.kenealy@eku.edu
Phone: 260-705-6681
Office: Carter Rm. 16; Office hours by appointment

Catalog Description

Prerequisite: AGR 125 & 126. An introduction to animal behavior and its implications for animal welfare in modern animal husbandry. History of the animal welfare movement, current standards and applications in production settings will also be discussed. Students will engage in field trips and/or hands-on experiences to support learning outcomes and learn proper animal handling techniques. 2 Lec/2 Lab

Student Learning Outcomes

1. Students will gain a broad understanding of animal behavior, and the implications for animal-animal and animal-human communication.
2. Students will demonstrate knowledge of the history and development of the animal welfare movement.
3. Students will be able to discuss current welfare topics in regards to large and small animals.
4. Students will be able to analyze production practices, and identify proper/improper welfare using objective measurements.
5. Students will engage in experiential learning and demonstrate proper restraint techniques, chute-side manners, and non-verbal communication skills.

Text

Recommended, but not required
Domestic Animal Behaviour & Welfare (5th ed.) by D.M. Broom and A.F. Fraser
Improving Animal Welfare: A practical approach (2nd ed.) by Temple Grandin

Expectations & Attendance Policy

Expectations

- **Location:** Students should always confirm the location of the lecture/lab prior to class time as locations are subject to change.
- **Transportation:** Students are responsible for their own transportation to and from Meadowbrook farm or other field trip locations.
- **Professionalism:** The farm and other field trip locations are a professional work environment and should be treated as such; fowl language, inappropriate discussions, unprofessional attire, and disrespectful behavior will not be tolerated. Such acts will result in dismissal from the lab and point deduction.
- **Attire:** Students must wear proper attire when participating at the farm or other field trip locations. This includes long pants, closed toe shoes, and shirts with at least short sleeves. This is to offer protection from animals' hooves and horns, debris, fencing etc. Students should always check the weather before lab and dress appropriately - we will be working outdoors!

- **Animals:** Students should never touch an animal without permission from the instructor. Students will have the opportunity to work hands-on with livestock. Strict instruction will be given and must be followed. Always recognize that it is a privilege to have farm animals for class, and the animals must always be respected and handled in a calm, quiet manner to prevent undue stress.

Attendance Policy

- Students are required to attend all classes (lecture & lab) whether on campus, at Meadowbrook farm, or off campus.
- Excused Absences (as defined below) *do not* automatically warrant a student the right to makeup work. Refer to the Grading section below for information about make-up assignments/assessments.
- **Unexcused absences** will result in a score of zero for any exams, quizzes, participation or other assignments given in class that day. No makeup exams will be permitted for unexcused absences. Recurrent unexcused absences may result in a grade deduction at the discretion of the instructor.
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COVID-19 Statement

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We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may

register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.eduor telephone at (859) 622-2933.

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EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on

Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

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Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Grading

In Class Activities (ICAs)

In class activities are defined as in class discussions, kahoot quizzes, blackboard discussion posts, e-mail submissions, drawings, polls, hands-on activities, games etc. These activities will occur on a random basis throughout the semester and will be announced during face to face and/or web lecture meetings. The purpose of ICAs are to ensure student attendance/participation, review content material, and serve as an informal assessment of learning objectives. Students will be graded based on completeness and/or correctness. Each activity is 10 points; *the lowest two scores will be dropped at the end of the semester.*

- **Missed ICAs**: any missed ICAs (due to excused or unexcused absences) will not warrant a make-up assignment. They must be completed during class time as directed by the instructor. The lowest 2 ICA grades will be dropped at the end of the semester.

Homeworks

Every week an assignment will be given via Blackboard to review the previous week's material and may include some questions/prompts to prepare students for the subsequent week of lectures/labs. All dates are provided in the syllabus, and students are responsible for adhering to the dates. *The lowest two homework grades will be dropped at the end of the semester.*

- **Missed homeworks:** assignments may be submitted late for a 10% reduction for each day late. However, once the answers have been released and/or reviewed, late assignments will not be accepted. No makeup assignments will be given. The lowest two homework assignment grades will be dropped at the end of the semester.

Exams

Exams will be given during in person class meetings. There are a total of 4 exams; exam dates are provided in the syllabus. There is no comprehensive final exam.

- **Missed Exams:** Make-up exams will only be provided in the event of an excused absence (refer to Attendance Policy above). It is the student's responsibility to complete the makeup exam within 1 week of the absence date. Once the 1 week deadline has passed, no makeups will be accepted and the student will receive a score of zero.

Written Report: Animal Welfare Movement

Students must select a topic pertaining to animal welfare, such as a previous animal welfare movement, a current welfare movement, or a welfare topic they think warrants a movement. Students will review the topic of choice including any relevant history/legal standings, the practice(s) involved, and how the outcome (or potential outcomes) did/would influence modern animal husbandry. Students should also include a discussion on the relationship between normal animal behavior and the practice(s). A

The purpose of the event is to acquire a real-world perspective regarding animal welfare. Students will learn to professionally write and discuss a controversial topic.

Adhere to the formatting guidelines provided, and use the grading rubric as a guide. These documents are available on Blackboard. Late assignments are accepted for a 10% reduction for each day late.

Breakdown of Course Points

In Class Activities: 160 points (16%)
Homeworks: 360 points (36%)
Exams: 380 points (38%)
Report: 100 points (10%)
Course Total: 1000 points (100%)

Final Course Grades

Letter grades will be assigned on a sliding scale of +/- 2% depending on the average grade distribution.

A: 90% and above
B: 80-89.9%
C: 70-79.9%
D: 60-69.9%
F: 59.9% and below

Tentative Course Schedule **Topics/Assignments/Assessments/Labs are subject to change. Routinely check Blackboard for updates.**				
Date	**Day**	**Lecture Topic**	**Lab**	**Important Dates**
8/24	T	1. Introduction	NA	
8/26	R	2. History of Animal Welfare	1. Scientific Assessment of Animal Welfare	HW 1 Assigned
8/31	T	3. History of Animal Welfare	NA	HW 1 Due
9/2	R	4. Organization of Behavior	2. Assessing animal welfare (Swine & Beef Unit at Meadowbrook Farm)	HW 2 Assigned
9/7	T	5. Organization of Behavior		HW 2 Due
9/9	R	6. General Social Behavior of Livestock	3. Describing, measuring, & recording behavior (Dairy Unit at Meadowbrook farm)	HW 3 Assigned
9/14	T	Exam 1 (lectures 1-6 & Labs 1-3)	NA	HW 3 Due **Exam 1**
9/16	R	7. General Social Behavior of Livestock	4. Human-Animal Interactions (Sheep Unit at Meadowbrook farm)	HW 4 Assigned
9/21	T	8. General Social Behavior of Companion Animals	NA	HW 4 Due
9/23	R	9. General Social Behavior of Companion Animals	5. Field trip to Dog training facility (Chris Miara)	HW 5 Assigned
9/28	T	10. Sexual & Reproductive Behavior of Companion Animals	NA	HW 5 Due
9/30	R	11. Sexual & Reproductive Behavior of Livestock	6. TBD	HW 6 Assigned
10/5	T	12. Maternal & Neonatal Behavior	NA	HW 6 Due

10/7	R	13. Juvenile & Play Behavior	7. Field trip to equine breeding facility	HW 7 Assigned
10/12	T	Exam 2 (over lectures 7-13, labs 4-7)	NA	HW 7 Due **Exam 2** Midterm Grades March 8
10/14	R	14. Handling, Transport & Humane Control of Livestock	8. Sheep Handling (Sheep Unit at Meadowbrook Farm)	
10/19	T	*15. Fall Break - No Class*	NA	
10/21	R	16. Handling, Transport & Humane Control of Livestock	9. Working Cattle (Beef Unit at Meadowbrook Farm)	HW 8 Assigned
10/26	T	17. Handling, Transport & Humane Control of Companion Animals	NA	HW 8 Due
10/28	R	18. Handling, Transport & Humane Control of Companion Animals	10. Field trip to Humane Society	HW 9 Assigned
11/2	T	19. Stunning & Slaughter	NA	HW 9 Due **Written Report Due**
11/4	R	20. Field trip to slaughter house	11. Field trip to slaughter house	HW 10 Assigned
11/9	T	Exam 3 (over lectures 14-20, labs 8-11)	NA	HW 10 Due **Exam 3**
11/11	R	21. Abnormal behavior: Stereotypies	12. Guest speaker/video observations	HW 11 Assigned
11/16	T	22. Abnormal behavior: self/environment directed	NA	HW 11 Due
11/18	R	23. Welfare of rehab animals	13. Field trip to wildlife rehab/sanctuary for observations	HW 12 Assigned
11/23	T	24. Welfare of cats/dogs	NA	HW 12 Due

11/25	R	*25. Thanksgiving Break - No Class*	*26. Thanksgiving Break - No Class*	HW 13 Assigned
11/30	T	26. Welfare of pigs/poultry	NA	
12/2	R	27. Welfare of cattle/sheep	14. Animal handling practice @ Meadowbrook	HW 13 Due
12/7	T	28. Welfare of horses	NA	**Exam 4** @ 10:30 - 12:30
12/9	R	29. Welfare of farmed fish, rabbits	15. Animal handling practice @ Meadowbrook	
12/14	T	Finals Week (Exam 4 over lectures 21-29, labs 12-15)		
12/16	R	Finals Week		

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

TO: Council on Academic Affairs

FROM: Trish Isaacs, Associate Dean
College of Business and Technology

RE: Background and Overview of Proposed Changes to the Business Core

DATE: February 4, 2021

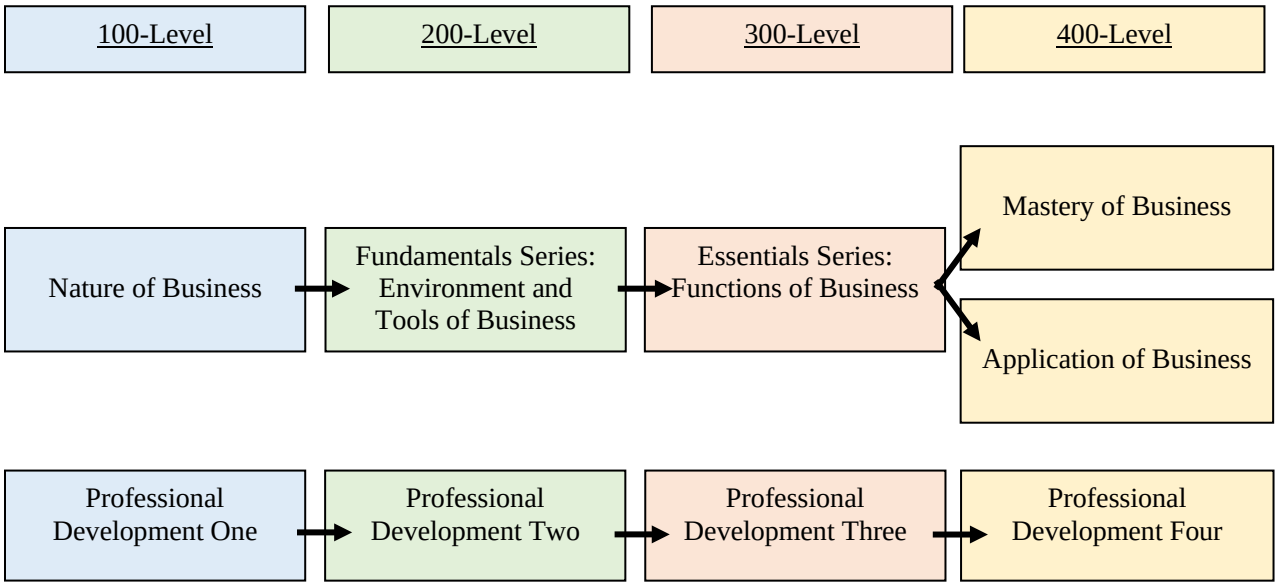
During the 2018-2019 academic year, a business core review team was appointed and charged with developing proposals for a revised business core based on stakeholder feedback. The team, which included Dr. Mary Beth Healy, Dr. Beth Polin, Dr. Bob Mahaney, and Dr. Weiling Zhuang, gathered feedback from numerous stakeholders. Data collection included:

- Five sessions with current undergraduate students
- One session with MBA students
- Two sessions with School of Business faculty
- Five "upon request" sessions with individual business program faculty
- Three sessions with Advising Office staff
- Two sessions with Business Advisory Council
- Benchmarking with peer and aspirational institutions

While the feedback identified a number of strengths of our business core, areas that needed improvement were also evident. Most needed improvements included soft (power) skills, critical thinking, and problems solving skills. We also found that the core needs to be more integrated. In addition, based on this feedback, the core team determined that:

- Students should have access to business courses earlier in their college career
- Students should take business courses first and every semester with a more focused, better organized early core experience
- Prerequisite course requirements should be simplified to the extent feasible.
- BTS 300 and BTS 400 should be revised for effectiveness.
- The core should be considerate of transfer students.
- The redesigned core must be able to go online (via e-Campus).
- The redesigned core should give EKU School of Business a competitive advantage.

The proposed revisions to requirements for business majors address these improvements. Highlights of the business core revisions we now propose, along with an overview of the proposal, are provided below.



Highlights of the revised business core include:

- Beginning, middle, and end (a more cohesive structure)
- Early engagement with business majors (important for retention and for setting the tone/expectations for business majors)
- Professional Development Series – a series of 1-credit courses (BUS 100, 200, 300, 400) focusing on business etiquette, financial literacy, job readiness, and personal productivity)
- An integrated core, including:
    - BUS 101, Nature of Business (taken prior to or concurrently with any other business classes);
    - a Fundamentals Series (200-level), including the environment and tools of business;
    - an Essentials Series (300-level), including the functions of business; and
    - Mastery of Business (400-level, capstone)

Overview of the revised business core:

- Creation of BUS rubric (memo to CAA included in curriculum revision packet)
- Professional Development Series (1 credit each)
    - BUS 100: Professional Development Series One, Offered Fall 2021 (replaces BTO 100)
    - BUS 200: Professional Development Series Two
    - BUS 300: Professional Development Series Three (replaces BTS 300)
    - BUS 400: Professional Development Series Four (replaces BTS 400)

- Nature of Business: BUS 101, Offered Fall 2021 (replaces GBU 101)
- Environment and Tools of Business
    - Environment of Business
        - ECO 230: Principles of Microeconomics (Element 5B)–Proposal to change title to Fundamentals of Microeconomics forthcoming
        - ECO 231: Principles of Macroeconomics (Element 5B)– Proposal to change title to Fundamentals of Macroeconomics forthcoming
        - BUS 204: Fundamentals of Business Law and Ethics (replaces GBU 204)
    - Tools of Business
        - MAT 112 A and B or 114 or 211 (Element 2)
        - STA 270 (4 credits) includes quantitative reasoning, applied problem solving, and statistical tools needed by business students (replaces QMB 200- 3 credits)
        - BUS 206: Fundamentals of Problem Solving with Excel (replaces CIS 212)
        - BUS 207: Fundamentals of Interpersonal Business Communication – Drop CCT 201, add BUS 207
        - BUS 209: Fundamentals of Financial and Managerial Accounting (replaces ACC 200/201 & 202)
- Essentials Series: Functions of Business
    - BUS 301W: Essentials of Formal Business Communication (replaces CCT 300W)
    - BUS 302: Essentials of Finance (replaces FIN 300)
    - BUS 303: Essentials of Organizational Behavior and Human Resources (replaces MGT 300)
    - BUS 304: Essentials of Management Information Systems (replaces CIS 300)
    - BUS 305: Essentials of Marketing (replaces MKT 300)
    - BUS 306: Essentials of Operations and Supply Chain (replaces MGT 370)
- Application of Business – Co-ops/internships, international travel course, study abroad strongly encouraged and recommended, but not required
- Mastery of Business: BUS 402: Integrated Strategic Management (replaces GBU 480)

Many of these changes involve revising the course prefix, number, and title, as well as updating the course description. Some courses need more substantive change. For a small number of courses, the changes are so substantive that a new course is proposed to replace an existing course.

In developing this proposal, we started with our “dream” proposal, then scaled back to a revised core that better fits our existing faculty resources and course credits available. From a faculty resource perspective, the Professional Development Series and Nature of Business courses represent additional courses to teach, but we have found efficiencies in other areas. For example, our replacement of ACC 201 and 202 with a single course required for business majors gives us capacity to teach additional courses.

We believe these changes will further strengthen our curriculum and the employability of our graduates, and we are eager to begin implementation of these revisions.

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

TO: Council on Academic Affairs

FROM: Trish Isaacs, Associate Dean

RE: Creation of BUS Rubric

DATE: January 7, 2021

Please approve the creation of a BUS rubric. It will be used for Business Core courses. The move from discipline designations, such as ACC or MKT, to a BUS rubric is consistent with the recent move to a non-departmental School of Business. It serves as a recognition on the part of Business faculty that the Business Core belongs to and serves all our Business programs. The BUS prefix applies to core courses; it does not replace the ACC, MKT, etc. prefix for discipline-specific major courses.

Further, our proposed Business Core revisions create a more integrated core, including a beginning, middle, and end, with interdisciplinary courses throughout the student experience. These interdisciplinary business courses do not fit neatly into existing business rubrics. They could be taught by faculty members in any of our business disciplines.

Thank you for considering this request.

School of Business
Business Core Revisions
Comparison of Proposed Revisions to Business Core with Existing Courses and Requirements

Proposed Revisions to Business Core		Parallels with Existing Courses and Requirements		Proposed Action
University Requirements:		**University Requirements:**		
General Education	36	General Education	36	
BUS 100	1	BTO 100	1	Create new course, BUS 100, which will replace BTO 100 for all business majors. With proposed addition of BUS 100, the only content remaining for the existing BTO 100 is required content for PGM students, which was included in the PGM section of BTO 100. BTO 100 will become PGM 101 and credit will decrease to 0.5. The content is required for PGA accreditation; the course will be required only for students with a Marketing Major, PGM Concentration.
W Course (BUS 301W)		W Course (CCT 300W)		Course revision
ACCT Course (BUS 402)		ACCT Course (GBU 480)		Course revision
College Requirements:		**College Requirements:**		
BUS 300	1	BTS 300	0	Create new course; existing course no longer required for business majors; it will continue to be used in the School of Technology.
BUS 400	1	BTS 400	0	Create new course; existing course no longer required for business majors; it will continue to be used in the School of Technology.
Business Core Requirements:		**Business Core Requirements:**		
BUS 200	1	No Existing Parallel		Create new course

BUS 101, Nature of Business	3	GBU 101, Introduction to Business	3	Create new course; delete GBU 101
Fundamentals Series and Supporting Courses				
Environment of Business:				
ECO 230, Fundamentals of Microeconomics (GElement 5B, supporting) – title change only	3	ECO 230, Principles of Microeconomics (GElement 5B, supporting)	3	Change course title
ECO 231, Fundamentals of Macroeconomics – title change only	3	ECO 231, Principles of Macroeconomics	3	Change course title
BUS 204, Fundamentals of Business Law and Ethics	3	GBU 204, Legal and Ethical Environment of Business	3	Course revision
Tools of Business:				
MAT 112 A and B or 114 or 211 (GElement 2, supporting)	3	MAT 112 A and B or 211 (GElement 2, supporting)	3	Add MAT 114 to Element 2 options for business students
STA 270, Applied Statistics	4	QMB 200, Business Statistics I	3	Replace QMB 200 with STA 270 in requirements; drop QMB 200 (The Statistics Department is currently working with the School of Business to provide sections of STA 270 specifically for business majors. These sections include Excel applications and business examples.)
BUS 206, Fundamentals of Problem Solving with Excel	3	CIS 212, Introduction to Computer Information Systems	3	Create new course; drop CIS 212
BUS 207, Fundamentals of Interpersonal Business Communication	3	CCT 201, Professional Communication	3	Create new course; substantive redesign of CCT 201, which will be dropped as new course is phased in. CCT 201 is not currently part of the business core; its redesign includes content recommended by stakeholder feedback.
BUS 209, Fundamentals of Financial and Managerial Accounting	3	ACC 201, Introduction to Financial Accounting, and ACC 202, Introduction to Managerial Accounting (Note: ACC 200, Survey of Accounting, was developed as a 3-credit alternative to provide accounting fundamentals and tools needed by managers; BUS 209 will serve business majors and	6	Revision of ACC 200 to become BUS 209; drop ACC 201 and 202 (ACC 201 and 202 will continue to qualify for waiver of BUS 209)

		minors, as well as other majors needing accounting fundamentals.)		
Essentials Series: Functions of Business				
BUS 301W, Essentials of Formal Communication	3	CCT 300W, Managerial Reports	3	Course revision
BUS 302, Essentials of Finance	3	FIN 300, Business Finance I	3	Course revision
BUS 303, Essentials of Organizational Behavior and Human Resources	3	MGT 300, Principles of Management	3	Course revision
BUS 304, Essentials of Management Information Systems	3	CIS 300, Management Information Systems	3	Course revision
BUS 305, Essentials of Marketing	3	MKT 300, Principles of Marketing	3	Course revision
BUS 306, Essentials of Supply Chain Management	3	MGT 370, Operations Management	3	Course revision
Mastery of Business:				
BUS 402, Integrated Strategic Management	3	GBU 480, Business Strategy	3	Course revision

Note: Not listed in the table is MGT 340, an existing course that is not currently offered and has no parallel in the revised core.

BUSINESS CORE CURRICULUM MAP

	Learning Goals/Objectives	PD	Fundamental Series: Environment of Business				PD	Fundamental Series: Tools of Business			PD	Essentials Series: Functions of Business						PD
		BUS 100 : Professional Development One	BUS 101: Nature of Business	ECO 230: Fundamentals of Microeconomics	ECO 231: Fundamentals of Macroeconomics	BUS 204: Fundamentals of Business Law and Ethics	BUS 200: Professional Development Two	BUS 206: Fundamentals of Problems Solving	BUS 207: Fundamentals of Interpersonal Communication	BUS 209: Fundamentals of Financial and Managerial Accounting	BUS 300: Professional Development Three	BUS 301W: Essentials of Formal Communication	BUS 302: Essentials of Finance	BUS 303: Essentials of Organizational Behavior and Human Resources	BUS 304: Essentials of Management Information Systems	BUS 305: Essentials of Marketing	BUS 306: Essentials of Supply Chain Management	BUS 400: Professional Development Four	BUS 402: Integrated Strategic Management
1	Understand business essentials																		
1a	▪ Demonstrate a comprehensive foundation of global business principles, methods, issues, and technologies		1	2	2	1	1		1	2	2	2	2	2		2	3	3/4	4
1b	▪ Demonstrate knowledge of diversity issues	1	1		2		2		1		3/4	2		3		2		4	2
2	Perform analysis and make effective decisions																		
2a	▪ Critically review, distinguish, and organize business information	1	1	1	2	2	2	2	1	2	3/4	3/4	3	3		3	3	3/4	4
2b	▪ Effectively evaluate, infer, and conclude	1	1	1	2	2	2	2	1	2	2	3/4	3	3		3	3	2	4
2c	▪ Decide and create/produce	1					2	1	1		3/4	4		3		2/3	3	2	4
3	Communicate effectively																		
3a	▪ Write effectively	1			2		2		1		2	4		2		3	2	2	4
3b	▪ Deliver effective oral presentations	1					2		1		3	4						4	4
4	Think/act as a good corporate citizen																		
4a	▪ Make ethically sound decisions	1	2		4		2	2	1		2	3			2		2	4	
4b	▪ Work collaboratively in groups/teams	1	2						1			2	2		4		4		

1 = Introduced 2 = Reinforced 3 = Mastered 4 = Assessed

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

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	(B.B.A.) A**CCOUNTING**
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	Fall, 2021
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

For the Accounting Core, replace ACC 441 with ACC 350. Correct error by putting ACC 322/322S back in major core. For the Public Accounting Concentration, add ACC 441 to required courses. For the Management Accounting Concentration, make the following changes to requirements: Three courses (FIN 301, FIN 410, and CIS 430) move from being electives to being required courses. Two courses (ACC 523 and ACC 349) move from being required courses to being electives. Add two additional courses to list of possible electives. Electives allowed under new proposal will be: ACC 349, ACC 521, ACC 523; ACC 349; ECO 324, MGT 375.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Proposed change to the Accounting Core will further reflects the growing importance of information systems and data analytics in the field. Proposed change to the Management Accounting concentration will streamline program, eliminate non-essential electives, and better align with concentration with existing faculty resources. More importantly, the changes equip students with the knowledge and skills required and expected of professionals working in corporate accounting and financial analysis (ie management accounting).

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

Personnel Impact: May allow consolidation of some section offerings and/or avoid adjunct faculty hiring.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Bachelor of Business Administration (B.B.A.)
ACCOUNTING

Accounting is one of the key functions for almost any business. Accounting is the systematic and comprehensive recording of financial transactions pertaining to a business. Accounting also refers to the process of summarizing, analyzing and reporting these transactions to oversight agencies, regulators and tax collection entities. The reports generated by various streams of accounting, such as cost accounting and management accounting, are invaluable in helping management make informed business decisions.

Public Accounting Concentration

Certified Public Accountant (CPA) a license awarded to an individual meeting the educational and experience requirement under state law. They provide accounting services to the public. In our Public Accounting Concentration, students can learn the skills to specialize in: Auditing, Taxation, Management Consulting Services, Forensic Accounting, Litigation Support, Financial Planning, and Business Valuation.

Management Accounting Concentration

Management accountants apply their professional knowledge and skill in the preparation and presentation of financial and other decision oriented information in such a way as to assist managers to formulation of policies and planning and control of the organization's operations. In our Management Accounting Concentration, students learn the skills to specialize in areas such as: Information Management, Treasury, Efficiency Auditing, Marketing, Valuation, Pricing, Logistics, etc.

Certificate in Accounting

The Certificate in Accounting is designed to prepare individuals who have a bachelor's degree, but not in Accounting, for entry into the Public Accounting profession. Our Certificate in Accounting program satisfies the Kentucky State requirement that individuals taking the CPA Exam have a bachelor's degree in accounting **or the equivalent**. Graduates with a Certificate in Accounting from EKU have been accepted by the Kentucky State Board of Accountancy as having the equivalent of an Accounting degree.

UNIVERSITY GRADUATION REQUIREMENTS

• General Education .....36 hours
• Student Success Seminar .....1 hour (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Accounting majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS

College Requirements:

~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~)..... .....2 hours

~~Core Courses:~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 (GElement 5B) and 231
Tools of Business: MAT 112A and 112B (GElement 2), 114(GElement 2), or 211(GElement 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Major Core.....**~~15~~18 hours**
ACC 251, ACC 301, ACC 302; ACC 322 or 322S, ACC 327, and ACC ~~441~~350.
Concentrations (select one):
Public Accounting Concentration..... **12 hours**
~~ACC 322 or 322S~~ ACC 441 and nine hours from ACC 349 (maximum of three hours toward concentration requirements), 425, 440, 490, 501, 521, 523, 525, or 590, or a non-accounting course approved by advisor.
Management Accounting Concentration..... **15~~18~~ hours**
~~Fifteen hours:~~ ACC ~~349 (maximum of three hours toward concentration requirements), 523,~~ 527, CIS 430, FIN 301, 410. ~~AEM 202, and AEM 308.~~
Three hours from ACC 349, 521, 523~~ACC 322 or 322S, 490, 501, 521, 525, 590, AEM 332, 506, CIS 335, 430,~~ ECO 324, ~~FIN 301, 330, 410,~~ MGT 375~~, 430~~ or other upper-level course approved by advisor.

~~Supporting Course Requirements..... 9 hours~~
~~MAT 112 (GElement 2), 114, or 211(GElement 2); CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; PSY 200 (GElement 5B), 200W (GElement 5B) or SOC 131 (GElement 5B).~~
~~*G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.*~~

Free Electives ~~(non-business courses)~~.....**18~~-147~~ hours**
TOTAL HOURS TO COMPLETE DEGREE.....**120 hours**

Accounting (BBA) PUBLIC OPTION Program's Curriculum Objective Map 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals		11-15 AFIS Critical Thinking Students will use critical thinking skills to review, distinguish, organize, and evaluate information leading to their making sound decisions and solving problems.	11-15 AFIS Communications Students will communicate effectively in written, oral, and presentations.	11-15 AFIS Core Knowledge Students will demonstrate a comprehensive foundation of global business principles, methods, issues, and technologies.	11-15 BBA - Accounting Accounting students will have the skills and knowledge required to be successful in the accounting profession after graduation.
ACCOUNTING MAJOR CORE					
ACC 251	Accounting Information Systems	1	1	2	2
ACC 301	Intermediate Accounting I	2	NA	2	3
ACC 302	Intermediate Accounting II	2	NA	2	3
ACC 322	Tax I	3	2	2	3
ACC 322S	Tax I	3	2	2	3
ACC 327	Cost Accounting	2	2	2	2
ACC 350	Accounting Information Systems and Analytics	3	NA	3	3
PUBLIC ACCOUNTING OPTION--REQUIRED					
ACC 441	Auditing I	4	4	4	4
PUBLIC ACCOUNTING OPTION--ELECTIVES					
ACC 349	Applied Learning in Accounting	2	2	2	2
ACC 425	Accounting Theory	4	4	3	3
ACC 440	Legal Aspects of Accounting	3	2	2	3
ACC 490	Independent Study	4	4	4	4
ACC 501	International Accounting and Combinations	2	3	3	3
ACC 521	Fund Accounting	3	NA	1	3
ACC 523	Taxation of Corporations	2	NA	1	3
ACC 525	Forensic Accounting	4	4	1	3
ACC 590	Special Topics in Accounting:_____	4	4	4	4

MANAGERIAL ACCOUNTING OPTION--REQUIRED					
CIS 430	Business Data Mining	3	NA	3	3
FIN 301	Corporate Finance	3	NA	3	3
FIN 410	Financial Analysis and Valuation	4	2	3	3
ACC 527	Advanced Management Accounting	4	4	4	4
MANAGERIAL ACCOUNTING OPTION--ELECTIVES					
ACC 349	Applied Learning in Accounting	2	2	2	2
ACC 521	Fund Accounting	3	NA	1	3
ACC 523	Taxation of Corporations	2	NA	1	3
ECO 324	Money and Banking	2	2	2	2
MGT 375	Supply Chain Management	2	2	2	2

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

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	(B.B.A.) Computer Information Systems
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	Fall, 2021
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings and/or avoid adjunct faculty hiring.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Bachelor of Business Administration (B.B.A.)
COMPUTER INFORMATION SYSTEMS
CIP Code: 52.1201A

A Bachelor of Business Administration degree in Computer Information Systems (CIS) focuses on the applications and implications of computing in the world of business. We have two areas for students to concentrate their skills: General Computer Information Systems and Network Management.

General Computer Information Systems Concentration
The General CIS Concentration prepares students for careers as IT Manager, Project Manager, Systems Analyst, Data Analyst, and Data Base Engineer. Students learn skills such as data mining, e-business technology, forensic computing, and project management.

Network Management Concentration
The General Network Management Concentration prepares students for careers as Network Administrator, Network Specialist, Network Security Consultant, Technical Support Representative, IT Support Administrator, and Computer Network Support Specialist. Students learn skills such as managing networks, installing and configuring networks, monitoring network activity, managing network resources, and investigating network activity.

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar .....1 hour (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Computer Information Systems majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~)..... .....2 hours

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....7 hours
Environment of Business: ECO 230 (GElement 5B) and 231

Tools of Business: MAT 112A and 112B ([G]Element 2), 114([G]Element 2), or 211([G]Element 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)

[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

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

~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Accounting Major Core .....21~~18~~ hours

CIS 215, 240, 335, 340, 375, 380, 410.

Concentrations (select one):

General Computer Information Systems Concentration .....9 hours

Nine hours from CIS 320, 325, 349 (up to a maximum of three hours), 420, 430, 475, or an upper-division course approved by the department.

Network Management Concentration .....9 hours

Three hours from CIS 420 or 475, three hours from NET 343, 354, or 403, and three hours from one of the following (CIS 349, 420, 475, NET 343, 354, 403), or an upper-division course approved by the department.

~~Supporting Course Requirements ..... 9 hours~~

~~CIS 240; CIS 212 or INF 104; ECO 230 ([G]Element 5B), 231 ([G]Element 5B); MAT 112 ([G]Element 2) or 114 ([G]Element 2) or 211 ([G]Element 2); CMS 100 ([G]Element 1C) PSY 200 ([G]Element 5B) or 200W ([G]Element 5B) or SOC 131 ([G]Element 5B).([G] = Course also satisfies a General Education element. Hours are included within the 36 hour General Education requirement above. A maximum of 3 credit hours can be used toward Element 5B.)~~

Free Electives (non-business) .....~~11~~7 hours

TOTAL HOURS TO COMPLETE DEGREE .....120 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Bachelor of Business Administration B.B.A. Finance
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Move three classes into the finance core. Remove Managerial Finance Concentration from the program. Add Banking and Financial Services Concentration to the program. Remove course from Financial Planning Concentration.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Will streamline program, eliminating a number of superfluous electives, and better aligning with existing faculty resources.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to hire some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

Bachelor of Business Administration (B.B.A.)

FINANCE

CIP Code: 52.0801

The field of finance includes activities associated with banking, debt, credit, capital markets, money, and investments. Finance represents money management and the process of acquiring needed funds. It also encompasses the oversight, creation, and study of money, banking, credit, investments, assets, and liabilities that make up financial systems. Since individuals, businesses, and government entities all need funding to operate, the finance field includes three main sub-categories: personal finance, corporate finance, and public (government) finance.

Business Finance Concentration

The Business Finance Concentration is designed for the broadest options in your academic career. While all finance students learn corporate finance, financial institutions, investments, and valuation; the business finance concentration gives the student the option of selecting additional courses to focus on additional areas as desired.

Banking and Financial Services Concentration

The Banking and Financial Services Concentration prepares students for a broad range of careers in commercial banking, investment banking, financial technology, bank consulting, bank regulation and policy positions in federal and state government, and other financial service providers. In this program, students develop a strong foundation in economics, financial markets, investments, consumer and commercial credit analysis, bank management, community engagement and customer relationship development. Students in this program will have the opportunity to sit for the Credit Analysis Certification exam.

~~**Managerial Finance Concentration**~~

~~The Managerial Finance Concentration should be selected by finance majors interested in obtaining the Certified Financial Manager (CFM) designation. Entry-level positions are typically in cash, financial securities, and business debt management. Students learn how to do tax planning, prepare a financial plan for small and large companies, analyze international risk, value a business, forecast financial statements, regulation and accounting for financial instruments, etc~~.

Financial Planning ~~Major (BBA)~~ Concentration

The Financial Planning Concentration provides a broad education in finance. Students graduating with a degree in Financial Planning are employed in diverse fields such as financial security brokerage, bank management, credit counseling, securities analysis, investment banking, and corporate management. Students learn how to manage cash flow and debt, analyze and manage personal risk, plan and manage investments, prepare a retirement plan, trade stocks and bonds, etc.

UNIVERSITY GRADUATION REQUIREMENTS

General Education .....36 hours
Student Success Seminar .....1 hour (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
ACCT - Finance majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS

College Requirements:

~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~).. .....2 hours

~~**Core Courses:**~~

Business Core Courses:

Professional Development Series.....1 hour

BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)

Nature of Business: BUS 101.....3 hours

Fundamentals Series: Environment and Tools of Business.....4 hours

Environment of Business: BUS 204

Tools of Business: BUS 206, 207, 209

Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours

Mastery of Business: BUS 402.....3 hours

Supporting Courses:

Fundamentals Series: Environment and Tools of Business.....7 hours

Environment of Business: ECO 230 ([G]Element 5B) and 231

Tools of Business: MAT 112A and 112B ([G]Element 2), 114 ([G]Element 2), or 211 ([G]Element 2), STA 270 Element 2, 3 hours, and Element 5B, 3 hours, included above)

[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

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

~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Finance Requirements..... 30 hours

FIN 201, 301,304, 324, 420; and one of the following concentrations:

Business Finance Concentration:

~~FIN 304, 324, 420,~~ RMI 370 and twelve hours of upper-division Finance classes or other upper-division classes as approved by the department.

Banking and Financial Services Concentration:

FIN 315, 437, ECO 324, RMI 370 and three hrs from upper-division Finance classes or other upper-division classes as approved by the department.

~~**Managerial Finance Concentration:**~~

~~ACC 301, 302, 327; FIN 310, 330, 410, 424; three hrs from ACC 322, 425, 501, 525, FIN 311, 324, 349, 420.~~

Financial Planning Concentration:

ACC 322; FIN 311, ~~324, 420~~;RMI 370, 374, 474~~; three hrs from FIN 310, 330, 349, 410, 424, RMI 380~~.

~~**Supporting Course Requirements**..... 9 hours~~

~~CIS 212 or INF 104; ECO 230([G]Element 5B), 231; MAT 112 ([G]Element 2) or 211([G]Element 2); PSY 200 or 200W or SOC 131.~~

~~*[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.*~~

Free Electives (non-business courses)..... ~~11~~7 hours

TOTAL HOURS TO COMPLETE DEGREE..... 120 hours

Finance (BBA) **Program's Curriculum Objective Map** 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		**Critical Thinking:** Students will use critical thinking skills to review, distinguish, organize, and evaluate information leading to their making sound decisions and solving problems.	**Critcal Reading:** Students develop the critical reading skills needed for deep learning and read with purpose.	**Communications:** Students will communicate effectively in written, oral, and presentations.	**Core Knowledge:** Students will demonstrate a comprehensive foundation of global business principles, methods, issues, and technologies.	**Professional Skills:** Students will display the technical and professional skills necessary for success in finanical services.
CORE REQUIREMENTS						
FIN 201	Personal Money Management	1	1	1	2	2
FIN 300	Business Finance I	2	2	2	2	N/A
FIN 301	Corporate Finance	3	3	3	3	N/A
FIN 304	Financial Institutions	2	2	2	2	2
FIN 324	Principles of Investments	2	2	2	2	N/A
FIN 420	Investment and Portfolio Theory	4	4	4	3	N/A
BUSINESS FINANCE CONCENTRATION						
RMI 370	Principles of Risk & Insurance	1	1	1	1	1
BANKING AND FINANCIAL SERVICES						
FIN 315	Financial Statements and Loan Analysis	3	3	3	3	3
FIN 437	Bank Management	4	4	4	3	4
RMI 370	Principles of Risk & Insurance	1	1	1	1	1
FINANCIAL PLANNING CONCENTRATION						
ACC 322	Tax I	3	3	2	2	3
FIN 311	Personal Financial Planning	2	2	2	2	N/A
RMI 370	Principles of Risk & Insurance	1	1	1	1	1
ELECTIVES						
FIN 310	Entrepreneurial Finance	1	1	2	2	2
FIN 330	Principles of International Finance	3	3	3	3	N/A
FIN 349 A-N	Cooperative Study: Finance	2	3	3	3	N/A
FIN 390S	Community Financial Literacy	3	3	3	3	N/A
FIN 410	Financial Analysis and Valuation	4	4	4	3	N/A
FIN 424	Derivatives Valuation and Accounting	4	4	4	3	N/A
FIN 450	Project in Finance	4	4	4	4	N/A
FIN 490	Special Problems in Finance	4	4	4	4	N/A

Finance (BBA) **Program's Curriculum Objective Map** 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		**Critical Thinking:** Students will use critical thinking skills to review, distinguish, organize, and evaluate information leading to their making sound decisions and solving problems.	**Critcal Reading:** Students develop the critical reading skills needed for deep learning and read with purpose.	**Communications:** Students will communicate effectively in written, oral, and presentations.	**Core Knowledge:** Students will demonstrate a comprehensive foundation of global business principles, methods, issues, and technologies.	**Professional Skills:** Students will display the technical and professional skills necessary for success in finanical services.
CORE REQUIREMENTS						
FIN 201	Personal Money Management	1	1	1	2	2
FIN 300	Business Finance I	2	2	2	2	N/A
FIN 301	Corporate Finance	3	3	3	3	N/A
BUSINESS FINANCE CONCENTRATION						
FIN 304	Financial Institutions	2	2	2	2	2
FIN 324	Principles of Investments	2	2	2	2	N/A
FIN 420	Investment and Portfolio Theory	4	3	4	3	N/A
RMI 370	Principles of Risk & Insurance	1	1	1	1	1
MANAGERIAL FINANCE CONCENTRATION						
ACC 301	Intermediate Accounting I	2	2	2	2	2
ACC 302	Intermediate Accounting II	2	2	2	2	2
ACC 322	Tax I	3	3	2	2	3
ACC 327	Cost Accounting	2	2	2	2	2
FIN 310	Entrepreneurial Finance	1	1	2	2	2
FIN 311	Personal Financial Planning	2	2	2	2	N/A
FIN 324	Principles of Investments	2	2	2	2	N/A
FIN 330	Principles of International Finance	3	3	3	3	N/A
FIN 349	Applied Learning in Finance	N/A	3	3	3	N/A
FIN 410	Financial Analysis and Valuation	4	4	4	3	N/A
FIN 420	Investment and Portfolio Theory	4	4	4	3	N/A
FIN 424	Derivatives Valuation and Accounting	4	3	4	3	N/A
FINANCIAL PLANNING CONCENTRATION						
FIN 310	Entrepreneurial Finance	1	1	2	2	2
FIN 311	Personal Financial Planning	2	2	2	2	N/A
FIN 324	Principles of Investments	2	2	2	2	N/A
FIN 330	Principles of International Finance	3	3	3	3	N/A
FIN 349	Applied Learning in Finance	N/A	3	3	3	N/A
FIN 410	Financial Analysis and Valuation	4	4	4	3	N/A
FIN 420	Investment and Portfolio Theory	4	4	4	3	N/A
FIN 424	Derivatives Valuation and Accounting	4	4	4	3	N/A
ELECTIVES						
FIN 304	Financial Institutions	2	2	2	2	2
FIN 315	Financial Statements and Loan Analysis	3	3	3	3	3
FIN 349 A-N	Cooperative Study: Finance	2	3	3	3	N/A
FIN 390S	Community Financial Literacy	3	3	3	3	N/A
FIN 437	Bank Management	4	4	4	3	4
FIN 450	Project in Finance	4	4	4	4	N/A
FIN 490	Special Problems in Finance	4	4	4	4	N/A

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

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	(B.B.A.) General Business
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	Fall, 2021
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings and/or avoid adjunct faculty hiring.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Bachelor of Business Administration (B.B.A.)
GENERAL BUSINESS
CIP Code: 52.0101

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar .....1 hour
(BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - General Business majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~).. .....2 hours
GPA Requirement for Business and Marketing Education/Teaching concentration:
Minimum 2.75 for business teaching core and supporting courses, 2.75 for professional education requirements courses with a grade of "C" or better AND meet all requirements for student teaching.

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....7 hours
Environment of Business: ECO 230 ([G]Element 5B) and 231
Tools of Business: MAT 112A and 112B ([G]Element 2), 114([G]Element 2), or 211([G]Element 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

General Business Concentrations:

General Business.....~~30~~24 hours
~~GBU 101,~~ GBU 201; ~~MGT 340;~~ three hours in MKT 306, 309, 310, 350, 400, 401, or 435; three

hours in FIN 301, 302, 304, 310, 311, 324, or 330; three hours in MGT 320, 330, 406, 430, or 470; one approved upper-division course from FIN, MKT, or MGT; nine hours of approved business electives from the following prefixes: ACC, CCT, CIS, FIN, GBU, MGT, MKT, RMI.

International Business.....~~33~~27 hours
GBU ~~101,~~ 201; ~~MGT 340;~~ six hours of foreign language; CCT 310; FIN 330; MGT 430; MKT 400; six hours of business credit which will include course of study and/or internship in a foreign country. Exemptions from the foreign study requirement are available only with the chairperson approval. International students may choose to fulfill this requirement through internships, cooperative education, or approved upper-division courses in business or economics (ECO 394).

Global Supply-Chain Management.....33 hours
GBU 201; MGT 375, 435; MKT 315, 350, 431, 455, CIS 410, CCT 310, and six hours of approved business electives from ACC, CCT, CIS, FIN, GBU, MGT, MKT, RMI, or International Economics (ECO 394).

Corporate Communication and Technology.....33 hours
CCT 270, 304S, 310, 550, 570, ~~GBU 101~~, 201, ~~MGT 340~~, and 480; three hours from: MKT 309, 400, or 401; 3 hrs from MGT 320, 330, or 465.

Business and Marketing Education/Teaching.....~~129~~ hours
CCT 270, 304S, ~~GBU 101,~~ and three hours from: MKT 310, 400, or 435.
Professional Education Requirements..... 37 hours
EDF 203, 204(2), 219, 413, EMS 300W, 474, 490, ESE 573, SED 104 (GElement 6), EDC 300(3), and 11 credit hours of Clinical Experiences: CED 100(0), 200(0), 300(0.5), 400(0.5), 450(1), 499(9).
Candidates earning a degree that leads to 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.

~~Supporting Course Requirements..... 9 hours~~
~~MAT 112 (GElement 2) or 114 (GElement 2) or 211(GElement 2); CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; CMS 100 (GElement 1C) PSY 200 (GElement 5B), 200W (GElement 5B) or SOC 131 (GElement 5B). G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.~~

Free Electives .....0-1~~1~~3 hours
TOTAL HOURS TO COMPLETE DEGREE …….....120-12~~8~~9 hours

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

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	(B.B.A.) Management
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	Fall, 2021
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings and/or avoid adjunct faculty hiring.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Bachelor of Business Administration (B.B.A.)
MANAGEMENT
CIP Code: 52.0201

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar (BUSBTO 100; waived for transfers with 30+ hrs).....1 hour
• Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Management majors will fulfill ACCT with BUS 402GBU 480.. (Credit hours will be counted in Major requirements)
Total Hours University Graduation Requirements ...37 hours
MAJOR REQUIREMENTS
College Requirements:
BTSBUS 300 (CR only, no1 hours) and BUSBTS 400 (CR only, no1 hours).. .....2 hours

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....7 hours
Environment of Business: ECO 230 ([G]Element 5B) and 231
Tools of Business: MAT 112A and 112B ([G]Element 2), 114([G]Element 2), or 211([G]Element 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Approved Business Electives .....3-6 hours
Three to sSix hours from the following prefixes: ACC, CCT, CIS, FIN, GBU, RMI, MGT, and MKT (in addition to courses not required for the management major).

Management Requirements:
Management Concentration .....27-1 hours
GBU 101, MGT 320, 340, 400, 480, and 12 hours of upper division Management (MGT) electives (excludes MGT 300, 301, 349, 370).

Human Resource Management Concentration …… 2~~7~~1 hours
~~GBU 101,~~ MGT 320~~, 340~~, 400, 480, MGT 460, 425, 440, and 445.
Entrepreneurship Concentration .....~~33~~27 hours
CCT 270, 304S, ~~GBU 101,~~ MGT 320, 330~~, 340,~~ 349, 445, 465, 480, and MKT 435.

~~Supporting Course Requirements .....9 hours~~
~~MAT 112 ([G]Element 2) or 114 ([G]Element 2) or 211([G]Element 2); CIS 212 or INF 104; ECO 230 ([G]Element 5B), and 231; CMS 100 ([G]Element 1C) PSY 200 ([G]Element 5B), 200W ([G]Element 5B) or SOC 131 ([G]Element 5B). [G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.~~

Free Electives.....~~3 5~~4-10 hours
TOTAL HOURS TO COMPLETE DEGREE .....120 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	(B.B.A.) Marketing
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	Fall, 2021
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings and/or avoid adjunct faculty hiring.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Bachelor of Business Administration (B.B.A.)
MARKETING
CIP Code: 52.1401

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar (BUSBTO 100; waived for transfers with 30+ hrs).....1 hour
• Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Marketing majors will fulfill ACCT with BUS 402GBU 480.. (Credit hours will be counted in Major requirements)
Total Hours University Graduation Requirements ...37 hours
MAJOR REQUIREMENTS
College Requirements:
BTSBUS 300 (CR only, no1 hours) and BUSBTS 400 (CR only, no1 hours).. .....2 hours

Core Courses:

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....7 hours
Environment of Business: ECO 230 ([G]Element 5B) and 231
Tools of Business: MAT 112A and 112B ([G]Element 2), 114([G]Element 2), or 211([G]Element 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.
Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.

Marketing Requirements:
General Marketing Concentration.....3024 hours
GBU 101, MGT 340, MKT 350, 400, 455, 460 and 12 hours of approved upper division marketing electives (excludes MKT 300 and MKT 349).
Music Marketing Concentration.....3327 hours
GBU 101, MGT 340, MUS 190(2), 191(2), 290(2), 390(3), 391(3), and 15 hours from the following courses: MGT 330, MKT 306, 310, 349, 400, 401, 404, or 420.
Marketing Research and Analytics Concentration.....3024 hours
CIS 430, GBU 101, MGT 340, MKT 350, 400, 455, 456, 457, 460, 481.
PGA Golf Management Concentration.....432.5 hours

~~GBU 101;~~ MGT 201, 202, 203, 204, 205, 206, 207, 210; MKT 310, 350, 455; PGM 349A-E(2.5); additional requirements: OHO 351(4).

Exit Requirements for PGA Concentration:

PGM 100 (completion of the PGA Playing Ability Test)…….....0 hrs
PGM 101 (completion of qualifying level to PGA Golf Management…….....0.5 hrs
PGM 199 (completion of Level 1 of PGA Education).....0 hrs
PGM 299 (completion of Level 2 of PGA Education) …….....0 hrs
PGM 399 (completion of Level 3 of PGA Education).....0 hrs
PGM 499 (completion of PGA Final Experience) .....0 hrs

~~Supporting Course Requirements..... 9 hours~~

~~MAT 112 (GElement 2) or 114 (GElement 2) or 211(GElement 2); CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; CMS 100 (GElement 1C) PSY 200 (GElement 5B), 200W (GElement 5B) or SOC 131 (GElement 5B). G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.~~

Free Electives.....0-11 hours

May include three hours approved business electives. Upper Division electives may be required to meet the University 43 hour upper division requirement. (Music Marketing Concentration: recommend BEM 240 and other business courses as electives, up to 50% of program).

TOTAL HOURS TO COMPLETE DEGREE……..120-12~~1~~21.5 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting Finance and Information Systems
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	BBA Risk Management and Insurance
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Add MKT 310 as an RMI major requirement

Remove MKT 310 as an RMI major elective

Reduce the number of hours required in the RMI major from 27 to 24, thus giving students 3 more hours of free electives

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

Making MKT 310 a requirement: Our RMI Advisory Board recommended that we make MKT 310 a required course for all majors to help better prepare them for roles in sales, and to interact more effectively with those working with sales persons, or an interface with the public. Additionally, MKT 310 should help our students improve their oral communications skills, and we have heard feedback from some employers that this would be desirable. Finally, this change would help make our RMI Program distinctive, requires no additional resources, and helps us capitalize on synergies that exist with the sales area in marketing.

Reduce the number of hours required in the RMI major from 27 to 24: This recommendation was made by the Dean for all majors in the CBT. The effect is to free-up 3 credit hours that students may take as free electives.

The cross-out of RMI 460 in the major: RMI 460 was previously eliminated, and does not appear in the catalog listing of RMI classes. However, it was not eliminated in the major description. Since the class is gone, it should not be included in the major description at all.

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

Personnel Impact: None, MKT 310 has slack capacity and there will not be an immediate need to add sections to accommodate our proposed addition of 310 to the required courses in the major.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: No additional resources needed

Library Resources: No additional resources needed

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.

Bachelor of Business Administration (B.B.A.)
RISK MANAGEMENT AND INSURANCE
CIP Code: 52.1701

UNIVERSITY GRADUATION REQUIREMENTS
General Education .....36 hours
Student Success Seminar .....1 hour (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
ACCT - Risk Management and Insurance majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~).. .....2 hours.
~~**Core Courses:**~~
Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....7 hours
Environment of Business: ECO 230 (GElement 5B) and 231
Tools of Business: MAT 112A and 112B (GElement 2), 114(GElement 2), or 211(GElement 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Risk Management and Insurance Requirements..... ~~27~~ 24 hours
RMI 370, 372, 374, ~~and~~ 378 and MKT 310;
~~15~~ 9 additional hours of Risk Management and Insurance electives may be taken from the following: RMI 349—up to a maximum of six hours, RMI 376, 380, 382, ~~460~~, 462, 472, 474, 476, 486 and RMI 400—up to a maximum of six hours total, RMI 490—up to a maximum of six hours; TRS 332, GBU 310, 311, MGT 330, ~~MKT 310~~, FIN 201, FIN 310, 311, 324, 390S, or advisor approved electives.

~~Supporting Course Requirements..... 9 hours~~
~~CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; MAT 112 (GElement 2) or 211 (GElement 2); PSY 200 (GElement 5B) or 200W(GElement 5B) or SOC 131 (GElement 5B). (G = Course also satisfies a General Education element. Hours are included within the 36 hour General Education requirement above. A maximum of three credit hours will count toward Element 5B.)~~

Free Electives ~~(non-business).~~..... ~~14~~ 13 hours

TOTAL HOURS TO COMPLETE DEGREE ..... 120 hours

Risk Management & Insurance (BBA) Program's Curriculum Objective Map 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		11-15 AFIS Critical Thinking: Students will use critical thinking skills to review, distinguish, organize, and evaluate information leading to their making sound decisions and solving problems.	11-15 AFIS: RMI Students will communicate effectively in written, oral, and presentations.	11-15 AFIS Core Knowledge: Students will demonstrate a comprehensive foundation of global business principles, methods, issues, and technologies.	11-15 BBA-Risk Management & Insurance: Integrate tools and techniques of risk management and insurance in a problem solving setting.
CORE REQUIREMENTS					
RMI 370	Principles of Risk & Insurance	1	1	1	1
RMI 372	Commercial Property Risk Management and Insurance	2	2	2	2
RMI 374	Fundamentals of Life and Health Insurance	2	2	2	2
RMI 378	Risk Management	2	2	1	3
MKT 310	Personal Selling		1		
ELECTIVES					
RMI 349	Applied Learning in Insurance (Co-Op)	2	3	3	3
RMI 376	Excess & Surplus Lines	3	3	3	3
RMI 380	Personal Risk Management	2	2	2	2
RMI 400	Seminar in Insurance	3	2	3	3
RMI 474	Life Insurance and Estate Planning	3	3	2	2
RMI 476	Employee Benefit Planning	3	3	2	2
RMI 486	Insurance Company Operations	3	2	3	2
RMI 490	Special Problems in Insurance	4	4	4	4

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Master of Business Administration (MBA Experience)
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise the existing face-to-face MBA Experience curriculum so that four courses can be used for both the face-to-face program and the online program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revising these four courses allows us to leverage existing faculty resources to serve both the face-to-face and the online MBA programs.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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 Revised or Suspended Program

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

Revised* Program Text

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

MASTER OF BUSINESS ADMINISTRATION (M.B.A. Experience)

CIP Code: 52.0101

Degree Requirements.....~~36~~ 38 hours

MBA 800, Bootcamp…… 0 hours

Certificate 1: Foundations of Business Thought

MBA 871~~811~~, Managerial Communication.....~~2~~ 3 hours

MBA 812, Data, Decisions, and Business.....2 hours

MBA 813, The Showing Tell: Empathic Interactive Communication.....2 hours

MBA 814, Big Data Analytics.....2 hours

MBA 815, Introduction to Design Thinking.....1 hour

Certificate 2: Technical Skills of Financial and People Management

MBA ~~821~~ 881, ~~Survey of~~ Accounting for Managers.....~~2~~ 3 hours

MBA 822, Leading and Managing Human Capital……...2 hours

MBA 883~~823~~, Financial Management and Decision Making.....~~2~~ 3 hours

MBA 824, Authentic Leadership and Design of the Employee Experience.....2 hours

~~MBA 825, Design Thinking Applications.....1 hour~~

Certificate 3: Transformation of Inputs to Outputs

MBA 831, Corporate Entrepreneurial Ventures.....2 hours

MBA ~~832~~ 882, ~~Dynamic~~ Marketing Management.....~~2~~ 3 hours

MBA 833, Supply Chain as a Driver of Organizational Effectiveness.....2 hours

MBA 834, Enterprise Risk Management.....2 hours

~~MBA 825, Design Thinking Applications.....1 hour~~

Completion of MBA Degree

MBA 841, Driving Strategic Impact: Mastering Managerial Tools in Top Management Process.....2 hours

MBA 842, Impact Capstone.....3 hours

MBA 825, Design Thinking Applications.....1 hour

MBA Approved Elective.....3 hours

	MBA 800	MBA 871	MBA 812	MBA 813	MBA 814	MBA 815	MBA 881	MBA 822	MBA 883	MBA 824	MBA 825	MBA 831	MBA 882	MBA 833	MBA 834	MBA 841	MBA 842
EKU MBA graduates will:																	
Appropriately apply a comprehensive foundation of technical knowledge, skills, and abilities to a variety of organizational contexts.	I	I	I	IXA	I,X		I	I,X		X,A		A	X	A	I	X	
Identify, organize, analyze, and utilize data and information.	I	A	I		I,X	I	I	X,A	X		X	X	A	A		X	A
Demonstrate strategic use of essential professional skills.	I	A	I	IXA				X		X,A		X	X	X			A
Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.	I	A		XA				X,A	X	X		X	X	X			A
Critically and creatively solve problems in relevant business organizational contexts.	I			IXA	X	I, X	I,A	X,A	A	X	X	X	A	A	X	X	A
Develop innovative strategies and solutions in the global economic environment.	I					I		X		X	X	X	X	A		X	
Demonstrate understanding of ethical considerations and implications in business decisions.	I						I,A	X		X	X	X	X	I	X		
Exercise inclusive leadership for career and organizational success	I							I,X,A		X,A		X	X	X			
I: Introduce (familiarize, initiate)																	
X: eXtend (add to, expand, link)																	
A: Assess (assignments, laboratories, projects)																	

EKU MBA graduates will:

Appropriately apply a comprehensive foundation of technical knowledge, skills, and abilities to a variety of organizational contexts.

Identify, organize, analyze, and utilize data and information.

Demonstrate strategic use of essential professional skills.

Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.

Critically and creatively solve problems in relevant business organizational contexts.

Develop innovative strategies and solutions in the global economic environment.

Demonstrate understanding of ethical considerations and implications in business decisions.

Exercise inclusive leadership for career and organizational success

I: Introduce (familiarize, initiate)
X: eXtend (add to, expand, link)
A: Assess (assignments, laboratories, projects)

	MBA 800	MBA 811	MBA 812	MBA 813	MBA 814	MBA 815
MBA 813, 824, 831, 833	I	I	I	IXA	I,X	
MBA 811, 822, 832, 833, 842	I	A	I		I,X	I
MBA 811, 813, 824, 842	I	A	I	IXA		
MBA 811, 813, 822, 842	I	A		XA		
MBA 813, 821, 822, 823, 832, 833, 842	I			IXA	X	I, X
MBA 833	I					I
MBA 821	I					
MBA 822, 824	I					

MBA 821	MBA 822	MBA 823	MBA 824	MBA 825	MBA 831	MBA 832	MBA 833	MBA 834	MBA 841	MBA 842
I	I,X		X,A		A	X	A	I	X	
I	X,A	X		X	X	A	A		X	A
	X		X,A		X	X	X			A
	X,A	X	X		X	X	X			A
I,A	X,A	A	X	X	X	A	A	X	X	A
	X		X	X	X	X	A		X	
I,A	X		X	X	X	X	I	X		
	I,X,A		X,A		X	X	X			

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Master of Business Administration (MBA)
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)
Addition of an online MBA.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: The development of EKU's online MBA provides a high quality, AACSB-accredited option for those in our service region and beyond whose work schedules or other circumstances prevent their attending a face-to-face program.

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

Personnel Impact: In its first year, online MBA courses will require that a limited number of adjuncts be hired to teach the undergraduate courses that would otherwise have been part of the teaching load for our full-time faculty members. By the second year, a new faculty line will be needed.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

MAJOR REQUIREMENTS
Required if Statistics and Microeconomics do not appear in undergraduate transcript.
MBA 870……..3 hours
Core..... 18 hours
MBA 871, 881, 882, 874, 875, and 883.
Capstone..... 3 hours
MBA 895
Concentration……..... 9 hours
Accounting
ACC 721, 723, 725, 727
Manufacturing Management
AEM 706, 802. 805
Construction Management
CON 827, 828, 829
Organizational Psychology
Three of the following: PSY 804, 807, 873, 874
Public Administration
Three of the following: POL 801, 874, 875, 876, 877, 879
Community Development
Three of the following: POL 835, 845, 846, 847
Emergency Management & Disaster Resilience
Three of the following: HLS 810, 830, 831, 835
Corporate Securities Operations
Three of the following: HLS 810, 820, 850, and SSE 827
Occupational Safety
Three of the following: SSE 828, 832, 834, and 845
Computer Science, Game Design
Three of the following: INF 711, 712, 713, and 715
Computer Science, Cybersecurity and Digital Forensics
Available only to MBA students whose undergraduate degree includes two programming courses equivalent to CSC 190 and 191 with a C or higher
Three of the following: CSC 736, 737, 744, and CSC 747 or INF 718
Computer Science, Artificial Intelligence in Data Science
Available only to MBA students whose undergraduate degree includes two programming courses equivalent to CSC 190 and 191 with a C or higher
Three of the following: CSC 746, 781, 782, and 783
Customized Concentration
Courses selected from available graduate courses, developed in consultation with and approval of academic advisor
Total.....30-33 hours

EKU MBA Experience

EKU MBA graduates will:

	MBA 800	MBA 811	MBA 812	MBA 813	MBA 814	MBA 815
Appropriately apply a comprehensive foundation of technical knowledge, skills, and abilities to a variety of organizational contexts.	I	I	I	IXA	IX	
Identify, organize, analyze, and utilize data and information.	I	A	I		IX	I
Demonstrate strategic use of essential professional skills.	I	A	I	IXA		
Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.	I	A		XA		
Critically and creatively solve problems in relevant business organizational contexts.	I			IXA	X	IX
Develop innovative strategies and solutions in the global economic environment.	I					I
Demonstrate understanding of ethical considerations and implications in business decisions.	I					
Exercise inclusive leadership for career and organizational success	I					

I: Introduce (familiarize, initiate)
X: eXtend (add to, expand, link)
A: Assess (assignments, laboratories, projects)

MBA 821	MBA 822	MBA 823	MBA 824	MBA 825	MBA 831	MBA 832	MBA 833	MBA 834	MBA 841	MBA 842
I	IX		XA		A	X	A	I	X	
I	XA	X		X	X	A	A		X	A
	X		XA		X	X	X			A
	XA	X	X		X	X	X			A
IA	XA	A	X	X	X	A	A	X	X	A
	X		X	X	X	X	A		X	
IA	X		X	X	X	X	I	X		
	IXA		XA		X	X	X			

EKU MBA (Online)

EKU MBA graduates will:

	MBA 870	MBA 871	MBA 874	MBA 875	MBA 881	MBA 882
Appropriately apply a comprehensive foundation of technical knowledge, skills, and abilities to a variety of organizational contexts.	I		I	I	X	I
Identify, organize, analyze, and utilize data and information.	I	I	X		A	I
Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.					X	
Critically and creatively solve problems in relevant business organizational contexts.		IX			A	IA
Demonstrate understanding of ethical considerations and implications in business decisions.					X	IA
Exercise inclusive leadership for career and organizational success				X	X	

I: Introduce (familiarize, initiate)
X: eXtend (add to, expand, link)
A: Assess (assignments, laboratories, projects)

MBA 883	MBA 892
	X
X	X
X	
A	X

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Accounting
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Certificate in Accounting

The Certificate in Accounting is designed to prepare individuals who have a bachelor's degree in another field for entry into the accounting profession. This program satisfies the Kentucky requirement that individuals taking the CPA Exam have a bachelor's degree in accounting or the equivalent. Requirements include a bachelor's degree from an accredited college or university, at least 15 of the 30 hours in the major requirements must be earned at EKU, students pursuing the Certificate in Accounting must earn a "C" or better in all courses comprising the certificate, and completion of the following courses:

Supporting Course Requirements .....~~15~~16 hours
~~CIS 212 or INF 104~~BUS 206, ECO 230, and ~~GBU~~BUS 204; MAT 112 or 114 or 211; ~~QMB 200~~STA 270(4).

Major Requirements .....24-27 hours
ACC 201 and 202 or ACC 200 or BUS 209~~ACC 201, 202~~, ACC 251, 301, 302, 322, 327, 441, and three hours from 300-500 level Accounting courses.

Total Curriculum Requirements .....~~42~~ 40-43 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Corporate Communication
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

CERTIFICATE IN CORPORATE COMMUNICATION

The Certificate in Corporate Communication is offered for all undergraduate students who need to increase their professional communication effectiveness in their field of study. The Certificate is designed to provide training in international communication, oral and written business presentations, research and reporting, and production of business publications. These skills are transferable to any profession and are crucial in tasks such as communicating organizational change, establishing and implementing goals, communicating internally, relating to employees, dealing with the public, and addressing the stakeholders during crisis. Students must earn at least 6 of the 9 hours required for the certificate in residence at EKU and must earn a "C" or better in all courses comprising the certificate.

Requirements .....9 hours
~~CCT 201~~BUS 207 or 300W or BUS 301W; CCT 310, and CCT 550/750.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Financial Literacy
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Certificate in Financial Literacy

The Certificate in Financial Literacy prepares students to address financial literacy needs of individuals and small businesses. This certificate includes 12 hours of required courses.

Requirements.....12 hours
ACC 201 or ACC 200 or BUS 209, FIN 201, 310, 311.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Global Supply Chain Management
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

CERTIFICATE IN GLOBAL SUPPLY CHAIN MANAGEMENT

The Certificate in Global Supply Chain Management is offered for all undergraduate students who need to increase their quantitative and analytical skills in context of problems that firms face in the core supply chain areas of Planning, Sourcing, Making, and Delivering. The growth in globalization has led to firms competing on multiple aspects: multi-focused planning, competitive sourcing of inputs, streamlined manufacturing, and efficient delivery to customers. As such, there is tremendous need for strong supply chain management skills. The Certificate is designed to provide training in the key areas above. Furthermore, students will be involved in quantitative analysis of comparing various scenarios and understanding multiple elements of total supply chain cost. Students will be prepared to address the needs of businesses and organizations across all industries, both domestically and internationally. Students must earn at least 6 of the 12 hours required for the certificate in residence at EKU and earn a "C" or better in all courses comprising the certificate.

Certificate Requirements
Core Courses
:• MGT 370 or BUS 306* (Problem Solving).....3 hours
• MGT 375* (Supply Chain Management).....3 hours
• MKT 315* (Logistics).....3 hours
• MKT 431* (Strategic Procurement).....3 hours
*Course prerequisites exist. See course listing in the back of this catalog for details.
Total Curriculum Requirements.....12 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Marketing Research and Analytics
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

CERTIFICATE IN MARKETING RESEARCH AND ANALYTICS

The Certificate in Marketing Research and Analytics is offered for all undergraduate students who need to increase their research and analytical skills in their field of study in the context of problems that firms face. The growth in technology has allowed for firms to capture more information than ever, and as such, the need for strong marketing research and analytical skills is one of the fastest growing jobs in industry. The Certificate is designed to provide training in digital marketing, marketing research process, marketing research methodology with particular emphasis on both qualitative and quantitative analysis techniques including multivariate data analysis, qualitative research, and experimental design.
Furthermore, students will be involved in the research process with hands-on projects and gain valuable digital and research experience that will prepare them to address the needs of businesses and organizations across all industries. Students must earn at least 6 of the 12 hours required for the certificate in residence at EKU and earn a "C" or better in all courses comprising the certificate.

Total Curriculum Requirements .....12 hours
~~MKT 300~~BUS 305 or MKT 301; MKT 455; MKT 401 or 456; and 457.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Sales
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

CERTIFICATE IN SALES

The Certificate in Sales is offered for all undergraduate students who are interested in a rewarding sales career. The courses in this certificate go beyond theory, providing students valuable skills to help them be successful in real sales environments. The courses are taught using a combination of lectures, hands-on exercise, business cases, projects, and role playing. This certificate will serve as solid evidence of a professional training in sales for company recruiters. Students must earn at least 6 of the 12 hours required for the certificate in residence at EKU and must earn a "C" or better in all courses comprising the certificate. The Certificate consists of the following courses:

Total Curriculum Requirements.....12 hours

~~MKT 300~~BUS 305 or MKT 301, 310, 408, 431

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Banking and Financial Services
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reduce the number of required hours for the existing minor.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Program requirements will be in line with other existing programs while still providing needed professional development for Eastern Kentucky in accordance with our industry partners.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Minor in Banking and Financial Services

Designed to provide students with an understanding of monetary policy and its impact on our economy, global financial 108 markets and the structure and operation of financial institutions. This coursework will prepare students to understand current events related to financial markets and institutions, how to optimally utilize the corporate and consumer products and services provided by financial institutions and management of financial institutions. Students must earn at least 12 of the 24 hours required for the minor in residence at EKU and must earn a "C" or better in all courses for the minor.

Requirements.....~~24~~**18 hours**

~~ACC 201, ~~ECO ~~231~~, 324, FIN 201, 304, 315, 324, 437

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Business
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Minor in Business

The Business Minor is offered for students majoring in programs other than Business. To enroll in an upper-division business course, students must have met the prerequisite of the specific course. Students minoring in business must earn at least 12 of the total hours used for the minor in residence at EKU and must earn a grade of "C" or higher in all courses comprising the minor.

Required Courses .....21 hours

ACC 201~~,~~ and 202 or ACC 200 or BUS 209, ECO 230 and four courses from the following: BUS 204, 301W, BUS 302, 304, ~~CCT 300W, CIS 300, FIN 300, GBU~~, MGT 301, MKT 301.

Total Requirements.....18-21 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Entrepreneurship
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Minor in Entrepreneurship

The Entrepreneurship Minor is offered to students majoring in programs other than business who have a desire to obtain basic business knowledge and skills related to starting their own business or possibly assuming management of an existing business (family-owned, for example). The program consists of 15 hours of required courses and six hours of electives from specified business courses. To enroll in a 300-level business course, students must have completed a minimum of 60 hours and have met the prerequisites of the specific course. Students must earn at least 12 of the total hours used for the minor in Entrepreneurship at EKU and attain a cumulative GPA of 2.0 in the minor.

Required Courses.....15 hours

CCT 270, 304S, MGT 301, 330, 465

Business Elective.....6 hours

Choose two courses from one of the following options: Quantitative— ACC 201~~,~~ and 202 or ACC 200 or BUS 209, FIN 310. OR Qualitative—Choose two of the following courses: ~~GBU~~BUS 204, MKT 301, MKT 380

Total Requirements..... 18-21 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Personal Finance
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Minor in Personal Finance

Designed to prepare students to make informed financial decisions regarding investments, mortgages, loans, retirement planning, etc. Students must earn at least 9 of the 18 hours required for the minor in residence at EKU and must earn a "C" or better in all courses for the minor.

Requirements.....18 hours

ACC 201 or ACC 200 or BUS 209, 322; FIN 201, 311, 324; RMI 370

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Risk Management and Insurance
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To reflect revisions to the business core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Revisions to the business core need to be reflected in the requirements.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Minor in Risk Management and Insurance

The minor consists of 18 hours including three hours of a required accounting course, nine hours of required risk management and insurance courses and six hours of approved risk management and insurance electives. Students must earn at least 9 of the 18 hours required for the minor in residence at EKU and must earn a "C" or better in all courses for the minor.

Requirements.....18 hours

ACC 201 or ACC 200 or BUS 209, RMI 370, RMI 372, RMI 374, plus six hours of approved RMI electives.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Departmental Certificate in Foundation of Business Thought
	Program Suspension (Part III)		Short-Term
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise requirements for the Foundations of Business Thought Certificate to reflect the replacement of MBA 811 with MBA 871.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Replacing MBA 811 with MBA 871 in certificate requirements retains the communication component of the certificate.

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

Par

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Departmental Certificate in Foundations of Business Thought

The Certificate in Foundations of Business Thought is designed to provide individuals who have a bachelor's degree with essential business management skills, including written and oral communication, persuasion, business etiquette, quantitative thinking, data analytics, and design thinking.

Certificate Requirements.....10~~9~~ hours

MBA 800, ~~811~~, 812, 813, 814, ~~AND~~ 815, AND 871

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Departmental Certificate in Technical Skills of Financial and People Management
	Program Suspension (Part III)		Short-Term
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise requirements for the Technical Skills of Financial and People Management Certificate to reflect the replacement of MBA 821 and 823 with MBA 881 and 883 respectively. Also remove MBA 825, Design Thinking Applications, from certificate requirements.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Replacing MBA 821 and 823 with MBA 881 and 883 in certificate requirements retains the accounting and finance components of the certificate.

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

Par

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Departmental Certificate in Technical Skills of Financial and People Management

The Certificate in Technical Skills of Financial and People Management is designed to build upon the MBA Certificate in Foundations of Business Thought with additional essential business management skills, including using accounting information for decision making, managing human resources, financial management, organizational behavior, and design thinking.

Certificate Requirements.....10~~9~~ hours

MBA ~~821~~, 822, ~~823~~, 824, 881, AND 883 ~~825~~

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Departmental Certificate in Transformation of Inputs to Outputs
	Program Suspension (Part III)		Short-Term
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise requirements for the Transformation of Inputs to Outputs Certificate to reflect the replacement of MBA 832 with MBA 882 and the removal of one of the required Design Thinking Applications Workshops.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Replacing MBA 832 with MBA 882 in the existing MBA program necessitates a change in this certificate as well. Replacing MBA 832 with MBA 882 in certificate requirements retains the marketing component of the certificate.

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

Par

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Departmental Certificate in Transformation of Inputs to Outputs

The Certificate in Transformation of Inputs to Outputs builds upon MBA Certificates in Foundations of Business thought and Technical Skills of Financial and People Management with additional business management skills, including entrepreneurial thinking, marketing management, supply chain and logistics, enterprise risk management, and design thinking.

Certificate Requirements.....9 hours

MBA ~~825~~, 831, ~~832~~, 833, ~~AND~~ 834 AND 882.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	School of Business-Catalog revisions
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*		Board of Regents**	
Teacher Education Committee*		EFFECTIVE ACADEMIC TERM***	
Graduate Council*			

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise catalog narrative to reflect the merger of AFIS and MMIB to non-departmental School of Business and to reflect proposed curriculum changes.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: Update the catalog to reflect recent changes in School of Business structure as well as recent curriculum revisions.

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 Revised or Suspended Program

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

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

Pages 103-111 In the Undergraduate Catalog:

School of Business
Dr. Patricia Isaacs, Associate Dean
Business and Technology Center 214
(859) 622-7701

EKU's School of Business is comprised of business programs in Accounting; Computer Information Systems; Finance; General Business; Management; Marketing; Risk Management and Insurance; and the Master of Business Administration Program.

Mission of EKU's School of Business

The School of Business creates value for our region and beyond by preparing students for successful careers in the global community. We are a school of opportunity providing a student-centered learning environment with unique and specialized business programs. Our faculty maintain expertise in their content areas through professional engagement and quality basic, applied, and pedagogical research.

Vision of EKU's School of Business

To be known for graduating the most coveted business students in the region.

Goals of EKU's School of Business

• Provide high quality teaching
• Provide excellent advising services
• Recruit and retain faculty members who are academically or professionally qualified as defined by AACSB
• Emphasize its commitment to stewardship of place by increasing partnerships; student projects; and involvement with business, community, and educational entities

AACSB International

Graduates of EKU's School of Business (the undergraduate and graduate programs in business administration at Eastern Kentucky University) have joined the ranks of the nation's top business schools. EKU's School of Business, located in the College of Business and Technology, has received accreditation by ~~the Association to Advance Collegiate Schools of Business (~~AACSB~~) International~~ - the International Association for Management Education for its undergraduate and graduate programs in business administration. Less than five percent of the world's business schools have achieved the elite distinction.
AACSB International accreditation represents the highest standard of achievement for business schools worldwide and is the hallmark of excellence in business education. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and

comprehensive peer review. Founding members of the agency include many Ivy League Schools, including Columbia, Cornell, Dartmouth, Harvard, and Yale; and such top-ranked schools as the University of California at Berkeley, the University of Chicago, and Northwestern also hold AACSB accreditation. To achieve accreditation, EKU's School of Business satisfied a wide range of quality standards related to strategic management of resources, interactions of faculty and students in the educational process, and achievement of learning goals in degree programs.

Beta Gamma Sigma

Founded as a national organization in 1913, Beta Gamma Sigma is an international honor society that provides the highest recognition a business student anywhere in the world can receive in an undergraduate or master's program at a school accredited by AACSB International. With the global expansion of accreditation by AACSB International, membership is no longer limited to those who have studied in the U.S. or Canada. The mission and objectives of Beta Gamma Sigma are to encourage and honor academic achievement in the study of business and personal and professional excellence in the practice of business, to foster an enduring commitment to the founding principles and values of honor and integrity, to encourage the pursuit of wisdom and earnestness, to support the advancement of business thought and practice to encourage lifelong learning, and to enhance the value of Beta Gamma Sigma for student and alumni members in their professional lives. To be eligible for Beta Gamma Sigma, students must be in the top ~~seven~~ 7 percent of the junior class, top ~~ten~~10 percent of the senior class, or the top 20 percent of the MBA program.

Bachelor of Business Administration Degree Requirements

General University requirements, as well as specific course requirements set forth in the description of curricula, must be met by students completing associate and baccalaureate business programs administered by the College of Business and Technology. See programs under each department for major requirements. ~~Student Success Seminar (BTO~~ BUS 100, Professional Development I, is the Student Success Seminar for the School of Business, and it is required in all Business programs. The requirements for the Bachelor of Business Administration (BBA) are as follows:

1. An institutional 2.0 GPA must be maintained in all work taken in the BBA program.
2. Hours earned by correspondence study are accepted upon written approval of the Dean. However, not more than 25 percent of the total hours applied toward a degree may be earned via correspondence, ~~telecourse instruction,~~ military credit, or credit by examination.
3. At least 50 percent of the business course credit hours required for the BBA degree must be completed at EKU.
4. The BBA degree will only accept credits for business courses transferred from other colleges and universities accredited by the ~~Association to Advance Collegiate Schools of Business (~~AACSB~~)~~ International. As completely as possible, it will apply these credits to the student's degree program. To ensure that they earn appropriate credits, students are strongly advised to see the College of Business and Technology Advising Office and also obtain the Dean's approval prior to enrolling in any course work they plan to transfer. The University will not take responsibility for courses transferred without prior approval.
5. A "C" or better is required for the BBA program degree in the following courses: (See specific degree requirements for each major)

Bachelor of Business Administration

~~**BBA Supporting Courses**: CIS 212 or INF 104, ECO 230 and 231, MAT 112 or 211, and PSY 200 or 200W or SOC 131.~~

~~**BBA Pre-Business Core:** ACC 201, 202, GBU 204, and QMB 200.~~

~~**BBA Core:** CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, and MKT 300.~~

~~Prerequisite Structure in EKU's School of Business~~

EKU's School of Business Core C~~u~~rriculum is designed with a beginning, middle, and end. During the first year, business students are provided historical perspective for modern business and introduced to professional development. They then focus on a foundation of the environment and tools of business, which equips them for the functions of business. The culmination of the Business Core is the capstone course, which integrates content from each of the functions of business. Core courses provide breadth in business topics, and major/concentration courses provide depth in a particular discipline. ~~highly structured and carefully integrated. The content and methodology utilized in upper-division courses are based upon the assumption that students enrolled in these courses have matriculated through a specific series of lower-division courses which provide students with competencies needed for successful participation in upper-division business courses.~~

The Business Core is required for all Business majors. It provides foundational knowledge and understanding of the environment and functions of business, and it provides opportunities for students to develop professional skills. The Business Core includes the following:

Professional Development Series: BUS 100, 200, 300, and 400

Opportunities for skill-building in four particular content areas needed for successful working professionals: business etiquette, financial literacy, job readiness, and personal productivity.

Nature of Business: BUS 101

Introduction to business and its functions from an historical and holistic perspective.

Fundamentals Series: Environment and Tools of Business and Supporting Courses

Environment of Business: ECO 230 (^{G}Element 5B) and 231, BUS 204

Understanding of fundamental economics and the legal and ethical environment of business

Tools of Business: MAT 112A and 112B (^{G}Element 2), 114(^{G}Element 2), or 211, STA 270, BUS 206, 207, 209

Mathematical tools of business, reasoning, and problem-solving skills

Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306

Foundational courses in the functional areas of business (accounting, computer information systems, finance, management, and marketing)

Application of Business: Though not required for the BBA, all business majors are strongly encouraged to pursue opportunities to apply content learned in their business courses through experiences such as internship/co-op and international travel/study abroad

Mastery of Business: BUS 402

Synthesizes knowledge, skills, and abilities learned in previous Business Core courses to prepare students to manage, lead, and make business decisions

Enrollment in Upper-Division EKU's School of Business Courses

To enroll in other upper-division business courses, students are required to have met the specific prerequisite(s) for each course and have earned an overall 2.0 GPA. Students majoring in other departments whose planned curriculum includes selected business courses (by virtue of agreements of sponsoring departments with a business program) must also adhere to all specified course prerequisites. Students majoring in programs other than business cannot earn more than 25 percent of their total degree requirements in courses with business prefixes.

Course Repeat Policy

Courses may be repeated once. Second or subsequent repeats (maximum of three enrollments) must be requested on a College Exception form approved by the Dean of the College. Exceptions will only be considered under unusual circumstances. An enrollment is counted as a repeat if a previous enrollment in the course resulted in a passing or failing grade or a "W" due to withdrawing from the course.

Transfer Students and Students from Other EKU Colleges

BBA program requirements for transfer students are the same as those for students enrolling initially at EKU. Transfer students must have completed all the requirements listed above to be eligible for upper-division business courses. EKU's School of Business considers lower-division credits transferred to EKU as lower division, even if EKU offers what appears to be a comparable course at the upper-division level. However, the dean of the College of Business and Technology may accept individual courses at EKU if the courses are validated using acceptable validation techniques. CLEP® and departmental exams are examples of possible validation techniques. With specified courses in accounting, the successful completion of advanced courses in the subject field for which the transfer course is a foundation or supporting requirement is an acceptable validation method. A successfully validated lower-division transfer course may not be utilized to fulfill the 43-hour upper-division graduation requirement.

~~DEPARTMENT OF ACCOUNTING, FINANCE, AND INFORMATION SYSTEMS~~ SCHOOL OF BUSINESS

Chair of the Faculty
Dr. Marcel Robles
(859) 622-1117
Business and Technology Center 210

Faculty

M. Abney, L. Allison, F. Awang, L. Barthel, J. Blair, T. Caviness, B. Christensen, G. Crowley, K. Easterling, A. Engle, Z. Eser, J. Fatzinger, ~~O. Feltus~~, S. Feltus, M. Fore, S. Gadd, S. Gao, L. Gardner, E. Gogol, C. Harter, J. Harter, F. Hasan, M. Hawksley, M. Healy, A. Helton, R. Houston, P. Isaacs, K. Kincer, C. Lin, R. Lingenfelder, C. Lopes, R. Mahaney, T. Martin, B. Polin, ~~C. Pones~~, T. Randles, M. Roberson, M. Robles, J. Stearns, L. Su, K. Tabibzadeh, K. Wilson, B. Woodruff, Q. Xiao, Z. Zhang, and W. Zhuang

Baccalaureate Degrees

Note: BBA majors should be listed in alphabetical order to reflect the merger of AFIS and MMIB.

Bachelor of Business Administration (B.B.A.)
ACCOUNTING
CIP Code: 52.0301

Accounting is one of the key functions for almost any business. Accounting is the systematic and comprehensive recording of financial transactions pertaining to a business. Accounting also refers to the process of summarizing, analyzing, and reporting these transactions to oversight agencies, regulators, and tax collection entities. The reports generated by various streams of accounting, such as cost accounting and management accounting, are invaluable in helping management make informed business decisions.

Public Accounting Concentration
Certified Public Accountant (CPA) is a license awarded to an individual meeting the educational and experience requirement under state law. They provide accounting services to the public. In our Public Accounting Concentration, students can learn the skills to specialize in Auditing, Taxation, Management Consulting Services, Forensic Accounting, Litigation Support, Financial Planning, and Business Valuation.

Management Accounting Concentration
Management accountants apply their professional knowledge and skill in the preparation and presentation of financial and other decision-oriented information in such a way as to assist managers to formulation of policies and planning and control of the organization's operations. In our Management Accounting Concentration, students learn the skills to specialize in areas such as Information Management, Treasury, Efficiency Auditing, Marketing, Valuation, Pricing, Logistics, etc.

Certificate in Accounting
The Certificate in Accounting is designed to prepare individuals who have a bachelor's degree, but not in Accounting, for entry into the Public Accounting profession. Our Certificate in Accounting Program satisfies the Kentucky state requirement that individuals taking the CPA Exam have a bachelor's degree in accounting or the equivalent. Graduates with a Certificate in Accounting from EKU have been accepted by the Kentucky State Board of Accountancy as having the equivalent of an Accounting degree.

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar .....1 hour
(BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Accounting majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~)..... 2 hours
~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 (GElement 5B) and 231

Tools of Business: MAT 112A and 112B (GElement 2), 114(GElement 2), or 211(GElement 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)

G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Major Core.....~~15~~18 hours
ACC 251, ACC 301, ACC 302; ACC 322 or 322S, ACC 327, and ACC ~~441~~350.

Concentrations (select one):

Public Accounting Concentration..... 12 hours
~~ACC 322 or 322S~~ ACC 441 and nine hours from ACC 349 (maximum of three hours toward concentration requirements), 425, 440, 490, 501, 521, 523, 525, or 590, or a non-accounting course approved by advisor.

Management Accounting Concentration..... ~~15~~18 hours
~~Fifteen hours:~~ ACC ~~349 (maximum of three hours toward concentration requirements), 523,~~ 527, CIS 430, FIN 301, 410. ~~AEM 202, and AEM 308.~~
Three hours from ACC 349, 521, 523~~ACC 322 or 322S, 490, 501, 521, 525, 590, AEM 332, 506, CIS 335, 430,~~ ECO 324, ~~FIN 301, 330, 410,~~ MGT 375~~, 430~~ or other upper-level course approved by advisor.

~~Supporting Course Requirements..... 9 hours~~
~~MAT 112 (GElement 2), 114, or 211(GElement 2); CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; PSY 200 (GElement 5B), 200W (GElement 5B) or SOC 131 (GElement 5B).~~
~~*G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.*~~

Free Electives ~~(non-business courses)~~.....**18~~-147~~ hours**
TOTAL HOURS TO COMPLETE DEGREE.....**120 hours**

Bachelor of Business Administration (B.B.A.)
COMPUTER INFORMATION SYSTEMS
CIP Code: 52.1201A

A Bachelor of Business Administration degree in Computer Information Systems (CIS) focuses on the applications and implications of computing in the world of business. We have two areas for students to concentrate their skills: General Computer Information Systems and Network Management.

General Computer Information Systems Concentration
The General CIS Concentration prepares students for careers as IT Manager, Project Manager, Systems Analyst, Data Analyst, and Data Base Engineer. Students learn skills such as data mining, e-business technology, forensic computing, and project management.

Network Management Concentration

The General Network Management Concentration prepares students for careers as Network Administrator, Network Specialist, Network Security Consultant, Technical Support Representative, IT Support Administrator, and Computer Network Support Specialist. Students learn skills such as managing networks, installing and configuring networks, monitoring network activity, managing network resources, and investigating network activity.

UNIVERSITY GRADUATION REQUIREMENTS
• General Education
.....36 hours
• Student Success Seminar
.....1 hour (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Computer Information Systems majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~).. .....2 hours

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 (^{G}Element 5B) and 231
Tools of Business: MAT 112A and 112B (^{G}Element 2), 114(^{G}Element 2), or 211(^{G}Element 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
^{G} = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core~~
~~.....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business~~
~~Core.....21 hours~~
~~CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Accounting Major Core .....2118 hours
CIS 215, 240, 335, 340, 375, 380, 410.

Concentrations (select one):

General Computer Information Systems Concentration .....9 hours
Nine hours from CIS 320, 325, 349 (up to a maximum of three hours), 420, 430, 475, or an upper-division course approved by the department.

Network Management Concentration .....9 hours
Three hours from CIS 420 or 475, three hours from NET 343, 354, or 403, and three hours from one of the following (CIS 349, 420, 475, NET 343, 354, 403), or an upper-division course approved by the department.

~~Supporting Course Requirements ..... 9 hours~~
~~CIS 240; CIS 212 or INF 104; ECO 230 (GElement 5B), 231 (GElement 5B); MAT 112 (GElement 2) or 114 (GElement 2) or 211 (GElement 2); CMS 100 (GElement 1C) PSY 200 (GElement 5B) or 200W (GElement 5B) or SOC 131 (GElement 5B).(G = Course also satisfies a General Education element. Hours are included within the 36 hour General Education requirement above. A maximum of 3 credit hours can be used toward Element 5B.)~~

Free Electives (non-business) .....~~11~~7 hours
TOTAL HOURS TO COMPLETE DEGREE .....120 hours

Bachelor of Business Administration (B.B.A.)
FINANCE
CIP Code: 52.0801

The field of finance includes activities associated with banking, debt, credit, capital markets, money, and investments. Finance represents money management and the process of acquiring needed funds. It also encompasses the oversight, creation, and study of money, banking, credit, investments, assets, and liabilities that make up financial systems. Since individuals, businesses, and government entities all need funding to operate, the finance field includes three main sub-categories: personal finance, corporate finance, and public (government) finance.

Business Finance Concentration

The Business Finance Concentration is designed for the broadest options in your academic career. While all finance students learn corporate finance, financial institutions, investments, and valuation; the business finance concentration gives the student the option of selecting additional courses to focus on additional areas as desired.

Banking and Financial Services Concentration

The Banking and Financial Services Concentration prepares students for a broad range of careers in commercial banking, investment banking, financial technology, bank consulting, bank regulation and policy positions in federal and state government, and other financial service providers. In this program, students develop a strong foundation in economics, financial markets, investments, consumer and commercial credit analysis, bank management, community engagement, and customer relationship development. Students in this program will have the opportunity to sit for the Credit Analysis Certification exam.

~~**Managerial Finance Concentration**~~
~~The Managerial Finance Concentration should be selected by finance majors interested in obtaining the Certified Financial Manager (CFM) designation. Entry level positions are typically in cash, financial securities, and business debt management. Students learn how to do tax planning, prepare a financial plan for small and large companies, analyze international risk, value a business, forecast financial statements, regulation and accounting for financial instruments, etc~~.

Financial Planning ~~Major (BBA)~~ Concentration
The Financial Planning Concentration provides a broad education in finance. Students graduating with a degree in Financial Planning are employed in diverse fields such as financial security brokerage, bank management, credit counseling, securities analysis, investment banking, and corporate management. Students learn how to manage cash flow and debt, analyze and manage personal risk, plan and manage investments, prepare a retirement plan, trade stocks and bonds, etc.

UNIVERSITY GRADUATION REQUIREMENTS
• General Education
.....36 hours
• Student Success Seminar
.....1 hour (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Finance majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements
……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~).. .....2 hours

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 (GElement 5B) and 231
Tools of Business: MAT 112A and 112B (GElement 2), 114(GElement 2), or 211(GElement 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Finance Major Requirements..... 30 hours
FIN 201, 301, 304, 324, 420; and one of the following concentrations:
Business Finance Concentration:
~~FIN 304, 324, 420,~~ RMI 370 and twelve hours of upper-division Finance classes or other upper-division classes as approved by the department.
Banking and Financial Services Concentration:
FIN 315, 437, ECO 324, RMI 370 and three hours from upper-division Finance classes or other upper-division classes
as approved by the department.
~~**Managerial Finance Concentration:**~~
~~ACC 301, 302, 327; FIN 310, 330, 410, 424; three hrs from ACC 322, 425, 501, 525, FIN 311, 324, 349, 420.~~
Financial Planning Concentration:
ACC 322; FIN 311 ~~324, 420~~; RMI 370, 374, 474~~; three hrs from FIN 310, 330, 349, 410, 424, RMI 380~~.

~~**Supporting Course Requirements**..... 9 hours~~
~~CIS 212 or INF 104; ECO 230(GElement 5B), 231; MAT 112 (GElement 2) or 211(GElement 2); PSY 200 or 200W or SOC 131.~~
~~*G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above*~~.

Free Electives (non-business courses) ..... ~~117~~ hours
TOTAL HOURS TO COMPLETE GREE..... 120 hours

Bachelor of Business Administration (B.B.A.)
RISK MANAGEMENT AND INSURANCE
CIP Code: 52.1701A

A Bachelor of Business Administration degree in Risk Management and Insurance offers opportunities for graduates to pursue careers with large companies, insurance agencies or to start their own business. A large number of challenging career possibilities are available in all parts of the world, including Underwriters, Claims Adjusters, Risk Analysts, Account Executives, Insurance Sales, and Financial Planners.

Students learn how to plan and evaluate insurance coverage for property, life, and death benefits; analyze and manage risks; plan employee benefit programs for small and large companies, and do annuity and

estate planning for individuals. Students also learn about operating and managing an insurance agency or large insurance company.

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar .....1 hour
(BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Risk Management and Insurance majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements
……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~)..…….2 hours.

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 (GElement 5B) and 231
Tools of Business: MAT 112A and 112B (GElement 2), 114(GElement 2), or 211(GElement 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core~~
~~.....12 hours~~
~~ACC 201, 202; GBU 204; QMB 200.~~
~~Business~~
~~Core.....21 hours~~
~~CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

RMI Major Requirements..... ~~27~~ 24 hours
RMI 370, 372, 374, ~~and~~ 378 and MKT 310;
~~15~~ 9 additional hours of Risk Management and Insurance electives may be taken from the following: RMI 349—up to a maximum of six hours, RMI 376, 380, 382, ~~460~~, 462, 472, 474,

476, 486, RMI 400—up to a maximum of six hours total, RMI 490—up to a maximum of six hours; TRS 332, GBU 310, 311, MGT 330, ~~MKT 310~~, FIN 201, FIN 310, 311, 324, 390S, or advisor approved electives.

~~Supporting Course Requirements..... 9 hours~~
~~CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; MAT 112 (GElement 2) or 211 (GElement 2); PSY 200 (GElement 5B) or 200W(GElement 5B) or SOC 131 (GElement 5B). (G = Course also satisfies a General Education element. Hours are included within the 36 hour General Education requirement above. A maximum of three credit hours will count toward Element 5B.)~~

Free Electives ~~(non-business)~~..... ~~14~~ 13 hours

TOTAL HOURS TO COMPLETE DEGREE ..... 120 hours

Minors

Minor in Banking and Financial Services

Designed to provide students with an understanding of monetary policy and its impact on our economy, global financial 108

markets and the structure and operation of financial institutions. This coursework will prepare students to understand current events related to financial markets and institutions, how to optimally utilize the corporate and consumer products and services provided
by financial institutions and management of financial institutions. Students must earn at least 12 of the 24 hours required for the minor in residence at EKU and must earn a "C" or better in all courses for the minor.

Requirements.....~~.24~~18 hours

~~ACC 201, ECO 231~~, 324, FIN 201, 304, 315, 324, 437

Minor in Computer Information Systems

A minor in computer information systems is offered for students in both business and non-business programs. The minor consists of 18 hours of computer information systems courses including CIS 215, 240, 335, 375, 380, and three hours of upper-division courses approved by the department. Students must earn at least 9 of the 18 hours required for the minor in residence at EKU and must earn a "C" or better in all courses for the minor.

Minor in Risk Management and Insurance

The minor consists of 18 hours including three hours of a required accounting course, nine hours of required risk management and insurance courses and six hours of approved risk management and insurance electives. Students must earn at least 9 of the 18 hours required for the minor in residence at EKU and must earn a "C" or better in all courses for the minor.

Requirements.....18 hours

ACC 201 or ACC 200 or BUS 209, RMI 370, RMI 372, RMI 374, plus six hours of approved RMI electives.

Minor in Personal Finance

Designed to prepare students to make informed financial decisions regarding investments, mortgages, loans, retirement planning, etc. Students must earn at least 9 of the 18 hours required for the minor in residence at EKU and must earn a "C" or better in all courses for the minor.

Requirements.....18 hours

ACC 201 or ACC 200 or BUS 209, 322; FIN 201, 311, 324; RMI 370

Certificates

Certificate in Accounting

The Certificate in Accounting is designed to prepare individuals who have a bachelor's degree in another field for entry into the accounting profession. This program satisfies the Kentucky requirement that individuals taking the CPA Exam have a bachelor's degree in accounting or the equivalent. Requirements include a bachelor's degree from an accredited college or university, at least 15 of the 30 hours in the major requirements must be earned at EKU, students pursuing the Certificate in Accounting must earn a "C" or better in all courses comprising the certificate, and completion of the following

courses:

Supporting Course Requirements .....~~15~~16 hours
~~CIS 212 or INF 104~~BUS 206, ECO 230, and ~~GBU~~BUS 204; MAT 112 or 114 or 211; ~~QMB 200~~STA 270.

Major Requirements .....24-27 hours
ACC 201 and 202 or ACC 200 or BUS 209~~ACC 201, 202~~, ACC 251, 301, 302, 322, 327, 441, and three hours from 300-500 level Accounting courses.

Total Curriculum Requirements .....~~42~~ 40-43 hours

Certificate in Banking and Financial Services

This certificate is offered to all undergraduate students and returning industry professionals seeking a deeper understanding of the services offered by banks and other financial firms. This certificate is designed to give a key understanding of the foundational concepts of personal finance, banking, investments, financial planning, valuation, and analysis. Students pursuing the Certificate in Banking and Financial Services must earn a "C" or better in all courses comprising the certificate. The certificate consists of the following courses with 50 percent taken in resident at EKU:

Requirements.....24 hours
ACC 200 or ACC 201 or BUS 209 and ECO 231, 324, FIN 201, 304, 315, 324, 437.

Certificate in Financial Literacy

The Certificate in Financial Literacy prepares students to address financial literacy needs of individuals and small businesses. This certificate includes 12 hours of required courses.

Requirements.....12 hours
ACC 201 or ACC 200 or BUS 209, FIN 201, 310, 311.

~~**DEPARTMENT OF MANAGEMENT, MARKETING, AND INTERNATIONAL BUSINESS Chair of the Faculty Dr. Marcel Robles (859) 622-1117 Business and Technology Center 210**~~

~~FacultyL. Allison, F. Awang, L. Barthel, J. Blair, T. Caviness, B. Christensen, G. Crowley, K. Easterling, A. Engle, Z. Eser, J. Fatzinger, O. Feltus, S. Feltus, M. Fore, S. Gao, E. Gogol, F. Hasan, M. Hawksley, M. Healy, P. Isaacs, K. Kincer, C. Lin, R. Lingenfelder, C. Lopes, R. Mahaney, T. Martin, B. Polin, C. Pones, T. Randles, M. Roberson, M. Robles, L. Su, K. Tabibzadeh, K. Wilson, B. Woodruff, Q. Xiao, Z. Zhang, and W. Zhuang~~

~~**Baccalaureate Degrees**~~

Bachelor of Business Administration (B.B.A.)
GENERAL BUSINESS
CIP Code: 52.0101

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar .....1 hour
(BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~)
• Writing Intensive Course (hours incorporated into Major/Supporting/Gen Ed/Free Electives category)

• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - General Business majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours may be incorporated into Major or Supporting requirements)
Total Hours University Graduation Requirements ……...37 hours

MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~)..…….2 hours
GPA Requirement for Business and Marketing Education/Teaching concentration:
Minimum 2.75 for business teaching core and supporting courses, 2.75 for professional education requirements courses with a grade of "C" or better AND meet all requirements for student teaching.

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 (GElement 5B) and 231
Tools of Business: MAT 112A and 112B (GElement 2), 114(GElement 2), or 211(GElement 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core~~
~~.....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business~~
~~Core.....21 hours~~
~~CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

General Business Concentrations:

General Business.....~~30~~24 ~~hours~~
~~GBU 101,~~ GBU 201; ~~MGT 340;~~ three hours in MKT 306, 309, 310, 350, 400, 401, or 435; three hours in FIN 301, 302, 304, 310, 311, 324, or 330; three hours in MGT 320, 330, 406, 430, or 470; one approved upper-division course from FIN, MKT, or MGT; nine hours of approved business electives from the following prefixes: ACC, CCT, CIS, FIN, GBU, MGT, MKT, RMI.

International Business.....~~33~~27 hours

GBU ~~101,~~ 201; ~~MGT 340;~~ six hours of foreign language; CCT 310; FIN 330; MGT 430; MKT 400; six hours of business credit which will include course of study and/or internship in a foreign country. Exemptions from the foreign study requirement are available only with the chairperson approval. International students may choose to fulfill this requirement through internships, cooperative education, or approved upper-division courses in business or economics (ECO 394).

Global Supply-Chain Management.....33 hours
GBU 201; MGT 375, 435; MKT 315, 350, 431, 455, CIS 410, CCT 310, and six hours of approved business electives from ACC, CCT, CIS, FIN, GBU, MGT, MKT, RMI, or International Economics (ECO 394).

Corporate Communication and Technology.....33 hours
CCT 270, 304S, 310, 550, 570, ~~GBU 101~~, 201, ~~MGT 340~~, and 480; three hours from: MKT 309, 400, or 401; 3 hrs from MGT 320, 330, or 465.

Business and Marketing Education/Teaching.....9 ~~..12~~ hours
CCT 270, 304S, ~~GBU 101,~~ and three hours from: MKT 310, 400, or 435.
Professional Education Requirements..... 37 hours
EDF 203, 204(2), 219, 413, EMS 300W, 474, 490, ESE 573, SED 104 (GElement 6), EDC 300(3), and 11 credit hours of Clinical Experiences: CED 100(0), 200(0), 300(0.5), 400(0.5), 450(1), 499(9).
Candidates earning a degree that leads to 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.

~~Supporting Course Requirements..... 9 hours~~

~~MAT 112 (GElement 2) or 114 (GElement 2) or 211(GElement 2); CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; CMS 100 (GElement 1C) PSY 200 (GElement 5B), 200W (GElement 5B) or SOC 131 (GElement 5B). G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.~~

Free Electives .....0-~~11~~ 13 hours
TOTAL HOURS TO COMPLETE DEGREE ……....120-12~~8~~9 hours

Bachelor of Business Administration (B.B.A.)
MANAGEMENT
CIP Code: 52.0201

UNIVERSITY GRADUATION REQUIREMENTS
• General Education
.....36 hours
• Student Success Seminar (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~).....1 hour
• Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Management majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours will be counted in Major requirements)

Total Hours University Graduation Requirements ...37 hours
MAJOR REQUIREMENTS
College Requirements:

~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~).. .....2 hours

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 (GElement 5B) and 231
Tools of Business: MAT 112A and 112B (GElement 2), 114(GElement 2), or 211(GElement 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core .....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business Core.....21 hours CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Approved Business Electives .....~~3~~ 6 hours
~~Three to~~ s~~S~~ix hours from the following prefixes: ACC, CCT, CIS, FIN, GBU, RMI, MGT, and MKT (in addition to courses not required for the management major).

Management Requirements:

Management Concentration .....~~27~~21 hours
~~GBU 101,~~ MGT 320~~, 340~~, 400, 480, and 12 hours of upper division Management (MGT) electives (excludes MGT 300, 301, 349, 370).

Human Resource Management Concentration ..... ~~27~~21 hours
~~GBU 101,~~ MGT 320~~, 340~~, 400, 480, MGT 460, 425, 440, and 445.

Entrepreneurship Concentration .....~~33~~27 hours
CCT 270, 304S, ~~GBU 101,~~ MGT 320, 330~~, 340,~~ 349, 445, 465, 480, and MKT 435.

~~Supporting Course Requirements .....9 hours MAT 112 (GElement 2) or 114 (GElement 2) or 211(GElement 2); CIS 212 or INF 104; ECO 230 (GElement 5B), and 231; CMS 100 (GElement 1C) PSY 200 (GElement 5B), 200W (GElement 5B) or SOC 131 (GElement 5B). G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.~~

Free Electives.....~~3-5~~4-10 hours

TOTAL HOURS TO COMPLETE DEGREE .....120 hours

Bachelor of Business Administration (B.B.A.)
MARKETING
CIP Code: 52.1401

UNIVERSITY GRADUATION REQUIREMENTS
• General Education .....36 hours
• Student Success Seminar (BUS~~BTO~~ 100~~; waived for transfers with 30+ hrs~~).....1 hour
• Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
• ACCT - Marketing majors will fulfill ACCT with BUS 402~~GBU 480.~~. (Credit hours will be counted in Major requirements)
Total Hours University Graduation Requirements ...37 hours
MAJOR REQUIREMENTS
College Requirements:
~~BTS~~BUS 300 (~~CR only, no~~1 hour~~s~~) and BUS~~BTS~~ 400 (~~CR only, no~~1 hour~~s~~)..2 hours

~~**Core Courses:**~~

Business Core Courses:
Professional Development Series.....1 hour
BUS 100, 200, 300, and 400 (hours for BUS 100, 300, and 400 included above)
Nature of Business: BUS 101.....3 hours
Fundamentals Series: Environment and Tools of Business.....4 hours
Environment of Business: BUS 204
Tools of Business: BUS 206, 207, 209
Essentials Series: Functions of Business: BUS 301W, 302, 303, 304, 305, and 306.....18 hours
Mastery of Business: BUS 402.....3 hours

Supporting Courses:
Fundamentals Series: Environment and Tools of Business.....15 hours
Environment of Business: ECO 230 ([G]Element 5B) and 231
Tools of Business: MAT 112A and 112B ([G]Element 2), 114([G]Element 2), or 211([G]Element 2), STA 270 (Element 2, 3 hours, and Element 5B, 3 hours, included above)
[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.

~~Pre-Business Core~~
~~.....12 hours ACC 201, 202; GBU 204; QMB 200.~~
~~Business~~
~~Core.....21 hours~~
~~CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT300.~~

Marketing Requirements:
General Marketing Concentration.....~~30~~24 hours
~~GBU 101, MGT 340,~~ MKT 350, 400, 455, 460 and 12 hours of approved upper division marketing electives (excludes MKT 300 and MKT 349).
Music Marketing Concentration.....~~33~~27 hours

~~GBU 101, MGT 340,~~ MUS 190(2), 191(2), 290(2), 390(3), 391(3), and 15 hours from the following courses: MGT 330, MKT 306, 310, 349, 400, 401, 404, or 420.

Marketing Research and Analytics Concentration.....~~30~~24 hours

CIS 430, ~~GBU 101, MGT 340,~~ MKT 350, 400, 455, 456, 457, 460, 481.

PGA Golf Management Concentration.....43~~2.5~~ hours

~~GBU 101;~~ MGT 201, 202, 203, 204, 205, 206, 207, 210; MKT 310, 350, 455; PGM 349A-E(2.5); additional requirements: OHO 351(4).

Exit Requirements for PGA Concentration:

PGM 100 (completion of the PGA Playing Ability Test)…….....0 hrs

PGM 101 (completion of qualifying level to PGA Golf Management…….....0.5 hrs

PGM 199 (completion of Level 1 of PGA Education).....0 hrs

PGM 299 (completion of Level 2 of PGA Education) …….....0 hrs

PGM 399 (completion of Level 3 of PGA Education).....0 hrs

PGM 499 (completion of PGA Final Experience) .....0 hrs

~~Supporting Course Requirements..... 9 hours~~

~~MAT 112 ([G]Element 2) or 114 ([G]Element 2) or 211([G]Element 2); CIS 212 or INF 104; ECO 230 ([G]Element 5B), and 231; CMS 100 ([G]Element 1C) PSY 200 ([G]Element 5B), 200W ([G]Element 5B) or SOC 131 ([G]Element 5B). [G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education Requirement above.~~

Free Electives.....0-11 hours

May include three hours approved business electives. Upper Division electives may be required to meet the University 43 hour upper division requirement. (Music Marketing Concentration: recommend BEM 240 and other business courses as electives, up to 50% of program).

TOTAL HOURS TO COMPLETE DEGREE……..120-122~~1.5~~ hours

Minors

Minor in Business

The Business Minor is offered for students majoring in programs other than Business. To enroll in an upper-division business course, students must have met the prerequisite of the specific course. Students minoring in business must earn at least 12 of the total hours used for the minor in residence at EKU and must earn a grade of “C” or higher in all courses comprising the minor.

Required Courses .....21 hours

ACC 201~~,~~ and 202 or ACC 200 or BUS 209, ECO 230 and four courses from the following: BUS 204, 301W, BUS 302, 304, ~~CCT 300W, CIS 300, FIN 300, GBU~~, MGT 301, MKT 301.

Total Requirements.....18-21 hours

Minor in Entrepreneurship

The Entrepreneurship Minor is offered to students majoring in programs other than business who have a desire to obtain basic business knowledge and skills related to starting their own business or possibly assuming management of an existing business (family-owned, for example). The program consists of 15 hours of required courses and six hours of electives from specified business courses. To enroll in a 300-level business course, students must have completed a minimum of 60 hours and have met the prerequisites of the specific course. Students must earn at least 12 of the total hours used for the minor in Entrepreneurship at EKU and attain a cumulative GPA of 2.0 in the minor.

Required Courses.....15 hours

CCT 270, 304S, MGT 301, 330, 465

Business

Elective.....6 hours

Choose two courses from one of the following options: Quantitative— ACC 201, and 202 or ACC 200 or BUS 209, FIN 310. OR Qualitative—Choose two of the following courses: ~~GBU~~BUS 204, MKT 301, MKT 380

Total Requirements..... 18-21 hours

Minor in International Business

The International Business Minor is offered to students majoring in programs other than business who have a desire to gain knowledge in international business and experience business courses through study abroad. To enroll in a 300-level business course, students must have completed a minimum of 60 hours and have met the prerequisites of the specific course. Students must earn at least 12 of the 18 hours for the International Business Minor at EKU and earn a "C" or higher in each of the minor courses.

Required Courses.....18 hours

CCT 310, GBU 201, MGT 301, 430, and six hours of business credit from approved courses studied and completed abroad.

The Minor in Sales is designed to address the needs of all majors for hands-on professional development and sales training, given a full 50% of all undergraduate majors will have a sales job as their first job post-graduation. This training provides mentorship and experiential learning, as well as basic business knowledge to enhance career success in every field and major. The courses in this minor equip students with valuable skills to help them be successful in real sales environments. The courses are taught with a focus on role plays and professional interactions with business executives and intercollegiate competitive events. This minor requires demonstrated performance as evidence of communication and sales training for company recruiters. Students must earn at least 9 of the 18 hours required for the minor in residence at EKU and must earn a "C" or better in all courses comprising the minor.

Total Curriculum Requirements……..…….....18 hours

The Minor consists of the following courses:

MKT 300 or BUS 305 or 301, 310, 408, 350 or 440, and a combined 6 credit hours from MKT 349, 470, 481, 490

Certificates

CERTIFICATE IN CORPORATE COMMUNICATION

The Certificate in Corporate Communication is offered for all undergraduate students who need to increase their professional communication effectiveness in their field of study. The Certificate is designed to provide training in international communication, oral and written business presentations, research and reporting, and production of business publications. These skills are transferable to any profession and are crucial in tasks such as communicating organizational change, establishing and implementing goals, communicating internally, relating to employees, dealing with the public, and addressing the stakeholders during crisis. Students must earn at least 6 of the 9 hours required for the certificate in residence at EKU and must earn a "C" or better in all courses comprising the certificate.

Requirements

.....9 hours

~~CCT 201~~BUS 207 or 300W or BUS 301W; CCT 310, and CCT 550/750.

CERTIFICATE IN GLOBAL SUPPLY CHAIN MANAGEMENT

The Certificate in Global Supply Chain Management is offered for all undergraduate students who need to increase their quantitative and analytical skills in context of problems that firms face in the core supply chain areas of Planning, Sourcing, Making, and Delivering. The growth in globalization has led to firms competing on multiple aspects: multi-focused planning, competitive sourcing of inputs, streamlined manufacturing, and efficient delivery to customers. As such, there is tremendous need for strong supply chain management skills. The Certificate is designed to provide training in the key areas above. Furthermore, students will be involved in quantitative analysis of comparing various scenarios and understanding multiple elements of total supply chain cost. Students will be prepared to address the needs of businesses and organizations across all industries, both domestically and internationally. Students must earn at least 6 of the 12 hours required for the certificate in residence at EKU and earn a "C" or better in all courses comprising the certificate.

Certificate Requirements
Core Courses
:• MGT 370 or BUS 306* (Problem Solving).....3 hours
• MGT 375* (Supply Chain Management).....3 hours
• MKT 315* (Logistics).....3 hours
• MKT 431* (Strategic Procurement).....3 hours
*Course prerequisites exist. See course listing in the back of this catalog for details.
Total Curriculum
Requirements.....12 hours

CERTIFICATE IN MARKETING RESEARCH AND ANALYTICS

The Certificate in Marketing Research and Analytics is offered for all undergraduate students who need to increase their research and analytical skills in their field of study in the context of problems that firms face. The growth in technology has allowed for firms to capture more information than ever, and as such, the need for strong marketing research and analytical skills is one of the fastest growing jobs in industry. The Certificate is designed to provide training in digital marketing, marketing research process, marketing research methodology with particular emphasis on both qualitative and quantitative analysis techniques including multivariate data analysis, qualitative research, and experimental design. Furthermore, students will be involved in the research process with hands-on projects and gain valuable digital and research experience that will prepare them to address the needs of businesses and organizations across all industries. Students must earn at least 6 of the 12 hours required for the certificate in residence at EKU and earn a "C" or better in all courses comprising the certificate.

Total Curriculum Requirements
.....12 hours
~~MKT 300~~BUS 305 or MKT 301; MKT 455; MKT 401 or 456; and 457.

CERTIFICATE IN SALES

The Certificate in Sales is offered for all undergraduate students who are interested in a rewarding sales career. The courses in this certificate go beyond theory, providing students valuable skills to help them be successful in real sales environments. The courses are taught using a combination of lectures, hands-on exercise, business cases, projects, and role playing. This certificate will serve as solid evidence of a professional training in sales for company recruiters. Students must earn at least 6 of the 12 hours

required for the certificate in residence at EKU and must earn a “C” or better in all courses comprising the certificate. The Certificate consists of the following courses:

Total Curriculum
Requirements.....12 hours
~~MKT 300~~BUS 305 or MKT 301, 310, 408, 431

Concentrations
Pre-Business Concentration in the Associate of Arts in General Studies Degree

See page 83 of this Catalog for the Pre-Business Concentration requirements listed in the Associate of Arts in General Studies degree section.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	EKU MBA Experience-Catalog revisions
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)
Addition of an online MBA.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: The development of EKU's online MBA provides a high quality, AACSB-accredited option for those in our service region and beyond whose work schedules or other circumstances prevent their attending a face-to-face program.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

"Page 62-65 In the Graduate Catalog"

School of Business
Dr. Trish Isaacs, Associate Dean
Business and Technology Center 214
(859) 622-7701
EKU's School of Business is comprised of business programs in Accounting; Computer Information Systems; Finance; General Business; Management; Marketing; Risk Management and Insurance; and the Master of Business Administration Program.

MASTER OF BUSINESS ADMINISTRATION
(M.B.A.)
CIP Code: 52.0101
Dr. Trish Isaacs, MBA
Director/Advisor
Business and Technology Center 214
www.mba.eku.edu
(859) 622-7701

I. GENERAL INFORMATION

MBA Vision Statement
The vision of EKU's MBA program is creating, teaching, and advancing ideas that prepare leaders for the 21st century global economy. It will provide educational opportunities to enhance the professionalism and abilities of its students through an AACSB International accredited business program designed for working professionals and recent college graduates.

MBA Mission Statement
EKU's MBA program is committed to providing students with the tools and experiences they need to broaden their professionalism and add value to their companies and the communities where they live. To ensure that MBA students achieve a competitive edge in today's global marketplace, EKU's MBA program is dedicated to these five major themes:

Quality — EKU's MBA program is accredited by the premier accrediting body for business programs, AACSB International. Classes are taught by full-time graduate faculty who meet high standards of instruction and research.

Flexibility — Students may attend on a part-time or full-time basis. Classes are scheduled on nights and weekends for working professionals. The program accepts both business and non-business degree applicants.

Application — Student projects are designed based on realworld issues that may effectively solve workplace problems or provide new ways of looking at industry concerns. Emphasis is placed on discussions of business ethics.

Technology — Classes integrate technology at all levels of the

curriculum.

Professionalism — Challenging coursework and peer interactions provide opportunities for enhancing communication, leadership, team, and networking skills.

EKU MBA Experience ~~MBA~~

EKU MBA Experience 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. The mission of the MBA program is to produce organizational leaders who are prepared to contribute successfully to any industry, organization, department, or situation – at any level. We seek to:

• Educate leaders who will make a difference
• Conduct research that informs and improves business, business education, and society
• Graduate empathic, discerning students who are ready to make an impact

Program Objectives

The Master of Business Administration degree program provides for breadth of study in the functional areas of business administration and management. The program is designed for any manager at any level in any organization. It is intended to prepare students for responsible careers in business enterprises, governmental organizations, and nonprofit institutions. It is designed to provide the knowledge, skills and abilities demanded in today's business environment. Students are prepared to draw logically sound conclusions, to think creatively, to communicate effectively, and to appreciate the role and responsibilities of business enterprise in our broad social framework.

Upon completion of the MBA Experience, students will be able to:

1. Appropriately apply a comprehensive foundation of business knowledge, skills, and abilities to a variety of organizational contexts.
2. Identify, organize, analyze, and utilize data and information.
3. Demonstrate strategic use of essential professional skills.
4. Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.
5. Critically and creatively solve problems in relevant business organizational contexts.
6. Develop innovative strategies and solutions in the global economic environment.
7. Demonstrate understanding of ethical considerations and implications in business decisions.
8. Exercise inclusive leadership for career and organizational success.

MBA (Online)

The EKU MBA provides a more traditional curriculum that provides foundational business courses, combined with concentrations that allow students to pursue more individualized curriculum that is related to their career goals, backgrounds, and interests. Like the EKU MBA Experience, the program provides an innovative approach to preparing students for jobs that do not now exist. Students expand their knowledge of functional areas of business. The mission of the MBA program is to produce organizational leaders who are prepared to contribute successfully to any industry, organization, department, or situation – at any level.

Program Objectives

Like the MBA Experience, the online Master of Business Administration degree program provides for study in the functional areas of business administration and management. The program is designed for any manager at any level in any organization. It is intended to prepare students for responsible careers in business enterprises, governmental organizations, and nonprofit institutions. It provides a foundation in the functional areas of business, along with an integrative capstone course, and it provides a number of concentration areas that provide the opportunity for greater depth in areas related to students' careers, backgrounds, and interests.

Upon completion of the MBA, students will be able to:

1. Appropriately apply a comprehensive foundation of business knowledge, skills, and abilities to a variety of organizational contexts.
2. Identify, organize, analyze, and utilize data and information.
3. Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.
4. Critically solve problems in relevant business organizational contexts.
5. Demonstrate understanding of ethical considerations and implications in business decisions.
6. Exercise inclusive leadership for career and organizational success.

Expectations

In addition to course related knowledge and skills, we expect in both the online MBA and the primarily face-to-face programs, that our students will ~~our students to~~ demonstrate the following workplace values:

- Strong Work Ethic
- Reliability
- Positive Attitude
- Commitment to Quality Work
- Adaptability
- Personal Integrity
- Respect and Empathy for Others
- Self-Motivation
- Resourcefulness
- Commitment to Grow and Learn
- Poise and Self-Confidence
- Professionalism

Upon written petition, subject to approval by the Dean of the Graduate School and the Director of the MBA Program, students may transfer a maximum of six semester hours of acceptable graduate level work from other AACSB-International accredited institutions.

The maximum course load for MBA students normally is nine semester hours. Students who have full-time employment are discouraged from taking more than six semester hours.

Graduate Course Credit —

Required electives for the MBA program can be an approved 800-level course or an approved 700-level course. All 700 level courses have undergraduate counterparts bearing the same last two digits. The 700 level courses are offered only for graduate level credit and require additional appropriate experiences for all students enrolled. Students who have previously taken the undergraduate counterpart

of these courses at the 500 level will not be permitted to enroll for graduate level credit in the 700 level counterpart. Credit will not be awarded for both the 700 and 500 level of the same course.

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

II. ADMISSION REQUIREMENTS

Minimum requirements for clear (unrestricted) admission to the Master of Business Administration program are as follows: Applicants must (1) hold a bachelor's degree from a regionally accredited institution with a minimum overall undergraduate grade point average (UGPA) of 2.75. ~~and (2) score no less than 450 on the Graduate Management Admission Test (GMAT) or at least 145 verbal and 147 quantitative on the Graduate Record Examination (GRE).~~

~~GMAT/GRE WAIVER~~

~~The GMAT/GRE requirement may be waived for qualified MBA candidates by the MBA Admissions Team. A granted waiver does not guarantee acceptance into the program. The GMAT or GRE can still be recommended by the MBA Admissions Team in order to strengthen the overall competitiveness of an application. For applicants who have not met the minimum cumulative undergraduate 2.5 GPA requirement, the Graduate School requires that the GRE be taken. Other applicants are encouraged to take the GMAT. The GMAT/GRE is required for consideration for a graduate assistantship position.~~

~~The following criteria may be considered for waivers:~~

~~• Earned bachelor's degree from an AACSB-accredited institution or a regionally accredited institution with which EKU's MBA program has an agreement, with an overall undergraduate GPA of 3.25 or higher~~

~~• Clear evidence of professional work experience(s), projects, or career achievements, including managerial, leadership, and professional responsibilities~~

~~• Professional certifications such as CPA, CMA, CFA, PE, or RNBC~~

~~• Masters, doctoral, or terminal degrees; e.g., JD, completed or presently enrolled in good academic standing~~

~~Supporting documentation is required for a waiver request. All waivers granted by the MBA Admissions Team must be approved by the Graduate School at Eastern Kentucky University.~~

Expected Competencies — Applicants are expected to have sufficient background to function effectively in graduate courses that require computer-related knowledge or skills. Proficiency in word processing, spreadsheets, database management, and computer applications as well as knowledge of grounding in ethical behavior are assumed.

In addition, the assumption is made that all applicants can demonstrate proficiency in spoken and written communication. On the basis of GMAT verbal scores, interviews, samples of written work, or other appropriate indicators of speaking and writing proficiency, MBA applicants may be required as a precondition for admission to satisfactorily complete courses or tutorial experiences designed to enhance their communication skills.

International Students — Applications from international

students are encouraged. In addition to the requirements listed above, applicants must meet the English Language Proficiency requirement by submitting acceptable test scores on the TOEFL or IELTS examinations. Refer to the University admission guidelines for admitting international students.

Application Procedures

The application process for both the EKU MBA Experience and the online MBA begins with the Graduate School. Information for domestic students is available at https://gradschool.eku.edu/domestic-students. International students can find admission guidelines at https://gradschool.eku.edu/Intl_students.

In both cases, as part of the application process, you will be directed to provide the following: an updated résumé, all unofficial undergraduate transcript(s), a personal statement, and two recommendation forms. These materials are submitted through the Graduate School portal, along with any other materials required by the Graduate School. Official ~~GMAT/~~GRE scores, if required by the Graduate School, must be received from the testing agency. Request that your scores be sent to EKU.

TOEFL or IELTS scores are required for all international students without a recent undergraduate degree from countries where English is the official language.

III. PROGRAM REQUIREMENTS

Probation and Progress in the Program — All MBA students must achieve grades of "B" or better in all MBA coursework. Students who fail to meet this requirement are subject to dismissal. Students who wish to appeal their dismissal must do so within one year of the date of notification of dismissal. Reinstatement in the graduate program will be permitted only with the recommendation of the advisor, the MBA program coordinator, and approval by the Graduate Dean.

~~M.B.A.~~ The EKU MBA Experience

The MBA Experience consists of a Bootcamp, 15 courses, and four seminars. Bootcamp is required of all students entering the MBA Experience prior to the start of coursework. This will be a time to review/develop foundational knowledge needed to begin coursework as well as to build cohesiveness among the entering cohort. It replaces prerequisites that are part of many MBA programs.

The MBA Experience is designed to take four terms to complete. It provides an interdisciplinary curriculum leading to the development of knowledge, skills, and abilities demanded of MBA graduates. The MBA Experience has been designed in such a way that courses required for a competency to be gained are grouped together by term. This allows for the first three terms of the program to each offer a Certificate (nine credit hours) upon completion of the courses included in that term. With stackable certificates students have the option of completing a single certificate, multiple certificates, or the entire MBA degree.

MBA courses are designed to be eight weeks intensive (during fall and spring terms) and two credit hours.

Degree Requirements.....**~~36~~ 38 hours**

MBA 800, Bootcamp…… 0 hours

Certificate 1: Foundations of Business Thought

MBA 871~~811~~, Managerial Communication.....~~2~~ 3 hours

MBA 812, Data, Decisions, and Business.....2 hours
MBA 813, The Showing Tell: Empathic Interactive Communication.....2 hours
MBA 814, Big Data Analytics.....2 hours
MBA 815, Introduction to Design Thinking.....1 hour

Certificate 2: Technical Skills of Financial and People Management

MBA ~~821~~ 881, ~~Survey of~~ Accounting for Managers.....~~2~~ 3 hours
MBA 822, Leading and Managing Human Capital……...2 hours
MBA 883~~823~~, Financial Management and Decision Making.....~~2~~ 3 hours
MBA 824, Authentic Leadership and Design of the Employee Experience.....2 hours
~~MBA 825, Design Thinking Applications.....1 hour~~

Certificate 3: Transformation of Inputs to Outputs

MBA 831, Corporate Entrepreneurial Ventures.....2 hours
MBA ~~832~~ 882, ~~Dynamic~~ Marketing Management.....~~2~~ 3 hours
MBA 833, Supply Chain as a Driver of Organizational Effectiveness.....2 hours
MBA 834, Enterprise Risk Management.....2 hours
~~MBA 825, Design Thinking Applications.....1 hour~~

Completion of MBA Degree

MBA 841, Driving Strategic Impact: Mastering Managerial Tools in Top Management Process.....2 hours
MBA 842, Impact Capstone.....3 hours
MBA 825, Design Thinking Applications.....1 hour
MBA Approved Elective.....3 hours

IV. EXIT REQUIREMENTS

The Exit Requirements for the program are fulfilled through successful completion of the capstone course. For the EKU MBA Experience, the capstone course is MBA 842, Impact Capstone. For the online MBA, the capstone course is MBA 895.

Departmental Certificates for the MBA Experience

Departmental Certificate in Foundations of Business Thought

The Certificate in Foundations of Business Thought is designed to provide individuals who have a bachelor's degree with essential business management skills, including written and oral communication, persuasion, business etiquette, quantitative thinking, data analytics, and design thinking.

Certificate Requirements.....9 hours

MBA 800, ~~811~~871, 812, 813, 814, AND 815

Departmental Certificate in Technical Skills of Financial and People Management

The Certificate in Technical Skills of Financial and People Management is designed to build upon the MBA Certificate in Foundations of Business Thought with additional essential business management skills, including using accounting information for decision making, managing human resources, financial management, organizational behavior, and design thinking.

Certificate Requirements.....9 hours

MBA 881~~821~~, 822, ~~823~~883, AND 824, ~~AND 825~~

Departmental Certificate in Transformation of Inputs to Outputs

The Certificate in Transformation of Inputs to Outputs builds upon MBA Certificates in Foundations of Business thought and Technical Skills of Financial and People Management with additional business management skills, including entrepreneurial thinking, marketing management, supply chain and logistics, enterprise risk management, and design thinking.

Certificate Requirements.....9 hours

MBA 825, 831, 882~~832~~, 833, AND 834.

MBA (Online)

MAJOR REQUIREMENTS

Required if Statistics and Microeconomics do not appear in undergraduate transcript.

MBA 370……..3 hours

Core..... 18 hours

MBA 871, 881, 882, 874, 875, and 883.

Capstone..... 3 hours

MBA 890

Concentration……..... 9 hours

Accounting

ACC 721, 723, 725, 727

Manufacturing Management

AEM 706, 802. 805

Construction Management

CON 827, 828, 829

Organizational Psychology

Three of the following: PSY 804, 807, 873, 874

Public Administration

Three of the following: POL 801, 874, 875, 876, 877, 879

Community Development

Three of the following: POL 835, 845, 846, 847

Emergency Management & Disaster Resilience

Three of the following: HLS 810, 830, 831, 835

Corporate Securities Operations

Three of the following: HLS 810, 820, 850, and SSE 827

Occupational Safety

Three of the following: SSE 828, 832, 834, and 845

Computer Science, Game Design

Three of the following: INF 711, 712, 713, and 715

Computer Science, Cybersecurity and Digital Forensics

Available only to MBA students whose undergraduate degree includes two programming courses equivalent to CSC 190 and 191 with a C or higher

Three of the following: CSC 736, 737, 744, and CSC 747 or INF 718

Computer Science, Artificial Intelligence in Data Science

Available only to MBA students whose undergraduate degree includes two programming courses equivalent to CSC 190 and 191 with a C or higher

Three of the following: CSC 746, 781, 782, and 783

Customized Concentration

Courses selected from available graduate courses, developed in consultation with and approval of academic advisor

Total.....30-33 hours

Departmental Certificates for the MBA

Departmental Certificate in Functions of Business

The Functions of Business Certificate is designed to provide individuals who have a bachelor's degree with a foundation in the functional areas of business: Accounting, Finance, Management, and Marketing.

Certificate Requirements.....12 hours

MBA 875, 881, 882, AND 883

~~DEPARTMENT OFACCOUNTING, FINANCE, ANDINFORMATION SYSTEMS~~

SCHOOL OF BUSINESS

Chair of the Faculty, Dr. Marcel Robles

(859) 622-1117

Business and Technology Center 210

~~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~~

~~. DEPARTMENT OF MANAGEMENT, MARKETING, AND INTERNATIONAL BUSINESS~~
~~Chair of the FacultyDr. Marcel Robles(859) 622-1117Business and Technology Center 210~~

~~The Department of Management, Marketing, and International Business 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.~~

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
X	New Certificate (Part III)	∗Program Title	Certificate in Banking and Financial Services
	Program Suspension (Part III)		Long Term
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

This is to have a formal certificate for current banking professionals which will need this for advancement. This will also fulfil the requirements of the forthcoming banking professional certification under development.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Will provide needed professional development for Eastern Kentucky.

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

Personnel Impact: May allow consolidation of some section offerings, or avoid needing to higher some adjunct faculty.

Operating Expenses Impact: Reduce some course related bookkeeping.

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Certificate in Banking and Financial Services

This certificate is offered to all undergraduate students and returning industry professionals seeking a deeper understanding of the services offered by banks and other financial firms. This certificate is designed to give a key understanding of the foundational concepts of personal finance, banking, investments, financial planning, valuation, and analysis. Students pursuing the Certificate in Banking and Financial Services must earn a "C" or better in all courses comprising the certificate. The certificate consists of the following courses with 50 percent taken in resident at EKU:

Requirements.....24 hours

ACC 200 or ACC 201 or BUS 209 and ECO 231, 324, FIN 201, 304, 315, 324, 437.

New Minor, Concentration, University Certificate or Department Certificate

Proposal Approval Form

When proposing a new minor, concentration, university or department certificate, the following factors should be considered:

- Minors and certificates often add time to degree.
- Minors can increase the number of credit hours that students have at graduation.
- Minors and certificates can potentially increase student debt because of the factors above.
- Minors, concentrations, university and department certificates can significantly add to faculty workloads.
- Minors, concentrations, university and department certificates increase the need for oversight and administration.

The following information should be provided in addition to the normal curriculum change forms. Before a new minor, concentration, university or department certificate is submitted to CAA, the Dean must approve the proposal based on the information on this form and any other information requested by the Dean.

From the Proposing Program

1. How will the new minor, concentration, university or department certificate attract new students to EKU? On what is this based? What is the marketing plan?

Our Banking Advisory Committee, which is comprised of industry leaders, has identified a need for the banking certificate both for existing undergraduate students and professionals already working in the banking industry who do not have a business degree. A national Certification in Banking is being created which will increase demand for this certificate in banking and financial services because it covers the material on the certification exam. The Certificate will be marketed on the EKU College of Business website and in freshman level courses on campus at EKU. It will also be advertised through our Kentucky Bankers Association publications.

2. What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

Our Banking Advisory Committee has identified a lack of a talent pipeline for the banking industry, as well as gaps in banking-focused education among individuals currently working in the industry who do not have a business degree. This proposed Certificate will allow us to carry out the mission of the EKU Banking Advisory Committee to provide a renewed talent pipeline for the banking industry in our region.

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

EKU Finance and Economics faculty members are qualified to teach the courses in the Certificate. Every course in this Certificate is currently taught in the Business Finance Concentration and in the Minor in Banking and Financial Services. No new courses will need to be developed or taught to offer this Certificate. It is simply an additional way to market courses we are already teaching to an additional sector of students we are not currently reaching with the full-degree Concentration or the Minor.

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

Every course in this Certificate is currently taught in the Business Finance Concentration and in the Minor in Banking and Financial Services. No new courses will need to be developed or taught to offer this Certificate. It is simply an additional way to market courses we are already teaching to an additional sector of students we are not currently reaching with the full-degree Concentration or the Minor.

From the Dean

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

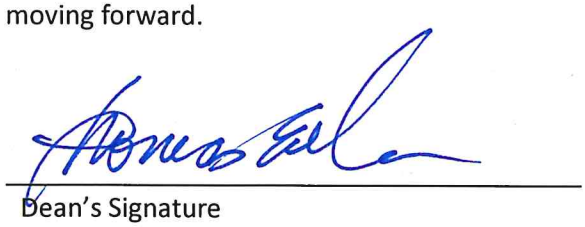
A. New Resources. Explain.

N/A

B. Reallocation of resources. Explain.

N/A

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.



Dean's Signature

1/26/21

Date

Certificate in Banking and Financial Services Curriculum Objective Map 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		**Critical Thinking:** Students will use critical thinking skills to review, distinguish, organize, and evaluate information leading to their making sound decisions and solving problems.	**Critcal Reading:** Students develop the critical reading skills needed for deep learning and read with purpose.	**Communications:** Students will communicate effectively in written, oral, and presentations.	**Core Knowledge:** Students will demonstrate a comprehensive foundation of global business principles, methods, issues, and technologies.	**Professional Skills:** Students will display the technical and professional skills necessary for success in finanical services.
CORE REQUIREMENTS						
FIN 201	Personal Money Management	1	1	1	2	2
FIN 304	Financial Institutions	2	2	2	2	2
FIN 315	Financial Statements and Loan Analysis	3	3	3	3	3
FIN 324	Principles of Investments	2	2	2	2	N/A
FIN 437	Bank Management	4	4	4	3	4

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
X	New Certificate (Part III)	∗Program Title	Departmental Certificate in Functions of Business
	Program Suspension (Part III)		Short-term
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Create Functions of Business Certificate, utilizing courses created for the online MBA program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Creation of this certificate provides opportunity for a business credential to our service region and beyond, as well as potential service to other online programs as a concentration. It also can serve as a recruiting tool for the MBA program.

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

Personnel Impact: None. These courses are included in the online MBA core, and thus will already be offered.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for Revised or Suspended Program

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

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

Departmental Certificate in Functions of Business

The Certificate in Functions of Business is designed to provide individuals who have a bachelor's degree with knowledge and skills in essential business functions, including accounting, finance, management, and marketing.

Certificate Requirements..... 12 hours
MBA 875, 881, 882, AND 883

New Minor, Concentration, University Certificate or Department Certificate

Proposal Approval Form

When proposing a new minor, concentration, university or department certificate, the following factors should be considered:

- Minors and certificates often add time to degree.
- Minors can increase the number of credit hours that students have at graduation.
- Minors and certificates can potentially increase student debt because of the factors above.
- Minors, concentrations, university and department certificates can significantly add to faculty workloads.
- Minors, concentrations, university and department certificates increase the need for oversight and administration.

The following information should be provided in addition to the normal curriculum change forms. Before a new minor, concentration, university or department certificate is submitted to CAA, the Dean must approve the proposal based on the information on this form and any other information requested by the Dean.

From the Proposing Program

1. How will the new minor, concentration, university or department certificate attract new students to EKU? On what is this based? What is the marketing plan?

The Functions of Business Graduate Certificate will serve as a stand-alone credential, and it will serve as a recruiting tool for the online MBA as well. The four courses required for the certificate are included in the online MBA Core. Marketing for the certificate will be included in the eCampus overall marketing plan for the online MBA.

2. What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

The online Functions of Business Certificate will serve as a business credential for those whose undergraduate degree is not in business, providing a foundation for career advancement for those in our service region and beyond who cannot travel to campus to participate in business courses.

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

EKU School of Business graduate faculty members are qualified to teach the courses in the Certificate. Every course in this Certificate is part of the core for the online MBA. No new courses will need to be developed or taught to offer this Certificate. It is simply an additional way to market courses we are already teaching to an additional sector of students we are not currently reaching with the full-degree MBA.

Certificate

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

Every course in this Certificate is included in the online MBA Core. No new courses will need to be developed or taught to offer this Certificate. It is simply an additional way to market courses we are already teaching to an additional sector of students we are not currently reaching with the full-degree MBA.

From the Dean

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

A. New Resources. Explain.

N/A

B. Reallocation of resources. Explain.

N/A

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.

Dean's Signature Date 2/5/2021

EKU MBA Experience

EKU MBA graduates will:

	MBA 800	MBA 811	MBA 812	MBA 813	MBA 814	MBA 815
Appropriately apply a comprehensive foundation of technical knowledge, skills, and abilities to a variety of organizational contexts.	I	I	I	IXA	IX	
Identify, organize, analyze, and utilize data and information.	I	A	I		IX	I
Demonstrate strategic use of essential professional skills.	I	A	I	IXA		
Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.	I	A		XA		
Critically and creatively solve problems in relevant business organizational contexts.	I			IXA	X	IX
Develop innovative strategies and solutions in the global economic environment.	I					I
Demonstrate understanding of ethical considerations and implications in business decisions.	I					
Exercise inclusive leadership for career and organizational success	I					

I: Introduce (familiarize, initiate)
X: eXtend (add to, expand, link)
A: Assess (assignments, laboratories, projects)

MBA 821	MBA 822	MBA 823	MBA 824	MBA 825	MBA 831	MBA 832	MBA 833	MBA 834	MBA 841	MBA 842
I	IX		XA		A	X	A	I	X	
I	XA	X		X	X	A	A		X	A
	X		XA		X	X	X			A
	XA	X	X		X	X	X			A
IA	XA	A	X	X	X	A	A	X	X	A
	X		X	X	X	X	A		X	
IA	X		X	X	X	X	I	X		
	IXA		XA		X	X	X			

EKU MBA (Online)

EKU MBA graduates will:

	MBA 871	MBA 881	MBA 882	MBA 883
Appropriately apply a comprehensive foundation of technical knowledge, skills, and abilities to a variety of organizational contexts.		X	I	
Identify, organize, analyze, and utilize data and information.	I	A	I	X
Communicate efficiently and effectively in everyday informal business interactions as well as formal business situations.		X		X
Critically and creatively solve problems in relevant business organizational contexts.	IX	A	IA	A
Demonstrate understanding of ethical considerations and implications in business decisions.		X	IA	
Exercise inclusive leadership for career and organizational success		X		

I: Introduce (familiarize, initiate)
X: eXtend (add to, expand, link)
A: Assess (assignments, laboratories, projects)

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
x	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	ACC 350
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Accounting Information Systems and Analytics
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	Fall 2021
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Add ACC 350 to Accounting Major Core.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall, 2021

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

B. The justification for this action:

Business core curriculum will change replacing ACC 201 and ACC 202 (total 6 CH), with ACC 200 (3 CH). This will reduce the coverage of content important for accounting majors, particularly in information systems. This new course will provide students with the systems content that accounting majors need to be successful in their professional careers. In addition, the course will include data analytics which is in high demand within the accounting discipline and ties in closely with information systems.

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

Personnel Impact: No additional resources needed

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.)

ACC 350 Accounting Information Systems and Analytics. (3) I, II. Prerequisite: A minimum grade of "C" in ACC 251 and CIS 212 or INF 104. Review of accounting information systems regarding their inputs, processes, controls, and analysis of outputs. Topics include internal controls, business processes, data analytics and visualization, artificial intelligence, robotic process automation, and enterprise resources planning systems. 3 Lec /2 Lab

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
ACC	350	Fall, 2021	BT x HS CL JS ED SC	AFIS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory 2 Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	3	N	FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
Thesis	AIS and Analytics
Internship	
Independent Study	
Practicum	

CoRequisites and Prerequisites ****See definitions on following page****

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	A minimum grade of "C" in ACC 251 and CIS 212 or INF 104
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

Course Prefix and No.	
Test Scores	

Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Accounting, Finance, and Information Systems
Accounting 350 CRN#
Accounting Information Systems and Analytics
Term

Instructor:
Office:
Phone:
e-mail:
fax:

Class Hours:

Office Hours:

Required Text and Systems:

(1) Core Concepts of Accounting Information Systems, 14e by Mark Simkin, James Worrell, and Arline Savage, ©2018, ISBN 978-1-1113-37354-4
(2) Access to PowerBI,
(3) Additional free online materials to be assigned in semester
(4) Optional Access to Tableau, SAS Business Analytics, IBM Business Analytics, or Qlik View.
(5) Flowcharting template (Strongly recommended) Students in the past have used this website to order a flowchart template at a pretty good price: http://www.amazon.com/Rapiddesign-Temp-Flowcharting/dp/B000KNND7O/ref=sr_1_2?ie=UTF8&qid=1346011863&sr=8-2&keywords=flowchart+template

CATALOG DESCRIPTION

ACC 350 Accounting Information Systems and Analytics. (3) I, II. Prerequisite: A minimum grade of "C" in ACC 202 and (CIS 212 or INF 104.) Review of accounting information systems regarding their inputs, processes, controls, and analysis of outputs. Topics include internal controls, business processes, data analytics and visualization, artificial intelligence, robotic process automation, and enterprise resources planning systems. 3 Lec /2 Lab

STUDENT LEARNING OUTCOMES:

By the end of the course students should be able to:

1. Utilize a critical thinking model to evaluate operational and information functions of several major AIS subsystems and how those subsystems interface with each other and business processes.
2. Explore and learn a variety of information systems (e.g., documenting systems, enterprise resource planning systems, data analytic tools, and visualization tools).

3. Critically read, examine, and create process documentation (e.g., flows and narratives) to identity relevant data flow and internal controls.
4. Become familiar with common fraud techniques used in both manual systems and computer-based systems.
5. Understand the internal control structure defined by COSO, general IT controls, and IT governance.

ATTENDANCE POLICY

Regular class attendance is essential in this course. Your final course grade may be reduced by one letter grade for each unexcused absence in excess of one. Any student having more than three unexcused absences will receive an "F" in the course. Roll may be taken at any time during the class period. If you are not in class when roll is taken, you will be marked absent. You will be assigned an unexcused absence if you are late or leave early. It is your responsibility to notify your professor if you have a valid reason for arriving late for class or leaving early. This must be in writing. Failure to do so will result in an unexcused absence.

ACCESSIBILITY ACCOMODATION STATEMENT

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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.

CLASSROOM RESOURCES

You are expected to bring to class each day: the textbook, pencils, and paper. If you choose to purchase an edition of the text other than the required edition, it is your responsibility to find on your own (without instructor assistance) the resources to determine how your edition relates to the required text.

CLASSROOM BEHAVIOR

To help make the class environment work for everyone: turn off cell phones during class, keep talk to fellow students to a minimum during class, speak loud enough for all to hear when asking or responding to questions, and treat everyone in the classroom with respect.

ASSIGNMENTS

Most assignments are listed on the class schedule. Some assignments will be announced in class or posted on Blackboard. No Assignment will be accepted for a grade after its due date. ***Some Individual Homework Assignments*** may not be graded, but are ***necessary*** for you to understand the application of the chapter material.

STUDENT PROGRESS

The Blackboard Grade Center for this class will be updated after reasonable grading time for every assignment, project and exam. All projects and significant portions of all exams are hand scored so the time needed to grade these assignments is significantly longer than for a multiple choice exam. Each student's current grade for the course can be calculated from these scores posted on Blackboard.

REPEATS

EKU Business Policy: A business student may repeat a course only once without written permission of his/her advisor, department chair, and the Dean of the College of Business and Technology.

ACADEMIC INTEGRITY

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards. **You should be aware that a notification of a violation of the Academic Integrity policy must be made to the Office of Academic Integrity for recordkeeping.**

INCOMPLETE GRADES – GRADE OF "I"

Departmental policy on Incompletes: Failure to complete the course requirements will result in a grade of "F." A grade of "I" must be authorized by the department chair before grades are due for the semester upon review of documented evidence that the student was unable to complete the course requirements due to **unavoidable** circumstances.

RETAINED WORK

I reserve the right to retain for pedagogical reasons either the original or a copy of any student's work submitted for a grade in this class. If requested, a student's name will be deleted from any retained items.

BLACKBOARD

I use Blackboard as the primary means to communicate with students outside of the classroom. All grades on exams, homework and projects are posted on Blackboard. Copies of the syllabus, handouts, assignments, and supplementary material will be posted on

Blackboard **after** being given out in class. You should check Blackboard at least twice a week to see if I have posted any new material. University policy limits use of Blackboard to class and official University activities. Improper use of Blackboard will be reported to Judicial Affairs.

DISCLAIMER

This syllabus (including topic list, class schedule, and other components) represents a tentative plan for course proceedings. I reserve the right to make changes as student needs and other factors may warrant. Changes to the syllabus will be announced in class and posted on Blackboard. Students are responsible for all announced changes even if they miss the class in which the change is announced.

COURSE STRUCTURE

Inputs – Assigned readings and related assignments – due prior to class.

Purpose: Critically read the content to become familiar with the terminology before exploring examples in class. Class lectures are not intended to take the place of reading the chapter materials.

Task: Develop your own training manual by taking notes as your read or examples guide. Additional directions will be provided for each major content topic.

Criteria: Training manual should (a) be used as a quick reference (with appropriate headings and visuals), (b) provide basic knowledge, and (c) include tips and resources for additional reference. Due **prior** to class in which the content is discussed. (5 pts. each, 12 assigned, drop lowest two).

Process – Instruction, collaborative exercises, and outside resources – class time.

Purpose: Collectively join to utilize a critical thinking model to gain a deeper understanding of the content and explore examples.

Task: A very important part of this course is your active participation in class discussions and your active gathering and synthesis of information. As aspiring professionals, you are expected to schedule time far enough in advance so that conflicts that prevent you from being prepared for class are minimized. I will call on students to answer questions about the homework and assigned readings. However, your voluntary contributions to class are more valuable.

Criteria: Attendance is required. Please see attendance policy.

Outputs – Assignment deliverables – after class on designated dates per schedule.

Purpose: Deepen understanding of the content through practice and application.

Task: Outputs will vary depending on the content:

- *Lab* activity – deliverable of group work or individual output to be completed during the lab. (5 pts each, 50 pts. in total for the semester, 12 assigned, drop lowest two)
- *Process documentation* –assigned part of process documentation of either (a) narrative, (b) flow diagram, or (c) data analytics or visualization process evaluation example (10 pts. each, 50 pts. in total for the semester, 6 assigned, drop lowest).
- *Internal controls testing plan* – plan for testing controls on an assigned process or system (10 pts. each, 20 pts. in total for the semester, 3 assigned, drop lowest).
- *Data analytics project* – utilize system data to analyze a specific business issue and prepare a presentation using data visualization techniques to define the problem and propose a solution (30 pts.)

Criteria: Evaluation metrics will be provided for each type of assignment when assigned. You will need to attempt all assignments to understand the material covered in the course.

Evaluation – Demonstration of content knowledge gained – end of content unit

Purpose: Demonstrate understanding and critical thinking related to content unit.

Task: Exams will be given in the form of multiple choice, problems, short answer, and/or system application sets.

Criteria: The first two exams will be worth 100 points and the comprehensive final will be worth 150 points. Each graded for accuracy based on content from the text, in-class, and additional online resources.

TENTATIVE GRADING

Inputs: Training Manual (5 pts. each)	50
Outputs:	
Lab Activities (5 pts. each)	50
Process Documentation	50
Internal Controls Testing Plan	20
Data Analytics Project	30
Evaluation:	
Exam 1	100
Exam 2	100
Final Exam	150
Total	**550**

Grades will be assigned using the standard University scale as follows:

	% of Total Points	
Grade	**Maximum**	**Minimum**
A	**100**	**90**
B	**89.9**	**80**
C	**79.9**	**70**
D	**69.9**	**60**
F	**59.9**	**0**

Exams will consist of multiple choice questions, problems, short answer, system sets and/or essay questions. Exam dates are on the Class Schedule. These examinations must be taken as scheduled. Make-up exams are not offered except in the case of valid, **DOCUMENTED** medical emergencies. Most make-up exams will be oral exams given at an agreed upon time in my office. Your exam is over once you leave your seat for any reason.

IMPORTANT DATES

See Colonel's Compass for important add/drop, refunds deadlines.
https://colonelscompass.eku.edu/deadlines-adddrop-refunds

TENTATIVE SCHEDULE

Students are responsible for changes to the schedule announced in class even if they are absent on the day of announcement.

Week	**Topic**	**Learning Objective**	**Inputs**	**Process**	**Output**		**Evaluation**
			By Tuesday	***Class days***	***Due Date***		***Due Date***
			Training guide	**Lecture Notes**	Possible Outputs: Lab Activity Process Documentation Internal Control Plan Data Analytics Project		Exams
1	**Produce Information from systems – Output**	Utilize a critical thinking model to evaluate operational and information functions of several major AIS subsystems and how those subsystems interface with each another. Explore and learn a variety of information systems (e.g., documenting systems, enterprise resource planning systems, data analytic tools, and visualization tools).	Ch. 1 – Accounting Information Systems and Firm Value Ch. 4 – Relational Databases and Enterprise Systems		Lab Activity		
2			Ch. 2 – Accountants as Business Analysts Ch. 3 – Data Modeling		Lab Activity		
3			Ch. 10 – Data Analytics in Accounting: Concepts and the AMPS Model		Lab Activity	Assign: Data Analytics Project	
4			Ch. 11 – Data Analytics in Accounting – Tools and Practice Ch 12 – Emerging Technologies: Blockchain and AI Automation		Lab Activity		
5	Define, automate, control, and	Critically read, examine, and create process documentation (e.g., flows and narratives) to	Ch. 13 AIS and Internal Controls		Lab Activity	Process Documentation	Exam 1

6	evaluate the process. - **Process**	identity relevant data flow and internal controls. Become familiar with common fraud techniques used in both manual systems and computer- based systems. Understand the internal control structure defined by COSO, general IT controls, and IT governance.	Ch. 5 Sales and Collections Business Process Ch. 6 Purchases and Payments Business Process Ch. 7 Conversion Business Process Ch. 8 Integrated Project			Process Documentation	
7					Lab Activity	Process Documentation	
8			Ch. 9 Reporting Processes and eXtensible Business Reporting Language (XBRL)		Lab Activity		
9	Review	All objectives	Review and work on Data analytics project				Exam 2
10	Examine Outputs and Processes - Evaluation	Utilize a critical thinking model to evaluate operational and information functions of several major AIS subsystems and how those subsystems interface with each another. Explore and learn a variety of information systems (e.g., documenting systems, enterprise resource planning systems, data analytic tools, and visualization tools).	Ch. 14 Information Security and Computer Fraud Ch. 15 Monitoring and Auditing AIS		Lab Activity	Assign: Internal Control Testing Plan	
11			Ch. 17 Evaluating AIS Investments		Lab Activity		
12			Ch. 18 Systems Development and Project Management for AIS		Lab Activity	Due: Internal Control Testing Plan	
13			Ch. 16 The Balanced Scorecard, Business Model Canvas, and Business Value of Information Tech		Lab Activity		
14					Lab Activity	Due: Data Analytics Project	

15	Review	All Learning Objectives	All Chapters and Resources				
16							Final Exam

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
x	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	ACC 521
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Governmental and Not-For-Profit Accounting
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Add new course

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Spring 2022

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

B. The justification for this action:

This course was taught for many years as an elective. It was dropped due to faculty expertise limitations. We now have a faculty member that specializes in this area. This course provides foundation in governmental and not-for-profit accounting. Many accounting students may end up working in these areas. Adding this course back as an elective will open up considerable job opportunities for accounting students.

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

Personnel Impact: No additional resources needed.

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.)

ACC 521 Governmental and Not-For-Profit Accounting (3) Prerequisite: ACC 301 with a minimum grade of "C". A study of fund accounting and financial reporting concepts, applications, and practices for governmental and not-for-profit entities.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
ACC	521	Spring, 2022	BT x HS CL JS ED SC	

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	0
		CIP Code (first two digits only) 52

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 x
			Course Title Abbreviation:(30 character limit)
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites and Prerequisites ****See definitions on following page****

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

Course Prefix and No.	ACC 301
Course Prefix and No.	

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

Course Prefix and No.	ACC 301 with a minimum grade of "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 will not be awarded for both…; or formerly…)

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

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

ACCOUNTING 521- Governmental and Not-For-Profit Accounting
Eastern Kentucky University
College Of Business And Technology
School of Business
CRN #####

Catalog Course Description:

Prerequisite: ACC 301 with a minimum grade of "C". A study of fund accounting and financial reporting concepts, applications, and practices for governmental and not-for-profit entities.

Required Materials:

Government and Not-for-Profit Accounting: Concepts and Practices, 8th Edition. ©2018 Wiley, ISBN 978-1-119-49581-9

Student Learning Outcomes:

1. Explain the major differences between the financial accounting and reporting requirements for governmental organizations and for-profit organizations.
2. Describe governmental budgetary procedures and related accounting practices
3. Discuss and assess the performance of a governmental organization by evaluating the information provided in a governmental organization's Comprehensive Annual Financial Report (CAFR).
4. Describe the unique environment, concepts, and procedures of financial accounting and reporting for not-for-profit organizations.
5. Assess the performance of a not-for-profit organization relative to its mission.
6. Understand the nature of auditing a governmental or not-for-profit entity.

ATTENDANCE POLICY

Regular class attendance is essential in this course. Your final course grade may be reduced by one letter grade for each unexcused absence in excess of one. Any student having more than three unexcused absences will receive an "F" in the course. Roll may be taken at any time during the class period. If you are not in class when roll is taken, you will be marked absent. You will be assigned an unexcused absence if you are late or leave early. It is your responsibility to notify your professor if you have a valid reason for arriving late for class or leaving early. This must be in writing. Failure to do so will result in an unexcused absence.

Topics	Class Week
The Government and Not-for-Profit Environment Introduction to Fund Accounting	**1**
Issues of Budgeting and Control	**2**
Recognizing Revenues and Expenditures in Governmental Funds	**3**
Accounting for Capital Projects and Debt Service Capital Assets and Investments in Marketable Securities	**4**
Long-Term Obligations Business-Type Activities	**5**
Issues of Reporting, Disclosure, and Financial Analysis	**6**
Not-for-Profit Organizations	**7**
Auditing Governments and Not for Profit Organizations	**8**

ACCESSIBILITY ACCOMODATION STATEMENT

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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.

STUDENT PROGRESS

The Blackboard Grade Center for this class will be updated after reasonable grading time for every assignment, project and exam. All projects and significant portions of all exams are hand scored so the time needed to grade these assignments is significantly longer than for a multiple-choice exam. Each student's current grade for the course can be calculated from these scores posted on Blackboard.

REPEATS

EKU Business Policy: A business student may repeat a course only once without written permission of his/her advisor, department chair, and the Dean of the College of Business and Technology.

ACADEMIC INTEGRITY

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards. **You should be aware that a notification of a violation of the Academic Integrity policy must be made to the Office of Academic Integrity for recordkeeping.**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business; Accounting, Finance, & Inf Sys
x	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	ACC 721
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Governmental and Not-For-Profit Accounting
	New Minor (Part III)	∗Program Title	MBA
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	Spring, 2022
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Add new course

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Spring 2022

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

B. The justification for this action:

This course is cross-listed with ACC 521. It can be taught in the MBA program as 721 with no additional resources. This will allow the School of Business to offer an accounting concentration in the MBA program. This course provides foundation in governmental and not-for-profit accounting. Adding this course back as an elective will open up considerable job opportunities for MBA students.

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

Personnel Impact: No additional resources needed.

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.)

ACC 721 Governmental and Not-For-Profit Accounting (3) Prerequisite: MBA 881 or prior formal study of the financial reporting system. A study of fund accounting and financial reporting concepts, applications, and practices for governmental and not-for-profit entities.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
ACC	721	Spring, 2022	BT ____ HS ____ CL ____ JS ____ ED ____ SC ____	AFIS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N

Class Restriction, if any: (undergraduate only)

FR ____ JR ____

SO ____ SR ____

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

Thesis ____

Internship ____

Independent Study ____

Practicum ____

Course Title Abbreviation:(30 character limit)

Gov and NFP Accounting

CoRequisites 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.	MBA 881 or prior formal study of the financial reporting system
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 will not be awarded for both…; or formerly…)

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

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

ACCOUNTING 721- Governmental and Not-For-Profit Accounting
Eastern Kentucky University
College Of Business And Technology
School of Business
CRN #####

Catalog Course Description:

Prerequisite: Prerequisite: MBA 881 or prior formal study of the financial reporting system. A study of fund accounting and financial reporting concepts, applications, and practices for governmental and not-for-profit entities.

Required Materials:

Government and Not-for-Profit Accounting: Concepts and Practices, 8th Edition. ©2018 Wiley, ISBN 978-1-119-49581-9

Student Learning Outcomes:

1. Compare and contrast financial accounting and reporting requirements for governmental organizations, not-for-profit entities, and for-profit organizations.
2. Describe governmental budgetary procedures and related accounting practices
3. Appraise the performance of a governmental organization by evaluating the information provided in a governmental organization's Comprehensive Annual Financial Report (CAFR)
4. Describe the unique environment, concepts, and procedures of financial accounting and reporting for not-for-profit organizations.
5. Critique the performance of a not-for-profit organization relative to its mission.
6. Understand the nature of auditing a governmental or not-for-profit entity.

As this course consists of undergraduate and graduate students (521 and 721, respectively), different requirements and assessment techniques will be used for each group. This will be accomplished by adding additional requirements and assignments for graduate students. Graduate students are expected to demonstrate a greater depth and breadth of knowledge and critical understanding of the topics included in the course.

ATTENDANCE POLICY

Regular class attendance is essential in this course. Your final course grade may be reduced by one letter grade for each unexcused absence in excess of one. Any student having more than three unexcused absences will receive an "F" in the course. Roll may be taken at any time during the class period. If you are not in class when roll is taken, you will be marked absent. You will be assigned an unexcused absence if you are late or leave early. It is your responsibility to notify your professor if you have a valid reason for arriving late for class or leaving early. This must be in writing. Failure to do so will result in an unexcused absence.

Topics	Class Week
The Government and Not-for-Profit Environment Introduction to Fund Accounting	**1**
Issues of Budgeting and Control	**2**
Recognizing Revenues and Expenditures in Governmental Funds	**3**
Accounting for Capital Projects and Debt Service Capital Assets and Investments in Marketable Securities	**4**
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Issues of Reporting, Disclosure, and Financial Analysis	**6**
Not-for-Profit Organizations	**7**
Auditing Governments and Not for Profit Organizations	**8**

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The Blackboard Grade Center for this class will be updated after reasonable grading time for every assignment, project and exam. All projects and significant portions of all exams are hand scored so the time needed to grade these assignments is significantly longer than for a multiple choice exam. Each student's current grade for the course can be calculated from these scores posted on Blackboard.

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ACADEMIC INTEGRITY

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

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 100
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Professional Development Series One
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Addition of a 1-credit course that is designed to augment the traditional classroom experience with skill-building in four particular content areas needed for successful working professionals: business etiquette, financial literacy, job readiness, and personal productivity. This course replaces BTO 100 as our Student Success Seminar, and it is required for all business majors.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: Stakeholder feedback as to the knowledge, skills, and abilities needed by entry level business professionals indicates that the content of BTO 100 is needed. While retaining the University's components of the course, BUS 100 is now the first of a series of four courses that further develop students' career and professional skills.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

BUS 100: Professional Development Series One (1) Prerequisite/Corequisite: BUS 101 (with a grade of "C" or better). Formerly BUS 100. In this course, students will focus on first impressions and social media presence, basic banking and personal budgeting, self-discovery of values and career exploration, as well as goal setting and time management. Credit will not be awarded for students who have credit for BTO 100.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	100	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
(1)	Lecture 1 Laboratory Other	0
		CIP Code (first two digits only) 52

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

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	Professional Development One
		Internship	
		Independent Study	
		Practicum	

CoRequisites and Prerequisites ****See definitions on following page****

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

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	Prerequisite/Corequisite: BUS 101 (with a grade of "C" or better).
Test Scores	

Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	BTO 100
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
BUS 100-xxx
CRN xxxxx, 1 Credit Hour

Dr. Trish Isaacs, PhD
trish.isaacs@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

Trish Isaacs, PhD, CPA, CGMA
Phone: 859.622.1590
Office: BTC xxx
E-mail: trish.isaacs@eku.edu

Catalog Course Description & Prerequisites

BUS 100: Professional Development Series One (1) Prerequisite/Corequisite: BUS 101 (with a grade of "C" or better). Formerly BUS 100. In this course, students will focus on first impressions and social media presence, basic banking and personal budgeting, self-discovery of values and career exploration, as well as goal setting and time management. Credit will not be awarded for students who have credit for BTO 100.

Required Materials

- Text similar to: *Success Skills: Strategies for Study and Lifelong Learning*, Marks-Beale, 3rd Edition (2007). Digital: ISBN 13: 9780357236673; Print: ISBM-13: 9780538729635

Student Learning Outcomes

By the end of the course, students will be able to:

1. Begin the professional portfolio development process.
2. Explore critical thinking and critical reading elements.
3. Understand the importance of professional networking through student organization involvement and attending professional networking events.
4. Research career opportunities while addressing budgetary realities, geographic areas, and co-op/internship goals.
5. Explore efficient time management practices to optimize goal attainment.
6. Examine the four pillars of ethical decision-making.
7. Become aware of proficiencies expected of business professionals.
8. Develop a personal budget and financial goals.
9. Understand basic banking concepts.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of

facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of professional development topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of applying the content, and case analysis and/or review of relevant articles in professional literature.

Course Outline

Week	Topic
Week 1	Computer Literacy (Blackboard, PC vs. Mac, Outlook)
Week 2	Student Organizations
Week 3	Notetaking and Study Skills – Begin Portfolio
Week 4	Time Management and Prioritization
Week 5	Organizational Skills and Goal Setting
Week 6	Business Executive Speaker
Week 7	Plagiarism and Self-Awareness
Week 8	Ethics and Values
Week 9	Interest Inventory
Week 10	Debriefing of Inventory Results
Week 11	Career Exploration
Week 12	Reading Business Publications and Library Resources
Week 13	Personal Budgeting
Week 14	Basic Banking
Week 15	Business Etiquette (first impressions, attire/grooming, behavior/manners, respect)
Week 16	Social Media Awareness

Course Requirements and Evaluation Methods

Weekly Assignments

All weekly assignments are due by 11:59pm on Sunday.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

Weekly Assignments:	
Homework / Quizzes	70%

Professional Portfolio	30%
Total	100%

Grading Scale

The final grade will be given using the following grading scale:

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

Late Assignment Policy

Late assignments will only be accepted in the event of a University Excused Absence. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2021

No. Weeks of TERM.	**16**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades regularly and contact your instructor/facilitator if there are any discrepancies.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

Students are encouraged to ask questions during in-person class meetings. If questions arise between class meeting, the Virtual Office in Blackboard is the classroom meeting place used to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

But if you need to contact the instructor on an individual basis, please use email or visit the instructor in person during office hours. The instructor will try to respond to emails within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number BUS 100 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your homework and quizzes will be graded immediately upon submission. Your professional portfolio assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you

haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students

4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU computer labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 101
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Nature of Business
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Create an introductory business course; this course will replace GBU 101.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: An introductory business course serves as a touch-point for entering freshman intending to major in business, which is important not only for retention, but also to set expectations for business majors and to provide an understanding of the historical development of business, which will serve as a framework for future business courses for business 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 II. Recording Data for New, Revised, or Dropped Course

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

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

New or Revised* Catalog Text

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

BUS 101: Nature of Business (3) Formerly GBU 101. Corequisite/Prerequisite: BUS 100. A student must register for this course prior to or concurrently with any other BUS course. Prerequisites: School of Business or BBA major; freshmen or sophomore standing. Introduction to business through historical understanding and holistic interpretation of modern organization. Includes capitalism's role and how it compares to other economic philosophies, functional aspects of the modern organization, current trends and future organizational strategies. Credit will not be awarded for students who have credit for GBU 101.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	101	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
(3)	Lecture 3 Laboratory Other	0
		CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR X JR SO X SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
Thesis	
Internship	
Independent Study	
Practicum	

CoRequisites 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.	School of Business or BBA major; freshmen or sophomore standing.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	Corequisite/Prerequisite: BUS 100.
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	GBU 101
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Syllabus for BUS 101, Nature of Business
CRN xxxxx, 3 Credit Hours

Contact Information

Professor's Name:
Office:
Email:
Office hours:

Catalog Course Description & Prerequisites

BUS 101: Nature of Business (3) Formerly GBU 101. Corequisite/Prerequisite: BUS 100. A student must register for this course prior to or concurrently with any other BUS course. Prerequisites: School of Business or BBA major; freshmen or sophomore standing. Introduction to business through historical understanding and holistic interpretation of modern organization. Includes capitalism's role and how it compares to other economic philosophies, functional aspects of the modern organization, current trends and future organizational strategies. Credit will not be awarded for students who have credit for GBU 101.

Required Materials

1. Selected readings
2. Books for book reports. Select one (or two).
3. GoVenture Entrepreneur simulation. This is an internet-based simulation Subscription to online platform is required. Many lesson plans and activities designed to bring business education alive in the classroom. Every key decision a business owner needs to make in starting and running a business is addressed.
   Website: https://www.goventure.net/en
   Price: Expected to be between $20-$30.

Booklist

- Steve Jobs, by Walter Isaacson
- The Innovators, by Walter Isaacson
- Creativity, Inc.: Overcoming the Unseen Forces That Stand in the Way of True Inspiration, by Ed Catmull and Amy Wallace
- The Everything Store: Jeff Bezos and the Age of Amazon, by Brad Stone
- Ghost in the Wires: My Adventures as the World's Most Wanted Hacker, by Kevin Mitnick
- Data and Goliath, by Bruce Schneier
- The Four: The Hidden DNA of Amazon, Apple, Facebook, and Google, by Scott Galloway
- The Four Conversations: Daily Communication that Gets Results Jeffrey Ford & Laurie Ford
- To Sell is Human: The Surprising Truth about Moving Others Daniel H. Pink
- Misbehaving: The Making of Behavioral Economics Richard H. Thaler
- When to Rob a Bank… And 131 More Warped Suggestions and… Steven D. Levitt & Stephen J. Dubner
- Originals: How Non-Conformists Move the World Adam Grant
- Nudge: Improving Decisions about Health, Wealth, and Happiness Richard H. Thaler & Cass R. Sunstein

- The Upside of Irrationality: The Unexpected Benefits of Defying Logic at Work and at Home Dan Ariely
- Predictably Irrational: The Hidden Forces that Shape Our Decisions Dan Ariely
- Thinking Fast and Slow Daniel Kahneman
- Blind Spots: Why We Fail to Do What's Right and What to Do about It Max H. Bazerman & Ann E. Tenbrunsel
- Give and Take: A Revolutionary Approach to Success Adam Grant
- Blindspot: Hidden Biases of Good People Mahzarin R. Banaji & Anthony G. Greenwald
- Quiet: The Power of Introverts in a World that Can't Stop Talking Susan Cain
- Leadership BS: Fixing Workplaces and Careers One Truth at a Time Jeffrey Pfeffer
- Drive: The Surprising Truth about What Motivates Us Daniel H. Pink
- Getting to Yes: Negotiating Agreement Without Giving In Roger Fisher, William Ury, & Bruce Patton
- The Org: The Underlying Logic of the Office Ray Fishman & Tim Sullivan

Introduction to Course

How did the world transform from a barter economy in 6000 BC to the current multi-national businesses we see now in the twenty-first century? How did the various disciplines (accounting, finance, management, marketing, etc.) in business evolve? This course is an introduction to business through a historical lens. During this course, students will study the innovations and events that propelled the sale of goods and services into the modern business world. In addition, students will learn about various business professions. Finally, students will experience how to run a small business (virtually), highlighting the importance of all the various functions of business.

This course is different from many introductory courses. There are four main themes that are integrated into the content, assignments, and learning outcomes. They are critical reading, critical thinking, experiential learning, and integration of content over various functions of business.

Student Learning Outcomes

By the end of this course, you should be able to:

1. Demonstrate knowledge on how innovations and inventions can impact different business areas.
2. Examine historical events and describe how these events have affected modern business.
3. Identify and apply the core skills associated with critical thinking and reading.
4. Summarize the business decisions made in a virtual entrepreneurship experience and describe results.

Instructional Philosophy

To be specified by faculty member teaching the course.

Netiquette

To be specified by faculty member teaching the course.

Course Outline

Week	Topic	Notes
Week 1	Introduction to course/asking questions/critical reading/critical thinking	The point of week 1 is to get students to understand the point of this course and the way it differs from traditional courses. Emphasis is on: critical/creative thinking, asking questions/integrating information/imagining impact of innovations. The first week students will generate questions about all functions of business with prompts to assist them. How did we get from a barter economy to multi-national corporations? How did the various functions of business evolve and why? Resources: 3,000 Years of Business History in Two Minutes - YouTube Provide 3 examples of companies (for example: Amazon, Ford, Life is Good, with brief history of their beginnings). What contributed to their success? What obstacles did they face? What innovations contributed to their success? Resources: The history of Amazon: How Amazon came to dominate retail - YouTube Life is Good | Our Story - YouTube How Ford Built America - The Man Behind The Automobile - YouTube
Week 2	Economic History	Barter economy, serfdom economy, formation of centralized governments, infrastructure, specialization, colonization, trade Resources: The History of the World: Every Year - YouTube
Week 3	Accounting History	Taxes, record keeping, the birth of a profession, certifications, corporations, forms of business Resources: Financial History: The Evolution of Accounting (investopedia.com)
Week 4	Finance History	Introduction of currency, financial institutions, stock markets, stock market indices, digital currency Resources: How did banks develop? A short history of the banking industry. (February 2013) - Bing video
Week 5	Management History	Industrial revolution, electricity, modes of transportation, factories, manufacturing, research and development, supply chain management

Week 6	Marketing History	Newspapers, radio, television, jingles, charitable giving from corporations (introduction to corporate social responsibility), social media, trademarks, athletic/celebrity endorsements
Week 7	Computers History	BIG computers, pcs, software, internet, AI, cybersecurity, data analytics
Week 8	Government regulation/Insurance/Risk Management	Government regulation, Monopolies, Taxation, Great Depression, Securities Acts, insurance, legal proceedings, risk management
Week 9	International Business History	Revisit early trade and how it evolved over the centuries. Regulation of business internationally. Obstacles to trade. Sanctions.
Week 10	Exam/Book report due	
Week 11	Introduction to simulation	Design profile for entrepreneurship. Make decisions on products offered, equipment, personnel, and more.
Week 12	Off and running	Evaluate the decisions made to begin your entrepreneurship. Modify choices. Discuss finance and accounting issues.
Week 13	Keep going!	Continue to evaluate the decisions made to begin your entrepreneurship. Discuss management and marketing
Week 14	Simulation continues. Revisit our beginnings	Review three anecdotal businesses. Review the questions generated in week 1.
Week 15	Simulation wrap-up	Prepare a summary of business decision made and describe results
Week 16	Generate new questions for future	What are current/future obstacles? New innovations and their possible impact.

Course Requirements and Evaluation Methods

150 points	Weekly journal assignments to ask questions and discuss material (10 points x 15 weeks)
100 points	Book Report
150 points	Quizzes/Exams
100 points	Summary of entrepreneurship project
500	Total points

Grading Scale

The final grade will be given using the following grading scale:

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

Late Assignment Policy

Every assignment is due at the end of the day (11:59 pm ET) of the due date. Late assignments will be reduced 10% for each day past the due date. No assignments will be accepted beyond two days after the due date.

Given the flexible access and scheduling of your work for this class, extensions and make-up work are generally an option. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
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Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades constantly and contact your instructor/facilitator if there are any mistakes.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

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Attendance Policy

To be specified by faculty member teaching the course.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. But if you need to contact the instructor on an individual basis or your questions include the code from your assignments, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 881 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your ASPs, homework, and quizzes will be graded immediately upon submission. Your discussion board posts and responses to case assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
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4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

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Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 200
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Professional Development Series Two
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Addition of a 1-credit course that is designed to augment the traditional classroom experience with skill-building in four particular content areas needed for successful working professionals: business etiquette, financial literacy, job readiness, and personal productivity.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: Stakeholder feedback as to the knowledge, skills, and abilities needed by entry level business professionals indicates that the content of this course is needed.

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.)

BUS 200: Professional Development Series Two (1) Prerequisite: BUS 100 (with a grade of "C" or better).
In this course, students focus on professional appearance and introductions, income planning and taxes, job application materials and building a network, as well as passion and perseverance.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	200	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
(1)	Lecture 1 Laboratory Other	0
		CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	1	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit) Professional Development Two
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Prerequisite: BUS 100 (with a grade of "C" or better).
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
BUS 200-xxx
CRN xxxxx, 1 Credit Hour

Dr. Trish Isaacs, PhD
trish.isaacs@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

Trish Isaacs, PhD, CPA, CGMA
Phone: 859.622.1590
Office: BTC xxx
E-mail: trish.isaacs@eku.edu

Catalog Course Description & Prerequisites

BUS 200: Professional Development Series Two (1) Prerequisite: BUS 100 (with a grade of "C" or better). In this course, students focus on professional appearance and introductions, income planning and taxes, job application materials and building a network, as well as passion and perseverance.

Required Materials

- Text similar to: *Reaching Your Potential: Personal and Professional Development*, by Robert K. Throop and Marion B. Castellucci, 4th Edition (2011). Digital: ISBN 13: 978111633172; Print: ISBN-13: 9780840066015
- Cengage MindTap
- EverFi Financial Education Platform (free to students)

Student Learning Outcomes

By the end of the course, students will be able to:

1. Continue build professional portfolio and enhance professional development skills.
2. Practice critical thinking and critical reading elements.
3. Understand the continued importance of professional networking through student organization involvement and attending professional networking events.
4. Identify the steps for setting career goals and explore a range of career options.
5. Identify and develop critical personal and professional proficiencies for the workforce.
6. Understand co-op and internship process requirements.
7. Create a cover letter and résumé.
8. Understand the interview process.
9. Begin building a network of peers and business professionals.
10. Develop information literacy and awareness of available library resources.
11. Use electronic communication appropriately and with professional etiquette.
12. Understand income planning and taxes.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of professional development topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of applying the content, and case analysis and/or review of relevant articles in professional literature.

Course Outline

Week	Topic
Week 1	Review and Update Portfolio, Self-Confidence, Passion, Perseverance
Week 2	Student Organization Active Involvement
Week 3	Business Library Resources
Week 4	Creating Presentation Slides – PowerPoint
Week 5	Elevator Speech/Introduction
Week 6	Professional Appearance and Expectations – Business Executive Speaker
Week 7	Netiquette and Respect
Week 8	Career Inventory
Week 9	Résumés
Week 10	Job Cover Letters
Week 11	Co-ops and Internships
Week 12	Building Networks/Choosing a Mentor
Week 13	Interview Skills – Business Executive Speaker
Week 14	Income Planning
Week 15	Taxes
Week 16	Computer/Technology Quality Control

Course Requirements and Evaluation Methods

Weekly Assignments

All weekly assignments are due by 11:59pm on Sunday.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

Weekly Assignments:	
Homework / Quizzes	70%
Professional Portfolio	30%
Total	100%

Grading Scale

The final grade will be given using the following grading scale:

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

Late Assignment Policy

Late assignments will only be accepted in the event of a University Excused Absence. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2021

No. Weeks of TERM.	**16**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

***Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades regularly and contact your instructor/facilitator if there are any discrepancies.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

Students are encouraged to ask questions during in-person class meetings. If questions arise between class meeting, the Virtual Office in Blackboard is the classroom meeting place used to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

But if you need to contact the instructor on an individual basis, please use email or visit the instructor in person during office hours. The instructor will try to respond to emails within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number BUS 100 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your homework and quizzes will be graded immediately upon submission. Your professional portfolio assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU computer labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 206
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Fundamentals of Problem Solving with Excel
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Addition of a problem solving course with excel applications; the new course will replace CIS 212.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: Stakeholder feedback as to the knowledge, skills, and abilities needed by entry level business professionals indicates that the content of this course is needed.

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.)

BUS 206: Fundamentals of Problem Solving with Excel (3)-Prerequisite/Corequisite: A student must register for this course concurrently with or after completing BUS 101(with a grade of "C" or better). Topics include constructing a logical argument, analyzing and interpreting data, applying mathematical methods to solve problems, using Excel to analyze and create graphical data representation, and personal creativity and whole-brain thinking.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	206	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	Fund of Prob Solving w Excel
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Corequisite/Prerequisite: A student must register for this course concurrently with or after completing BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	

Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
BUS 206: Fundamentals of Problem Solving with Excel
CRN xxxxx, 3 Credit Hours

xxxxxxxxxxxxx
xxxxxxxxx@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

xxxxxxxxxxxxxxxxx
Phone: 859.622.xxxx
Office: "Virtual Office" BB Menu Link
Available via Zoom, Skype, E-mail, and/or Text
E-mail: xxxxxxxx@eku.edu

Course Description

In this course, students will learn how to construct a logical argument, how to analyze and interpret numerical data, and how to apply mathematical methods to solve problems. Students will develop critical thinking and analytic inquiry skills. They will learn how to analyze arguments to determine their validity or to uncover their logical flaws. Students will learn how to use Excel crunch numbers and to create graphical representations of data. Students will complete hands-on projects that will introduce brainstorming, mind mapping, lateral thinking, free association, and divergent thinking. This course will help students develop their personal creativity and whole-brain thinking.

Catalog Course Description & Prerequisites

BUS 206: Fundamentals of Problem Solving with Excel (3)-Prerequisite/Corequisite: A student must register for this course concurrently with or after completing BUS 101(with a grade of "C" or better). Topics include constructing a logical argument, analyzing and interpreting data, applying mathematical methods to solve problems, using Excel to analyze and create graphical data representation, and personal creativity and whole-brain thinking.

Required Materials

Creative Problem Solving: An Introduction, 4th Edition [CPS], by Treffinger, Isaksen, and Stead-Dorval, Prufrock Press. ISBN: 978-1-593363-187-1.

Excel for Problem Solving [Excel], by Felvegi, Brown, Lave, Romey, Schatz, Shingledecker, and McCarn, Creative Commons.

Student Learning Outcomes

By the end of the course, students will be able to:

1. Use appropriate methods of critical thinking and quantitative reasoning in problem solving and decision making;
2. Apply important business information systems concepts and applications, such as supply chain management, customer relationship management, enterprise resource planning, and business intelligence, in a corporate setting;
3. Explain how organizations use computer technology to increase productivity;

4. Properly develop a spreadsheet application (i.e., Microsoft Excel) and demonstrate proper use formulas and functions;
5. Demonstrate using Excel for better decision-making;
6. Identify the important current issues and trends in information technology, including the impact of technology on organizations, managers and users;
7. Identify the ethical, privacy, and security issues related to information technology.

Course Outline
(Note: This syllabus uses an 8-week term with online delivery. The course will also be offered in face-to-face format. The same content will be included over 15-16 weeks.)

Week 1:

- Ch 1 [CPS] - Introduction
  - Creative and Critical Thinking
  - Importance of Creativity

- Ch 1 [Excel] – Fundamental Excel Skills
  - Overview of Microsoft Excel
  - Entering, Editing, and Managing Data
  - Formatting and Data Analysis
  - Preparing to Print

Week 2:

- Ch 2 [CPS] - Creative Problem Solving Overview
  - System for Solving Problems and Managing Change

- Ch 2 [Excel] – Excel Formulas, Functions, and Cell References
  - Formulas
  - Creating & Auditing Complex Formulas
  - Mathematical & Statistical Functions
  - Sorting Data
  - Chapter Practice
  - Chapter Assessment

Week 3:

- Ch 3 [CPS] - Planning Your Approach
  - Appraising Tasks
  - Designing Process

- Ch 3 [Excel] – More on Formulas, Logical Functions, and Lookup Functions
  - More Ways to Use Formulas and Functions
  - The IF Function

- The VLOOKUP Function
- Conditional Formatting
- Chapter Practice
- Chapter Assessment

Week 4:

- Ch 4 [CPS] - Understanding the Challenge
  - Constructing Opportunities
  - Exploring Data
  - Framing Problems

- Ch 4 [Excel] – Presenting Data with Charts
  - Line Charts, Column Charts, Pie Charts
  - Stacked Column Chart
  - Formatting Charts
  - The Beauty of Data Visualization
  - Preparing to Print

Week 5:

- Ch 5 [CPS] - Generating Ideas
  - The Generating Phase
  - Focusing Ideas

- Ch 5 [Excel] – Excel Tables
  - Table Basics
  - Filtering & Slicers
  - Subtotals & Grand Totals
  - Preparing to Print

Week 6:

- Ch 6 [CPS] - Preparing for Action
  - Developing Solutions
  - Building Acceptance

- Ch 6 [Excel] - Pivot Tables and Pivot Charts
  - Creating Pivot Tables
  - Sort & Filter Pivot Table Data
  - Pivot Charts

Week 7:

- Ch 7 [Excel] – Multiple Sheet Files
  - Multiple Sheet Basics
  - Formulas with 3-D References
  - Templates

- Ch 8 [Excel] - Advanced Logic and Conditional Functions
  - Nested IF Functions
  - Nesting AND, OR, NOT functions inside an IF function
  - Conditional Functions

Week 8:

- Ch 7 [CPS] - Applying Creative Problem Solving
  - Debriefing
  - What contributes to Success?
  - Applying CPS in Many Settings

- Ch 9 [Excel] - Functions for Personal Finance
  - The PMT (Payment) Function for Loans
  - The PMT (Payment) Function for Leases
  - Creating a Budget Summary Worksheet

Grading

The faculty member who teaches the course will create the grading assessments.

Grading Scale

The final grade will be given using the following grading scale:

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

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2021 8-Week Term / First Session

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**

****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*****Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

******Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades constantly and contact your instructor/facilitator if there are any mistakes.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

The faculty member who teaches the course will write their attendance policy.

Communication and Feedback

The faculty member who teaches the course will complete this section.

Technological Requirements

The faculty member who teaches the course will complete this section.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 207
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Fundamentals of Interpersonal Business Communication
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Addition of interpersonal business communication as part of the business core. CCT 201 will be deleted as a result of the creation of this course.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This curriculum change is part of the revision to the business core, which is based on stakeholder feedback. Specifically, development of skills in interpersonal professional communication is needed in our graduates.

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.)

BUS 207: Fundamentals of Interpersonal Business Communication (3) Formerly CCT 201. Prerequisite/Corequisite: A student must register for this course concurrently with or after completing BUS 101(with a grade of "C" or better). Prerequisites: ENG 102, ENG 102R, HON 105 (B), or HON 102 (with a grade of "C" or better). A study of advanced knowledge and skills needed to communicate effectively in various settings, including face-to-face, working in teams, and communicating via digital networks. Persuasion, self-awareness, relational development, conflict resolution, listening, and non-verbals also covered. Credit will not be awarded for students who have credit for CCT 201.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	207	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit) Fund of Interpersonal Bus Comm
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Prerequisites: ENG 102, ENG 102R, HON 105 (B), or HON 102 (with a grade of "C" or better).
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

Course Prefix and No.	Corequisite/Prerequisite: A student must register for this course concurrently with or after completing BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	CCT 201
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
BUS 207: Fundamentals of Interpersonal Business Communication
CRN xxxxx, 3 Credit Hours

Dr. Kristen Wilson
kristen.wilson@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: BTC 021; xxxxx

CONTACT INFORMATION

Dr. Kristen Wilson
Phone: 859.622.2103
Office: BTC 021; Available via Zoom, Skype, and/or E-mail
E-mail: kristen.wilson@eku.edu

For general questions, please use the Virtual Office discussion board forum. For questions of a more confidential nature, email me. I will respond to your email within 48 hours and in most cases, sooner.

Catalog Course Description & Prerequisites

BUS 207: Fundamentals of Interpersonal Business Communication (3) Formerly CCT 201. Prerequisite/Corequisite: A student must register for this course concurrently with or after completing BUS 101(with a grade of "C" or better). Prerequisites: ENG 102, ENG 102R, HON 105 (B), or HON 102 (with a grade of "C" or better). A study of advanced knowledge and skills needed to communicate effectively in various settings, including face-to-face, working in teams, and communicating via digital networks. Persuasion, self-awareness, relational development, conflict resolution, listening, and non-verbals also covered. Credit will not be awarded for students who have credit for CCT 201.

A student must register for this course concurrently with or after completing BUS 101 (with a grade of "C" or better). Prerequisites: ENG 102, ENG 102R, HON 105 (B), or HON 102.

Required Materials

Cardon, Peter. (2021). *Business Communication: Developing Leaders for a Networked World* (4th ed.). McGraw Hill. ISBN-13: 9781260088342

Student Learning Outcomes

After completing this course, students will be able to:

1. Adapt the concepts of business communication to written and oral presentations through careful audience analysis and message planning.
2. Employ business writing techniques and the language of business communication in choosing words, writing sentences, and developing paragraphs for good news, bad news and persuasive messages that are clear, concise, complete and accurate.
3. Incorporate technology effectively in gathering, organizing, writing and presenting messages.
4. Gather, interpret, organize and attribute both primary and secondary information in analytical business reports.
5. Evaluate and produce graphics to communicate messages quickly and accurately.
6. Discuss effective collaboration in in preparing written documents.
7. Explain the role of communication in intercultural and global settings.
8. Conduct oneself professionally in various organizational contexts.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of interpersonal communication topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of businesses applying the content, and case analysis and/or review of relevant articles in professional literature.

Netiquette

The value of this program is that each participant brings unique thoughts and experiences that can contribute to the expansion of our own knowledge base. Professional courtesy and respect are expected in this program. Mutual respect is essential. We respect each other's opinions and differing points of view at all times. The use of profanity and harassment of any form is strictly prohibited. Also, refrain from topics that are not related to the course content and may cause unnecessary classroom disruption (usually politics and religion).

Course Outline

Every week, students will need to find and complete the following tasks on EKU Blackboard:

- Complete interactive learning activity for applicable chapter(s)
- View instructor videos
- Read/reread the text as needed for clarification and further explanation
- Complete the homework assigned for applicable chapter(s)
- Complete the applicable chapter quiz(zes)
- Submit all weekly assignments by 11:59 pm ET on Sunday

Week 1:

- Topic: Establishing Credibility

Week 2:

- Topic: Interpersonal Communciation and Emotional Intelligence

Week 3:

- Topic: Team Communication and Difficult Conversations

Week 4:

- Topic: Communication Across Cultures

Week 5:

- Topic: Creating Effective Business Messages

Week 6:

- Topic: Improving Readability with Style and Design

Week 7:

- Topic: Email and Other Traditional Tools for Business Communication

Week 8:

- Topic: Social Media for Business Communication

Week 9:

- Topic: Routine Business Messages

Week 10:

- Topic: Persuasive Messages

Week 11:

- Topic: Bad News Messages

Week 12:

- Topic: Business Professional Etiquette

Week 13:

- Topic: Crisis Communication and Public Relations Management

Week 14:

- Topic: Planning Presentations

Week 15:

- Topic: Delivering Presenations

Week 16:

- Topic: Employment Communications

Course Requirements and Evaluation Methods

Out-of-Class Assignments	300 points
Presentation/Pitch	50 points
In-class Activities/Quizzes	125 points
Attendance/Participation	25 points
Exams	200 points
Total Points Possible	**700 points**

Grading Scale

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

Attendance Policy

Just as attendance is a requirement when working in business, industry, or government, attendance is a vital component to your participation and learning in this class. When an employee is absent from work, he/she 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 this course. When a student must miss class, he/she will still be held responsible for completing all assignments due the next class period. The student must be present to do in-class activities. In-class activities and quizzes may not be made up. Students are expected to stay in contact with their professor and team members, even if they are not in class. Students who have an official University excuse to be absent will be considered away "on company business", and those absences will be marked as excused.

Make-up Policy

Assignments are to be submitted promptly before the established deadline or at the time they are collected in class from the other students. In-class activities and quizzes may not be made up. If you are absent, call a classmate to see if there is an assignment for the next class period. Work is "on time" if it is submitted before or at the time the other students' work is collected or if it is submitted at the established deadline. Otherwise, the work is late and will receive the following deduction:

-5 percent – if submitted late, same day
-10 percent – if submitted next calendar day
-50 percent – if submitted two calendar days late
Assignments submitted after two calendar days late will receive no credit.

Make-up opportunities for exams and out-of-class writing assignments will be given only when unusual circumstances occur and are covered as excused absence per university policy. Make-up work must be completed within one week following the return to class after an excused absence.

Special Note

The instructor reserves the right to retain for pedagogical reasons either the original, or a copy, of any student's test, written assignment, paper, or similar work submitted by the student, either individually or as a group project, for this class. Students' names will be deleted from any retained items.

Student Progress

Assignments, exams, and quizzes will be graded using rubrics and will display the number of points earned and the number of points possible. Grades will be made available in electronic format.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2020 8-Week Term / First Session

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**

***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. But if you need to contact the instructor on an individual basis or your questions include the code from your assignments, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 881 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your ASPs, homework, and quizzes will be graded immediately upon submission. Your discussion board posts and responses to case assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is

available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 209
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Fundamentals of Financial and Managerial Accounting
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Create a new introductory accounting course that will be required for all business majors. This course will replace ACC 201 and 202.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: ACC 201 and 202 have historically been designed for accounting majors. All business majors are better served with a single course that includes the financial and managerial accounting content most relevant for all business majors.
.

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

Personnel Impact: Reducing the number of sections of introductory accounting helps to provide faculty resources for some of our new business core courses.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

BUS 209: Fundamentals of Financial and Managerial Accounting (3) Prerequisite/Corequisite: BUS 101(with a grade of "C" or better). Prerequisite: MAT 105 or higher (with a grade of "C" or better).
Course focuses on how creditors, investors, and others use accounting information in decision making. Includes objectives, preparation, and uses of managerial accounting information, along with use of accounting information to identify and solve business problems.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	209	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit) Professional Development Two
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Prerequisite: MAT 105 or higher (with a grade of "C" or better).
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.	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better),
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	ACC 201 and 202
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
BUS 209: _Fundamentals of Financial and Managerial Accounting
CRN xxxxx, 3 Credit Hours

Dr. Trish Isaacs, PhD
trish.isaacs@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

Trish Isaacs, PhD, CPA, CGMA
Phone: 859.622.1590
Office: "Virtual Office" BB Menu Link
Available via Zoom, Skype, E-mail, and/or Text
E-mail: trish.isaacs@eku.edu

For general questions, please use the Virtual Office discussion board forum. For questions of a more confidential nature, email me. I will respond to your email within 48 hours and in most cases, sooner.

Catalog Course Description & Prerequisites

BUS 209: Fundamentals of Financial and Managerial Accounting (3) Prerequisite/Corequisite: BUS 101(with a grade of "C" or better). Prerequisite: MAT 105 or higher (with a grade of "C" or better).
Course focuses on how creditors, investors, and others use accounting information in decision making. Includes objectives, preparation, and uses of managerial accounting information, along with use of accounting information to identify and solve business problems.
.

Required Materials

- *Survey of Accounting* by Carl S. Warren, 9th edition (2021) or similar text is required. You have both digital and print options. Choose the option that best fits your learning style. Some students prefer the printed page; others do not. The format is up to you, but access to the text and to CengageNow is required.

Student Learning Outcomes

By the end of the course, students will be able to:

- Describe the functions of financial and managerial accounting and understand the role each plays in business decision making
- Define key terms and phrases commonly used in accounting and finance.
- Prepare and analyze the four basic financial statements
- Explain the impact of external transactions on financial statements
- Differentiate between product costs and general, selling and administrative costs, how they are reported on the financial statements and how they can change the financial condition of a business.
- Explain how cost behavior affects profitability and business risk.
- Determine the sales volume needed to breakeven or earn a target profit
- Prepare forecast budgets and understand capital budgeting investment decisions.

- Calculate future and present values and apply time value of money concepts to determine optimal allocation of capital resources.
- Analyze the relevant costs and revenues associated with a special decision and recommend the action that make best use of financial resources.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of accounting topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of businesses applying the content, and case analysis and/or review of relevant articles in professional literature.

Netiquette

The value of this program is that each participant brings unique thoughts and experiences that can contribute to the expansion of our own knowledge base. Professional courtesy and respect are expected in this program. Mutual respect is essential. We respect each other's opinions and differing points of view at all times. The use of profanity and harassment of any form is strictly prohibited. Also, refrain from topics that are not related to the course content and may cause unnecessary classroom disruption (usually politics and religion).

Course Requirements and Evaluation Methods

HOMEWORK

For each chapter an on-line homework set will be assigned. The assignment will include access to a number of resources including links to the specific section of the book where the topic is covered, videos, and example problems. You may also contact the professor for clarification or further explanation of problems by email. Homework assignments will be due at midnight the date of the exam for each chapter.

IN-CLASS ACTIVITIES / QUIZZES

After covering the material in each chapter, we will work through example problems to reinforce and build upon your work outside of class. These assignments/quizzes will include problems of the same type that will be included on the test. You must be present in class in order to receive credit for these assignments.

EXAMS

Exams will each cover two chapters. Exams will consist of multiple choice questions, problems, short answer, and/or essay questions. These examinations should be taken as scheduled except in the case of valid, DOCUMENTED emergencies.

COMPREHENSIVE FINAL

The comprehensive final will include content from each of the chapters covered during the semester. It is scheduled for…

GRADING POLICY

Assessment	Percentage
Homework	150
In-class Activities / Quizzes	50
Exam 1	60
Exam 2	60
Exam 3	60
Exam 4	60
Comprehensive Final	60
Total	**500**

Grading Scale: 90-100% = A 80-89% = B 70-79% = C 60-69% = D 0-59% = F

Late Assignment Policy

Every assignment is due at the end of the day (11:59 pm ET) of the due date. Late assignments will be reduced 10% for each day past the due date. No assignments will be accepted beyond two days after the due date.

Commented [IT1]: Describe your no tolerance policy or your late submission policy here.

Given the flexible access and scheduling of your work for this class, extensions and make-up work are generally an option. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Student Progress

Grades for assignments and exams will be available under “My Grades” on Blackboard. Please check your grades constantly and contact your instructor/facilitator if there are any mistakes.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2021 16-Week Term / First Session

No. Weeks of TERM.	**16**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

***Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

****Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Course Outline

Week	**Chapter(s) Covered**	**Learning Objectives**
1	1: Introduction to Accounting	1.1 – Identify the ways Accounting Benefits Society 1.2 - Identify Reporting Entities 1.3 - Identify the parts of the Accounting Equation
2	1: Introduction to Accounting Supplementary Content – Financial Statements Overview	1.3 – Identify the parts of the Accounting Equation 1.4 – Show how business events affect the Accounting Equation Understand the relationship between the Accounting Equation and the Financial Statements
3 and 4	1: Introduction to Accounting **Exam 1**	1.5 – Interpret information in the Accounting Equation 1.6 - Classify business events as assets source, use, or exchange transaction 1.9 – Distinguish between temporary and permanent Accounts 1. 10 – Record business events using a horizontal approach 2.9 – Classify accounting events into four categories
5	9: Financial Statement Analysis	9.1 – Differentiate between vertical and horizontal analysis 9.2 – Calculate ratios for assessing a company's liquidity 9.3 – Calculate ratios for assessing a company's solvency 9.4 –Calculate ratios for assessing a company's management effectiveness
6	Accounting for Business Events Parts of 2, 5, and 7	2.1 – Show how receivables affect financial statements 2.2 – Show how payables affect financial statements 2.5 – Show how accountings for supplies affects financial statements 2.7 – Show how accounting for prepaid items affect financial statements 2.8 – Show how accounting for unearned revenue affects financial

	Exam 2	statements 5.5 – Show how credit card sales affect financial statements 7.1 – Show how notes payable and liabilities affect financial statements
7	5: Accounting for Inventory (Product Cost) 10: Managerial Accounting Supplementary: Careers Perspective – Financial vs. Managerial	5.6 – Show how different inventory flow methods affect financial statements 10.2 – Identify the cost of manufacturing a product 10.3 – Show how manufacturing product costs affect financial statements 10.4 – Compare the treatment of upstream, midstream, and down stream costs 10.5 – Prepare a schedule of Cost of Goods Manufactured and Sold
8	11(Part 1): Cost Behavior and Operating Leverage	11.1 – Identify and describe fixed, variable and mixed cost behavior 11.2 – Demonstrate the effects of operating leverage on profitability 11.3 – Prepare and income statement using the contribution margin approach
9	11 (Part 2): Break even **Exam 3**	11.5 – Determine the sales volume needed to breakeven or earn a target profit 11.6 – Calculate and interpret the margin of safety measure
10 & 11	12: Cost Accumulation, Tracing, and Allocation	12.1 – Identify cost objects and distinguish between direct and indirect costs 12.3 – Identify the most appropriate cost driver 12.2 – Allocate indirect costs to cost object 12.4 – Recognize the effects of cost allocation on employee behavior
11 & 12	14: Planning for Profit and Cost Control	14.1 – Describe the begetting process 14.2 – Prepare a sales budget and related schedule of cash receipts 14.3 – Prepare an inventory

	Exam 4	purchases budget and related schedule of cash payments 14.4 – Prepare an administrative and selling expense budget and relates schedule of cash payments 14.5 – Prepare a cash budget
13	15: Performance Evaluation	15.1 – Describe the concept of Decentralization 15.2 – Distinguish between flexible and static budgets 15.3 – Classify variances as favorable or unfavorable 15.4 – Compute and interpret sales and variable cost volume variances 15.5 – Compute and interpret flexible budget variances
14	6: Accounting for Long-Term Operational Assets 16: Planning for Capital Investment	6.1 – Identify and determine the cost of a long-term asset 6.2 – Calculate straight line depreciation and show how it affects financial statements 6.11 – Show how expense recognition choices & industry characteristics affect financial statements 16.4 (part 1) – Evaluate an investment using the payback period method 16.1 – Describe the time value of money concept 16.2 – Determine and interpret the net present value of an investment
15	Comprehensive Review	
16	Final Exam – Comprehensive	

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

Regular class attendance is essential in this course. Your final course grade may be reduced by one letter grade for each unexcused absence in excess of one. Any student having more than three unexcused absences will receive an "F" in the course. Roll may be taken at any time during the class period. If you are not in class when roll is taken, you will be marked absent. You will be assigned an unexcused absence if you are late or leave early. It is your responsibility to notify your professor if you have a valid reason for arriving late for class or leaving early. This must be in writing. Failure to do so will result in an unexcused absence.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. But if you need to contact the instructor on an individual basis or your questions include the code from your assignments, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 881 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your ASPs, homework, and quizzes will be graded immediately upon submission. Your discussion board posts and responses to case assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the

applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students

4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 300
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Professional Development Series Three
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Addition of a 1-credit course that is designed to augment the traditional classroom experience with skill-building in four particular content areas needed for successful working professionals: business etiquette, financial literacy, job readiness, and personal productivity. Replaces BTS 300.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: Stakeholder feedback as to the knowledge, skills, and abilities needed by entry level business professionals indicates that the content of this course is needed.

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.)

BUS 300: Professional Development Series Three (1) Formerly BTS 300. Prerequisite: BUS 200 (with a grade of "C" or better) and a minimum of 30 hours. In this course, students focus on dining etiquette and conversation topics, debt and benefits, interviewing and personal selling, as well as motivations and professional portfolio building. Credit will not be awarded for students who have credit for BTS 300.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	300	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(1)	Lecture 1 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	1	N-Normal	FR JR SO X SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit) Professional Development Three
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Departmental approval required, and MKT 300 or MKT 301 (with a grade minimum of "C").
Course Prefix and No.	BUS 200(with a grade of "C" or better) and a minimum of 30 hours.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	BTS 300
Course Prefix and No.	

Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
BUS 300-xxx
CRN xxxxx, 1 Credit Hour

Dr. Trish Isaacs, PhD
trish.isaacs@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

Trish Isaacs, PhD, CPA, CGMA
Phone: 859.622.1590
Office: BTC xxx
E-mail: trish.isaacs@eku.edu

Catalog Course Description & Prerequisites

BUS 300: Professional Development Series Three (1) Formerly BTS 300. Prerequisite: BUS 200 (with a grade of "C" or better) and a minimum of 30 hours. In this course, students focus on dining etiquette and conversation topics, debt and benefits, interviewing and personal selling, as well as motivations and professional portfolio building. Credit will not be awarded for students who have credit for BTS 300.

Required Materials

- Text similar to: *New Perspectives Portfolio Projects for Soft Skills*, by Beverly Amer, 2nd Edition (2017).
- Cengage MindTap
- EverFi Financial Education Platform (free to students)

Student Learning Outcomes

By the end of the course, students will be able to:

1. Continue to build portfolio and enhance professional development skills
2. Strengthen critical thinking, reading, and reflection skills.
3. Practice professional networking through student organization involvement, attending professional networking events and community service.
4. Describe personal branding strategies for use in career development.
5. Create and update social media business contacts.
6. Understand the opportunities and challenges of a diverse business world.
7. Understand personal finance concepts of debt and employee benefits.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of professional development topics. While we will spend

some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of applying the content, and case analysis and/or review of relevant articles in professional literature.

Course Outline

Week	Topic
Week 1	Update Portfolio Building
Week 2	Student Organization Active Involvement
Week 3	Current Events and Critical Reading
Week 4	Creating Annotated Voice Presentation Slides
Week 5	Handshake Update/LinkedIn/Headshot
Week 6	Business Executive Speaker
Week 7	Personality Inventory
Week 8	Personal Selling
Week 9	Professionalism
Week 10	Dining Etiquette and Conversation Topics
Week 11	Business Executive Speaker
Week 12	Investments
Week 13	Debt
Week 14	Benefits
Week 15	Cybersecurity
Week 16	Cross-Cultural Relationships

Course Requirements and Evaluation Methods

Weekly Assignments

All weekly assignments are due by 11:59pm on Sunday.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

Weekly Assignments:	
Homework / Quizzes	70%
Professional Portfolio	30%
Total	100%

Grading Scale

The final grade will be given using the following grading scale:

- 90%-100%: A

- 80%-89%: B
- 70%-79%: C
- 60%-69%: D
- Below 60%: F

Late Assignment Policy

Late assignments will only be accepted in the event of a University Excused Absence. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2021

No. Weeks of TERM.	**16**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades regularly and contact your instructor/facilitator if there are any discrepancies.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

Students are encouraged to ask questions during in-person class meetings. If questions arise between class meeting, the Virtual Office in Blackboard is the classroom meeting place used to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

But if you need to contact the instructor on an individual basis, please use email or visit the instructor in person during office hours. The instructor will try to respond to emails within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number BUS 100 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your homework and quizzes will be graded immediately upon submission. Your professional portfolio assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

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1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
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4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU computer labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

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Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

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EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	BUS 400
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Professional Development Series Four
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Addition of a 1-credit course that is designed to augment the traditional classroom experience with skill-building in four particular content areas needed for successful working professionals: business etiquette, financial literacy, job readiness, and personal productivity. Replaces BTS 400.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action:

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

BUS 400: Professional Development Series Four (1) Formerly BTS 400. Prerequisite: BTS 300 or BUS 300 (with a grade of "C" or better). In this course, students focus on business travel and cross-cultural relationships, investments and retirement, applying for and obtaining a job, and work-life balance and community responsibility. Credit will not be awarded for students who have credit for BTS 400.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	400	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(1)	Lecture 1 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	1	N-Normal	FR JR X SO SR X
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	Professional Development Four
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Prerequisite: BTS 300 or BUS 300 (with a grade of "C" or better).
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	BTS 400
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
BUS 400-xxx
CRN xxxxx, 1 Credit Hour

Dr. Trish Isaacs, PhD
trish.isaacs@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

Trish Isaacs, PhD, CPA, CGMA
Phone: 859.622.1590
Office: BTC xxx
E-mail: trish.isaacs@eku.edu

Catalog Course Description & Prerequisites

BUS 400: Professional Development Series Four (1) Formerly BTS 400. Prerequisite: BTS 300 or BUS 300 (with a grade of "C" or better). In this course, students focus on business travel and cross-cultural relationships, investments and retirement, applying for and obtaining a job, and work-life balance and community responsibility. Credit will not be awarded for students who have credit for BTS 400.

Required Materials

- Text similar to: *Personal Development for Work and Life*, by Ann Masters and Harold R. Wallace, 10th Edition (2011).
- Cengage MindTap
- EverFi Financial Education Platform (free to students)

Student Learning Outcomes

By the end of the course, students will be able to:

1. Finalize professional portfolio.
2. Continue to strengthen critical thinking, reading, and reflection skills.
3. Practice professional networking through student organization involvement, attending professional networking events and community service.
4. Become aware of evolving business practices and understand the issues affecting businesses.
5. Enhance business skills in aspired professional areas.
6. Understand the importance of international business relationships.
7. Identify and develop communication proficiencies.
8. Understand the transition from college to career.
9. Recognize methods for negotiating job offers and career management.
10. Identify motivation factors related to personal growth and continuing education.
11. Understand financial planning topics including investments and retirement planning and apply this information to update personal financial goals.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of

facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of professional development topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of applying the content, and case analysis and/or review of relevant articles in professional literature.

Course Outline

Week	**Topic**
Week 1	Update Portfolio, Active Student Organization Involvement
Week 2	Community Service and Responsibility
Week 3	Current Events and Book Reading Requirement
Week 4	Creating Video/Audio Presentation and Slides (e.g., Audio Video Recording Studio)
Week 5	Polished Business Professional Skills
Week 6	Oral Communication Skills – Conversational Topics
Week 7	Impromptu Speaking, Interaction, and Interpersonal Skills
Week 8	Being Well-Poised and Power Posing
Week 9	Finding and Obtaining a Job, Being Competitive and Negotiating Job Offers
Week 10	Business Executive Speaker
Week 11	Motivation Inventory
Week 12	Career Advancement
Week 13	Financial Planning
Week 14	Investments from Business Executive Speaker
Week 15	Business Travel, Lifelong Learning, and Work-Life Balance
Week 16	Business Executive Speaker

Course Requirements and Evaluation Methods

Weekly Assignments

All weekly assignments are due by 11:59pm on Sunday.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

Weekly Assignments:	
Homework / Quizzes	70%
Professional Portfolio	30%
Total	100%

Grading Scale

The final grade will be given using the following grading scale:

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

Late Assignment Policy

Late assignments will only be accepted in the event of a University Excused Absence. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2021

No. Weeks of TERM.	**16**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades regularly and contact your instructor/facilitator if there are any discrepancies.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

Students are encouraged to ask questions during in-person class meetings. If questions arise between class meeting, the Virtual Office in Blackboard is the classroom meeting place used to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

But if you need to contact the instructor on an individual basis, please use email or visit the instructor in person during office hours. The instructor will try to respond to emails within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number BUS 100 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your homework and quizzes will be graded immediately upon submission. Your professional portfolio assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you

haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students

4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU computer labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 870
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Economic Decision Making
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create a course that will provide the microeconomics and statistics background needed for the online MBA program. Required for online MBA students whose transcripts do not include a course in statistics and a course in microeconomics.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: The content of this course is essential for MBA students whose background does not include statistics and microeconomics.

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.)

MBA 870 Microeconomics and Statistics for Managers (3). Prerequisites: MBA status or instructor permission
Practical business applications of microeconomic and statistical theory. Emphasis on decision-making under uncertainty. Topics include: descriptive statistics, hypothesis testing, regression, optimization, demand estimation, forecasting, costs and production theory, pricing and output determination, and game 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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	870	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit) Microecon and Stats for Mgrs
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Prerequisites: MBA status or instructor permission
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 will not be awarded for both…; or formerly…)

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

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

MBA 870

Microeconomics and Statistics for Managers

(3 credits)

Spring 2022 – CRN: XXXXX

COURSE INFORMATION

Instructor Information

Carlos Lopes, PhD
Office: Available via, Zoom, Skype, E-mail
E-mail: carlos.lopes@eku.edu

Catalog Course Description & Prerequisites

(this is a draft as this course is not yet active)

MBA 870 Microeconomics and Statistics for Managers (3). Prerequisites: MBA status or instructor permission

Practical business applications of microeconomic and statistical theory. Emphasis on decision-making under uncertainty. Topics include: descriptive statistics, hypothesis testing, regression, optimization, demand estimation, forecasting, costs and production theory, pricing and output determination, and game theory

Overview

Typically courses in microeconomics and statistics are compartmentalized, and topics are covered in isolation. For example, economics students are typically introduced to the supply and demand model and theory of the firm abstractly. In statistics, students are typically taught to calculate statistical tests on given datasets using formulas and z scores from a table. In these settings students may not clearly connect these topics with “real world” applications.

This course aims to bridge the gap between theory and application. In this course we will use “real-world” data to present key descriptive statistics and describe data graphically. Students will gain experience with “data wrangling,” and experience using a dedicated statistical program to answer questions about consumer demand and production costs. We will also introduce the topic of game theory and discuss strategic implications of imperfectly competitive firms.

Required Materials

- *OpenIntro Statistics by Diez et al,* 4th edition (2020). https://leanpub.com/openintro-statistics
  - This is an open-source text. You can download the PDF for free.
- OpenStax Microeconomics, 2e. https://openstax.org/details/books/principles-microeconomics-2e
  - This is also an open-source text. You can access it online and/or download the PDF for free.
- Microsoft Excel (standalone version) or equivalent
  - Excel 365 contains limited features and may not be sufficient for this class. If you do not have a standalone version of Microsoft Office I recommend Libreoffice Calc as a free full-featured alternative:
    - Windows/Linux: https://www.libreoffice.org/
    - Mac: Install directly through Apple's Mac App Store
- Dedicated Statistical software
  - (recommended option) Gretl statistical software (free):
    - Windows: http://gretl.sourceforge.net/win32/
    - Mac: http://gretl.sourceforge.net/osx.html
    - Linux: http://gretl.sourceforge.net
  - (alternatives) Other programs such as R, SAS, Stata, SPSS, JMP, or Eviews are fine if you're already familiar with them, have used them for another class and/or plan to work with data professionally in the future.

Recommended Text

- Naked Statistics by Charles Wheelan, any edition

Course-Specific Learning Outcomes

After you have successfully completed the work required in this course, you will be able to:

1. Produce and evaluate the validity of statistics used to make key business decisions
2. Use quantitative tools such as regression analysis to answer practical business questions.
3. Formulate recommendations for profit-maximizing firms operating in different market structures.
4. Evaluate strategic opportunities for firms in imperfectly competitive markets using the concepts of game theory.

Teamwork

Teams are an integral part of today's business operations, and group work is a substantial portion of the class. Throughout the eight weeks, you will be engaged in activities with your group members and these activities will become more complex as the course progresses. You will need to work together to successfully complete these assignments.

Professionalism

Each participant in this program brings unique thoughts and experiences that can contribute to the expansion of knowledge for all. Mutual respect is essential, and professional courtesy and respect are expected in this program. We respect each other's opinions and differing points of view at all times. The use of profanity and harassment of any form is strictly prohibited. Also, refrain from topics that are not related to the course content and may cause unnecessary classroom disruption (usually politics and religion).

Course Outline

Every week, students will need to find and complete the following tasks on EKU Blackboard:

- Complete interactive learning activity for applicable chapter(s)
- View instructor videos
- Read/reread the text as needed for clarification and further explanation
- Post an initial response to discussion board question (by 11:59pm Thursday)
- Complete the homework or mini-project assignment
- Complete the applicable chapter quiz
- Submit all weekly assignments by 11:59 pm ET on Sunday

COURSE REQUIREMENTS AND EVALUATION METHODS

Weekly Assignments

All weekly assignments are due by 11:59pm on Sunday. Since many of the chapters are sequential, you should complete, at a minimum, the ASP and the homework for a given chapter before beginning the ASP and the homework for the next chapter. You may want also to complete the quiz for one chapter before moving to the next. Weekly assignments include:

Homework: Homework is a necessary and important part of learning the content of this course. It is by application that you gain insights related to the content. Homework is selected to enhance your learning of the material, and it is important that these assignments be completed. To encourage this, all homework is included in your final grade for the course. Each homework assignment is worth 50 points. As an added bonus, your consistent effort with homework assignments will strengthen your performance on exams. Homework assignments are due by 11:59pm each Sunday. Homework assignments are submitted in the form of multiple choice and numerical questions within Blackboard are graded immediately upon submission.

- **"Mini-Projects":** Projects are designed to give you practical experience with the material. Each project is worth 50 points, some of which will be given as a group assignment. Feedback on these written assignments will be given within one week of submission (and typically much sooner). **Examples include:**
    - Producing descriptive statistics and frequency distributions from raw data (week 2)
    - Generate a demand curve using simple linear regression (group project – week 4)
    - Generate a cost function using multiple regression (group project – week 6)

- **Quizzes:** Quizzes are designed to give you feedback on how well you have learned the material. Each quiz has 50 points possible. Because of the schedule flexibility associated with quizzes, **make-up quizzes will not be given.**
- **Discussion Board:** Each week, you will discuss with your group members a question or set of questions related to the week's content. Most of these discussion questions will focus on recent events and ways that our content applies. You should post an initial response no later than 11:59pm Wednesday so that your group members have opportunity to post required responses to your post before the Sunday 11:59pm deadline. Requirements are described more fully in Blackboard. Each week's discussion board is worth 25 points. Feedback will be given within 3 days of the due date.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

Each week there will be:	**Weekly Points**	**Total Points**
		(x8 weeks)
either 1 Homework Assignment or 1 "Mini-Project"	50	400
1 Quiz	50	400
Discussion Posts	25	200
Total	**125**	**1000**

Grading Scale

The final grade will be given using the following grading scale:

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

COURSE POLICIES

Late Assignment Policy

Every assignment is due at the end of the day (11:59 pm ET) of the due date. Because this is an 8-week course and material builds throughout the course, late assignments will be reduced 10% for each day past the due date. No assignments will be accepted beyond two days after the due date.

Given the flexible access and scheduling of your work for this class, extensions and make-up work can be an option. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Spring 2022 8-Week Term / First Session

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/22**
Term End Date	**XX/XX/22**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/22**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/22**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/22**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/22**
Last day for 100% refund	**XX/XX/22**
Last day for 50% refund	**XX/XX/22**
Last day for 25% refund	**XX/XX/22**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/22**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

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Grades for assignments and exams will be available under “My Grades” on Blackboard. Please check your grades regularly and contact your instructor/facilitator if you have concerns.

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Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

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As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. However, if you need to contact the instructor with questions about your grade or other confidential matters, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 870 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your homework and quizzes will be graded immediately upon submission. Your discussion board posts and responses to case assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

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To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Excel, Word and PowerPoint. A standalone copy of Microsoft Office is strongly recommended.
    - For this course, If you do not have a standalone copy of Microsoft Office I highly recommend Libreoffice (www.libreoffice.org) as an alternative preferable to Office 365
    - EKU does provides Microsoft 365 Plus for students: If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 365 Plus for EKU Students.
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.
6. Statistical software as explained above in Course Materials.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

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If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of

Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. You can learn more about Green Dot, request a presentation, or get involved..

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Course Schedule

	TOPICS	Assignments (Due by 11:59pm ET Sunday)
Week 1	Basic Microeconomic Theory (Opportunity Costs, Supply/Demand, Comparative Statics) Readings (Textbook Chapters 1-3)	Homework (due 1/24) Quiz (due 1/24) Group Discussion Board Posts (1/21 – initial post)
Week 2	Applied Statistical Theory (Descriptive Statistics, Measures of Dispersion, Frequency Distributions) Lecture Video ("Deviations") Readings (Wheelan Text - recommended)	Mini Project 1 – summary stats (due 1/31) Quiz (due 1/31) Group Discussion Board Posts (1/28 – initial post)
Week 3	Intro to Regression Analysis Lecture Videos (Intro to Regression, Data Collection)	Dataset 1 and Summary Stats (due 2/7) Quiz (due 2/7) Group Discussion Board Posts (2/4 – initial post)
Week 4	Elasticity, Demand Estimation Readings (Textbook Chapter 5) Elasticity Worksheet Lecture Video (Elasticity)	Regression Mini-Project (due 2/14) Quiz (due 2/14) Group Discussion Board Posts (2/11 – initial post)
Week 5	Cost Curves (Production functions, Single and multiple inputs, isoquants) Lecture Video	Dataset 2 and Summary Stats (due 2/21) Quiz (due 2/21) Group Discussion Board Posts (2/18 – initial post)
Week 6	Cost Estimation Cost Curves Worksheet Lecture Video (Cost Curves) Lecture Video (Regression 2) Readings (Textbook Chapter 8)	Regression Mini-Project 2 (due 2/28) Quiz (due 2/28) Group Discussion Board Posts (2/25 – initial post)
Week 7	Theory of the Firm (Profit Maximization, Market Structure and Pricing Decisions, Ramsey Pricing) Readings (Textbook Chapters 9-10)	Homework – Theory of the Firm (due 3/7) Quiz (due 3/7) Group Discussion Board Posts (3/4 – initial post)
Week 8	Game Theory and Strategy Lecture Video Game Show Video Examples Readings (Textbook Chapters 11-12)	Homework (due 3/14) Final Quiz (due 3/14) Group Discussion Board Posts (3/11 – initial post)

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 871
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Managerial Communication
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create course to be used for both the face-to-face MBA program and the online MBA program. This course will replace MBA 811 in the curriculum for the face-to-face MBA program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This course will serve both the existing face-to-face and proposed online MBA programs. Faculty resources are leveraged by "sharing" a course with both programs.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

MBA 871 Managerial Communication. (3) Business research and report writing, communication strategies, and oral presentations for managers.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	871	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	

1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
School of Business
MBA Online

MBA 871

Managerial Communication

Fall 2021 – CRN: XXXXX

COURSE INFORMATION

Professor Contact Information

Marci Robles, PhD
Phone: 859.622.1117
Office: BTC 210, "Virtual Office" BB Menu Link
Available via Phone, Zoom, Skype, E-mail, Text
E-mail: marcel.robles@eku.edu

For general questions, please use the Virtual Office discussion board forum. For questions of a more confidential nature, email me. I will respond to your email within 48 hours and in most cases, sooner.

Catalog Course Description & Prerequisites

MBA 871 Managerial Communication. (3) Business research and report writing, communication strategies, and oral presentations for managers.

Required Reading Materials

Hynes, G. E., & Veltsos, J. R. (2020). Managerial communication strategies and applications (7th ed.). Sage Publications, Inc. eBook ISBN: 9781506365114; Print ISBN: 9781506365121.

American Psychological Association. (2019). Publication manual of the American Psychological Association (7th ed.). Washington, DC: Author. eText ISBN: 9781433832185, 1433832186; Print ISBN: 9781433832154, 1433832151

A selection of the following Corporate Communication Collection books published by Business Expert Press (Download available free from EKU Library):

Bell, R. L., & Martin, J. S. (2015). Managerial communication.

Clippinger, D. (2016). Planning and organizing business reports: Written, oral, and research-based.

Clippinger, D. (2017). Producing written and oral business reports: Formatting, illustrating, and presenting.

Clippinger, D. (2018). Business research report data: Getting it, analyzing it, and naming your sources.

Conaway, R. N. & Laasch, O. (2013). Communication in responsible business: Strategies, concepts, and cases.

Goodman, M. B., & Hirsch, P. B. (2012). Corporate communication: Tactical guidelines for strategic practice.

Johnson, J. D. (2013). Managerial communication: Evaluating the right dose.

Mizrahi, J. (2015). Writing for the workplace: Business communication for professionals

Roebuck, D. B. (2012). Communication strategies for today's managerial leader.

Snyder, J. L., & Forbus, R. (2014). Today's business communication: A how-to guide for the modern professional.

St. John, W. (2018). 64 surefire strategies for being understood when communicating with co-workers.

St. John, W., & Haskell, B. (2017). Essential communications skills for managers, volume I: A practical guide for communicating effectively with all people in all situations.

St. John, W., & Haskell, B. (2017). Essential communications skills for managers, volume II: A practical guide for communicating effectively with all people in all situations.

Surti, J. (2017). The presentation book for senior managers: An essential step by step guide to structuring and delivering effective speeches.

Student Learning Outcomes

By the end of the course, students should be able to do the following:

1. Understand the roles research and communication play in organizations.
2. Demonstrate the importance of writing to a specific audience.
3. Generate and evaluate ideas leading to report topics.
4. Write clear objectives.
5. Identify and critically evaluate scholarly articles to include in a relevant literature review.
6. Cite and reference literature accurately using APA Style.
7. Develop an effective data collection instrument.
8. Write data analyses using effective critical thinking and writing skills.
9. Create ethical and effective graphics to support data.
10. Write clear and concise conclusions and recommendations based on data analyses.
11. Summarize information based on elements of thought and intellectual standards.
12. Develop, write, and orally present a formal business report.
13. Polish presentation skills.
14. Critically self-assess written and oral communication.
15. Engage in intellectual discussion regarding the impact that their own and others' input and feedback has on their ability to communicate as a manager.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of business communication topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using

the tools in oral and written communication. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of businesses applying the content, and case analysis and/or review of relevant articles in professional literature.

Professionalism

Each participant in this program brings unique thoughts and experiences that can contribute to the expansion of knowledge for all. Mutual respect is essential, and professional courtesy and respect are expected in this program. We respect each other's opinions and differing points of view at all times. The use of profanity and harassment of any form is strictly prohibited. Also, refrain from topics that are not related to the course content and may cause unnecessary classroom disruption (usually politics and religion).

Course Outline

Every week, students will need to find and complete the following tasks on EKU Blackboard:

- Complete interactive learning activity for applicable chapter(s)
- View instructor videos
- Read/reread the text as needed for clarification and further explanation
- Post an initial response to discussion board question (by 11:59pm Wednesday)
- Complete the homework assigned for applicable chapter(s)
- Complete the applicable chapter quiz(zes)
- Submit all weekly assignments by 11:59 pm ET on Sunday

COURSE REQUIREMENTS AND EVALUATION METHODS

Weekly Assignments

Student work will be evaluated based upon the applicable rubric for evaluating critical thinking, intellectual standards, and professional format/presentation. Students are required to keep an electronic copy and graded copy of all work.

Written Short Report (100 pts)

This short, informational report format will require the writer to consider the organization/strategy to be used based on the target audience and the specific objective for writing. Students must demonstrate knowledge and application of basic elements in writing (e.g., grammar, punctuation, spelling, capitalization, word choice, number expressions). A review of these areas should be individually conducted by students as their needs require. The elements of reasonable thought, intellectual standards, and professional format on the “Checkpoints for Evaluating Critical Thinking as Reflected through Written Communication” rubric will be used to grade this written report.

Written Long Report (200 pts)

This long, analytical report will focus on applying critical thinking to develop an idea and formulate research objectives, review the relevant literature regarding the topic, create a method for answering the research questions, conduct the data collection process, analyze the data, and report conclusions and recommendations. The report requires the construction of appropriate and effective visual aids. The elements of reasonable thought, intellectual standards, and professional format on the “Checkpoints for

Evaluating Critical Thinking as Reflected through Written Communication" rubric will be used to grade this written report. This long, analytical report will be presented to the class.

Oral Long Report Presentation (100 pts)

Students must follow the guidelines for effective presentations discussed in class and in the textbook. Relevant and effective visual aids should be used, and handouts should be created if they will contribute significantly to understanding and/or retaining the content of the presentation. Before the presentation, the professor should receive a copy of the students' slides and handouts. Students will critique a certain number of presentations.

Presentations that do not meet the required time requirement will receive a 10% penalty. The Business Presentation Evaluation rubric will be used to grade the oral presentations.

Quizzes/Discussion Posts (100 points)

These two exams cover assigned textbook chapters, supplemental readings, in-class activities, and all other class discussions. The Final Exam is comprehensive.

Other Assignments (200 points)

Executive summaries, readings, impromptu oral presentations, in-class activities, and homework assignments fall into this category.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

Weekly Assignments:	**Points**
Short Report	100
Long Report	200
Presentation	100
Quizzes/Discussion Posts	100
Other Assignments	200
Total	**700**

Grading Scale

The final grade will be assigned using the following grading scale:

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

COURSE POLICIES

Late Assignment Policy

MBA 811 is a graduate course. Assignments must be submitted promptly at the established deadline. Missed activities/quizzes/assignments may not be made up! Late assignments are not accepted. Even though late work receives no credit, all work must be completed to receive credit for the course.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Student Progress

Grades for assignments and exams will be available under “My Grades” on Blackboard. Please check your grades regularly and contact your instructor/facilitator if you have concerns.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. However, if you need to contact the instructor with questions about your grade or other confidential matters, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 811 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you have not accessed your version of the software, you can find instructions on how to

install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students

4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to: Lindsey A. Carter, Director of the Office of Institutional Equity & Title IX Coordinator, Jones 416, Lindsey.Carter@eku.edu, 859-622-8020.

Course Schedule

Week	Class Lessons and Assignments
1 (8/20)	Course Overview and Objectives; Workplace/Business Communication Issues Critical Thinking Framework; Audience Analysis; Communication Strategies Finding and Reading Business Research; APA Style Format Short Informational Report Assigned Context for Long Analytical Research Report Assigned Read APA Publication Manual Chapter 1. Take one Quiz.
2 (8/27)	Research in the Business Environment Primary vs. Secondary Research; Literature Reviews; Research Design and Ethics Problem Statement; Purpose of Study Read APA Publication Manual Chapters 6-7. Read posted documents on BlackBoard. Read Textbook Chapters 1-4 and 10-12. Read Bell & Martin, Johnson, Mizrahi, and Snyder & Forbus. Take two Quizzes. **APA Assignment Due**
3 (9/3)	Report Formats; Primary Research; Sample Selection Survey Instruments Read Textbook Chapters 7-9. Read APA Publication Manual Chapters 2-4. Read three Clippinger books. Take two Quizzes. **Annotated Bibliography Due – 12 Sources on Short Report Topic**
4 (9/10)	Reinforce Scholarly Literature; Long Report Content Organization and Analysis Pilot Survey Instruments with class Quantitative Data; Qualitative Data; Graphics Executive Summary Discussion/Format Read Text Chapters 13-15. Read APA Publication Manual Chapter 5. Read St. John and two St. John & Haskell books. Take two Quizzes. **Short Report Due (Upload to Safe Assignments and Email Professor)** **Questionnaire for Long Report Due**
5 (9/17)	Critiquing Research, Peer Reviewing, Editing, and Revising Developing Effective Professional Presentations; Visual Aids Discussion of Key Points to Present Read Text Chapters 5-6. Read APA Publication Manual Chapter 8. Read Conaway & Laasch, Goodman & Hirsch, and Roebuck. Take two Quizzes. **Executive Summary Due**
6 (9/24)	Read Surti. Take one Quiz. **Research and Proofreading Critiques Due** **Long Report Presentations Due**

7 (10/1)	Take one Quiz. **Critique Long Report Presentations**
8 (10/8)	Critique of Business Research and the Communication Process Take one Quiz. **Long Report Due (Upload to Safe Assignments and Email Professor)**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 874
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Data Analytics for Managers
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: : Create a data analytics course for the online MBA program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: The content of this course is essential for the MBA core.

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

Personnel Impact: An adjunct faculty member will be needed to teach the undergraduate course that would have been taught by the faculty member teaching this course.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

MBA 874: Data Analytics for Managers. (3) This course focuses on data analytics from a managerial perspective, including: business analytics, data management and wrangling, data visualization and summary measures, probability and distributions, statistical inference, data mining, data forecasting, and prescriptive analysis.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	874	Fall 2021	BT X HS CL JS ED SC	School of Business

Credit Hrs.	Weekly Contact Hrs. 3	Repeatable Maximum No. of Hrs. 6
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	

1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
MBA 874: Data Analytics for Manager
CRN xxxxx, 3 Credit Hours

Dr. Kristen Wilson
kristen.wilson@eku.edu
Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

Kristen Wilson, MBA, DBA
Phone: 859.622.2103
Office: "Virtual Office" BB Menu Link
Available via Zoom, Skype, and/or E-mail
E-mail: kristen.wilson@eku.edu

For general questions, please use the Virtual Office discussion board forum. For questions of a more confidential nature, email me. I will respond to your email within 48 hours, and in most cases, sooner.

Catalog Course Description & Prerequisites

MBA 874: Data Analytics for Managers. (3) This course focuses on data analytics from a managerial perspective, including: business analytics, data management and wrangling, data visualization and summary measures, probability and distributions, statistical inference, data mining, data forecasting, and prescriptive analysis.

Required Materials

- *Business Analytics: Communicating with Numbers + Connect* by Jaggia, Kelly, Lertwachara, and Chen, 1st edition (2021) or similar text is required. You have both digital and print options. Choose the option that best fits your learning style. Some students prefer the printed page; others do not. The format is up to you, but access to the text and access to Connect is required.

Student Learning Outcomes

By the end of the course, students will be able to:

1. Recognize opportunities to apply quantitative models in business settings.
2. Apply quantitative models to improve decision making.
3. Understand key concepts and assumptions underlying common quantitative models.
4. Perform analytical procedures using appropriate business software tools.
5. Interpret the results of business analytics and their implications.
6. Make data driven decisions to optimize the business process and address potential issues.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of business analytics topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures and opportunities to practice skills.

Because teams are an integral part of today's business operations, group work is a significant element of the class. Throughout the eight weeks, you will be engaged in discussion activities with your assigned group members. You will need to work together to develop solutions and formulate responses. Your contributions to the team will be evaluated by your team members, and your group work is included in your grade for the term.

Netiquette

The value of this program is that each participant brings unique thoughts and experiences that can contribute to the expansion of our own knowledge base. Professional courtesy and respect are expected in this program. Mutual respect is essential. We respect each other's opinions and differing points of view at all times. The use of profanity and harassment of any form is strictly prohibited. Also, refrain from topics that are not related to the course content and may cause unnecessary classroom disruption (usually politics and religion).

Course Outline

Every week, students will need to find and complete the following tasks on EKU Blackboard:

- Complete interactive learning activity for applicable chapter(s)
- View instructor videos
- Read/reread the text as needed for clarification and further explanation
- Complete the homework assigned for applicable chapter(s)
- Complete the applicable chapter quiz(zes)
- **Submit all weekly assignments by 11:59 pm ET on Sunday**

Week 1:

- Topic: Introduction to Business Analytics
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 2:

- Topic: Data Management and Wrangling
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 3:

- Topic: Data Visualization and Summary Measures
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 4:

- Topics: Probability and Distributions; Statistical Inference
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts
- Midterm Exam

Week 5:

- Topic: Regression Analysis/Advanced Regression Analysis
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 6:

- Topic: Prescriptive Analytics
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 7:

- Topic: Data Mining
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 8:

- Topic: Data Forecasting
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts
- Final Exam

Course Requirements and Evaluation Methods

Weekly Assignments. All weekly assignments are due by 11:59pm on Sunday. Since many of the chapters are sequential, you should complete, at a minimum, the reading and the homework for a given chapter before beginning the reading and the homework for the next chapter. You may want also to complete the quiz for one chapter before moving to the next.

Weekly assignments include:

- **Homework:** Homework is a necessary and important part of learning the content of this course. It is by application that you gain insights related to the content. Homework is selected to enhance your learning of the material, and it is important that these assignments be completed. To encourage this, all practice assignments will be graded, and homework is included in your final grade for the course. As an added bonus, your consistent effort with homework assignments will strengthen your performance on exams. Homework assignments are due by 11:59pm each Sunday.
- **Quizzes:** Quizzes are designed to give you feedback on how well you have learned the material. Because of the schedule flexibility associated with quizzes, **make-up quizzes will not be given.**
- **Discussion Board:** Each week, you will discuss with your group members a question or set of questions related to the week's content. Most of these discussion questions will focus on recent events and ways that our content applies. You should post an initial response no later than 11:59pm Wednesday so that your group members have opportunity to post required responses to your post before the Sunday 11:59pm deadline. Requirements are described more fully in Blackboard.

Grading Scale

The final grade will be given using the following grading scale:

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

Late Assignment Policy

Every assignment is due at the end of the day (11:59 pm ET) of the due date. Late assignments will be reduced 10% for each day past the due date. No assignments will be accepted beyond two days after the due date.

Given the flexible access and scheduling of your work for this class, extensions and make-up work are generally an option. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2022 8-Week Term / First Session

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/22**
Term End Date	**XX/XX/22**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/22**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/22**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/22**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/22**
Last day for 100% refund	**XX/XX/22**
Last day for 50% refund	**XX/XX/22**
Last day for 25% refund	**XX/XX/22**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/22**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades constantly and contact your instructor/facilitator if there are any mistakes.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. But if you need to contact the instructor on an individual basis or your questions include the code from your assignments, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 881 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your homework, and quizzes will be graded immediately upon submission. Your discussion board posts and responses to submitted assignments on BlackBoard will receive specific feedback.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 875
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Leading Organizations, People, and the Future of Work
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create a management course for the online MBA program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: The content of this course is essential for the MBA core.

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

Personnel Impact: None, since the course will be taught in Summer.

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.)

MBA 875 Leading Organizations, People, and the Future of Work (3) Fundamentals of organizational behavior and human resources: resource allocation, human enterprise, employee experience, and the future of work. Topics include: strategic decision-making, competition, workforce development, talent utilization, workplace rewards, recognition. demographics, and the gig economy.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	875	Fall 2021	BT X HS ___ CL ___ JS ___ ED ___ SC ___	School of Business

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory ___ Other ___	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit) Leading Orgs Pple & Fut of Wrk
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

COURSE INFORMATION

MBA875: Leading Organizations, People, and the Future of Work
Summer 2021 – CRN: xxxx

Instructor Contact Information

Jim B. Fatzinger, Ed.D, MBA, DBA Candidate
Phone: 305.469.9465
Office: BTC 076, "Virtual Office" BB Menu Link
Available via Phone, Zoom, Skype, E-mail
E-mail: jim.fatzinger@eku.edu

For general questions, please use the Virtual Office discussion board forum. For questions of a more confidential nature, email me. I will respond to your email within 48 hours and in most cases, sooner.

Catalog Course Description & Prerequisites

MBA 875 Leading Organizations, People, and the Future of Work (3) Fundamentals of organizational behavior and human resources: resource allocation, human enterprise, employee experience, and the future of work. Topics include: strategic decision-making, competition, workforce development, talent utilization, workplace rewards, recognition. demographics, and the gig economy.

- *Making Work Human: How Human-Centered Companies are Changing The Future of Work and the World* by Eric Mosley and Derek Irvine. 1st edition (2020) or similar text is required. You have both digital and print options. Choose the option that best fits your learning style. Some students prefer the printed page; others do not. The format is up to you, but access to the text and to Pearson eText is required.
- In addition, you will need to purchase this *Harvard Business Review* course pack specifically designed for this course and the student learning outcomes.

Student Learning Outcomes

By the end of the course, students will be able to:

1. Explain how goal setting, assessment, and evaluation contribute to effective management
2. Describe strategies for keeping employees engaged, innovative, and productive at work
3. Interpret what is meant by the Human Decade and its potential impact on your field
4. Differentiate between strategy and competitive advantage in the workplace
5. Compare and contrast how organizations have evolved over time
6. Evaluate short-term and long-term trends impacting the 21st century workforce

Instructional Philosophy

I teach to inspire and believe the online classroom is a technology-rich, active, learning laboratory designed for developing leaders of character prepared to respond effectively to an ever-changing 21st century global, business environment. My goal is that you reach yours in this course and beyond.

Professionalism

Each participant in this program brings a unique set of experiences that contribute to the learning and development of leaders of character prepared to respond effectively to an ever-changing 21st century global, business environment. Mutual respect is essential in this environment and professional courtesy is an expectation.

Course Outline

Every week, students will need to complete the following tasks on EKU Blackboard:

- Complete interactive learning activity for the applicable chapter(s)
- View instructor videos
- Read/reread the text as needed for clarification and further explanation
- Complete the homework assigned for applicable chapter(s)
- Complete the applicable chapter quiz(zes)
- Submit all weekly assignments by 11:59p.m. ET on Sunday

COURSE REQUIREMENTS AND EVALUATION METHODS

Weekly Assignments

All weekly assignments are due by Sunday, 11:59p.m. Since many of the chapters are sequential, you should complete, all activities assigned in a Learning Module before beginning the next learning module.

Weekly assignments include:

- **Jigsaw Learning Groups:** At the start of the semester, students will form a simulated corporation for the duration of the course composed of peers with diverse work experience, educational backgrounds, and geographic locations. Identified as an educational “best practice” in student engagement, Jigsaw Learning Groups simulate how working teams might form in an organizational setting and provide an opportunity for deeper course learning. Details will be

provided by video at the start of the class when Jigsaw Learning Groups initially form. Assignments may in some cases, be submitted by Jigsaw Learning Group, and will be clearly identified in the Learning Module as a Jigsaw Learning Group Submission or Individual Submission.

- **Learning Modules:** Each Chapter will open with a corresponding weekly Learning Module. These assignments cover the basics/foundational material, which we will then build upon in the next module as the course progresses. You should plan to complete all learning module activities ***before moving on to the next Learning Module***. You must complete all Learning Module activities before 11:59p.m. each Sunday in order to receive credit. After the due date, you may use the Learning Module as a review tool without affecting your grade.
- **Assignments (Individual and Jigsaw Learning Group):** Assignments are a necessary and important part of learning mastery for this course. Assignments may take the form of Wiki Responses, Discussion Board Responses, Podcast Responses, Social Media Responses, and/or Video Responses. Each assignment is clearly defined with a video demonstrating the technology platform (e.g. Wiki, Discussion Board, Podcast, Social Media, and/or Video Response), upload instructions, and application to the course material. Grading rubrics appear below each assignment. Assignments are due by 11:59p.m. each Sunday. Assignments may in some cases, be submitted by Jigsaw Learning Group, and will be clearly identified in the Learning Module as a Jigsaw Learning Group Submission or Individual Submission.

- **Quizzes:** Weekly individual quizzes are designed to give you feedback on how well you have learned the material. Each individual quiz has 25 points possible. Weekly individual quizzes may be completed any time prior to Sunday 11:59p.m. Because of the schedule flexibility associated with quizzes, **make-up quizzes will not be given.**

- **Midterm/Final Exam:** The course will consist of an individual Midterm and Final Exam. Each exam will consist of 50 points or 25 questions including True/False Responses, Short-Answer, Multiple Choice, and Essay responses. The Honor Code will be strictly enforced and completion instructions are detailed in each respective Learning Module.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

	Points
Midterm Exam	50
Quizzes	200
Assignments/Wiki's/Video/Podcast/Discussion Board Responses and/or (Individual and/or Jigsaw Learning Group) Project Submissions	160
Final Exam	50
Total	460

Grading Scale

The final grade will be given using the following grading scale:

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

COURSE POLICIES

Late Assignment Policy

Every assignment is due at the end of the day (11:59 p.m. ET) of the due date. Late assignments will be reduced 20% for each day past the due date. No assignments will be accepted beyond two days after the due date.

Given the flexible access and scheduling of your work for this class, extensions and make-up work are generally an option. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Summer 2021 8-Week Term / First Session

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/22**
Term End Date	**XX/XX/22**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/22**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/22**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/22**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/22**
Last day for 100% refund	**XX/XX/22**
Last day for 50% refund	**XX/XX/22**
Last day for 25% refund	**XX/XX/22**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/22**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades regularly and contact your instructor/facilitator if you have concerns.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. However, if you need to contact the instructor with questions about your grade or other confidential matters, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor identifies your message with this section, please use the class number MBA875 in your subject line. If the instructor has not responded within a 48-hour timeline as mentioned above, please email the instructor again.

Your Module Learning Assignments and Quizzes will be graded immediately upon submission. Your Wiki Responses, Discussion Board Responses, Podcast Responses, Social Media Responses, and Video Responses will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

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If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a

disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. You can learn more about Green Dot, request a presentation, or get involved.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

MBA875 | Course Schedule

	TOPICS	Assignments (Due: Sunday 11:59p.m. EST)
Week 1	The Human Enterprise and The Future of Work is Human | Chapters 1-2 HBR Article 1	Jigsaw Group Formation Individual and Group Assignments Quiz
Week 2	The Employee Experience and What do employees want? | Chapters 3-4 HBR Article 2	Individual and Group Assignments Quiz
Week 3	Purpose, Meaning, and Gratitude | Chapters 5 HBR Article 3	Individual and Group Assignments Podcast Quiz
Week 4	Human Moments that Matter | Chapter 6 HBR Article 4	Individual and Group Assignments Jigsaw Learning Group Quiz **Midterm Exam**
Week 5	Recognition: The Heart of Working Human and Basics | Chapter 7 and Chapter 8	Individual and Group Assignments Quiz
Week 6	Performance Management and Redesigning Rewards Responsibility| Chapters 9 and Chapter 11	Individual and Group Assignments Social Media Response Quiz
Week 7	Leading Humans | Chapter 10 Diversity and Inclusion and The Future of Work Part 1 HBR Article 5	Individual and Group Assignments Podcast Quiz
Week 8	Leading Humans | Chapter 12 and The Future of Work Part 2 HBR Article 6	Jigsaw Group Completion Individual and Group Project Submissions Jigsaw Learning Group Quiz **Final Exam**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 881
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Accounting for Managers
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create course to be used for both the face-to-face MBA program and the online MBA program. This course will replace MBA 821 in the curriculum for the face-to-face MBA program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This course will serve both the existing face-to-face and proposed online MBA programs. Faculty resources are leveraged by "sharing" a course with both programs.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

MBA 881 Accounting for Managers (3). This course focuses on financial and managerial accounting topics and tools relevant to a manager in the context of understanding accounting information and using it effectively to make business decisions.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	881	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9) Element 2 (3) Element 3 (6) Element 4 (6) Element 5 (6) Element 6 (6) Wellness

1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Course Syllabus
MBA 881: Accounting for Managers
CRN xxxxx, 3 Credit Hours

Dr. Trish Isaacs, PhD
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Eastern Kentucky University College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

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For general questions, please use the Virtual Office discussion board forum. For questions of a more confidential nature, email me. I will respond to your email within 48 hours and in most cases, sooner.

Catalog Course Description & Prerequisites

This course focuses on financial and managerial accounting topics and tools relevant to a manager in the context of understanding accounting information and using it effectively to make business decisions.

Required Materials

- *Survey of Accounting* by Carl S. Warren, 8th edition (2018) or similar text is required. You have both digital and print options. Choose the option that best fits your learning style. Some students prefer the printed page; others do not. The format is up to you, but access to the text and to CengageNow is required.
- In addition, you will need to purchase an online ethics course pack specifically designed for this course, available at http://store.heliosdigital.com/product?catalog=e-case-0065-acc850isaacs. It includes background information as well as interviews with individuals who have chosen unethical behaviors. For each case, you will complete a quiz, engage in group discussions, and write a short paper addressing the questions provided.

Student Learning Outcomes

By the end of the course, students will be able to:

1. Explain, discuss, and apply clearly and accurately the articulation of the financial statements and assess the financial statement impact of business events.
2. Compute cost of products and services and determine relevant costs for decision making.
3. Understand budget preparation and variance analysis and analyze the impact of changes in revenues, costs, and product mix.
4. Assess issues and formulate questions related to internal control and potential ethical considerations.

Instructional Philosophy

While some memorization of facts, terms, and concepts is necessary in this course, just the learning of facts is not sufficient to meet the course objectives. Learning to use information means that you should learn to identify problem requirements, identify necessary and relevant information for solving the problems, adapt knowledge of facts and concepts to new situations, and develop logical and understandable solutions.

During the semester, we will be exploring a number of accounting topics. While we will spend some time on the mechanics so that you understand concepts and/or tools, our focus is on using the tools to make decisions. The best way to learn the material is to complete assignments in a timely manner and actively participate in class discussions and activities.

Class assignments are designed to facilitate your learning. Online resources are available to support your work and provide immediate feedback. Each week, you will build upon your preparatory activities in a number of ways, including short lectures with opportunities to practice, consideration of current examples of businesses applying the content, and case analysis and/or review of relevant articles in professional literature.

Because teams are an integral part of today's business operations, group work is a significant element of the class. Throughout the eight weeks, you will be engaged in activities with your group members. You will need to work together to develop solutions and formulate responses. Your contributions to the team will be evaluated by your team members, and your group work is included in your grade for the term.

Netiquette

The value of this program is that each participant brings unique thoughts and experiences that can contribute to the expansion of our own knowledge base. Professional courtesy and respect are expected in this program. Mutual respect is essential. We respect each other's opinions and differing points of view at all times. The use of profanity and harassment of any form is strictly prohibited. Also, refrain from topics that are not related to the course content and may cause unnecessary classroom disruption (usually politics and religion).

Course Outline

Every week, students will need to find and complete the following tasks on EKU Blackboard:

- Complete interactive learning activity for applicable chapter(s)
- View instructor videos
- Read/reread the text as needed for clarification and further explanation
- Complete the homework assigned for applicable chapter(s)
- Complete the applicable chapter quiz(zes)
- Submit all weekly assignments by 11:59 pm ET on Sunday

Week 1:

- Topics: The Role of Accounting and Basic Accounting Systems (Chapters 1-3)
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Adaptive Study Plans
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 2:

- Topics: Accounting for Retail Operations and Internal Controls
- Weekly Assignments (Due by 11:59pm ET Sunday)

- Adaptive Study Plans
- Homework
- Chapter Quizzes
- Group Discussion Board Posts

Week 3:

- Topics: Current Assets and Fixed Assets
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Adaptive Study Plans
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 4:

- Topics: Liabilities & Stockholders' Equity and Analysis of Financial Statements
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Adaptive Study Plans
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts
- Financial Statement Analysis Case

Week 5:

- Topics: Accounting Systems for Manufacturing and CVP
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Adaptive Study Plans
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 6:

- Topics: CVP and Differential Analysis
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Adaptive Study Plans
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts
- Managerial Accounting Case

Week 7:

- Topics: Budgeting and Standard Costs
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Adaptive Study Plans
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts

Week 8:

- Topic: Introduction to Capital Investment Analysis
- Weekly Assignments (Due by 11:59pm ET Sunday)
  - Adaptive Study Plans
  - Homework
  - Chapter Quizzes
  - Group Discussion Board Posts
- Managerial Accounting Case

Course Requirements and Evaluation Methods

Weekly Assignments. All weekly assignments are due by 11:59pm on Sunday. Since many of the chapters are sequential, you should complete, at a minimum, the ASP and the homework for a given chapter before beginning the ASP and the homework for the next chapter. You may want also to complete the quiz for one chapter before moving to the next.

Weekly assignments include:

- **Adaptive Study Plan (ASP):** You will begin each chapter by completing an adaptive study plan. These assignments cover the basics/foundational material, which we will then build upon during class time. You can use an unlimited number of attempts on these assignments to check your answers and possibly get feedback, with no penalty. You should plan to complete these assignments ***before moving on to homework***. Each ASP is worth 10 points. You must complete adaptive study plans before 11:59pm each Sunday in order to receive credit. After the due date, you can use them as a review tool without affecting your grade.
- **Homework:** Homework is a necessary and important part of learning the content of this course. It is by application that you gain insights related to the content. Homework is selected to enhance your learning of the material, and it is important that these assignments be completed. To encourage this, all practice assignments will be graded, and homework is included in your final grade for the course. Each homework assignment is worth 10 points. As an added bonus, your consistent effort with homework assignments will strengthen your performance on exams. Homework assignments are due by 11:59pm each Sunday.
- **Quizzes:** Quizzes are designed to give you feedback on how well you have learned the material. Each exam has 15 points possible. Because of the schedule flexibility associated with quizzes, **make-up quizzes will not be given.**
- **Discussion Board:** Each week, you will discuss with your group members a question or set of questions related to the week's content. Most of these discussion questions will focus on recent events and ways that our content applies. You should post an initial response no later than 11:59pm Wednesday so that your group members have opportunity to post required responses to your post before the Sunday 11:59pm deadline. Requirements are described more fully in Blackboard. Each week's discussion board is worth 10 points.

Cases. In addition to weekly assignments, you will complete the following case analyses:

- **Cases**: In addition to in-class application, you will, during the term, be assigned three cases for analysis. These cases will include a financial statement analysis case (50 points), due at mid-term, and two managerial accounting cases (25 points each) due at the end of Weeks 6 and 8. More information is posted in the Cases tab in Blackboard.
- **Ethics Cases:** You will complete four mini ethics cases and one case that address white collar crime. These cases describe recent examples of fraud. They include decisions and steps taken by perpetrators as well as their impact on stakeholders. A combination of videos and text are used. Each case assignment will include one or more quizzes and a short reflection paper. More information, including due dates, is available in Blackboard.

Grading

More specific instructions and rubrics for each assignment may be found on Blackboard under each weekly module.

Your final grade will be determined based on the following grade components and weights:

Weekly Assignments:	
ASPs	130
Homework	130
Quizzes	205
Discussion Posts	80
Cases	100
Ethics Cases	100
Total	745

Grading Scale

The final grade will be given using the following grading scale:

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

Late Assignment Policy

Every assignment is due at the end of the day (11:59 pm ET) of the due date. Late assignments will be reduced 10% for each day past the due date. No assignments will be accepted beyond two days after the due date.

Given the flexible access and scheduling of your work for this class, extensions and make-up work are generally an option. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2020 8-Week Term / First Session

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**

Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades constantly and contact your instructor/facilitator if there are any mistakes.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. But if you need to contact the instructor on an individual basis or your questions include the code from your assignments, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the

instructor to see your message among emails, please use the class number MBA 881 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your ASPs, homework, and quizzes will be graded immediately upon submission. Your discussion board posts and responses to case assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 882
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Marketing Management
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create course to be used for both the face-to-face MBA program and the online MBA program. This course will replace MBA 832 in the curriculum for the face-to-face MBA program

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This course will serve both the existing face-to-face and proposed online MBA programs. Faculty resources are leveraged by "sharing" a course with both programs.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

MBA 882 Marketing Management (3). This course is oriented toward: assessing the dynamic business environment, identifying consumers' needs, selecting the appropriate market segment, and developing marketing strategy to satisfy consumers' need and maintain firm sustainable competitive advantages.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	882	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Departmental approval required, and MKT 300 or MKT 301 (with a grade minimum of "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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

MBA 882

Marketing Management

Fall 2021 – CRN: XXXXX

COURSE INFORMATION

Instructor Contact Information

Weiling Zhuang, DBA
Phone: 859.622.1363
Office: BTC 167
Available via Phone, E-mail, and Zoom
E-mail: weiling.zhuang@eku.edu

Please feel free to contact me by phone and e-mail. You may use the Blackboard Virtual Office for general questions so the whole class may benefit from my responses to your questions. For questions of a more confidential nature, email me. I will respond to your e-mails within 24 hours during the weekdays, and 48 hours on the weekends and in most cases, sooner. I can also arrange a Zoom meeting for you if you let me know 24 hours ahead of time. To do so, you can send me an email with the details of your questions, as well as your contact information and the best times that work for you.

Catalog Course Description & Prerequisites

MBA 882 Marketing Management (3 credit hours). This course is oriented toward: assessing the dynamic business environment, identifying consumers' needs, selecting the appropriate market segment, and developing marketing strategy to satisfy consumers' need and maintain firm sustainable competitive advantages.

Required Materials

- Textbook: The required textbook for the course is Marketing Management, 3rd Edition, written by Greg Marshall and Mark Johnston, and published by McGraw-Hill. In order to accomplish this course, you need the Connect access through the whole semester. Please purchase the Connect code at the very beginning of the semester.
- This course will also require Harvard Business School cases and articles from difference sources. Instructor will offer these additional materials.

Student Learning Outcomes

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

- Understand the concept of marketing and the associated characteristics of the varying components of marketing behaviors
- Understand how environmental factors affect the businesses with specific reference to the marketing function
- Solve marketing problems through a logical, comprehensive method
- Gather, analyze and make recommendations through analyzing market and environmental data
- Solve marketing problems by harnessing and integrating the components of relevant marketing management diagnostic tools (e.g., marketing plan and market research, market demand-forecast, and market segmentation tools)
- Segment markets and target the appropriate markets to offer maximized values to various stakeholders
- Use the 4 P's frame (product, pricing, promotion, and place) to help develop appropriate marketing strategies

Instructional Philosophy

This course provides an in-depth exploration of various marketing topics such as pricing and promotion, sales management, marketing research and customer relationship management, integrated marketing communications, product policy, and customer segmentation and retention. I am a proponent of active learning and use a variety of methods to encourage discussion and interaction on the issues the course presents.

I focus on the following areas. First, students should understand the relevance of these marketing concepts to their lives. I emphasize relevance by discussing current business events pertinent to dynamic marketing management. Second, students should know how to gather and analyze market data and interpret the results in a professional manner. In most classes, we will analyze case studies and then identify marketing opportunities, refine value propositions, develop marketing strategies to produce maximized values to all stakeholders. Third, students should understand that marketing management topics are interconnected with economics, accounting, computer information system, politics, and international business and should be addressed in context. To achieve this goal, this course includes a number of creative and analytic assignments that students need to apply the skills from other disciplines to complete them.

I am committed to providing a learning environment that is both rigorous and exciting. Students must complete assignments, including readings, on time or you will fall behind, do not miss due dates and do your part on time in your groups. Please note that students are expected to conduct themselves as serious, mature, and information-seeking adults.

Professionalism

Other students may have ideas and opinions that differ from yours. Everyone deserves the level of respect from you as you wish to receive from others. The use of profanity and harassment of any form is strictly prohibited in this course. Mutual respect is essential, and professional courtesy and respect are expected in this program.

Course Outline

Every week, students will need to find and complete the following tasks in the weekly module on EKU Blackboard:

- Read the weekly activity introduction and watch instructor videos
- Read/reread the text to study chapter(s) content
- Complete the following weekly assignments: Smartbook, Application-Based Activities, Discussion Board Assignment
- Complete marketing management research paper in the assigned weeks
- Complete the exam in he assigned week

Course Requirements and Evaluation Methods

Assignment	**Points**
Connect exercises (weekly assignments)	200
• SmartBook	100
• Application-Based Activities	100
Discussion board assignment (weekly assignments)	100
Marketing management research paper	100
Exam 1	100
Exam 2	100
Total Points	600

Connect Assignments

This course provides students with a comprehensive survey of key marketing management concepts and thus requires a lot of outside class time (primarily reading the chapters of the textbook and preparing for class). McGraw-Hill's Connect is a web-based assignment and assessment solution required for this course. Connect is designed to assist you with your coursework based on your needs. As outlined in this

syllabus, assignments will make up a portion of your overall course grade. As part of this, it is my expectation that students will compete an online assignment for each chapter. This assignments will be managed through the Connect software developed by McGraw Hill as a supplement to the text book.

Connect assignments include:

- **Applications-Based Activity (ABA)**: These highly interactive exercises practice your problem-solving skills and motivate you to apply your knowledge to realistic scenarios. Each scenario addresses key marketing concepts. Each ABA is worth 5 points. The ABA assignments are due by 11:59pm each Sunday.
- **SmartBook**: Connect SmartBook breaks the text of reading into multiple mini components. You should better study the content highlighted in yellow and the supporting text instead of reading the chapter front to back. The SmartBook creates mini-cycles of questions that are different but with related ideas. You will need to work on these questions after finishing the reading. Each SmartBook assignment is worth 10 points. The SmartBook assignments are due by 11:59pm each Sunday.

Marketing Management Research Papers

Throughout the semester, students will be given multiple written assignments to help them apply the concepts covered in class to expand upon their learning. A workable framework for research papers can be summarized in five steps: Introduce the business and its mission and vision; analyze the current situation; identify key problems; develop and evaluate alternative courses of action; select a course of action and suggest appropriate strategies and tactics to accomplish the chosen course of action. Each student will be graded based on how well he/she cover these steps, whether the student utilizes outside sources (e.g., academic journal articles, business magazine articles, internet sources) and real world examples to explicate the case discussed, the ability to raise questions concerning the case.

Weekly discussion board activities

Every week you will be asked to reflect on and respond to a question or set of questions related to the week's content. You must post at least three messages to each discussion board question unless otherwise indicated in the assignment description. You should post your first message no later than 11:59pm Wednesday so other students are able to respond to your message. Each week's discussion board assignment is due before 11:59 pm Sunday. Each discussion board assignment is worth 15 points.

Exams

There will be two exams in this course. These exams will contain multiple choice questions. To better prepare for the exams, students should be prepared for the information covered in the Connect learning system and text. Each exam is worth 100 points.

If a student must miss an exam for an excused university absence, a make-up exam will only be given if the student notifies the instructor in advance and provides documentation to support the university approved absence. Students who fail to contact the professor in advance, or fail to provide the required documentation, will not be able to take a make-up exam and will receive a score of ZERO for the exam.

Grading Scale

The final grade will be given using the following grading scale:

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

COURSE POLICIES

Late Assignment Policy

Every assignment is due at the end of the day (11:59 pm ET) of the due date. Late assignments will be reduced 10% for each day past the due date. No assignments will be accepted beyond two days after the due date. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

Fall 2021 8-Week Term / First Session

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades regularly and contact your instructor/facilitator if you have concerns.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

For current University policies and regulations, please go to EKU's Policy Website (https://policies.eku.edu/#_ga=2.240729539.1197137595.1597525329-1514937540.1413826249).

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Academic Misconduct

University policy with respect to academic misconduct will be strictly enforced. Academic misconduct will not be tolerated. Cheating on exams, plagiarism, or copying another student's assignments will result in a grade of zero. In accordance with the Academic Honor Code, students pledge the following: "I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy." Any attempts at cheating, plagiarism, or facilitating academic dishonesty will be penalized. Students are advised to read the Academic Misconduct section of the current University Bulletin. Please be aware that misrepresentation of an excused absence is grounds for academic misconduct.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 882 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.

2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

You may also visit the Connect Student Success Academy for online FAQs and tutorials if you have any questions about your McGraw-Hill Connect assignments:
http://www.connectstudentsuccess.com/

You may visit https://www.mheducation.com/support.html to find different options to contact Connect customer support.

Tentative Course Schedule

	TOPICS	Assignments (Due by 11:59pm ET Sunday)
Week 1	Discover Marketing Management (Chapters 1)	SmartBook Application-Based Activities Discussion Board Assignment
Week 2	Marketing Foundations and Marketing Strategy (Chapters 2 & 3)	SmartBook Application-Based Activities Discussion Board Assignment Marketing Management Research Paper
Week 3	CRM, Big Data, and Market Research (Chapters 4 & 5)	SmartBook Application-Based Activities Discussion Board Assignment
Week 4	C2C Market vs B2C Market, Segmentation, Target Marketing, and Positioning (Chapters 6 &7)	SmartBook Application-Based Activities Discussion Board Assignment Exam 1
Week 5	Product Strategy and Innovation, Build the Brand (Chapters 8 & 9)	SmartBook Application-Based Activities Discussion Board Assignment
Week 6	Services and Pricing (Chapter 10 &11)	SmartBook Application-Based Activities Discussion Board Assignment Marketing Management Research Paper
Week 7	Marketing Channels, Supply Chain, and Digital Marketing (Chapter 12 &13)	SmartBook Application-Based Activities Discussion Board Assignment Marketing Management Research Paper
Week 8	Promotion (Chapters 14)	SmartBook Application-Based Activities Discussion Board Assignment Exam 2

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 883
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Financial Management and Decision Making
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create course to be used for both the face-to-face MBA program and the online MBA program. This course will replace MBA 823 in the curriculum for the face-to-face MBA program

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This course will serve both the existing face-to-face and proposed online MBA programs. Faculty resources are leveraged by "sharing" a course with both programs.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

MBA 883 Financial Management and Decision Making (3). Prerequisite or Co-requisite: MBA 881. This course provides managers at any level with analytical tools for financial management decisions, including financial statement interpretation, financial performance evaluation, financial forecasting, growth management, corporate financing, financial markets, business valuation, and capital budgeting.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	883	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
			Financial Mgmt & Decision Mkg
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	Prerequisite or Co-requisite: MBA 881.
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

MBA 883 – Financial Management and Decision Making
CRN# XXXXX (3 credit hours)
Spring 2021

Instructor: Ben Woodruff
E-Mail : Benjamin.woodruff@eku.edu

Course Catalog Description

This course provides managers at any level with analytical tools for financial management decisions, including financial statement interpretation, financial performance evaluation, financial forecasting, growth management, corporate financing, financial markets, business valuation, and capital budgeting.

Pre-requisites-Co-requisite: MBA 881.

Course Objectives

Introduce basic finance decision making for managers.

Student Learning Objectives

Upon completion of this course, students will be able to:

1. Identify the goal of financial management.
2. Differentiate between accounting value and market value.
3. Determine a firm's capital structure and cash flow from financial statements
4. Describe conflicts of interest that can arise between managers and owners.
5. Standardize financial statements for comparison purposes
6. Compute and interpret common ratios.
7. Identify and explain problems in financial statement analysis
8. Determine the future value of an investment made today.
9. Determine the present value of cash to be received in the future.
10. Determine the future and present value of investments with multiple cash flows.
11. Calculate the return on an investment.
12. Calculate loan payments and amortization.
13. Explain the time value of money
14. Identify the features and types of bonds.
15. Discuss bond ratings and what they mean
16. Evaluate the impact of inflation on interest rates.
17. Calculate the impact of term structures and interest rates on bond yields.
18. Demonstrate the relationship between stock prices and future dividends and dividend growth
19. Discuss how stock markets work.
20. Calculate stock prices
21. Evaluate investments using the net present value criteria.
22. Discuss payback rule and some of its shortcomings.
23. Calculate net present value and internal rate of return.
24. Analyze a project's projected cash flows.

25. Calculate Expected Returns
26. Discuss the impact of diversification.
27. Determine a firm's cost of equity, cost of debt, and cost of capital
28. Discuss the effect of financial leverage.
29. Analyze the impact of taxes and bankruptcy on capital structure choice.
30. Differentiate between cash and stock dividends
31. Analyze dividend policy decisions

Required Materials

- **Textbook:** None (online materials will be provided)

- **Internet Access:** This is a course which will require you to watch videos on financial topics and download documents. Students must have access to a properly configured computer and a reliable internet connection.

- **Blackboard Access:** Students must have a login to Blackboard and log in daily to participate this course. All assignments and quizzes will be submitted using Blackboard.

Working Your Way Through Class:

Assigned Readings

There will be assigned reading each week. There will also be cases which will be presented.

Assignments

Assignments are to be completed at the end of each chapter, including reading, Homework and Quiz exercises. Due to the structure of the course, it is imperative that you do not fall behind. **Late assignments are not accepted.**

Exams

Exams will be administered in class.

Attendance & Participation

Attendance also includes being engaged with the class material and other students, so participation will be monitored through discussion boards and timely completion of assignments. Students will also be expected to ask pertinent questions when others present the course cases. Students should ideally check their emails and the class announcements daily. Please be advised that instructors have the right to drop students from any course due to non-participation.

Instructor Feedback/Response Time

Timely feedback will be given during this course.

The Professor will aim to:

- Respond to student e-mails within 24 hours during the weekday, and 48 hours on the weekends.

- Grade assignments and post scores within 7 days of submission.

Recommended Subscriptions

Keeping yourself up-to-date on current events and current information will enhance your success in this course, as well as your success in your own personal financial management. The following recommended readings are excellent resources for you. I will bring samples of these publications to class for you to read during our breaks. I highly recommend subscribing to at least one of the following:

- Wall Street Journal (has an excellent mobile app)
- Fortune Magazine
- Barron's
- Kiplinger's
- Smart Money

Evaluation Methods

Points will be assigned for the following items during the semester:

Assignment	**Points**
Discussion Board	200
Presentation	200
Weekly Quiz	200
Exams	400 (100 per exam)
TOTAL	**1000 Points**

Assigning Grades

Grades will be assigned using the standard University scale as follows:

	% of Total Points	
Grade	**Maximum**	**Minimum**
A	100	90
B	89	80
C	79	70
D	69	60
F	59	0

Course Policies and Procedures:

Communications and Resources

Blackboard will be used extensively for this class, and postings include course syllabus, lecture slides, assignments, and other announcements related to this course. Please note that it is your responsibility to learn the basics of Blackboard, log into Blackboard on a regular basis and stay up-to-date. If you are uncomfortable using this system, please refer to the on-line tutorials and other

training information listed on the Blackboard site or schedule a training session with EKU's computer services. You can get help with Blackboard from the Online Learning Web page at, by visiting any of the EKU ITDS campus computing labs, or by calling the EKU Blackboard Help Desk at 622-3000, Monday through Friday during business hours.

It is imperative that the student use their assigned EKU email address. This will make sure that you receive all correspondence regarding the class with no issue. For an online course it is imperative that you check this email account regularly so you don't miss any important announcements or updates.

Disability Accommodation Statement

The University strives to make all learning experiences as accessible as possible. If you are registered with the Center for Student Accessibility (CSA), please request your accommodation letters from the CSA. CSA will transmit your letter to the course instructor(s). It is recommended that you discuss the accommodations needed with your instructor(s). If you believe you need an accommodation and are not registered with the CSA, please contact CSA by email or by telephone at (859) 622-2933. A student with a "disability" may be an individual with a physical or psychological impairment that substantially limits one or more major life activities, to include, but not limited to: seeing, hearing, communicating, interacting with others, learning, thinking, concentrating, sitting, standing, lifting, performing manual tasks and working. Additionally, pregnancy accompanied by a medical condition(s), which causes a similar substantial limitation, may also be considered under the Americans with Disabilities Amendments Act (ADAAA).

Academic Integrity

Academic honesty is highly valued at EKU. Please review the academic Integrity policy online. Questions regarding the policy may be directed to the Office of Academic Integrity. You must always submit work that represents your original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. You must learn the basics of APA citation style required for the written work. All of your written work will be run through plagiarism software on Blackboard. Failure to comply with requirements will result in a score of zero for the work in question. Please also read up on constitutes as plagiarism and review the APA guidelines.

Drop Policy

If you feel that you will be unable to fulfill the requirements of the course successfully, it is your responsibility to arrange to drop yourself from the class. If you fail to do so, you will be assigned the grade earned at the end of the class. Some important deadlines:

- FEB 10 – Last day to withdraw without a late fee.
- APR 07 – Last day to withdraw from the University (with fee)

Please visit online for a full list of the Spring 2021 deadlines.

Questions About Feedback/Grades

Students that wish to discuss any grades or have questions about the score they received on exams or other assignments must do so within one week of when the graded assignment was returned. All requests should be made by email.

Important Note on Course Schedule

The course requirements and expectations are provided in this syllabus. The instructor reserves the right to modify the schedule and requirements as the course progresses. These specific changes and modifications will be notified to students. Students are responsible for preparing and completing work according to the revised syllabus.

Week	Class Lesson	Readings	Assignments
1 March 23, 2020	Introduction to Finance	Syllabus Week 1 File Week 1 Case	Introduction Module 1 Discussion: Principal Agent Discussion Module 1 Quiz
2 March 23, 2020	Working with Financial Statements **Exam 1**	Week 2 File Week 2 Case	Module 2 Discussion: Problems in Financial Analysis Module 2 Quiz Presentation 1 **Exam 1**
3 March 30, 2020	Time Value of Money	Week 3 File Week 3 Case Wimpy Video (https://www.youtube.com/watch?v=30knrJBeyr0)	Module 3 Discussion: Wimpy Economics Module 3 Quiz Presentation 2
4 April 6, 2020	Bonds and Interest Rates **Exam 2**	Week 4 File Week 4 Case	Module 4 Discussion: Bond Pricing Module 4 Quiz Presentation 3 **Exam 2**
5 April 13, 2020	Equity Markets and Stock Valuation	Week 5 File Week 5 Case	Module 5 Discussion: New York Stock Exchange vs NASDAQ Presentation 4 Module 5 Quiz
6 April 20, 2020	Net Present Value and Capital Investment Decisions **Exam 3**	Week 6 File Week 6 Case	Module 6 Discussion: Payback? Module 6 Quiz Presentation 5 **Exam 3**
7 April 27, 2020	Risk and Return and the Cost of Capital	Week 7 File Week 7 Case	Module 7 Discussion: Diversification Module 7 Quiz Presentation 6
8 May 4, 2020	Leverage, Capital Structure, and Dividend Policy **Exam 4**	Week 8 File	Module 8 Discussion: Leverage Module 8 Quiz Presentation 7 **Exam 4**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 892
	Hybrid Course ("S," "W")	∗Course Title (full title±)	**Special Topics in MBA: _____.**
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Addition of a course to be available as needed to support transfers to the online MBA.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This course is created in anticipation of internal and external transfer students' need for one or more credits to fulfill degree requirements for the online MBA.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

MBA 892 Special Topics in MBA: _____. (1-3) A. Prerequisites: Departmental approval. For special topics related to the Business beyond the scope of regularly offered courses. May be taken to a maximum of 6 hours provided subtitle/topics vary.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	892	Fall 2021	BT X HS ___ CL ___ JS ___ ED ___ SC ___	School of Business

Credit Hrs.	Weekly Contact Hrs. 1-3	Repeatable Maximum No. of Hrs. 6
(1-3)	Lecture 1-3 Laboratory ___ Other ___	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
8	1-3	N-Normal	FR ___ JR ___ SO ___ SR ___

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum	

CoRequisites 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.	Prerequisites: Departmental approval.
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

COURSE OF STUDY

MBA 892
Special Topics: _____

COURSE DESCRIPTION:

MBA 892 Special Topics in MBA: _____. (1-3) A. Prerequisites: Departmental approval. For special topics related to the Business beyond the scope of regularly offered courses. May be taken to a maximum of 6 hours provided subtitle/topics vary.

I. PREREQUISITE/S: Department approval.

II. CREDIT HOURS: One (1) to three (3) semester hours.

III. TEXTBOOK/S:

Normally not required, but may be assigned by the instructor at his/her discretion.

IV. MATERIALS FURNISHED BY STUDENT:

All materials necessary for the study of the selected topic.

V. COURSE OBJECTIVES:

Courses objectives will vary with the topic selected.

VI. COURSE OUTLINE:

Content of the course outline will vary depending on the topic selected.

VII. COURSE REQUIREMENTS:

To be determined by the School of Business faculty member teaching the course.

VIII. **COURSE EVALUATION:** Feedback will be provided to the student at regular intervals as specified in the approved proposal form.

The instructor is responsible for evaluation, based on student performance on class activities and assignments.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MBA 895
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Integrated Decision Making
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/4/2020	Council on Academic Affairs	
College Curriculum Committee	12/10/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/2021		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create a capstone course for the online MBA program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: The content of this course is essential for the MBA core.

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

Personnel Impact: An adjunct will be needed to teach the undergraduate course that this course will replace in a faculty member's teaching load.

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.)

MBA 895 Integrated Decision Making (3). Prerequisites: MBA870, MBA871, MBA875, MBA881, MBA882, and MBA883. This course focuses on strategic management skills and competencies. It explores why good strategic management leads to good business performance and concepts, examines tools of strategic analysis, and includes applications of methods of integrated decision-making.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MBA	895	Fall 2021	BT X HS CL JS ED SC	SBUS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
(3)	Lecture 3 Laboratory Other	CIP Code (first two digits only) 52

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N-Normal	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Prerequisites: MBA870, MBA871, MBA875, MBA881, MBA882, and MBA883.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	

Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

MBA 895
Integrated Decision Making
Summer 2022 – CRN: XXXXX

Instructor: Qian Xiao, PhD
Office: BTC178, "Virtual Office" BB Menu Link
Office Phone: (859) 622-7349
E-mail: qian.xiao@eku.edu; Available via Zoom and E-mail

Important Notice: For general questions, please use the Virtual Office discussion board forum. For questions of a more confidential nature, email me. I will respond to your email within 48 hours and in most cases, sooner.

This syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, etc.) may be changed at the discretion of the professor.

COURSE MATERIALS

Required Materials

- *Strategic Management: A Competitive Advantage Approach, Concepts and Cases*, by David, David & David, 17th Edition, ISBN-13: 9780135637142, ©2020 Pearson
- Assigned classical articles / readings

Recommended Supplementary Texts

- Block, Peter. (2011). "Flawless Consulting: A Guide to Getting Your Expertise Used", 3rd Edition. Pfeiffer Publishing.
- "All the right moves: A guide to crafting breakthrough strategy", 1999. By Constantinos C. Markides, Harvard Business School Press.
- "Contemporary Strategy Analysis", 3rd Edition, 1999. By Robert Grant, Blackwell. It's got a good & well-articulated synopsis of a broad range of strategic concepts and frameworks.
- Porter, M.E. (1980). "Competitive Strategy: Techniques for Analyzing Industries and Competitors", New York: Free Press.

Prerequisites

MBA870, MBA871, MBA875, MBA881, MBA882, and MBA883. This course requires students to integrate knowledge from all business disciplines and apply that to an integrated decision-

making process to help organizations obtain and sustain competitive advantages.

COURSE DESCRIPTION

For special topics related to the Business beyond the scope of regularly offered courses. May be taken to a maximum of 6 hours provided subtitle/topics vary.

Students Learning Outcomes: Specifically, upon completion of this course, students will be able to:

- Draw together and integrate the functional knowledge and skills into a coherent strategic perspective
- Formulate and implement well-conceived strategies in a socially responsible, ethical and profit-driven way, and make integrated decisions to solve business problems
- Conduct convincing in-depth written and oral strategic analyses

GRADE STRUCTURE

Grade Components: major field test (MFT) will be factored to 5% of the final grade, other grade components will count as they are.

Element	
Dynamic Study Modules (about 15%)	Individual
Mini-simulations (about 15%)	Individual
Discussion Boards (about 15%)	Individual
Reflective learning papers (about 15%)	Individual
Case Assignments (about 13%)	Individual / Group
Online class attendance sign-in (about 2%)	Individual
Business Model Research Project (about 20%)	Individual/Group
Major field test (MFT) (about 5%)	Individual

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

Dynamic Study Modules: Dynamic Study Modules continuously assess your performance and provide personalized content in real-time to reinforce concepts in the areas where you struggle the most. Each module usually contains about 25 unique questions. When you begin a module, each question set usually contains about 8 questions for you to answer. The question set also provides correct answers and explanations ("WHAT YOU NEED TO KNOW") so you can learn material you didn't know earlier. These same questions are repeated later in the module until you can master them. As you get closer to mastering the module, there are fewer questions in a question set.

Mini-simulations: Mini-simulations put students in business professional roles to apply course

concepts to decisions about real-world business challenges. As you work through the simulation, you are offered immediate feedback and awarded points for your answers: 5 points for the best choice, 3 points for an OK choice, 1 point for a choice that was really not the best, or 0 points for an incorrect choice. The points awarded for each decision only indicate the level of correctness and do not add up to a possible total of 10 points for each simulation. Mentoring Moments and Your Boss's Response also offer contextual feedback and additional learning opportunities to help students master the content.

Upon completion of the simulation, students receive the score and summative feedback. A student's final score is a percentage determined by how well they achieved the goal set out at the start of the Mini simulation. For example, if a Mini-simulation is worth a maximum of 10 points and the student's in-simulation score was 90%, the final score will be 9 out of 10.

Reflective learning papers. You will need to read assigned articles for each learning module, and write reflective learning papers reflecting on your learning of the assigned articles. Each paper should indicate at least two things that you have learned (it could be a business concept, or a theoretical framework, etc.). For each thing that you have learned, please 1) use your own words to describe/explain what it is; 2) discuss why it's important to you and how it relates to your work/personal experience; and 3) discuss its implications for organizations/businesses, or describe how you would use the concept/theory at work if you were a manager. Please follow the following format: use Times New Roman 12-pitch font, single spaced, and 1-inch margins all around.

Discussion Boards: Discussion Boards will be graded on both quantity and quality. Specifically, you are expected to contribute to the discussion board by 1) answering the posted question, or evaluating the posted statement by applying the concepts / theories / analytical frameworks you learn from the text; 2) commenting and expanding on other students' posts; 3) coming up with new insights or appropriate examples to address the issue of interest. Grading rubrics for each discussion board are:

> ***The Post:*** For each discussion topic, if you post anything one time, you receive 6 points. That is the gift portion, similar to class attendance, of the discussion board.
>
> ***Quantity of Post:*** There are 17 points allocated for this section. For each discussion topic, if you post 1 time, you get 5 points; you post 2 times, you receive 10 points; you post 3 or more times, you receive the full 17 points for this section. Bear in mind this is cumulative with the previous section. So if you post 1 time, you get the previous 6 points plus 5 more points.
>
> ***Quality of Post:*** This section has 17 points allocated. For this section, you earn points for expanding, in a meaningful manner, the posts/comments of your peers, stimulating additional commentary from an existing posting thread, elaborating on an example pertaining to the topic, or initiating a new, but related thread that results in quality follow on.

Post Quantity	Points
1	11 + 17 at Max.

2	16 + 17 at Max.
3 and more	23 + 17 at Max.

Case Assignments: Instructions for the case assignment will be provided on the blackboard.

Business Model Research Project: Instructions for the project will be provided on the blackboard.

Online Attendance Sign-in: Periodically I will send out "online attendance sign-in links" via emails as well as the Announcement utility on the Blackboard, while I send along the new notes/messages to your attention. Each time you need to sign in before the respective due date to get credit for the "online attendance sign-in" component. You can access the attendance sign-in links from the "Online attendance Sign-in" folder on the Blackboard**.**

Major Field Test: The assessment will count 5% of your grade prorated based on your exam score. Please contact Mrs. Heather Morris at BTC 214 (heather.morris@eku.edu; Tel: 859-622-7701) should you have a question.

The test is broken into two sections, each with 62 questions. You will be given 90 minutes per section. Here is a downloadable study guide from the ETS Major field site to help you prepare for this exam https://www.ets.org/mft/about/content/mba.

Professionalism: Class time is an opportunity to practice the behaviors of successful business professionals. Professional courtesy and respect are essential at all times. We respect every student who brings unique thoughts and experiences that can contribute to the knowledge expansion. The following behaviors are discouraged: the use of profanity and harassment of any form; requesting a grade be rounded up (the only way to be fair to all students is to deny all requests); requesting extra credit (there are no ad-hoc opportunities for extra credit – maximize the current assignment opportunities).

Communication: The Virtual Office discussion board forum on the blackboard is used to ask and answer general questions about the course. Students may post a general question in the Virtual Office, and allow others with similar questions to see the responses. Students may respond to classmate posts if you have an answer. Nothing in the Virtual Office will be graded.

The Virtual Office is generally the best place to ask most general questions. If you need to contact the instructor with questions about your own matters, please use the official EKU email. To ensure the instructor to see your message among emails, please use the class number MBA 88# in your subject line. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

The Announcements tool in Blackboard will be used by the instructor to communicate other course information.

Technological Requirements: To be successful in the online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support: It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement: Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services.

If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey A. Carter, Director, Office of Institutional Equity & Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement: EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free

campus through Green Dot Prevention and Education programming. You can learn more about Green Dot, request a presentation, or get involved..

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to: Lindsey A. Carter, Director of the Office of Institutional Equity & Title IX Coordinator, via Lindsey.Carter@eku.edu or 859-622-8020.

General Course Policy: Class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, and submitting assignments in a timely manner. Failure to participate in the course will result in failure**.** If you are having difficulty completing the course because of health problems (yours or that of close family members), or other personal matters, please contact the instructor early in the semester to discuss your options, so that we can work things out effectively. This also applies to special requirements, i.e., disabilities, etc.

Assignments: All assignments should be turned in on the day/week they are due. Assignments turned in after the scheduled date are considered late, and eligible for a letter grade reduction. Please note that any assignment that, in the opinion of the instructor, employs disproportionately poor grammar and/or unprofessional or low quality written communication skills will be assigned a grade that is one-letter lower than would otherwise be assigned.

Grading Policies: Any student for whom there are missing data (exams, assignments, etc.) with no indication that the course was officially dropped, will receive a failing grade for the course, or whatever grade is appropriate given their cumulative total.

I will not respond to pleas at semester's end for additional points, extra consideration, etc. If you feel there has been a mistake on my behalf regarding the posting of your grades, you may feel free to contact me, and I will investigate the matter.

I will not tolerate any form of cheating, which can take the form of copying from others during exams, plagiarizing, sharing, etc. For any assignment or exam for which you have cheated you will receive the most severe penalty available under university rules. This will be at minimum a score of 0 for said exam or assignment. The burden of proof to defend your position will lie with you.

Scholastic Dishonesty: It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This

listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the university's Academic Integrity Code. The Academic Integrity policy is available at www.academicintegrity.eku.edu . Questions regarding the policy may be directed to the Office of Academic Integrity.

University Repeat Policy: With the advisor's approval, a student may repeat a course taken once previously (second enrollment in the same course). A student may enroll in the same course for a third or subsequent time only under unusual circumstances and with the written permission of the dean of the college of the student's first major. An enrollment is counted as a repeat if a previous enrollment in the course resulted in a passing or failing grade. If a student enrolls in a course for a third or subsequent time without approval, the student will be administratively withdrawn from the course.

EKU WILL DEVELOP INFORMED, CRITICAL & CREATIVE THINKERS WHO COMMUNICATE EFFECTIVELY. *(EKU Quality Enhancement Plan, 2009)*

TENTATIVE SCHEDULE OF CLASS ACTIVITIES

Week	Topics / Module	Assignments (due at 11:59pm Friday of the week)
Week 1	➢ Syllabus overview ➢ Module 1: Overview of Strategic Management	➢ Dynamic study module ➢ Mini-simulations

	Process and Strategic Competitiveness ▪ Chapters 1, 2 and 5 ▪ Assigned readings	➢ Reflective learning paper of module 1
Week 2	➢ Module 2: Strategic Analysis to Integrated Decision Making: External Assessment, Industry Competition, and Competitor Analysis ▪ Chapters 3 and 11 ▪ Assigned readings	➢ Dynamic study module ➢ Mini-simulations ➢ Reflective learning paper of module 2
Week 3	➢ Module 3: Internal Assessment to Integrated Decision Making: Core Competencies, and Competitive Advantages ▪ Chapters 4 and 6 ▪ Assigned readings	➢ Dynamic study module ➢ Mini-simulations ➢ Reflective learning paper of module 3
Week 4	➢ Module 4: Implementation: Understanding Management and Marketing Issues, and Finance and Accounting Issues ▪ Chapters 7 and 8	➢ Dynamic study module ➢ Mini-simulations ➢ Case assignment ➢ Discussion board 1
Week 5	➢ Module 5: Strategic Leadership ▪ Chapters 9 and 10	➢ Dynamic study module ➢ Mini-simulations ➢ Case assignment ➢ Discussion board 2
Week 6	➢ Business model research project due	

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	MGT 370
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Operations Management
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/07/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Revision and update of the existing operations and supply chain management course for the revised business core. This course will replace MGT 370.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This curriculum change is part of the revision to the business core, which is based on stakeholder feedback.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

~~**MGT 370 Operations Management**~~. **BUS 306: Essentials of Supply Chain Management (3) I, II.** Formerly MGT 370. ~~Prerequisite: MGT 300 (with a minimum grade of "C").~~ Corequisite/Prerequisite: BUS 101(with a grade of "C" or better). Sophomore standing (a minimum of 30-hours~~-~~with an overall minimum 2.0 GPA ~~Practical approaches for improving productivity of operations using methods designed for quality management, sales forecasting, facility layout and location, human resource planning and scheduling, and inventory control.~~ Strategic management of operations and supply chain with overall objective of global optimization. Topics include: strategic planning, demand forecasting, quality management, fulfillment, capacity planning, transportation management, logistics, distribution center management, project management, and inventory management. Credit will not be awarded for students who have credit for MGT 370.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	306	Fall 2021	BT X HS ___ CL ___ JS ___ ED ___ SC ___	SBUS

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-Normal	FR ___ JR X SO X SR X
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit) Essent of Supply Chain Mgmt
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Sophomore standing (a minimum of 30-hours~~-~~with an overall minimum 2.0 GPA
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.	Corequisite/Prerequisite: BUS 101(with a grade of "C" or better).
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	MGT 370
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

BUS 306: Essentials of Supply Chain Management
CRN xxxxx, 3 Credit Hours

Instructor: xxxxx
Email: xxxxx
Eastern Kentucky University
College of Business and Technology
Office & Office Hours: xxxxx

CONTACT INFORMATION

Dr. Kirby Easterling
Phone: xxxxx
Office: xxxxx
E-mail: xxxxx
Office Hours: xxxxx

Important Notice

This syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, grade components, etc.) may be changed at the discretion of the professor, or as required by national, state, or university mandates in response to the Covid-19 pandemic or other contingencies.

Catalog Course Description & Prerequisites

BUS 306: Essentials of Supply Chain Management (3) I, II. Formerly MGT 370. Corequisite/Prerequisite: BUS 101(with a grade of "C" or better). Strategic management of operations and supply chain with overall objective of global optimization. Topics include: strategic planning, demand forecasting, quality management, fulfillment, capacity planning, transportation management, logistics, distribution center management, project management, and inventory management. Credit will not be awarded for students who have credit for MGT 370.

Required Materials

Supply Chain Management: Strategy, Planning, and Operation, 7th Edition. Sunil Chopra. Pearson. 9780134732442

Course Objectives

Supply Chain Management (SCM) is concerned with the structure, design, and implementation of processes used in converting organizational input resources into usable outputs and thereby creating/adding value. This includes both product-oriented and service-oriented organizations. To achieve these objectives, the course will depend upon lecture material, supplemental readings, and various assignments drawn from the text and other sources. General courses objectives are to:

1) Gain familiarity with core SCM concepts and critical issues;
2) Introduce students to various mathematical and statistical techniques used in SCM;
3) Increase the problem-solving skills of the student;
4) Highlight cross-integration required between organizational functions (both internally and externally) as well as within SCM itself (SCOR or PODI Models).

Student Learning Outcomes

Specifically, upon completion of this course, students will be able to:

1. Define Supply Chain Management and understand the strategic role each pillar of the SCOR Model plays toward gaining and sustaining competitive advantage.
2. Understand the importance of basic customer needs and requirements (efficiency, effectiveness, quality, timeliness, consistency, and flexibility) associated impact on Supply Chain operational metrics.
3. Explain system approaches to designing and improving processes on an ongoing basis (ex. Enterprise Resource Planning, Sales & Operations Planning, Collaborative Planning Forecasting & Replenishment, etc.).
4. Recognize and apply basic appropriate analytical techniques related to decision making in forecasting, capacity planning, scheduling, project management, inventory management, and quality management & control in both manufacturing and services operations.
5. Learn topics highly integrated across Supply Chain pillars such as Total Cost of Ownership (Source), intermodal transportation (Deliver), process/product selection, facility / design/layout (Plan), JIT/Lean Operations, TQM (Make).
6. Appraise real-life business situation and suggest solution alternatives as related to Supply Chain Management tools/techniques (ex. request for quotation, ABC analysis, economic order quantity, etc.).
7. Develop quantitative skills (ex. measuring forecast accuracy, statistical process control, etc.) with respect to understanding trends, developing counteractions to remedy a situation, constructing and interpreting data, etc.
8. Demonstrate knowledge of other fundamental concepts of Supply Chain Management.

Instructional Philosophy

To be specified by faculty member teaching the course.

Netiquette

To be specified by faculty member teaching the course.

Course Outline

Week 1	➢ Intro to Supply Chain Management
Week 2	➢ Supply Chain Strategy
Week 3	➢ Forecasting in Supply Chain
Week 4	➢ Product & Service Design
Week 5	➢ Strategic Capacity Planning
Week 6	➢ Process Selection & Facility Layout
Week 7	➢ Management of Quality
Week 8	➢ Strategic Procurement
Week 9	➢ Logistics Management
Week 10	➢ Inventory Management
Week 11	➢ MRP & ERP
Week 12	➢ JIT & Lean
Week 13	➢ Production Scheduling & Execution
Week 14	➢ Collaborative Planning with SCM Partners
Week 15	➢ Supply Chain Metrics & Key Performance Measures
Week 16	➢ Final Exam

Course Requirements and Evaluation Methods

To be specified by faculty member teaching the course.

Grading Scale

The final grade will be given using the following grading scale:

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

Late Assignment Policy

Every assignment is due at the end of the day (11:59 pm ET) of the due date. Late assignments will be reduced 10% for each day past the due date. No assignments will be accepted beyond two days after the due date.

Given the flexible access and scheduling of your work for this class, extensions and make-up work are generally an option. If you encounter extenuating circumstances, you should contact your professor as soon as possible to discuss your ability to complete assignments.

Important Dates

See the Colonel's Compass for important dates such as add/drop, withdrawal, refund and others.

No. Weeks of TERM.	**8**
Term Start Date	**XX/XX/21**
Term End Date	**XX/XX/21**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX/XX/21**
Mid-Term Date: *Mid-Term Grades Submission Deadline.*	**XX/XX/21**
***Last day to WITHDRAW from class without a fee.**	**XX/XX/21**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**XX/XX/21**
Last day for 100% refund	**XX/XX/21**
Last day for 50% refund	**XX/XX/21**
Last day for 25% refund	**XX/XX/21**
Last Day to Change from Grade to AUDIT or P/F.	**XX/XX/21**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit

hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard. Please check your grades constantly and contact your instructor/facilitator if there are any mistakes.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity. For current University policies and regulations, please go to EKU's Policy Website.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

Attendance Policy

To be specified by faculty member teaching the course.

Communication and Feedback

The Virtual Office is the classroom meeting place used throughout the course to answer general questions about the course. Students may post a question in the Virtual Office at any time. Posting them here will allow others with similar concerns to see the responses. Students are expected to read the entries posted here and may respond to classmate posts. Nothing in the Virtual Office will be graded.

Students are encouraged to ask questions through Virtual Office discussion board forum on Blackboard or via email. The Virtual Office is generally the best place to ask most general questions. But if you need to contact the instructor on an individual basis or your questions include the code from your assignments, please use email. The instructor will try to respond within 48 hours, excluding weekends and other official holidays.

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 email address. To ensure the instructor to see your message among emails, please use the class number MBA 881 in your subject line. If the instructor has not responded within 48-hour timeline as mentioned above, please email the instructor again.

Your ASPs, homework, and quizzes will be graded immediately upon submission. Your discussion board posts and responses to case assignments will receive specific feedback on Blackboard.

The Announcements tool in Blackboard will be used by the instructor to communicate changes to the course and other course information.

Technological Requirements

To be successful in this online course, you will need:

1. A working computer system with the latest version of Firefox. Blackboard will work with other browsers, but EKU's IT recommends (and supports) only Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word and PowerPoint. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students

4. A PDF viewer. We recommend Adobe Reader. Please download Adobe Reader if you don't have the application.
5. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

Technical Support

It is expected that participants have an adequate working knowledge of Blackboard and personal computer. For all other technical problems, such as retrieving a forgotten password or email access, please contact campus IT support at 859-622-3000. Campus tech support hours and additional information can be accessed via the Help tab at the top of every page in Blackboard.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students, who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622- 2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 john.dixon@eku.edu.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Director of the Office of Equity and Inclusion & Title IX Coordinator.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Business
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	GBU 480
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Business Strategy
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	01/07/2021	Council on Academic Affairs	
College Curriculum Committee	01/14/2021	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	2/2/2021	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A.1. Specific action requested: Addition of a capstone course for the revised business core. This course will replace GBU 480, and like GBU 480, will satisfy the University's ACCT requirement..

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action: This curriculum change is part of the revision to the business core, which is based on stakeholder feedback.

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.)

~~**GBU 480 Business Strategy.**~~ **BUS 402: Integrated Strategic Management (3) I, II.** Formerly GBU 480. Prerequisites: CCT 300 or 300W or BUS 301W, CIS 300 or BUS 304, FIN 300 or BUS 302, MGT 300 or BUS 303, 370 or BUS 306, and MKT 300 or BUS 305 (with a grade of "C" or better) ~~with a grade of "C" or better~~ in each prerequisite course; senior standing (A minimum of 90 hours) with an overall minimum 2.0 GPA. A student must register for this course after completing all Essentials Series courses. ~~A capstone study of administrative processes under conditions of uncertainty including integrative analysis and formulation of strategy and supporting policy at administrative/executive levels. Students must complete all business core courses prior to taking GBU 480.~~

This course synthesizes knowledge, skills, and abilities learned in the Fundamentals Series and Essentials Series courses to provide business students with the capability to manage, lead, and make decisions at all levels of an organization.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
BUS	402	Fall 2021	BT X HS CL JS ED SC	SBUS

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-Normal	FR JR SO SR X

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30-character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	Prerequisites:CCT 300 or 300W or BUS 301W, CIS 300 or BUS 304, FIN 300 or BUS 302, MGT 300 or BUS 303, 370 or BUS 306, and MKT 300 or BUS 305 (with a grade of "C" or better ~~with a grade of "C" or better~~ in each prerequisite course); senior standing (A minimum of 90 hours) with an overall minimum 2.0 GPA.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	GBU 480
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

SYLLABUS
BUS 402

COURSE INFORMATION

Course Number: BUS 402
Course Title: Integrated Strategic Management
Credit Hours: 3 Hours
CRN XXXXX
Lecture Time: August 16 – December 3, 2021
Location: Internet Class
Instructor: Dr. Zhe Zhang
Office Room 020, Business & Technology Complex
Zoom Meeting https://eku.zoom.us/my/ekuzhang
E-Mail zhe.zhang@eku.edu

Zoom Office Hours: Friday 10am-6pm
Please sign up for Zoom Office Hour Meeting here using your EKU email. Sign-up 24 hours in advance will be appreciated, but not required.

Zoom Meeting Link For All Online Meetings/Office Hours
https://eku.zoom.us/my/ekuzhang

REQUIRED TEXT

What You Need
For this course you will be required to purchase McGraw-Hill Connect® access code for the bundle of Strategic Management by Rothaermel 4th edition (which includes LearnSmart, your adaptive online study tool, and SmartBook, your adaptive eBook). You are not required to have a print text and please be aware if you purchase a used textbook you will still need to purchase Connect access.

Where to Get It
https://connect.mheducation.com/class/z-zhang-spring-2021-section-1

COURSE DESCRIPTION

BUS 402: Integrated Strategic Management (3) I, II. Formerly GBU 480. Prerequisites: CCT 300 or 300W or BUS 301W, CIS 300 or BUS 304, FIN 300 or BUS 302, MGT 300 or BUS 303, 370 or BUS 306, and MKT 300 or BUS 305 (with a grade of "C" or better) in each prerequisite course; senior standing (A minimum of 90 hours) with an overall minimum 2.0 GPA. A student must register for this course after completing all Essentials Series courses.
This course synthesizes knowledge, skills, and abilities learned in the Fundamentals Series and Essentials Series courses to provide business students with the capability to manage, lead, and make decisions at all levels of an organization.

STUDENT LEARNING OUTCOMES

After completing this course, students will be able to
1. Complete an external and internal analysis of a firm.
2. Integrate the skills acquired in various business disciplines to create a successful strategy.
3. Identify the strategic problems of a firm.
4. Communicate with analysts in other disciplines.
5. Develop solutions to a firm's strategic issues.

COURSE REQUIREMENTS

1. You are required to read and follow syllabus and instructions.
2. You are required to familiarize yourself with the course materials posted to BB.
3. You are required to log in to BB to check on Weekly Modules/Announcements for updates every week.
4. You are responsible for preparing for exams.
5. You are required to complete all non-graded individual and group assignments as required. Each failure to do so will result in a minimum of 20- point penalty.
6. No makeup exam or quiz will be given except extenuating circumstances otherwise approved by the instructor. No late assignments will be accepted. My standard reply to extension requests is "The train has left the station."
7. You must use your EKU email to access documents shared via google drive. Requests from personal Gmail accounts will be ignored.

STUDENT COMMUNICATION (EMAIL POLICY)

- 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. Email is a wonderful tool. It provides convenient access for students and faculty and is also environmentally friendly. Email, though, can be used inadvisably and without regard to the professional image for which students should strive.
- Email should be written in a professional and courteous manner. If you would not say it in person, do not write it in an email. While email is inherently more casual than a written letter, email should still contain proper sentences complete with capitalization and punctuation and correct spelling.
- Following are guidelines for email in this class:
    a. All email should be sent from an EKU account.
    b. For all emails without exception, the subject line must include the course number and section and a topic (i.e. GBU480 question about assignment).
    c. Email that does not adhere to these guidelines will neither be read nor replied.

COURSE ASSIGNMENTS AND GRADES

Your final course grade will be based on a total of 1,000 points, divided as follows:

Individual Grades

LearnSmart	120 points
Quizzes	120 points
Midterm Exam	240 points
Final Exam	240 points
Major Field Test	50 points

Group Grades

Final Paper	230 points

Grades: 900-1000 = A; 800-899=B; 700-799=C; 600-699=D; <600 = F

There will be neither curves nor rounding up in this class. A grade **will NOT be rounded up**, **even if it is only one point away** from a letter grade change. You earn every point of the grade with your earnest effort in academic learning.

Individual Grades

LearnSmart Assignments

There is one McGraw Hill LearnSmart assignment per each chapter. Each LearnSmart assignment is worth 10 points. Refer to the "Tentative Weekly Lecture Schedule" for the specific due times. No extensions will be given.

Connect Quizzes

There is one McGraw Hill quiz per each chapter. Each quiz has 20 questions within 75 minutes. Each quiz is worth 10 points. Refer to the "Tentative Weekly Lecture Schedule" for the specific due times. No make-up quizzes or extensions will be given.

Midterm and Final Exams

Both the midterm and final exams will be in multiple-choice format and administrated online through Blackboard. Midterm exam covers chapters 1-6 and final exam covers chapters 7-12 (note the final exam is not comprehensive). Each exam has 60 questions with every question worth 4 points. The exam questions may relate to text, lectures, videos and case discussions.

Major Field Test (MFT)

Required and administered by the dean's office. A description of the test can be found here. https://www.ets.org/mft/about/content/bachelor_business.

The MFT tests have been set up for Fall 2021. Please read the files attached below regarding the test. The students will be paying for the remote proctor this Fall 2021 semester, which costs $20.50 per test. The test will open on 8/19/2021 and close at the end of the day on 9/5/2021. Students are strongly encouraged to schedule this test at the beginning of the test window to have time for possible complications or rescheduling. The test will have to must be scheduled with the proctor 72 hours ahead of time.

remote_testing_student_checklist.pdf

Remote_Proctored_Test_Taker_Tips.pdf

MFT_Remote_Proctoring_Student_Info_

Your MFT test score is calculated as (your MFT score/200)*50

Group Grades

In the first week, you will be divided into groups. You will work with the same group throughout the semester. The group projects provide you with the opportunity to practice strategizing. I hope that each group can maximize the benefit derived from these projects by taking advantage of each other's individual strengths and balancing out the weaknesses.

Your group project grade is determined by two factors: (a) the quality of your group assignment, and (b) the peer evaluation of your own contribution. This is how it works. First, your group will receive a grade for the group assignment. Suppose your group grade is 80%. Then, this grade will be adjusted based on the peer evaluation points. For instance, if a group member receives 80% of all the possible points on the peer evaluations, then this group member's grade will be calculated as "80% * 80%=64%" of all the possible points for that assignment.

10% tolerance will be applied to peer evaluations. That is, if a group member receives at least 90% of all the points available on the peer evaluation forms, this does not show that there is significant evidence that this group member lacks contribution. Thus, this group member will receive the group grade. Yet, if this group member receives 89% of all the points available on the peer evaluation forms, this suggests that there is significant evidence that this group member lacks contribution. Then, this group member's group project grade will be adjusted as aforementioned.

If a group member's lack of contribution is hurting the group's progress, the group member may be fired by a majority vote of his/her group members. If this happens, the fired group member will be assigned to new individual written analysis assignments by the instructor.

Given the importance of group projects, it is advisable to contribute your best effort to any group assignment.

Final paper

Detailed instructions will be posted to BB separately.

EXTRA CREDIT

No extra credit projects will be permitted unless the instructor offers it to all students, and this will be announced as such a time arises.

LATE WORK

Assignments are due on the posted due date (see COURSE SCHEDULE, below). In fairness to the other students who work hard to meet expectations and deadlines, NO LATE ASSIGNMENTS WILL BE ACCEPTED. My standard verbiage to request to extend deadlines is "The train has left the station."

USE OF STUDENTS' MATERIALS

The instructor reserves the right to retain for pedagogical reasons either the original, or a copy, of any student's test, written assignment, paper, video, or similar work submitted by the student, either individually or as a group project, for this class.

ATTENDANCE POLICY

As this class meets entirely online, attendance will be measured by regularly logging into the Blackboard course, participating in your group discussion in Google docs, and submitting assignments in a timely manner. Failure to participate in the course will result in failure.

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. Please use proper email etiquette; if you do not, your email will not be answered. I will reply to email within one business day.

TECHNOLOGICAL REQUIREMENTS

In order to participate in this course you must have the following:

1. A working computer system with the latest version of firefox or chrome. Blackboard will work with other browsers, but EKU's IT only recommends (and supports) Firefox.
2. Access to a reliable moderate-to-high speed Internet connection for viewing the videos and films.
3. Access to Microsoft Word. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students
4. A PDF viewer. We recommend Adobe Reader. If you don't have the Adobe Reader application, click here for access to a free download.
5. Ability to access and use Google Docs. In this course, you'll be collaborating with your peers using Google Docs. You won't need to make or share your own Docs, but you'll need to know how to comment, suggest, and edit the doc. You should also know how to access the EKU Google Drive, and sign in with your EKU email and password. There will be instructions throughout the course, but get familiar now!
6. Basic computer skills, including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

If you have any technical problems, or need assistance improving your computer skills, contact IT at (859) 622-3000 or support@eku.edu to get them resolved. Inform the instructor via e-mail if these issues are interfering with your work.

ACCESSIBILITY ACCOMMODATION STATEMENT

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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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

For current University policies and regulations, please go to EKU's Policy Website.

DISCRIMINATION AND HARASSMENT, TITLE IX, AND PREVENTION STATEMENT

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

DEADLINES: ADD/DROP, REFUNDS

https://colonelscompass.eku.edu/spring-2021-deadlines-adddrop-refunds#full

TENTATIVE WEEKLY MODULES

(Schedule Subject to Change without Prior Notice)

Module 01: 8/16-8/22

Learning Activities

1. Course Introduction

Assignments

1. Read syllabus
2. Connect registration. A student that has not registered for Connect by 11:59PM Sunday 8/22 will be dropped from this class.
3. Post self-introduction at BB discussion board by 11:59PM Sunday 8/22
4. Upon receiving the registration email from dean's office, register for MFT

Module 02: 8/23-/8/29

Learning Activities

1. Chapter 01: What Is Strategy and Why Is It Important?
2. Read instructions of first draft, second draft and final paper

Assignments

1. Form teams via google sheet
2. Learnsmart: Chapter 1. due 11:59:00 PM EST, Sunday 8/29
3. Download and start working on final paper using final paper template
4. Sign up for the first draft meeting

Module 03: 8/30-9/5

Learning Activities

1. Chapter 02: Strategic Leadership: Managing the Strategy Process

Assignments

1. Learnsmart: Chapter 2 & 3. due 11:59:00 PM EST, Sunday 9/5

Module 04: 9/6-9/12

Learning Activities

2. Chapter 03: External Analysis

Assignments

2. Learnsmart: Chapter 3. due 11:59:00 PM EST, Sunday 9/12

Module 05: 9/13-9/19

Learning Activities

1. Chapter 04: Internal Analysis
2. Chapter 05: Competitive Advantage, Firm Performance, and Business Models

Assignments

1. Learnsmart: Chapter 4 & 5. due 11:59:00 PM EST, Sunday 9/19

Module 06: 9/20-9/26

Learning Activities

1. Chapter 06: Business Strategy: Differentiation, Cost Leadership, and Integration

Assignments

1. Learnsmart: Chapter 6. due 11:59PM EST, Thursday, 9/23
2. Chapter 1-6 quizzes due 11:59PM EST, Thursday, 9/23
3. Sign up for first draft meeting

Module 07: 9/27-10/3

Assignments

1. Midterm Exam available 8:00AM EST, Tuesday 9/28, till 11:59PM EST, Tuesday 9/28
2. First draft due 11:59:00 PM EST, Sunday 10/3

Module 08: 10/4-10/10

Learning Activities

1. Chapter 07: Business Strategy: Innovation and Entrepreneurship
2. First draft meeting 3/8

Assignments

1. Learnsmart: Chapter 7 due 11:59PM Sunday 10/10

Module 09: 10/11-10/17

Learning Activities

1. Chapter 08: Corporate Strategy: Vertical Integration and Diversification

Assignments

1. Must obtain my approval for the final paper strategy by 11:59PM EST, Sunday 10/17
2. Learnsmart: Chapter 08. due 11:59PM EST, Sunday 10/17

Module 10: 10/18-10/24

Learning Activities

1. Chapter 09: Corporate Strategy: Mergers and Acquisitions, Strategic Alliances

Assignments

1. Learnsmart: Chapter 09. due 11:59PM EST, Sunday 10/24

Module 11: 10/25-10/31

Learning Activities

1. Chapter 10: Global Strategy: Competing Around the World

Assignments

1. Learnsmart: Chapter 10 due 11:59PM EST, Sunday 10/31

Module 12: 11/1-11/7

Learning Activities

1. Chapter 11: Organizational Design: Structure, Culture, and Control

Assignments

1. Learnsmart: Chapter 11. due 11:59PM EST, Sunday 11/7
2. Completed full draft of final paper due 11:59PM EST, Sunday 11/7
3. Sign up for second draft meeting by 11:59PM EST, Sunday 11/7

Module 13: 11/8-11/14

Learning Activities

1. Chapter 12: Corporate Governance and Business Ethics
2. Second draft meeting 4/13

Module 14: 11/15-11/21

Assignments

1. Chapter 7-12 quizzes due 11:59PM EST, Sunday 11/21
2. Revise final paper

Module 15: 11/22-11/28

Learning Activities

1. Class Wrap-up

Assignments

1. Submit Final Paper and Peer Evals electronically to BB by 11:59PM EST, Thursday 11/25

Module 16: 11/30

FINAL EXAM available 8:00AM EST, Tuesday 11/30, till 11:59PM EST, Tuesday 11/30

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

College of Education, Dean's Office
Dr. Faye Deters
Associate Dean

420 Combs Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-1175

TO: Rick McGee

FROM: Dr. Faye Deters
Associate Dean

DATE: February 3, 2021

SUBJECT: COE Agenda

Please consider the following substantial agenda items for the College of Education at the next Council on Academic Affairs meeting on February 18, 2021:

Department of Communication Sciences and Disorders

Program Revision
Bachelors of Science in Communication Disorders
Masters of Arts in Communication Disorders

Department of Curriculum & Instruction

Program Revision
Alternative Routes to Initial Certification (MAT) in Teacher Education
Elementary Education

Elementary Education Curriculum Map
MAT: Elementary, Middle, and Secondary Education Curriculum Map

Program Suspension
Director of Special Education
Environmental Education Endorsement
Instructional Computer Technology (P-12)
Math Specialist Endorsement (P-5)

Director of Special Education Teach Out
Math Specialist Endorsement (P-5) Teach Out Plan

Department of Educational Leadership and Counselor Education

Program Revision
M.A.Ed. in Instructional Leadership
Specialist in Education (Ed.S.) Educational Administration and Supervision

EdS Education Leadership Curriculum Map
MAED Instructional Leadership Curriculum Map

Program Suspension
M.A. in Student Personnel Services in Higher Ed

MASPSHE Teach Out Plan

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication Sciences and Disorders
	New Course (Parts II, IV)	College	College of Education
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Bachelors of Science in Communication Disorders
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	8/12/2020	Council on Academic Affairs	
College Curriculum Committee	11/17/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

The Department of Communication Sciences and Disorders is requesting that the course prefix for courses be changed from CDS to CSD to align with the department's name. See accompanying "Prefix Addition" form. The undergraduate catalog text should be reflective of this change. Additional editorial revisions were made to correct errors in the four year plan. The errors noted (e.g., option for candidates to complete SED 390 or PSY 406, removal of requirement to complete EPY 219, CDS 518) were approved through curricular change in previous academic years.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

Not applicable

B. The justification for this action:

Alignment of the course prefixes will help improve communication about the programs offered in the Department of Communication Sciences and Disorders

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

DEPARTMENT OF
COMMUNICATION SCIENCES
AND DISORDERS

Chair
Dr. Kellie Ellis, Chair
(859) 622-1860
Wallace, 204

Faculty
K. Ellis, C. Hughes, C. Page, J. Robinson, and R. Wahl.

The Department offers undergraduate and graduate degrees in communication disorders. The Master of Arts in ~~Education Program~~ in Communication Disorders is a two-year, full-time program leading to eligibility for certification/licensure in Speech-Language Pathology by the American Speech-Language- Hearing Association~~,~~ and Kentucky Board of Speech-Language Pathology. More complete information concerning the graduate program can be reviewed by accessing the Department website at https://www. cd.eku.edu

BACHELOR OF SCIENCE (B.S.)
COMMUNICATION DISORDERS
CIP Code: 51.0204

ADMISSION TO COMMUNICATION DISORDERS PROGRAM

Any student who is accepted by Eastern Kentucky University's Admissions Office may declare their major as Pre-communication disorders. The student will be assigned to a program advisor and will be classified as a "Pre-CD" major. However, a Pre-CD status does not guarantee admission into the CD undergraduate program. Pre-CD majors will be restricted to enrollment in the following major ~~CDS~~ CSD courses: ~~CDS~~ CSD 275 and 360.

To apply for admission to the CD undergraduate program, students must meet the following minimum criteria: (1) at least 40 credit hours earned on 100-level courses or higher, (2) at least a 3.0 GPA on a 4.0 scale, (3) at least a 21 composite score on the ACT or equivalent SAT score, and (4) pass a speech/language/hearing screening. The CD Program requires a state criminal history background check approved* by the College of Education as a condition of admission. Under certain circumstances, a national criminal background check may be required as a condition of admission. Once admitted to the CD program, the student must earn a grade of "C" or higher in CDS 275 or equivalent transferred course before registering for any ~~CDS~~ CSD courses in the major requirements. Once admitted to the CD program, students must earn a grade of "C" or higher in all ~~CDS~~ CSD courses and supporting courses. Transfer students do not have to be enrolled in university courses at the time of submitting an application for admission. The CD program admits 30 new undergraduate students each year. Applicants are ranked by the GPA x ACT composite score. The most qualified applicants are admitted. Application forms are available ~~from Wallace 245 or visit the CD program website~~ at cd.eku.edu. Completed applications and all required documentation must be submitted by February 14 ~~to the CD Program Coordinator~~.

It should be noted that enrollment in the graduate program in Communication Disorders is also limited. Admission into the undergraduate program does not guarantee admission into the graduate program. Refer to the Graduate Catalog for information on admission to the graduate program.

An additional state criminal background check approved* by the College of Education is required prior to beginning ~~CDS~~ CSD 374 or may be required at additional points in the program. Under certain circumstances, a national criminal background check may be required prior to beginning ~~CDS~~ CSD 374. Students must purchase professional liability insurance prior to enrollment in ~~CDS~~ CSD 374, 474, and 541. Further, that insurance coverage must be maintained throughout enrollment in these courses.

*"Approved" is a formal review process of the criminal records report. ~~Violations will be referred to the Professional Education Admission Committee.~~ Any misrepresentation of facts, by omission or addition, may result in the denial of admission to the Communication Disorders Program or enrollment in ~~CDS~~ CSD 374.

UNIVERSITY GRADUATION REQUIREMENTS

• General Education.....36 hours
• Student Success Seminar (EDO 100; waived for transfers with 30+ hrs.).....1 hour
• Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category) Education 2020-2021 EKU UNDERGRADUATE CATALOG 137 Education College of Education
• Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
• ACCT - Communication Disorders majors will select: ~~CDS~~ CSD 475. (Credit hours may be incorporated into Major or Supporting requirements)

Total Hours University Graduation Requirements ..... 37 hours

MAJOR REQUIREMENTS

Core Courses .....58 hours
~~CDS~~ CSD 250, 273(1), 275, 285, 360, 365, 372, 373, 374*, 380, 464, 465, 474*, 475, 487, 525, 530, 541, 571W, and 572.

Supporting Course Requirements.....12-30 hours
ASL 101(GElement 6); BIO 307, 308; ENG 410, 510, or 520; OTS 515; PSY 200, 200W, 280, or 280W (GElement 5B); SED 104(GElement 6); SED 390 or PSY 406; SED 318; STA 215(GElement 2), 270(4) (GElement 2) or 500. (G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.)

Electives .....0.7-13 hours

EXIT REQUIREMENT.....0 hours

TOTAL HOURS TO COMPLETE DEGREE…….…….....120-128 hours

DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS
COMMUNICATION DISORDERS B.S.

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
First Semester	**First Semester**	**First Semester**	**First Semester**
EDO 100……..……1 Gen. Ed. E-1A……..…..3 Gen. Ed. E-3A……..…..3 Gen. Ed. E-5A……..…..3 Gen Ed. E-4……..…3 Gen. Ed. E-6 (SED 104).3 Total……16	BIO 307……3 Gen. Ed. E-5B……..3 (PSY 200W, or 280W) Gen. Ed. E-6 (ASL 101).3 Gen. Ed. E-1C……..2 ~~CDS~~CSD 275……3 Total……15	ENG 410, 510, or 520.3 ~~CDS~~CSD 273……3 ~~CDS~~CSD 250……3 ~~CDS~~CSD 285……3 ~~CDS~~CSD 365……3 ~~CDS~~CSD 380……3 Total……16	~~CDS~~CSD 374……3 ~~CDS~~CSD 475……3 ~~CDS~~CSD 525……3 ~~CDS~~CSD 572……3 ~~CDS~~CSD 541 or OTS 515……...3 Total……15
Second Semester	**Second Semester**	**Second Semester**	**Second Semester**
Gen. Ed. E-1B……..…..3 Gen. Ed. E-3B……..…..3 Gen. Ed. E-4 (CHE 101, CHE 111, PHY 101, or PHY 131) ……..……3 Free elective……..…..3 Gen. Ed. E-2 (MAT 105)…….. .3 Total……15	~~EDF 219……..3~~ BIO 308……3 ~~CDS~~CSD 360……3 ~~SED 341 or 390……3~~ SED 318……3 STA 215 or 500……3 Total…… 15	~~CDS~~CSD 372……3 ~~CDS~~CSD 373……..3 ~~CDS~~CSD 464……..3 ~~CDS~~CSD 487……..3 ~~STA 215 or 500……3~~ SED 390 or PSY 406….3 Total…….. 15	~~CDS~~CSD 474……..3 ~~CDS~~CSD 465……..….3 ~~CDS~~CSD 530…..……3 ~~CDS~~CSD 541 or OTS 515…….…… .3 ~~CDS~~CSD 571W……3 ~~CDS 518……3~~ Total……~~18~~15

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

Part I

(Check one)		Department Name	Communication Sciences and Disorders
	New Course (Parts II, IV)	College	College of Education
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Masters of Arts in Communication Disorders
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	8/12/2020	Council on Academic Affairs	
College Curriculum Committee	11/17/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1.22.21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

The Department of Communication Sciences and Disorders is requesting that the course prefix for courses be changed from CDS to CSD to align with the department's name. See accompanying "Prefix Addition" form. The graduate catalog text should be reflective of this change. The Department is also requesting that a requirement of successful completion of a criminal background check be added to the admission requirements.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

Not applicable

B. The justification for this action:

Alignment of the course prefixes will help improve communication about the programs offered in the Department of Communication Sciences and Disorders. Requiring successful criminal background check is recommended as candidates with criminal records are denied licensure and certification in speech-language pathology. Additionally, EKU's graduate program in Communication Disorders entails direct service provision to vulnerable populations.

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

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

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS
Dr. Kellie C. Ellis, Chair
https://cd.eku.edu
Wallace 245, (859) 622-4444

The Department of Communication Sciences and Disorders offers a graduate program in communication disorders. The Master of Arts ~~in Education~~ Program in Communication Disorders is a two-year, full-time program leading to eligibility for certification/ licensure in Speech-Language Pathology by the American Speech-Language-Hearing Association~~,~~ and Kentucky Board of Speech-Language Pathology. More complete information concerning the graduate program can be reviewed by accessing the Program website at https://cd.eku.edu.

MASTER OF ARTS ~~IN EDUCATION~~ (M.A.)
Communication Disorders
CIP Code: 51.0203

I. GENERAL INFORMATION

The Master of Arts Program in Communication Disorders is a two-year, full time program leading to eligibility for certification/ licensure in Speech-Language Pathology by the American Speech-Language-Hearing Association and Kentucky Board of Speech-Language Pathology.

II. ADMISSION REQUIREMENTS

Admission to the Program:

To be eligible for consideration for admission into the M.A. Program in Communication Disorders, applicants must meet the requirements for admission to the Eastern Kentucky University Graduate School and have
1. A bachelor's degree in Communication Disorders with a minimum undergraduate GPA of 3.0 overall on the transcript which includes the fall semester prior to the application deadline of Feb. 15;
2. documentation of 25 clinical observation hours by August 1 of the application year as required by the American Speech-Language-Hearing Association for national certification; and
3. record of completion of the GRE
4. Applicants must have three references who complete a recommendation form describing their potential success at the graduate level of study. These recommendations are completed through the online application process.
5. Applicants must also provide an essay of approximately 500 words discussing personal and professional objectives. The essay should be submitted in the online application to the Graduate School.
6. The CD Program requires a state criminal history background check approved* by the College of Education as a condition of admission. Under certain circumstances, a national criminal background check may be required as a condition of admission

An additional state criminal background check approved* by the College of Education is required prior to beginning off campus externship courses (CSD 897, CSD 898) or may be required at additional points in the program. Under certain circumstances, a national criminal background check may be required. Students must purchase professional liability insurance prior to enrollment in CSD 874. Further, that insurance coverage must be maintained throughout enrollment in the graduate program.

*"Approved" is a formal review process of the criminal records report. Any misrepresentation of facts, by omission or addition, may result in the denial of admission to the Communication Disorders Program or enrollment in off campus externship courses.

Admission to Eastern Kentucky University's undergraduate program in Communication Disorders does not guarantee acceptance into Eastern Kentucky University's graduate program. There are limited spaces available in the graduate program. The most qualified applicants are admitted. Admission is based upon the criteria described above. Application forms are available online at the Graduate Education and Research website, http://gradschool eku.edu/apply. Submit the completed application for admission with all required documents (application form, official transcripts, three recommendation forms, essay) by February 15 to the Office of Graduate Education and Research.

Professional Code of Ethics

The ASHA Code of Ethics outlines professional guidelines for ethical professional conduct and decision-making in the field of speech-language pathology. Students are expected to abide by the ASHA Code of Ethics available at http://www.asha.org/Code-ofEthics/

III. PROGRAM REQUIREMENTS

Probation and Progress in the Program – If, in any semester of study, a candidate's graduate grade point average falls below 3.0 for all courses taken after admission to the program, the candidate will automatically be on academic probation. The candidate will be dismissed from the program following any second semester with a cumulative GPA below 3.0. A candidate in the program, who earns more than two "Cs", or one "D", or one "F" in courses taken after admission, will be dismissed from the program.

Communication Disorders Core.....39 hours
~~CDS~~ CSD 720, 863, 867, 873, 874 (3-hour course taken 3 times), 875, 876, 877, 878, 879, 880.
Approved Electives in Communication Disorders/Research Option .....9 hours
Candidates who apply for and are selected to the Research Option will take ~~CDS~~ CSD 899 for 3 hours and will take 6 hours of approved electives from areas such as ~~CDS~~ CSD, CDF, COU, EDC, EDF, EME, EMG, EMS, ENG, EPY, HEA, MPH, NFA, NSC, NUR, OTS, PHE, PSY, SED, and/or STA.

If candidates have not completed a course in Neural Bases of Communication; Speech and Hearing Science; School Services in Communication Disorders; Statistics; and Chemistry or Physics with a grade of "C" or higher, then these courses must be completed to meet the requirements for graduation, certification/ licensure in Speech-Language Pathology by the American Speech-Language-Hearing Association and Kentucky Board of Speech-Language Pathology.

Professional Semester I*.....9 hours
~~CDS~~ CSD 870 and 898 or 897.
Professional Semester II* .....6 hours
~~CDS~~ CSD 897 or 898 and approved elective if needed.
Exit Requirement.....0 hours
GRD 877n or 878w
Minimum Program Total.....63 hours

IV. EXIT REQUIREMENTS
The following are the exit requirements for the M.A. in Communication Disorders:
• Program GPA: Candidates must earn an overall GPA of 3.0 or higher, with no grade lower than a C.
• Key Assessments: Candidates will have opportunities to demonstrate professional growth through key assessments covering major program components.
• A thesis and oral defense - GRD 877n (Research Option) or a written comprehensive examination covering education and major program components – GRD 878w (Non-Research Option).

Clinical Clock Hours Requirement
Candidates must complete 375 clinical clock hours before exiting from the graduate program. This requirement will meet the number of hours specified for national certification by the American Speech-Language-Hearing Association and will meet or exceed the hours required for Kentucky Licensure in Speech-Language Pathology. Clinical experiences for accruing clock hours are offered through ~~CDS~~ CSD 874, 897, and 898. A maximum of 50 clinical clock hours accrued at the undergraduate level may be counted with appropriate documentation. A minimum of 25 clock hours of (documented) clinical observation must be completed prior to earning these clinical clock hours.

V. LICENSURE
Candidates seeking national certification by the American Speech-Language-Hearing Association and state licensure by the Kentucky Board of Speech-Language Pathology and Audiology must complete the appropriate PRAXIS exams.

CAA 530

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum and Instruction
	New Course (Parts II, IV)	College	Education
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	ALTERNATIVE ROUTES TO INITIAL CERTIFICATION (MAT) in Teacher Education
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/1/20	Council on Academic Affairs	
College Curriculum Committee	11/17/20	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	12/1/20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/25/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Update SED 811 to reflect change of course name to IECE Assessment and credit hours from 4 to 3 credit. Add SED 802, Advanced Early Childhood Intervention Programming to ensure that candidates obtain necessary skills in IEP and IFSP development, implementation and data collection.

Add the Deaf and Hard of Hearing with Sign Proficiency and update the DHH admission requirements and

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

In an effort to ensure that course content in the IECE program appropriately prepares candidates in assessment and intervention skills, there was a need to divide the content of SED 811 across two courses. Assessment ***and*** intervention planning are no longer delivered in one 4-credit hour course (SED 811). SED 811 has become a 3 hour course focused solely on assessment and SED 802, Advanced Early Childhood Intervention Programming (3), will be added to the MAT IECE program to deliver intervention planning content. The net hour difference results in 2 additional hours for the MAT IECE program, However, this additional course balances the course load across semesters ensuring that students have at least 2 courses to take in each semester and are thus eligible for financial aid. Furthermore, this addition does not add time to completion of the existing program.

We seek to add the option of "DHH with Sign Proficiency" to the MAT-DHH certification option. With this specific certification, graduates are eligible to teach ASL as a foreign language in schools. This option is currently available at for undergraduate students and for graduate students pursuing additional certification, so adding the Sign Proficiency option to the MAT program would result in alignment of this option across all DHH certification routes.

Admission requirements for MAT with DHH certification are being updated to remove requirement of the SED Core Knowledge and Applications Praxis exam for all DHH candidates. Per conversations with EPSB, candidates pursuing DHH certification would not be expected to pass the SED Core Knowledge and Applications Praxis II exam prior to admission. For candidates seeking MAT DHH with Sign Proficiency Certification only, we are adding the admission requirement of a passing score on the American Sign Language Proficiency Interview (ASLPI), which is a Praxis II exam.

We are including revision of music courses to align with changes made within that department.

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

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: none

Library Resources:

Part 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 Revised or Suspended Program

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

Revised* Program Text

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

ALTERNATIVE ROUTES TO INITIAL CERTIFICATION MASTER OF ARTS IN TEACHING (M.A.T.)

in Teacher Education CIP Code: 13.1206

I. GENERAL INFORMATION

The Master of Arts in Teaching program is designed to allow degree candidates who have already completed an appropriate undergraduate major (determined by transcript review) to complete certification requirements while completing a master's degree.

II. ADMISSION REQUIREMENTS

Candidates seeking admission to the program must **meet all admission requirements for the Graduate School including**:

- A bachelor's or master's degree with a cumulative grade point average of 2.75 on a 4.0 scale OR a grade point average of 3.0 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework.

(EPSB regulation 16 KAR 5:020 requires a grade point average of 3.0 on a 4.0 scale in the last thirty (30) hours of credit completed, including undergraduate and graduate coursework.)

Admission to the Program:

- Must successfully complete the Praxis Core Academic Skills for Educators (CASE): Reading (156), Writing (162), Mathematics (150) exams OR Graduate Record Exam: Verbal Reasoning (150), Quantitative Reasoning (143), and Analytical Writing (4.0). Scores are good for five (5) years from the test date. Students who do not have a cumulative undergraduate GPA of 3.0 or 3.0 in the last 30 hours must complete the GRE to meet the Graduate School Entrance Exam requirement.
- Must successfully complete the Praxis II content exam in the desired certification area with the exception of DHH, IECE, elementary, and music concentrations. ~~DHH~~ ~~e~~Candidates seeking DHH with Sign Proficiency certification must successfully complete the ~~general SED knowledge PRAXIS~~ American Sign Language Proficiency Interview exam prior to admission. For middle grades concentration, candidates must successfully complete one of two required Praxis II content exams.
- A professional resume
- An autobiography documenting relevant life/work/educational experience
- Three letters of reference
- Demonstrate communication, creativity, critical thinking, and collaboration in two writing assignments given by the School.
- An interview with the MAT Admission Committee
- Professional Code of Ethics, Character Fitness Declaration, and Professional Dispositions
  - Candidates must review the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020 and sign a COE Professional Code of Ethics for Kentucky Declaration form.
  - Candidates must review the character and fitness questionnaire contained in Section III of the TC-1 (CA-1 Spring 2015) incorporated by reference in 16 KAR 2:010 and sign a COE Professional Character and Fitness Declaration form.
  - EKU College of Education requires a state criminal history background check approved by the College of Education as a condition of admission. Under certain circumstances, a national criminal history background check may be required as a condition of admission.

○ Candidates must demonstrate understanding of professional dispositions expected of professional educators.

NOTE: Based upon applicant disclosure, an interview by the Professional Education Admission Committee may be required.

• Prerequisite courses for candidates seeking MAT with DHH certification: ASL 101, 102.

• **Candidates Seeking Option 6 Alternative Route:**

○ Candidates with clear admission to a traditional route MAT program may pursue an Option 6 route (Temporary Provisional Certification) with an offer of employment from a school district. Candidates seeking employment will be provided a 90 day eligibility letter to support their application for employment. The school district will initiate a CA-TP application as their intent to hire the candidate. A mentoring plan will be deployed that outlines responsibilities for direct observations from a university mentor with participation from a district assigned mentor.

○ To seek and maintain a temporary provisional certification, candidates must be in good academic standing at the university and have concurrent enrollment each semester in the MAT program for the duration of the Option 6 placement. All program requirements and assessments must be completed during the initial and first renewal of the licensure prior to enrollment in practicum and the capstone course which will be completed during the KTIP year, the second renewal. Degree completion is recommended upon successful completion of KTIP and all program requirements.

○ To begin the Option 6 route professional education admission process or to request a 90 day eligibility letter, please email the ~~CPEP Office of Licensure and Certification~~ Profession Education Service at certification.alternative_routes@EKU.EDU or visit the Alternative Certification Specialist in Bert Combs, Room 425.

III. PROGRAM REQUIREMENTS

Professional Education Core.....24 hours

CED 810(.5), 820 (.5), 830 (1), 840 (1), and 897; EGC 820; EGC 830 and ETL 805; EMS 810, EMS 874, and SED 800.

Program Specific Coursework – Concentrations:

1. Interdisciplinary Early Childhood Education. 21hours

ELE 719, SED 802, 808, 811~~(4)~~, 825, 837, and OTS 715.

2.Deaf and Hard of Hearing Education ……**27 hours**

ELE 820, 822; SED 738, 780, 781, 825, 830, 845, 850 *

3 .Elementary Education P-5 Teaching..... 22 hours

ELE 820, 821, 822, 823, 824, 825, 826(2), and 827(2).

4. Middle Grades 5-9 Teaching ..... .9 hours

EGC 835; 6 hours of content with advisor approval.

5. Agriculture (Grades 5-12) ..... 9 hours

ESE 752; 6 hours of content with advisor approval

6. Art (P-12) ..... 12 hours

ESE 740; EME 861; 6 hours of content with advisor approval

7. Biological science (8-12)..... 9 hours

ESE 761; 6 hours of content with advisor approval

8. Business and Marketing* (5-12) ..... 9 hours

ESE 773; 6 hours of content with advisor approval

9. Chemistry (8-12)..... 9 hours

ESE 761; 6 hours of content with advisor approval

10. Earth Science (8-12)..... 9 hours

ESE 761; 6 hours of content with advisor approval

11. Engineering & Technology Education (5-12) 9 hours

ESE 752; 6 hours of content with advisor approval

12. English (8-12)..... 9 hours

ESE 743; 6 hours of content with advisor approval
13. Family and Consumer Sciences (5-12) ..... 9 hours
ESE 753; 6 hours of content with advisor approval
14. French (P-12) ..... 9 hours
ESE 743; 6 hours of content with advisor approval
15. Health Education (P-12) ..... 12 hours
ESE 766; EME 786; 6 hours of content with advisor approval
16. Mathematics (8-12) ..... 9 hours
ESE 750; 6 hours of content with advisor approval
17. Music (P-12)..... 11 hours
~~ESE 779~~ MUE/EMS 702 (2); EME 878; 6 hours of content with advisor approval
18. Physical Education (P-12) ..... 12 hours
ESE 766; EME 786; 6 hours of content with advisor approval
19. Physical Education & Health Dual Certification
(P-12) ..... 12 hours
ESE 766; EME 786; 6 hours of content with advisor approval
20. Physics (8-12)..... 9 hours
ESE 761; 6 hours of content with advisor approval
21. Social Science (8-12)..... 9 hours
ESE 749; 6 hours of content with advisor approval
22. Spanish (P-12)..... 9 hours
ESE 743; 6 hours of content with advisor approval
23. Theatre (P-12)..... 9 hours
ESE 743; 6 hours of content with advisor approval
Exit Requirement ..... 1 hour
Successful completion of ETL 806 (Capstone Research. Repeatable for up to 3 hours.
GRD 878……..0 hours
Total Program Hours..... 34 - 52 hours
The selected concentration subject is that in which the candidate will then request certification by the Education Professional Standards Board

- Candidates may obtain Rank 1 upon completion of the MAT DHH certification with the addition of the following coursework: ELE 821, SED 808, and SED 837

Option 6 Route: Submission of completed, verified Mentoring Plan.

IV. LICENSURE
Candidates seeking licensure and/or rank change in Kentucky must complete the appropriate PRAXIS content exam(s) and Praxis II Principles of Learning and Teaching exam.

IV. EXIT REQUIREMENTS

The following are the exit requirements for Master of Arts in Teaching:

- Program GPA: Candidates must earn an overall GPA of 3.0 or higher, with no grade lower than a C, and no grade lower than a B in CED courses
- Key Assessments: Candidates will have opportunities to demonstrate professional growth through key assessments covering major program components.
- Students must register for and take the PRAXIS exam which correlates to their degree program, per College of Education requirements. Refer to Degree Works for exam details. The PRAXIS exam must be taken prior to student teaching.
- A professional portfolio review and approval of the Capstone Research project by the candidate's advisor (GRD 878)
- Oral presentation of Action Research in ETL 806.
- Initial Certification Concentration: Successful completion of ~~T~~the ~~Practicum~~ student teaching s~~S~~emester for the initial certification concentration.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
			BT ____ HS ____ CL ____ JS ____ ED ____ SC ____	

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

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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.	

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum and Instruction
	New Course (Parts II, IV)	College	College of Education
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Elementary Education
	Program Suspension (Part III)		
x	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11.5.20	Council on Academic Affairs	
College Curriculum Committee	11.17.20	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	12.1.20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*			

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Replace ELE 302 with ELE 445.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016). Fall 2021

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

B. The justification for this action: ELE 302, ELE 445, and EMG 445 all have the same SLO's. ELE 302 is taken by Elementary majors, while EMG 445 is taken by our Middle Grades majors. Replacing ELE 302 with ELE 445 will allow us to offer cross-listed versions of the course; we can provide more flexibility to Middle Grades majors and increase enrollment in all course sections.

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

Personnel Impact: May allow a decrease in adjuncts to teach sections.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

UNIVERSITY GRADUATION REQUIREMENTS

• General Education..... 36 hours
• Student Success Seminar (EDO 100 or HON 100; waived for transfers with 30+ hrs.) ..... 1 hour • Writing Intensive Course (Hrs. incorporated into Major

Supporting/Gen Ed/Free Electives category)
• Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
• ACCT -– Elementary Education majors will fulfill ACCT with CED 499. (Credit hours included in Professional Education requirements)

Total Hours University Graduation Requirements ... 37 hours

Upon completion of a degree in Elementary Education, candidates 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, learning and ethnic backgrounds as demonstrated through course observations, assignments and/or reflections.

CANDIDATES HAVE A CHOICE OF:

Elementary only; or Dual Certification in Elementary and Special Education (See catalog for Learning and Behavior Disorders + Elementary or Deaf and Hard of Hearing +Elementary.)

MAJOR REQUIREMENTS
Core Courses ..... 33 hours

ELE 101, 102, 201, ~~302,~~ 420(1), 421(2), 422(2), 423(2), 424(2), 445, 475; EME 301 or MAE 302, 313; LIB 301 or 301S.

Professional Education Requirements ..... 37 hours ~~EDC 300,~~ EDC 106, 300; EDF 203, 204(2), 219, 413, EMS 300W, 490, SED 104 (*G*Element 6), and 14 credit hours of Clinical Experiences: CED 100(0.0), 200(0.0), 300(0.5), 400(0.5), 450(1), 499(12).

Supporting Course Requirements ..... 21 hours

Social Science: (GElement 5A and 5B): HIS 102 or HON 312W; POL 101; GEO 100 or 220.
English: (GElement 3B): ENG 210, 210W, 211, 211W, 212, 212W, HON 306W or 308W; ENG 303; EME 452.
Natural Sciences/Engineering: BIO 102 (GElement 4), GLY 102 (GElement 4), and CHE 104 or PHY 104, and EDC or TEC 314.
Mathematics: MAT 112 or higher (GElement 2), MAE 201, and MAE 202.
G = Course also satisfies a General Education element. Hours are counted only within the 36 hr. General Education requirement above.

EXIT REQUIREMENT.....0 hours PRAXIS EXAMINATION
Students must register for and take the PRAXIS exam which correlates to their degree program, per College of Education requirements. Refer to Degree Works for exam details. The PRAXIS exam must be taken prior to student teaching.

TOTAL HOURS TO COMPLETE DEGREE.....128 hours

PRAXIS DISCLAIMER: Kentucky educator certification requirements are subject to change. Before registering for the test(s), please check the Education Professional Standards Board website at www.epsb.ky.gov for current test requirements and current cut scores. You may also contact the

Division of ~~Professional Learning and Assessment~~ Certification at (502) 564-~~5778~~5846.

ELE Education Program's Curriculum Objective Map 1- introduce learning goals (update or initial reflection) 2- Reinforced learning goals 3 - Mastered learning goals 4- Assessed learning goals (assignments, etc.)		SLO 1 - Candidates will demonstrate disciplinary-specific content knowledge.	SLO 2 - Candidate will demonstrate professional capabilities.	SLO 3 - Candidate will demonstrate proficiency in teaching, as measured by clinical experiences.	SLO 4 - Candidate will demonstrate assessment proficiencies	SLO 5 - Candidate will demonstrate an ability to diagnose and prescribe for personalized student learning.	SLO 6 - Candidate will demonstrate application of content knowledge and pedagogical skills through instructional practice.	SLO 7 - Candidate will demonstrate proficiency with disciplinary literacy through theoretical knowledge and instructional applications.
Elementary Core Classes								
ELE 101	Creative Thinking Through Performance Arts	✓	✓					
ELE 102	Creative Thinking Through Visual Arts	✓	✓					
ELE 201	Practical Living	✓	✓					
ELE 445	Foundations of Reading/Language Arts	✓	✓		✓		✓	✓
EME 301 or MAE 302	Teaching Mathematics, III	✓	✓				✓	
EME 313	Interdisciplinary Social Studies Teaching	✓	✓				✓	
LIB 301 or LIB 301S	Children's Literature	✓	✓					
ELE 420	Elementary Methods: Creative Arts Lab	✓	✓		✓	✓	✓	
ELE 421	Elementary Methods: Mathematics	✓	✓		✓	✓	✓	
ELE 422	Elementary Methods: Science	✓	✓		✓	✓	✓	
ELE 423	Elementary Methods: Social Science	✓	✓		✓	✓	✓	
ELE 424	Elementary Methods: English/Language Arts	✓	✓		✓	✓	✓	✓
ELE 475	Diagnosing and Remediating Reading Difficultues	✓	✓		✓	✓	✓	✓
Professional Education Requirements								
EDF 203	Educational Foundations		✓					
EDF 219	Human Development and Learning		✓					
EDF 204	Emerging Instructional Technologies		✓					
EDF 413	Assessment in Education		✓		✓	✓		
EMS 300W	Curriculum and Instructional Design		✓		✓	✓		
EDC 300	Differentiated Instruction		✓		✓	✓		
CMS 100/210	Introduction to Human Communication		✓					
SED 104	Special Education Introduction		✓					
Clinical Requirements								
CED 100	Introduction to the Education Profession		✓	✓				
CED 200	Understanding the Learner		✓	✓				
CED 300	Curriculum and Instructional Design		✓	✓			✓	
CED 400	Diagnosis and Prescription		✓	✓	✓	✓		
CED 450	Practicing Teaching		✓	✓	✓	✓	✓	
CED 499	The Professional Semester		✓	✓	✓	✓	✓	
Supporting Course Requirements								
HIS 102	American Civilization to 1877	✓						
POL 101	Political Science	✓						
ENG 210, 211, or 212	Appreciation of Literature	✓						
ENG 303	Advanced Composition for Teachers	✓						
EME 452	Language and Grammar for Teachers	✓						
BIO 102	Biology for Teachers	✓						
GLY 102	Geology for Teachers	✓						
CHE 104/PHY 1	Chemistry/Physics for Teaching	✓						
EDC/TEC 314	Engineering for K-8 Teachers	✓						
MAT 112	College Algebra	✓						
MAE 201	Mathematics for Teachers, I	✓						
MAE 202	Mathematics for Teachers, II	✓						

MAT: Elementary, Middle, and Secondary Education
Program's Curriculum Objective Map

1- introduce learning goals
(update or initial reflection)
2- Reinforced learning goals
3 - Mastered learning goals
4- Assessed learning goals
(assignments, etc.)

		SLO 1 - Candidate will demonstrate disciplinary-specific content knowledge.	SLO 2 - Candidate will demonstrate professional capabilities.	SLO 3 - Candidate will demonstrate proficiency in teaching, as measured by clinical experiences.	SLO 4 - Candidate will demonstrate assessment proficiences	SLO 5 - Candidate will demonstrate an ability to reflect on own practice for personalized student learning	SLO 6 - Candidate will demonstrate application of content knowledge and pedagogical skills through instructional practice.	SLO 7 - Candidate will demonstrate proficiency with disciplinary literacy through theoretical knowledge and instructional applications.
Professional Education Core								
CED 810	Learners, Teachers, School, and Society		✓	✓				
CED 820	Designing Instruction		✓	✓			✓	
CED 830	Diagnosis and Prescription		✓	✓	✓	✓		
CED 840	Practicing Teaching		✓	✓				
CED 855	Option 6 Practictum		✓	✓	✓			
CED 897	Graduate Practicum		✓	✓	✓			
EGC 820	Professional Studies I: Teachers, School, & Society		✓	✓				
EGC 830	Professional Studies II: Learners, Teachers, and Action Research		✓	✓				
EMS 810 or SED 825 (IECE)	Emerging Instructional Technologies	✓	✓				✓	
SED 800	Exceptional Learners in the Regular Classroom	✓			✓	✓		
EMS 854	Social and Emotional Development of Gifted and Talented	✓			✓	✓	✓	
ETL 805	Research for Teacher Leaders	✓	✓	✓				
ETL 806	Teacher Leader Capstone	✓		✓				
Program Specific Coursework: DHH								
ELE 820	Literacy Foundations, P-5	✓						
ELE 822	Mathematics Foundations, P-5	✓						
SED 738	Language of the Deaf and Hard of Hearing	✓			✓	✓		✓
SED 780	Audiology for the Deaf and Hard of Hearing	✓			✓	✓		✓
SED 781	Speech for the Deaf and Hard of Hearing	✓			✓	✓		✓
SED 825	Language Disorders of Students with Disabilities	✓				✓		
SED 830	Survey of Education for the Hearing Impaired	✓				✓		
SED 845	Special Ed Transition/Collaboration	✓				✓		
SED 850	Assessment, Programs, and Methods for Students who are Deaf and Hard of Hearing	✓				✓		
Program Specific Coursework: IECE								
ELE 719	Teaching in the Kindergarten	✓						
SED 808	Survey of Special Education in Early Childhood	✓			✓			
SED 802	Advanced Early Childhood Intervention Programming	✓						
SED 825	Language Disorders of Students with Disabilities	✓						
SED 837	Applied Behavior Analysis	✓						
SED 811	IECE Assessment and Intervention	✓						
OTS 715	Early Childhood Sensorimotor Development	✓						
Program Specific Coursework: Elementary Education								
ELE 820	Literacy Foundations, P-5	✓						
ELE 821	Literacy Instruction and Assessment, P-5	✓						
ELE 822	Mathematics Foundations, P-5	✓						
ELE 823	Math Content, Pedagogy, and Assessment, P-5	✓						
ELE 824	Science Content, Pedagogy, and Assessment, P-5	✓						
ELE 825	Social Studies Content, Pedagogy, and Assessment, P-5	✓						
ELE 826	Integrated Arts, Humanities, and Practical Living	✓						
ELE 827	Integrated Thematic Teaching	✓						
Program Specific Coursework: Middle Grades Teaching								
EGC 835	Content Methods and Curriculum for Middle Grades		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval (e.g., EME 852)	✓						
Program Specific Coursework: Agriculture								
ESE 752	Secondary Schools		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Art								
ESE 740	Teaching Art in the Secondary P-12 Schools		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Biological Science								
ESE 761	Teaching Science in Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Business and Marketing								
ESE 773	Schools		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Chemistry								
ESE 761	Teaching Science in Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Earth Science								
ESE 761	Teaching Science in Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Engineering and Technology								
ESE 752	Secondary Schools		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: English								
ESE 743	Teaching of Language Arts in the Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: English as a Second Language								
EME 751	Linguistics in the Curriculum	✓						
EMS 775	Language							
EMS 776	Assessment Methods for ELLs							
EMS 777	Cultural Competency with ELLs	✓						
Program Specific Coursework: Family and Consumer Sciences								
ESE 753	Family and Consumer Sciences Education Curriculum		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: French								
ESE 743	Teaching of Language Arts in the Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Health Education								
ESE 787	Teaching of Health Education in Secondary Schools		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Mathematics								
ESE 750	Teaching Mathematics in the Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Music								
ESE 779	Music Education: Principles and Practices		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Physical Education								
ESE 766	Teaching of Physical Education in Secondary Schools		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Physical Education & Health (dual cert)								
ESE 766	Teaching of Physical Education in Secondary Schools		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Physics								
ESE 761	Teaching Science in Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Social Science								
ESE 749	Teaching Social Studies in the Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Spanish								
ESE 743	Teaching of Language Arts in the Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						
Program Specific Coursework: Theatre								
ESE 743	Teaching of Language Arts in the Secondary School		✓	✓	✓		✓	
6 hours	Content Specialization - with advisor approval	✓						

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum & Instruction
___	New Course (Parts II, IV)	College	College of Education
___	Course Revision (Parts II, IV)	*Course Prefix & Number	
___	Hybrid Course ("S," "W")	*Course Title	
___	New Minor (Part III)	*Program Title	Director of Special Education
x	Program Suspension (Part III)		
___	Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	Date		Date
Departmental Committee	8.10.2020	Council on Academic Affairs	
College Curriculum Committee	9.15.20	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	10.6.20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	12.4.20		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Suspend the Director of Special Education Program of Study

A. 2. Proposed Effective Academic Term: (Example: Fall 2012)

Fall 2021

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

Fall 2021

B. The justification for this action:

The Director of Special Education is a highly specialized, low enrollment program. The program contains 4 courses that are unique to this program which are all low enrolled courses—consistently fewer than 5 students.

While the DOSE certification is necessary in the state, this program is available at other institutions across Kentucky.

EKU currently lacks full-time faculty who are qualified to teach these unique courses, and having an entire program taught by adjuncts is not desirable.

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

Personnel Impact:

Duties for data analysis and reporting will be eliminated for Special Education faculty. Advising load will be diminished somewhat as well.

Operating Expenses Impact:

Suspension will eliminate the need for overload payment for full-time faculty. Despite the fact that courses are prorated they still incur a financial impact.

Equipment/Physical Facility Needs:

N/A

N/A

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 Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. 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.

Revised* Program Text

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

~~**Director of Special Education Professional Certification**~~

~~The prerequisites for admission to the program for Director of Special Education Professional Certification are:~~

~~(a) a valid Kentucky certificate for teachers of exceptional children (including speech-language pathologists) or for school psychologists~~

~~(b) three years of experience as a full time teacher of exceptional children or speech-language pathologist and/or three years of experience as a full-time school psychologist~~

~~(c) a minimum of a master's degree or planned fifth year program.~~

~~**Prerequisite Courses ..... 12 hours**~~

~~*Equivalent courses at the undergraduate or graduate level:~~

~~An introductory course on disabilities, a Mild to Moderate special education methods course, a course in Applied Behavior Analysis, and SED 886.~~

~~**Required Courses.....15 hours**~~

~~SED 810, 814, 816 (six hours), EAD 849.~~

~~For the Professional Certificate for Director of Special Education, candidates must enroll in SED 816 within three years of completing SED 810 and 814. All required courses (EAD 849, SED 810, 814, and 816) must be completed within five years.~~

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum & Instruction
___	New Course (Parts II, IV)	College	College of Education
___	Course Revision (Parts II, IV)	*Course Prefix & Number	
___	Hybrid Course ("S," "W")	*Course Title	
___	New Minor (Part III)	*Program Title	Environmental Education Endorsement
x	Program Suspension (Part III)		
___	Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	Date		Date
Departmental Committee	8.10.2020	Council on Academic Affairs	
College Curriculum Committee	9.15.2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	10.6.20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	12.4.20		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Suspend the Environmental Education Endorsement Program of Study

A. 2. Proposed Effective Academic Term: (Example: Fall 2012)

Fall 2021

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

Fall 2021 (follow teach out plan completion)

B. The justification for this action:

The Environmental Education Endorsement is a 12 credit hour, highly specialized program. It contains 4 courses. Two of the four courses are offered by CURI (EMS 561/761 & EMS 763) while the other two options for courses are offered through Natural Areas. Courses offered by CURI are consistently low enrolled – fewer than 5 students – and frequently require a CBSA.

Additionally, Natural Areas recently received EKU approval for an Environmental Education certificate (12 credits). The certificate will include similar courses provided by the endorsement including C&I course offerings.

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

Personnel Impact:

Duties for data analysis and reporting will be eliminated for CURI and Natural Areas faculty. Advising load will be diminished somewhat as well.

Operating Expenses Impact:

Suspension will eliminate the need for overload payment for full-time faculty or adjunct hire. Despite the fact that courses are prorated they still incur a financial impact.

Equipment/Physical Facility Needs:

N/A

Library Resources:

N/A

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. 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.

Revised* Program Text

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

ENDORSEMENTS PREPARATION PROGRAMS

These are programs of study which do not lead to a degree or to an EKU awarded recognition but instead prepare the candidate, upon recommendation from EKU, for professional endorsement by the Commonwealth of Kentucky Education Professional Standards Board. In some cases, the endorsement may be earned as part of a degree program.

For information on the following endorsement programs, go to the Curriculum and Instruction website at www.education.eku.edu/ curriculum/.

Endorsement Area Required Hours and Courses:

Math Specialist Endorsement (Grades P-5).....15 hours EME 843, 866, 874, 818, 878

English as a Second Language (Grades P-12).....12 hours EME 751, EMS 775, EMS 776; EMS 777

~~Environmental Education (Grades P-12).....12 hours BIO 790; EMS 761; BIO 700, EMS 765S, EMS 764S, or approved international service learning; EMS 763, 764S, or 765S.~~

Gifted Education (Grades P-12).....12 hours EMS 855, 856, 857, 858

Instructional Computer Technology (Grades P-12).....12 hours EDC 810, 811, 812, 813

Literacy Specialist (Grades P-12).....12 hours ELE 871 or EMG 806; EMS 873, 875, 876; EME 877

Teacher Leader.....13 hours ETL 800, 801, 803, 805, and 806(1)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum & Instruction
___	New Course (Parts II, IV)	College	College of Education
___	Course Revision (Parts II, IV)	*Course Prefix & Number	
___	Hybrid Course ("S," "W")		M.A. IN MIDDLE GRADES EDUCATION (M.A.Ed.) with
___	New Minor (Part III)	*Program Title	Teacher Leader Endorsement Preparation
x	Program Suspension (Part III)		Environmental Education Endorsement
___	Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	Date		Date
Departmental Committee	8.10.2020	Council on Academic Affairs	
College Curriculum Committee	9.15.2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	10.6.20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	12.4.20		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Suspend the Environmental Education Endorsement Program of Study in the M.A. IN MIDDLE GRADES EDUCATION program

A. 2. Proposed Effective Academic Term: (Example: Fall 2012)

Fall 2021

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

Fall 2021 (follow teach out plan completion)

B. The justification for this action:

The Environmental Education Endorsement is a 12 credit hour, highly specialized program. It contains 4 courses. Two of the four courses are offered by CURI (EMS 561/761 & EMS 763) while the other two options for courses are offered through Natural Areas. Courses offered by CURI are consistently low enrolled – fewer than 5 students – and frequently require a CBSA.

Additionally, Natural Areas recently received EKU approval for an Environmental Education certificate (12 credits). The certificate will include similar courses provided by the endorsement including C&I course offerings.

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

Personnel Impact:

Duties for data analysis and reporting will be eliminated for CURI and Natural Areas faculty. Advising load will be diminished somewhat as well.

Operating Expenses Impact:

Suspension will eliminate the need for overload payment for full-time faculty or adjunct hire. Despite the fact that courses are prorated they still incur a financial impact.

Equipment/Physical Facility Needs:

N/A

MAED option 3 concentration 3

MASTER OF ARTS IN MIDDLE GRADES EDUCATION (M.A.Ed.)

with

Teacher Leader Endorsement Preparation

CIP Code: 13.1203

I. GENERAL INFORMATION

The curriculum is designed to help teachers certified to teach in middle schools improve their professional skills, extend their knowledge of the subjects they teach, and increase their understanding of the intellectual, philosophical, sociological, psychological, and cultural foundations of effective education in order to serve as instructional leaders, teacher mentors, literacy or math coaches, instructional facilitators, department chairs and/or team leaders.

Teacher Leader Endorsement- Candidates will be eligible to apply for the Teacher Leader Endorsement upon completion of this program.

II. ADMISSION REQUIREMENTS

Candidates must meet the admissions requirements of the

Graduate School and have completed an initial middle grades teaching certification program. In addition, candidates must have earned an overall 3.0 undergraduate GPA or a 3.0 in the last 30 hours completed.

III. PROGRAM REQUIREMENTS

Professional Education Core ..... 14 hours
ETL 800, 801, 803, 805; EDF 804(2).
Middle Grades Program Supporting Coursework ..... 3 hours
EMG 806

Concentration Area (see choices below)..... 12-18 hours
Exit Requirement ..... 1 hour
ETL 806 (1)*, GRD 878c
Minimum Program Total..... 30-36 hours

Concentration Areas:

1. **Certification Area Specialization..... 12 hours**
   Subject matter or education courses selected in consultation with advisor to strengthen candidate's knowledge in area(s) of certification.

Endorsement or Dual Credit Preparation with Certification Area Specialization 12-18 hours

2. **English as a Second Language Endorsement/Certification Area Specialization (Grades P-12) 12 hours**
   EME 751, EMS 775, EMS 776; EMS 777
3. ~~**Environmental Education Endorsement/Certification Area Specialization (Grades P-12) 12 hours**~~
   ~~BIO 790; EMS 761; BIO 700, EMS 765S, EMS 764S, or~~
   ~~approved international service learning; EMS 763, 764S, or 765~~
4. **3. Gifted Education Endorsement/Certification Area Specialization (Grades P-12) 12 hours**
   EMS 855, 856, 857, 858
5. **4Instructional Computer Technology Endorsement/ Certification Area Specialization (Grades P-12) 12 hours**
   EDC 810, 811, 812, 813
6. **5Literacy Specialist Endorsement/Certification Area Specialization (Grades P-12) 15 hours**
   ELE 871; EMS 873; EMS 875; EMS 876; EME 877.
7. **6Dual Credit Content Preparation 18 hours**
   18 graduate hours chosen in consultation with education advisor and content specialist after transcript evaluation of prior coursework.
8. **7Dual Credit Instructional Computer Technology Teaching Preparation 18 hours**
   ETL 801, ETL 803, EDC 810, 811, 812, 813, CIS 850, and INF
   710 or LIB 801.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum & Instruction
	New Course (Parts II, IV)	College	College of Education
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")		M.A. IN SECONDARY EDUCATION (M.A.Ed.) with
	New Minor (Part III)	*Program Title	Teacher Leader Endorsement Preparation
x	Program Suspension (Part III)		Environmental Education Endorsement
	Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	Date		Date
Departmental Committee	8.10.2020	Council on Academic Affairs	
College Curriculum Committee	9.15.2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	10.6.20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	12.4.20		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Suspend the Environmental Education Endorsement Program of Study in the M.A. IN SECONDARY EDUCATION program

A. 2. Proposed Effective Academic Term: (Example: Fall 2012)

Fall 2021 **A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

Fall 2021 (follow teach out plan completion)

B. The justification for this action:

The Environmental Education Endorsement is a 12 credit hour, highly specialized program. It contains 4 courses. Two of the four courses are offered by CURI (EMS 561/761 & EMS 763) while the other two options for courses are offered through Natural Areas. Courses offered by CURI are consistently low enrolled – fewer than 5 students – and frequently require a CBSA.

Additionally, Natural Areas recently received EKU approval for an Environmental Education certificate (12 credits). The certificate will include similar courses provided by the endorsement including C&I course offerings.

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

Personnel Impact:

Duties for data analysis and reporting will be eliminated for CURI and Natural Areas faculty. Advising load will be diminished somewhat as well.

Operating Expenses Impact:

Suspension will eliminate the need for overload payment for full-time faculty or adjunct hire. Despite the fact that courses are prorated they still incur a financial impact.

Equipment/Physical Facility Needs:

N/A

MASTER OF ARTS IN SECONDARY EDUCATION (M.A.Ed.)
with
Teacher Leader Endorsement Preparation
CIP Code: 13.0409

I. GENERAL INFORMATION

The curriculum is designed to help teachers certified to teach in secondary programs (P-12, 5-12, or 8-12) improve their professional skills, extend their knowledge of the subjects they teach, and increase their understanding of the intellectual, philosophical, sociological, psychological, and cultural foundations of effective education in order to serve as instructional leaders,

teacher mentors, literacy or math coaches, instructional facilitators, department chairs and / or team leaders. Candidates will be eligible to apply for the Teacher Leader Endorsement upon completion of this program.

II. ADMISSION REQUIREMENTS

Candidates must meet the admissions requirements of the Graduate School and have completed an initial teaching certification program in secondary programs (P-12, 5-12, or 8-12). In addition, candidates must have earned an overall 3.0 undergraduate GPA or a 3.25 in the last 60 hours completed.

III. PROGRAM REQUIREMENTS

Professional Education Core.....14 hours
EDF 804..... 2 hours
ETL 800, 801, 803 and 805..... 12 hours
Secondary Program Supporting Coursework.....3 hours
EMG 806 ..... 3 hours
Concentration Area (see choices below) ..... 12-18 hours
Exit Requirement..... 1 hour
ETL 806 (1)*, GRD 878i
Minimum Program Total.....30-36 hours

Concentration Areas:

1. Certification Area Specialization .....12 hours
Subject matter or education coursework selected in consultation with advisor: courses selected to strengthen candidate's knowledge in area(s)of certification. (Subject .....
areas include; Agriculture, Art, Biology, Business & Marketing, Chemistry, Dual Credit Content Preparation, Dual Credit Prep Instructional Computer Technology,
Dual Credit Prep Other Subject, Earth Science, Engineering and Technology, English, English as Second Language (P-12), Environmental Education (P-12), Family and Consumer Science, French, Gifted Education (P-12), Health, Instructional Computer Technology (P-12), Literacy Specialist (P-12), Mathematics, Music, Physical Education, Physics, Social Science/History, Spanish and Theatre)

Endorsement or Dual Credit Preparation with Certification Area Specialization 12-18 hours

2. English as a Second Language (Grades P-12) Endorsement 12 hours
EME 751, EMS 775, EMS 776; EMS 777

~~**3. Environmental Education (Grades P-12) Endorsement 12 hours**~~
~~BIO 790; EMS 761; BIO 700, EMS 765S, EMS 764S, or approved international service learning; EMS 763, 764S, or 765S~~

4. 3Gifted Education (Grades P-12) Endorsement ...12 hours
EMS 855, 856, 857, 858

5. 4Instructional Computer Technology (Grades P-12) Endorsement 12 hours
EDC 810, 811, 812, 813

6. 5Literacy Specialist (Grades P-12) Endorsement .. 15hours
ELE 871; EMS 873, EMS 875; EMS 876; and EME 877

7. 6Preparation to Teach Dual Credit Music.....18 hours
MUS 755, 756, 872, 878, 887, and one advisor approved elective (3)

8. 7Preparation to Teach Dual Credit Instructional Computer Technology.....18 hours
EDC 810, 811, 812, 813, CIS 850, and INF 710 or LIB 801

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum & Instruction
___	New Course (Parts II, IV)	College	College of Education
___	Course Revision (Parts II, IV)	*Course Prefix & Number	
___	Hybrid Course ("S," "W")	*Course Title	
___	New Minor (Part III)	*Program Title	Instructional Computer Technology (P-12)
x	Program Suspension (Part III)		
___	Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	Date		Date
Departmental Committee	9.3.20	Council on Academic Affairs	
College Curriculum Committee	10.20.20	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	11.2.20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	12.4.20		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Suspend the Instructional Computer Technology Endorsement Program of Study

A. 2. Proposed Effective Academic Term: (Example: Fall 2012)

Fall 2021

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

Fall 2021

B. The justification for this action:

The Instructional Computer Technology Endorsement is a 12 credit hour highly specialized program of study. All 4-courses are unique to the program and only 1 course has been taught since the course's inception (EDC 810). There have been no students enrolled in the endorsement since its inception. Ecampus marketed this program prior however, the endorsements have since moved to Campus 1.

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

Personnel Impact:

Duties for data analysis and reporting will be eliminated for C&I faculty. Pre-admission advising load will be diminished. Proficiency review for this endorsement will be suspended.

Operating Expenses Impact:

Suspension will eliminate the need for overload payment for full-time faculty or adjunct hire. Despite the fact that courses are prorated they still incur a financial impact.

Equipment/Physical Facility Needs:

N/A

Library Resources:

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 Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. 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.

Revised* Program Text

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

ENDORSEMENTS PREPARATION PROGRAMS

These are programs of study which do not lead to a degree or to an EKU awarded recognition but instead prepare the candidate, upon recommendation from EKU, for professional endorsement by the Commonwealth of Kentucky Education Professional Standards Board. In some cases, the endorsement may be earned as part of a degree program.

For information on the following endorsement programs, go to the Curriculum and Instruction website at ~~www.education.eku.edu/ curriculum/~~ www.curriculum.eku.edu.

Endorsement Area Required Hours and Courses:

Math Specialist Endorsement (Grades P-5).....~~15~~12 hours EME 843, 866~~, 874, 818~~, 878; MAE 702

English as a Second Language (Grades P-12).....12 hours EME 751, EMS 775, EMS 776; EMS 777

~~Environmental Education (Grades P-12).....12 hours BIO 790; EMS 761; BIO 700, EMS 765S, EMS 764S, or approved international service learning; EMS 763, 764S, or 765S.~~

Gifted Education (Grades P-12).....12 hours EMS 855, 856, 857, 858

~~Instructional Computer Technology (Grades P-12).....12 hours EDC 810, 811, 812, 813~~

Literacy Specialist (Grades P-12).....12 hours ELE 871 or EMG 806; EMS 873, 875, 876; EME 877

Teacher Leader.....13 hours ETL 800, 801, 803, 805, and 806(1)

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Curriculum & Instruction
	New Course (Parts II, IV)	College	College of Education
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Math Specialist Endorsement (P-5)
x	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11.5.20	Council on Academic Affairs	
College Curriculum Committee	11.17.20	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	12.1.20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1.25.21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Suspend the Math Specialist Endorsement Program of Study

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

Summer 2022

B. The justification for this action:

The Math Specialist Endorsement is a 12 credit hour Endorsement. Of the four classes, one is consistently substituted for other courses. There are only three students currently in the program, one of which is active. There is one course within the Endorsement that is unique to the program, but it was cancelled in Fall 2020 due to 0 enrollment.

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

Personnel Impact:

Duties for data analysis and reporting will be eliminated for C&I faculty. Advising for interested candidates will be eliminated. Proficiency review for this endorsement will be suspended.

Operating Expenses Impact:

Suspension will eliminate the need for overload payment for full-time faculty or adjunct hire for the one course that was unique to the program.

Equipment/Physical Facility Needs:

n/a

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 Revised or Suspended Program

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

Revised* Program Text

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

ENDORSEMENTS PREPARATION PROGRAMS

These are programs of study which do not lead to a degree or to an EKU awarded recognition but instead prepare the candidate, upon recommendation from EKU, for professional endorsement by the Commonwealth of Kentucky Education Professional Standards Board. In some cases, the endorsement may be earned as part of a degree program.

For information on the following endorsement programs, go to the Curriculum and Instruction website at ~~www.education.eku.edu/curriculum/~~www.curriculum.eku.edu.

Endorsement Area Required Hours and Courses:

~~Math Specialist Endorsement (Grades P-5).....15 hours EME 843, 866, 874, 818, 878~~

English as a Second Language (Grades P-12).....12 hours EME 751, EMS 775, EMS 776; EMS 777

~~Environmental Education (Grades P-12).....12 hours BIO 790; EMS 761; BIO 700, EMS 765S, EMS 764S, or approved international service learning; EMS 763, 764S, or 765S.~~

Gifted Education (Grades P-12).....12 hours EMS 855, 856, 857, 858

~~Instructional Computer Technology (Grades P-12).....12 hours EDC 810, 811, 812, 813~~

Literacy Specialist (Grades P-12).....12 hours ELE 871 or EMG 806; EMS 873, 875, 876; EME 877

Teacher Leader.....13 hours ETL 800, 801, 803, 805, and 806(1)

(Taken from Graduate Catalog p. 76)

Director of Special Education
EASTERN KENTUCKY UNIVERSITY
Program Suspension
Fall 2021

The Director of Special Education is a highly specialized, low enrollment program. The program contains 4 courses that are unique to this program (SED 810, 814, 816, and 886). Prior to the revision of our MAED Option A programs, 2 of these courses (SED 810 and 886) were shared across programs. Even then, these were low-enrolled courses—consistently fewer than 5 students, but with the revision of the MAED Option A programs, enrollment in these programs is expected to decrease even more. It is difficult to staff courses for low-enrollment courses. Furthermore, EKU currently lacks full-time faculty who are qualified to teach these unique courses, and having an entire program taught by adjuncts is not desirable.

While the DoSE certification is necessary in the state, this program is available at other institutions across Kentucky.

Teach out plan (Fall 2020-Summer 2021) x = course has been completed

advisee_id	advisee_full_name	Current students	Fall 2020	winter 2020	spring 2021	summer 2021
Personal info. removed for privacy	Personal info. removed for privacy	Informed of suspension. Candidate beginning fall 2020, will finish Summer 2021	EAD 849 Fall B	SED 810	SED 814	SED 837 and 816
Personal info. removed for privacy	Personal info. removed for privacy	Informed of suspension. Candidate beginning fall 2020, will finish Summer 2021	EAD 849 Fall B	SED 810	SED 814	SED 816
Personal info. removed for privacy	Personal info. removed for privacy	Will email student to inform and recommend spring and summer courses for completion	x	x	SED 814	SED 816
Personal info. removed for privacy	Personal info. removed for privacy	Will email student to inform and recommend spring and summer courses for completion	x	x	x	SED 816
		Inactive Students will be contacted regarding suspension				
Personal info. removed for privacy	Personal info. removed for privacy		x	x	x	SED 816

Personal info. removed for privacy	Personal info. removed for privacy		EAD 849 Fall B	SED 810	SED 814	SED 816
Personal info. removed for privacy	Personal info. removed for privacy		EAD 849 Fall B	SED 810	SED 814	SED 816
Personal info. removed for privacy	Personal info. removed for privacy		EAD 849 Fall B	SED 810	SED 814	SED 816
Personal info. removed for privacy	Personal info. removed for privacy		EAD 849 Fall B	SED 810	SED 814	SED 816
Personal info. removed for privacy	Personal info. removed for privacy		EAD 849 Fall B	SED 810	SED 814	SED 816

Math Specialist Endorsement (P-5)
EASTERN KENTUCKY UNIVERSITY
Program Suspension
Summer 2022

The Math Specialist Endorsement is a specialized, low enrollment program. As there is often only one math specialist per school or district, there is also little need. The Math Specialist Endorsement is a 12 credit hour Endorsement. Of the four classes, one is no longer offered and has consistently been substituted for other courses. There is one course within the Endorsement that is unique to the program. It was cancelled in Fall 2020 due to 0 enrollment. The other three courses are not specific to the Endorsement and will continue to be offered. There are only three students currently in the program, one of which is active.

Teach out plan (Fall 2020-Summer 2022) x = course has been completed

advisee_id	advisee_full_name	Current students	Spring 2021	Summer 2021	Fall 2021	Spring 2022
Personal info. removed for privacy	Personal info. removed for privacy	Will email student to inform and recommend spring and summer courses for completion. Candidate began fall 2019, can finish Summer 2021.	EME 843 MAE 702	EME 866	x	EMS 874
		Inactive Students will be contacted regarding suspension				
Personal info. removed for privacy	Personal info. removed for privacy	Will email student to inform and recommend spring and summer courses for completion. Admitted in 2015.	EME 843 MAE 702	x		
Personal info. removed for privacy	Personal info. removed for privacy	Will email student to inform. Student has not taken any courses towards the Endorsement. Admitted in 2020.	EME 843 MAE 702	EME 866	EMS 878	EMS 874

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Educational Leadership and Counselor Education
	New Course (Parts II, IV)	College	COE
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	M.A.Ed. in Instructional Leadership
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10-19-20	Council on Academic Affairs	
College Curriculum Committee	11-17-20	Faculty Senate**	
General Education Committee*		Board of Regents**	
Teacher Education Committee*	12-01-20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	01-22-21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Change the name of the degree from MAED in Instructional Leadership to MAED in School Leadership, clarify admission requirements, and obtain new CIP code **(***13.0404)*.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: The M.A.Ed. went through the curriculum process during 2019-2020 to change the curriculum from a teacher leader focus leading to the Endorsement in Teacher Leader to include the certification for School Principal P-12. This resulted from a change in regulation which had formerly restricted principal programs to post masters, but now permitted certification at the master's level due to the shortage of qualified principal candidates in the state. Prior to this revision, the principal certification was included in the Ed.S. in Educational Administration and Supervision and candidates who intended to pursue the certification enrolled in the MAED in Instructional Leadership to obtain the degree and preparation needed to seek the principalship. When the MAED went through the revision process, the name of the degree program nor the CIP code were changed. This has prevented candidates from being able to enroll in the subsequent master's level program leading to principal licensure. The Certification Only program does not enable students to receive financial aid needed. Therefore, to allow the candidates to seek the additional MAED with principal licensure, the name of the program and the CIP code must be different.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: No additional

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 Revised or Suspended Program

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

Revised* Program Text

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

MASTER OF ARTS IN EDUCATION (M.A.Ed.)

in ~~Instructional Leadership~~ School Leadership

CIP Code: ~~13.0401~~ 13.0404

I. GENERAL INFORMATION

The ~~Instructional~~ School Leadership program is designed to prepare teachers to be educational leaders. The specific goal is to provide additional preparation needed for principal certification. The 30-hour minimum requirement is a structured program. Candidates will be eligible to apply for level I and level II principal certification and/or rank change upon completion of this program and passing state required licensure exams.

II. ADMISSION REQUIREMENTS

Candidates must meet the admissions requirements of the Graduate School and have completed an initial teaching certification program. Admission to the Masters of Arts in ~~Instructional~~ School Leadership degree program includes:

1. documentation of three (3) years teaching experience,
2. provision of ~~three~~ two (2) letters of ~~support~~ recommendation from school/district ~~representatives~~ supervisors and one (1) letter from a district official pledging support for the clinical experiences,
3. provision of a written statement indicating ability to improve student achievement, to lead, and possession of advanced knowledge of curriculum, instruction, and assessment, and
4. completion of an interview.

III. PROGRAM REQUIREMENTS

Curriculum Requirements

Core ..... 27 hours

EAD 801, 819, 827, 828, 829, 840, 851, 852, 856

IV. EXIT REQUIREMENTS

Exit Requirement.....3 hours

EAD 857, GRD 878Q

Total Program Hours ..... 30 hours

Program GPA: Candidates must earn overall GPA of 3.0 or higher, with no grade lower than a C. A field-based research project, which culminates in a technology-enhanced presentation, is required in the Capstone, EAD 857, GRD 878Q

***CERTIFICATION REQUIREMENTS:**

To be recommended for principal certification and/ or rank change, all candidates must meet the requirements for admission to professional education, complete the approved leadership curriculum, and pass the required ~~Kentucky Instructional Leadership exams (School Leaders Licensure Assessment & Kentucky Specialty Test of Instructional and Administrative Practices)~~ Praxis tests.

Kentucky educator certification requirements are subject to change. Before registering for the test(s), please check the Education Professional Standards Board website at www.epsb.ky.gov for current test requirements and current cut scores. You may also contact the Division of ~~Professional Learning and Assessment~~ Certification at (502) 564-5846.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Educational Leadership and Counselor Education
	New Course (Parts II, IV)	College	Education
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Specialist in Education (Ed.S.) Educational
	Program Suspension (Part III)		Administration and Supervision
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11-12-20	Council on Academic Affairs	
College Curriculum Committee	11-17-20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	12-01-20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	01-22-21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create an additional concentration for the Ed.S. that returns a School Principal Level II certification. Ed.S. students will have the choice of three concentrations: School Principal Level II, Supervisor of Instruction/Director of Pupil Personnel Level II, or Superintendent.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

N/A

B. The justification for this action:

Students with a master's degree in another content area without the principal certification have been reluctant to apply for admission if they are not going to receive the higher degree. Until now they would have to obtain another master's degree or certification only.

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

Personnel Impact: No personnel impact except that traditionally low enrolled courses will potentially have higher enrollments.

Operating Expenses Impact: 0

Equipment/Physical Facility Needs: 0

Library Resources: 0

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

SPECIALIST IN EDUCATION (Ed.S.)
Educational Administration and Supervision
CIP Code: 13.0401

I. GENERAL INFORMATION The Specialist in Education degree is a professional degree designed for those preparing for positions that call for a level of study and specialization beyond the master's degree. The specific goal is to provide the ~~additional~~ preparation needed for certification ~~beyond the~~ for Level II School Principal, ~~(i.e.,~~ Supervisor of Instruction Level II, Director of Pupil Personnel Level II, or ~~and~~ Superintendent of Schools~~)~~. The 30-hour minimum requirement is a structured program oriented toward the candidate's professional objectives. Candidates for ~~For~~ the superintendent certificate ~~candidates~~ must have two years of administrative experience.

II. ADMISSION REQUIREMENTS Admission to the specialist in education degree program includes the following requirements, beyond a master's degree.

1. Documentation of three (3) years teaching experience.
2. District administration candidates must hold principal certification. Additionally, superintendent candidates must provide documentation of two years of administrative experience.

~~2. Provision of a written statement of support from a district representative.~~

3. Provision of two (2) letters of recommendation from school/district supervisors and one (1) letter from a district official pledging support for the clinical experiences,
4. Provision of a written statement indicating ability to improve student achievement, to lead, and to possess advanced knowledge of curriculum, instruction, and assessment.
5. Completion of an interview and assessment process.

Prerequisites for school principal concentration: ETL 800, EAD 801, or other leadership course.

III. PROGRAM REQUIREMENTS

Core* .....~~21~~ 15 hours
EAD ~~808, 821, 849,~~ 853, 854, 858, ~~and~~ 859, and EDL 950.
~~Supporting Courses .....6 hours~~
~~Choose 2 supporting courses (6 hours) from the following: EAD 839, EDL 944, 950, or 954~~
School Principal.....15 hours
EAD 827, 828, 840, 852, 857

District Administration (Director of Pupil Personnel/Supervisor of Instruction) …15 hours
EAD 808, 821, 849, EDL 944, and EDL 954

Superintendent.....15 hours
EAD 839, 849, 879, EDL 944, EDL 954

IV. EXIT REQUIREMENT ~~EAD 879~~, GRD 878~~T~~r.....~~3~~ 0 hours
Candidates must successfully complete and defend a professional portfolio.

Total Program Requirements..... 30 hours

*CERTIFICATION REQUIREMENTS: To be recommended for education administrative certification and/ or rank change, all candidates must meet the requirements for admission to professional education, complete the approved leadership curriculum, and pass the required Praxis exam ~~Kentucky Instructional Leadership Principal exams. (School Leaders Licensure Assessment & Kentucky Specialty Test of Instructional and Administrative Practices)~~. Kentucky educator certification requirements are subject to change. Before registering for the test(s), please check the Education Professional Standards Board

website at www.epsb.ky.gov for current test requirements and current cut scores. You may also contact the Division of ~~Professional Learning and Assessment~~ Certification at (502) 564-5846.

The Supervisor of Instruction program prepares instructional supervisors for district-wide leadership. Initial certification for supervisor of instruction requires completion of an approved master's degree, the courses required for Level I principal certification, and three years of teaching experience.

The Director of Pupil Personnel program prepares directors and assistant directors of pupil personnel services for school districtwide leadership. Initial certification for director of pupil personnel services requires completion of an approved master's degree, the courses required for Level I principal certification, and three years of teaching experience.

The Superintendent of Schools program prepares highly qualified candidates for district-wide leadership. Initial certification for school superintendent requires completion of an approved master's degree, the courses required for Level II principal certification, three years of teaching experience, and two years of administrative experience.

EdS, Instructional Leadership Curriculum Map		SLO 1 - Candidates will demonstrate disciplinary-specific content knowledge.	SLO 2 - Candidate will demonstrate professional dispositions.	SLO 3 - Candidate will demonstrate proficiency in using data and research to drive decision making.	SLO 4 - Candidate will demonstrate integration of technology within the discipline.	SLO 5 - Candidate will demonstrate proficiency in teaching, as measured by clinical experiences.	SLO 6 - Candidate will demonstrate proficiency on relevant pedgagogy standards, including PSEL, InTASC, and SPA standards.	SLO 7 - Candidate will demonstrate proficiency in professional practices related to differentiation and cultural competency.
Program Specific Coursework								
EAD 808	Administration of Pupil Personnel Services	✓		✓	✓		✓	✓
EAD 821	Practicum in Administration & Supervison	✓	✓	✓		✓	✓	✓
EAD 827	Finance and Support Systems	✓	✓	✓	✓	✓	✓	✓
EAD 828	School Law and Ethics	✓		✓	✓		✓	✓
EAD 839	The School Superintendency	✓		✓	✓	✓	✓	✓
EAD 840	Leadership for Safe Schools	✓			✓	✓	✓	✓
EAD 849	School Systems Administration	✓		✓	✓	✓	✓	✓
EAD 852	Human Resource Leadership	✓		✓	✓	✓	✓	✓
EAD 853	Conditions for Learning	✓	✓	✓	✓	✓		
EAD 854	Fair Learning Changes	✓		✓		✓	✓	✓
EAD 857	Principal Internship I	✓	✓	✓	✓	✓	✓	✓
EAD 858	Administrative Internship II	✓	✓	✓	✓	✓		
EAD 859	Instructional Planning for Student Learning	✓			✓	✓	✓	✓
EAD 879	Systems for Change	✓	✓	✓		✓	✓	✓
EDL 944	Public Policy and Politics	✓		✓			✓	✓
EDL 950	Education and Serving Students At Risk	✓	✓					✓
EDL 954	Foundations & Issues in Education	✓						✓

MAED, Instructional Leadership Curriculum Map		SLO 1 - Candidates will demonstrate disciplinary-specific content knowledge.	SLO 2 - Candidate will demonstrate professional dispositions.	SLO 3 - Candidate will demonstrate proficiency in using data and research to drive decision making.	SLO 4 - Candidate will demonstrate integration of technology within the discipline.	SLO 5 - Candidate will demonstrate proficiency in teaching, as measured by clinical experiences.	SLO 6 - Candidate will demonstrate proficiency on relevant pedgagogy standards, including PSEL, InTASC, and SPA standards.	SLO 7 - Candidate will demonstrate proficiency in professional practices related to differentiation and cultural competency.
Program Specific Coursework								
EAD 801	Intro to Education Administration and Leadership Research	✓	✓				✓	✓
EAD 851	Assessment for Learning	✓		✓	✓	✓	✓	✓
EAD 852	Human Resource Leadership	✓		✓	✓	✓	✓	✓
EAD 819	School Leadership and Instructional Supervision	✓	✓	✓	✓	✓	✓	✓
EAD 856	Learning for At Risk Students	✓	✓	✓	✓	✓	✓	✓
EAD 840	Leadership for Safe Schools	✓			✓	✓	✓	✓
EAD 829	Community Relations and Educational Advocacy	✓		✓	✓	✓	✓	✓
EAD 827	Finance and Support Services	✓	✓	✓	✓	✓	✓	✓
EAD 828	School Law and Ethics	✓		✓	✓		✓	✓
EAD 857	Principal Internship I	✓	✓	✓	✓	✓	✓	✓

*MAED will add two EAD courses (819 & 829) while dropping two EAD courses (811 & 812)

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Educational Leadership and Counselor Education
	New Course (Parts II, IV)	College	COE
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	M.A. in Student Personnel Services in Higher Ed.
X	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/19/2020	Council on Academic Affairs	
College Curriculum Committee	11/17/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	01/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Suspend the Masters of Arts in Student Personnel Services in Higher Education

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

Fall 2022

B. The justification for this action: The MA in Student Personnel Services in Higher Education has seen a trend in declining enrollment over the last five years. As a result, the program consistently produces low enrolled courses. With the loss of faculty in the department resulting from several years of budget cuts, the department no longer has the resources to continue offering the program for a handful of students. Therefore, the faculty wish to suspend the program at this time.

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

Personnel Impact: Frees up a faculty member to teach in the doctoral program.

Operating Expenses Impact: None, no reassignment was given for this program.

Equipment/Physical Facility Needs: None

Library Resources: Any journal or associated subscriptions would no longer be needed.

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

~~**MASTER OF ARTS (M.A.)**~~
~~**Student Personnel Services in Higher Education**~~
~~*CIP Code: 13.0406*~~

~~**I. GENERAL INFORMATION**~~

~~The Student Personnel Services in Higher Education degree prepares individuals to work in a variety of Student affairs settings in institutions of higher education.~~

~~**II. ADMISSION REQUIREMENTS**~~

~~Candidates must meet the admissions requirements of the Graduate School. In addition, candidates must have earned an overall 3.0 undergraduate GPA or a 3.0 in the last 60 hours completed. If candidates do not have a 3.0 in GPA in their undergraduate degree or in their last 60 hours, then they may submit **scores** on the GRE/ MAT which can be considered in granting admission.~~

~~**Core .....33 hours**~~
~~EAD 803, 816, 844, 845 (must be taken for a total of 6 hours),~~
~~860, 861, 862, 863; EPY 839, 869.~~
~~**Electives.....3 hours**~~
~~POL 847, EAD 801 or PSEUDO. To be selected with advisor approval.~~
~~**Exit Requirement**.....0 hours~~
~~GRD877k or 878t~~

~~**Total Program Requirements.....36 hours**~~

Teach Out Plan: Masters of Arts in Student Personnel Services in Higher Education

Current Enrollment (Fall 2020)

Active Enrolled	Active Not Enrolled
15	20
Aldridge, Melissa Jean	Baer, Robert Arthur
Blevins, Edwina	Carrington, Neil Scott
Dixon, Sidney Alis	Clapper, Brenda Sue
Garcia, Victoria Raven	Curtis, Liberty
Hess, Katie Marie	Davenport, Charlotte Ashley
Johnson, Tiffany Morgan	Hale, Margaret Allie
Leger, Amanda Dyann	Harris, Emily Victoria
Lindon, Neil Breckenridge	Hendrickson, Dan Cameron
Miller, Madison T	Hooper, Kaleigh Jordan
Rabnott, Holly Alina	Johnson, Thomas B.
Turner, Ashley Danielle	Lenoir, Allison Ann
Watts, Jacob Dylan	Michaels, Savannah Grace
Whitworth, Daniel Bernard	Miller, Emily Wadene
Williamson, Brianna Joyce	Patel, Sonali Balkrishna
Wilson, James Robert	Pitts, Ashley Nicole
	Sipes, Sarah
	Smithers, Khyla Morgan
	Webster, Jason William
	Williams, Joshua E.
	Zielinski, Lisa Kim

Teach Out Course Schedule

Semester	Courses Offered
Fall 2020	*EAD 801 Intro to Ed Adm & Ld Rsch EAD 816 Data Analytics in Higher Ed EAD 844 Student Personnel Services in Higher Ed EAD 845 Intern Student Personnel Services EAD 860 Student Development Theory in Higher Ed EAD 861 Overview of Legal Issues in Higher Ed EPY 839 Human Growth & Development EPY 869 Research & Program Evaluation
Spring 2021	EAD 803 Leadership in Higher Education EAD 845 Intern Student Personnel Services EAD 862 Policy & Finance in Higher Ed EAD 863 Working with College Students EPY 839 Human Growth & Development EPY 869 Research & Program Evaluation

Fall 2021	EAD 816 Data Analytics in Higher Ed EAD 844 Student Personnel Services in Higher Ed EAD 845 Intern Student Personnel Services EAD 860 Student Development Theory in Higher Ed EAD 861 Overview of Legal Issues in Higher Ed EPY 839 Human Growth & Development EPY 869 Research & Program Evaluation
Spring 2022	EAD 803 Leadership in Higher Education EAD 845 Intern Student Personnel Services EAD 862 Policy & Finance in Higher Ed EAD 863 Working with College Students EPY 839 Human Growth & Development EPY 869 Research & Program Evaluation
Fall 2022	*EAD 816 Data Analytics in Higher Ed *EAD 844 Student Personnel Services in Higher Ed *EAD 845 Intern Student Personnel Services *EAD 860 Student Development Theory in Higher Ed *EAD 861 Overview of Legal Issues in Higher Ed EPY 839 Human Growth & Development EPY 869 Research & Program Evaluation
Spring 2023	*EAD 803 Leadership in Higher Education *EAD 845 Intern Student Personnel Services *EAD 862 Policy & Finance in Higher Ed *EAD 863 Working with College Students EPY 839 Human Growth & Development EPY 869 Research & Program Evaluation

***Course offered for the last time**

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TO: Council on Academic Affairs

FROM: Dr. Michael Ballard, Associate Dean
College of Health Sciences

DATE: February 5, 2021

SUBJECT: Substantial Curriculum Proposals

The College of Health Sciences submits the following substantial curriculum proposals for consideration at the February 18, 2021 CAA meeting.

College of Health Sciences

Substantial Curriculum Proposals

Health Promotion and Administration

Program Revision

B.S. Health Services Administration

Remove BIO 307 and BIO 308 from the Pre-HSA curriculum. Add information about background check and drug screen prior to Professional Practice Experience (PPE)

Occupational Science & Occupational Therapy

Program Revisions

Occupational Therapy Doctorate (O.T.D) fall 2021

Remove "BA/BS or Post-Baccalaureate Certificate Entrance" (BS to OTD) curriculum and change post-professional admissions criteria to also admit students with a bachelor's degree.

Occupational Therapy Doctorate (O.T.D) fall 2022

- Add outcomes for Post-Professional Concentration
- Change Professional Concentration admission requirements (show that EKU BSOS program completion is required to advance to OTD program)
- Change Post-professional Concentration admission requirements (delete requirement for master's degree)
- Add progression requirement for the Professional Concentration
- Change Professional Concentration program requirements (cut four core courses; add an elective, cut one capstone course, and lower overall credits)
- Add statement about graduate research methods course in Post-professional Concentration.

Minor in Horses, Humans and Health

Add another course option (AGR 326) to the minor requirements and editorial change OTS 421 to OTS 321

School of Nursing

New Courses

NSC 240C – Med-Surgical Nursing III Clinical

Create new course NSC 240C to replace former course NSC 241C and reduce the credit hours from 4 to 3.

NSC 250 - NCLEX Review

Create a new course NSC 250 needed for the Associate of Science in Nursing Curriculum.

Program Revision

Associate of Science in Nursing (A.S.N.)

Removing NSC 241C and add 2 new courses NSC 240 and 250 to the ASN Program.

Substantial Curriculum Change Form

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

Part I

(Check one)		Department Name	Health Services Administration
	New Course (Parts II, IV)	College	Health Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Bachelor of Science (B.S.) HEALTH SERVICES ADMINISTRATION
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/20/2020	Council on Academic Affairs	
College Curriculum Committee	2/3/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Remove BIO 307 and BIO 308 from the Pre-HSA curriculum. Add information about background check and drug screen prior to Professional Practice Experience (PPE)

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

N/A

B. The justification for this action:

Students enrolled in the Health Care Management (HCM) concentration are not required to take BIO 307 and 308 as part of their degree. Therefore, we need to remove BIO 307 and BIO 308 from the pre-HSA curriculum.

Students enrolled in the Health Informatics and Information Management (HIIM) concentration are required to take BIO 307 and 308. Therefore, BIO 307 and BIO 308 will remain in the HSA support courses for students enrolled in the HIIM concentration.

Additionally, it is becoming more common for health care organizations that are serving as professional practice experience (PPE) sites to require students to have a background check and drug screen prior to students beginning their PPE experience.

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

Personnel Impact: No additional personnel 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 ~~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 Revised or Suspended Program

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

Bachelor of Science (B.S.)
HEALTH SERVICES ADMINISTRATION
CIP Code: 51.0706

HEALTH SERVICES ADMINISTRATION

The department offers a baccalaureate degree in Health Services Administration with concentrations in Health Care Management and Health Informatics and Information Management.

Health Care Management Concentration

This concentration gives individuals interested in the administrative aspects of healthcare an interdisciplinary curriculum designed to provide a balance between business and healthcare. This concentration prepares students for entry-level staff and management positions in health care settings.

Health Informatics and Information Management

Concentration

This concentration provides a diverse curriculum that provides individuals with a strong background in health care management, health data analytics, health data management, and computer applications in health care. This concentration is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of this concentration are eligible to write the Registered Health Information Administrator (RHIA) exam.

Pre-HSA Curriculum

All students who are accepted by the EKU Admissions Office and declare their major as Health Services Administration are initially placed into a pre-HSA curriculum. The curriculum includes: ACC 200; ~~BIO 171, 301~~; INF 104; INF 314; CMS 100 or 210; HSA 100, 200; MAT 105 or 114; STA 215 or 270.

Students may apply for HSA program admission when the following requirements are met:

- Institutional GPA of 2.75 or higher
- Completion of each course in the Pre-HSA curriculum with a grade of C or better after a maximum of two attempts.
- Completion of general education requirements (at least 75%)

Students who meet the minimum requirements will be accepted into the program within the enrollment limits determined by the faculty. The Program reserves the right to accept only the best qualified applicants who meet the minimum requirements.

Admission/Progression Criteria

All majors utilize the regular admission policy of the University for students taking courses offered during the first semester of the program. In order to continue in the program and to enroll in major courses, the student must meet the following criteria: (1) maintain an institutional GPA of 2.75 on a 4.0 scale and (2) complete all major and support courses with a minimum grade of "C" after a maximum of two attempts.

A student who is not allowed to continue in the major may appeal the decision by presenting the reasons in writing to the Program's Admission and Progression Committee. The student may appeal this committee's decision to the College Admission

Committee by submitting a written request to the Dean of Health Sciences. The decision of this committee shall be final.

Professional Practice Experience

An important part of the curriculum is professional practice experience in which the student is required to spend part of a semester at a hospital or other health care facility for observation and supervised practice of the skills required for entry into the profession.

Some sites may require health screening such as physical examinations, background check, drug screens, and/or proof of immunizations. The student is responsible for these ~~medical~~ expenses and for living expenses and travel involved in relocation for these assignments.

Bachelor of Science (B.S.)
HEALTH SERVICES ADMINISTRATION
CIP Code: 51.0706

UNIVERSITY GRADUATION REQUIREMENTS

- General Education .....36 hours
- Student Success Seminar (HSO 100; waived for transfers with 30+ hrs.....1 hour
- Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category)
- Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
- ACCT - Health Services Administration majors will fulfill ACCT with HSA 413. (These courses are included in the Major totals)

Total Hours University Graduation Requirements.....37 hours

MAJOR REQUIREMENTS

Core Courses..... 27 hours

HSA 200, 302, 372, 375, 401, 406, 407, 409W, 413.

Concentrations: (students must select one of the following)

Health Care Management .....4 hours

HSA 100, 411 (1)

Health Informatics and Information Management.....14 hours

HSA 303, 306, 370, 405, 412 (1), 415 (1)

Supporting Course Requirements:

All Concentrations.....18 hours

ACC 200, CMS 100 or 210 ([G] Element 1C); INF 104; INF 314; MAT 105 ([G]Element 2); MGT 301; MGT 320 or POL 376; STA 215.

Health Care Management Concentration.....15 hours

ECO 230; MKT 301; HEA 316 and 6 hours from BIO 307, 308, CIS 300, CMS 353, GBU 204, HEA 455, PUB 375, or other department approved course

Health Informatics and Information Management.....6 hours

BIO 307 & 308

[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

Free Electives

Health Care Management..... .....19 hours

Health Informatics and Information Management. 18 hours

TOTAL HOURS TO COMPLETE DEGREE.....120 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Occupational Science and Occupational Therapy
	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Occupational Therapy Doctorate (O.T.D.)
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/10/20	Council on Academic Affairs	
College Curriculum Committee	12/2/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	~~NA~~	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Remove "BA/BS or Post-Baccalaureate Certificate Entrance" (BS to OTD) curriculum and change post-professional admissions criteria to also admit students with a bachelor's degree.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

The BA/BS or Post-Baccalaureate Certificate Entrance is for practicing occupational therapists with an entry-level bachelor's degree in occupational therapy. The entrance allowed them to be admitted to the post-professional OTD program, get a master's degree after completing 30 credits, and then progress to the OTD program. The BA/BS or Post-Baccalaureate Certificate Entrance has been discontinued, effective fall 2022. This decision was made because the Department will no longer offer a master's degree after 2022. However, since that decision was made we have seen an influx of BA/BS or Post-Baccalaureate Certificate Entrance applicants; simultaneously we realized that other programs throughout the country are accepting applicants with a baccalaureate degree to their OTD program without requiring them to get a masters (in other words, a much shorter and less expensive route than what we offer). Bachelor's qualified applicants have been practicing since 2007 or earlier (since the profession transitioned to an entry-level master's in 2007), so maintain OT licensure in the state where they practice, have extensive work experience, and participate in annual continuing education/ training classes; however they will be unlikely to have had experience in research. The changes to admissions outlined below will allow applicants with a bachelor's or a master's degree in occupational therapy to enter the post-professional OTD program. Bachelor's qualified applicants will be required to take a graduate level research class prior to starting post-professional OTD coursework, and they will not get a master's degree. We are recommending this change to be able to continue to accept these students in line with industry standards and to remain competitive in our enrollment.

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

Personnel Impact: The same number of faculty will be required to handle the students as we anticipate no change in enrollment.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: This is an online program. There will be no impact on current equipment/ facility needs.

Library Resources: There will be no impact on current 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.)

OCCUPATIONAL THERAPY DOCTORATE (O.T.D.)

CIP Code: 51.2306

I. GENERAL INFORMATION

The Department of Occupational Science and Occupational Therapy offers a post-professional Occupational Therapy Doctorate (OTD) program for practitioners. This doctoral program will create occupation-based practitioners who will be ethical leaders of change in occupational therapy services for diverse populations. The program is offered online and is tailored to meet the advanced practice needs of occupational therapists in the Commonwealth as well as other states.

Graduates of the post-professional OTD program will:

1. Engage in occupation based practice as a method of change to positively impact the future of the profession and the quality of occupational therapy services.
2. Ethically and responsibly meet the needs of diverse client populations, by addressing issues related to health disparity, policy and legislation.
3. Serve as leaders of change at local, state, and national levels using tools such as program development, research, client education, and evidence based practice.
4. Use advanced critical reasoning skills to provide ethical occupational therapy services.

II. ADMISSION REQUIREMENTS

To be considered for admission, applicants must meet the general admission requirements of the Graduate School. Additional requirements established by the post-professional OTD Program are as follows:

1. A degree from an entry level occupational therapist program that is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE). International applicants must have met all requirements for practice in their own country and graduated from an accredited or World Federation of Occupational Therapy (WFOT) approved occupational therapy program.
2. Certification by the National Board for Certification in Occupational Therapy (NBCOT). International applicants must provide documentation that they are eligible to practice as an occupational therapist in their home country.
3. A graduate research methods course ~~for applicants with a master's degree.~~
4. Three letters of recommendation for applicants who do not have a master's in Occupational Therapy from EKU.
5. A one-to-two page statement of professional goals.
6. A resume and/or professional portfolio.
7. Transcripts of undergraduate and graduate coursework.
8. An online graduate application.

Specific Criteria

Applicants may enter the post-professional OTD program with any of the following degrees:

A master's degree from an entry-level occupational therapist program that is accredited by ACOTE or is a WFOT-approved occupational therapist program. Students who enter the OTD program with a master's degree must have taken a graduate level research course.

A bachelor's degree or post-baccalaureate certificate from an entry-level occupational therapist program that is accredited by ACOTE or is a WFOT-approved occupational therapist program. Students who enter the OTD program with a bachelor's degree or post-baccalaureate certificate must take a graduate level research course prior to starting OTD coursework. ~~will earn both the master's and the OTD degrees. This coordinated curriculum allows some OTD courses to count toward both degrees, resulting in an accelerated and more cost effective pathway to both degrees.~~

III. PROGRESSION REQUIREMENTS

Students need to obtain a grade of a B or higher in all courses in order to progress in the program.

IV. PROGRAM REQUIREMENTS

~~**MS Entrance**~~

~~For students entering the OTD program with a master's degree.~~ All classes meet online. Students who require a graduate research methods course for admission to the program may take OTS 884, 895, or 896, or other comparable graduate research course.

OTS 853.....3 hours
OTS 882.....3 hours
OTS 886.....3 hours
OTS 901.....3 hours
OTS 902.....3 hours
OTS 903.....3 hours
OTS 904 .....3 hours
OTS 905*.....6 hours
OTS 906.....1 hour
OTS 910.....3 hours
OTS 911.....3 hours
OTS 912.....3 hours
OTS 913.....3 hours
*Course may be taken twice for a total of 6 hours

TOTAL CREDIT HOURS.....40 hours

~~**BA/BS or Post-Baccalaureate Certificate Entrance**~~

~~For students entering the OTD program with a bachelor's degree or post-baccalaureate certificate. All classes meet online.~~

~~**MS Core ……9 hrs**~~

~~OTS 850, 885, and 880 or 884~~

~~**MS Elective /Cognate……6 hrs**~~

~~Select from: 862 , 863, 864, 865, 885, 890; or an online cognate from another program (e.g. Education, Nursing, Public Administration, etc.)~~

~~**MS/OTD Electives……12 hrs**~~

~~OTS 853, 882, 886, 910~~

~~**MS Research**~~

~~**Research Contribution……3 hrs**~~

~~OTS 896~~

~~**Comprehensive Examination**~~ ~~A comprehensive examination will be required of all post-professional Master of Science students (GRD 887d).~~

~~*Students will have the MS degree awarded after completing 30 credit hours and all MS OT degree requirements; they are then expected to progress forward with coursework to complete the doctorate requirements.*~~

~~**OTD Core ……21 hrs**~~
~~OTS 901, 902, 903, 904, 911, 912, 913.~~
~~**Exit Requirements……7 hrs**~~
~~OTS 905(6), 906(1)~~
~~**OTS 905 may be taken for 3 hrs over 2 semesters or 6 hrs in one term.*~~
~~**TOTAL HOURS (for earning both the MS and OTD degrees)..... 58 credit hours**~~

V. EXIT REQUIREMENTS

1. Candidates are required to satisfactorily complete and present capstone projects.
2. Candidates are required to satisfactorily complete and present a professional portfolio.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Occupational Science and Occupational Therapy
	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (full title±)	
	New Minor (Part III)	*Program Title	Occupational Therapy Doctorate (O.T.D.)
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/10/2020	Council on Academic Affairs	
College Curriculum Committee	12/2/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

- Add outcomes for Post-Professional Concentration
- Change Professional Concentration admission requirements (show that EKU BSOS program completion is required to advance to OTD program)
- Change Post-professional Concentration admission requirements (delete requirement for master's degree)
- Add progression requirement for the Professional Concentration
- Change Professional Concentration program requirements (cut four core courses; add an elective, cut one capstone course, and lower overall credits)
- Add statement about graduate research methods course in Post-professional Concentration.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2022

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

B. The justification for this action:

The OTD Professional Concentration took several years to create and obtain all approvals from our accrediting agency. As part of that process, catalog changes were approved by EKU to go into effect in 2022. Since that time, changes have occurred in the occupational therapy profession (changes to accreditation standards; market research; recruitment) which have prompted us to make changes to both the Professional and Post-professional Concentrations of the OTD program. Changes need to be made prior to 2022 so that we can notify our accrediting agency of the approval, and begin to advertise the changes. These changes will have an immediate impact on recruiting and retaining students.

Justifications for each change are as follows:
Add outcomes for Post-Professional Concentration: Clarifying the outcomes for the Professional vs. the Post-Professional Concentrations will help students better understand the outcomes of the two concentrations.

Change Professional Concentration admission requirements: Students who are admitted to the Professional Concentration are required to first successfully complete the EKU Bachelor of Science in Occupational Science (BSOS) degree. The admission requirements have been changed to reflect this, and to delete letters of reference and the Health Science Reasoning Test, because these are already required when they enter the BSOS program and are listed in the undergraduate catalog. One sentence (students will be admitted on a competitive basis using a weighted matrix) is deleted because it is no longer accurate; they will be admitted on the basis of having completed the BSOS program with a 3.0 GPA minimum.

Change Post-professional Concentration admission requirements: Add post-baccalaureate certificate; this is already mentioned earlier in the catalog under General Information, so this addition is just to add clarity.

Deleting the requirement for a master's degree as an admission criteria will enable occupational therapists with a bachelor's, post-baccalaureate certificate, or master's degree from an entry-level OT program to apply. The BS to OTD option was discontinued as of fall 2022 since the Department will no longer offer a master's degree. However, since that change was made we have seen an influx of BS to OTD applicants; simultaneously we have realized that other programs throughout the country are accepting BS to OTD applicants to their OTD program without requiring that they get a masters (in other words, a much shorter and less expensive route). Bachelor's qualified applicants have been practicing since 2007 or earlier (since the profession transitioned to an entry-level master's in 2007), so maintain OT licensure in the state where they practice, have extensive work experience, and participate in annual continuing education/ training classes; however they will be unlikely to have had experience in research. We are recommending this change to be able to continue to accept these students into our Post-professional Concentration and to remain competitive in our enrollment.

Waiving letters of recommendation for students who graduated from EKU will ease the application process for alumni and aid in recruiting.

Add Professional Concentration progression requirement: Students in the Professional Concentration must successfully complete the summative competency at the end of professional year 3 in order to progress to the final year of the program.

Change Professional Concentration program requirements: Since we developed the OTD program, the national accrediting agency released new accreditation standards. Additionally, many other OTD programs were developed across the nation and we were able to make some comparisons. Consequently we realized that our program credits were too high to be competitive, and that the content could be covered in fewer classes. The curriculum has been revised to cut four core courses; students will instead select one elective to enable them to focus on an interest area for their capstone as per accreditation standards. This shortens the program by a semester. One capstone course was cut due to a new accreditation requirement to complete all coursework prior to beginning their doctoral capstone experience (OTS 905). With these changes the overall credits are reduced from 70-72 to 60.

Add a statement about graduate research methods course in Post-professional Concentration: A statement has been added to alert applicants who need a graduate research methods course that we have three courses they can choose from. This will ensure that applicants who enter the program with a bachelor's degree can meet admission requirements for a graduate research methods course by taking a course at EKU.

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

Personnel Impact: The Department had concerns about having adequate faculty to teach the number of sections needed for the four core courses in the Professional Concentration; reducing the core courses in favor of one elective will be a more manageable workload and also frees up faculty to mentor students on their Capstone.

Operating Expenses Impact: There will be no impact on current operating expenses. The Professional Concentration will require the same budget and will accept the same number of students. We anticipate that we will see an increase in Post-Professional Concentration admissions.

Equipment/Physical Facility Needs: There will be no impact on current equipment/ facility needs. The revised OTD program will use the same equipment and space.

Library Resources: There will be no impact on current library resources. Both concentrations will require the same resources.

OCCUPATIONAL THERAPY DOCTORATE (O.T.D.)

CIP Code: 51.2306
Effective Fall 2022

I. GENERAL INFORMATION

The Department of Occupational Science and Occupational Therapy offers the Occupational Therapy Doctorate (OTD) program. There are two admission concentrations to the OTD program: Professional Concentration and Post-Professional Concentration. The Professional Concentration is intended for students who do not currently hold a baccalaureate degree or post-baccalaureate certificate in occupational therapy, and who have completed the EKU Bachelor of Science in Occupational Science degree program. The Post-Professional Concentration is for students who currently hold an entry-level degree or certificate in occupational therapy from an accredited occupational therapy program. The Post-Professional concentration does not accept occupational therapy assistants.

Graduates of the ~~OTD program~~ Professional Concentration will:

1. Actualize occupation-based principles to promote the occupational therapy profession.
2. Disseminate occupation-based principles through professional written, oral, and non-verbal communication in order to promote occupational therapy.
3. Apply critical thinking to facilitate changes that will improve outcomes in occupational therapy.
4. Demonstrate excellence and personal and professional accountability that will lead the discipline forward and meet the increasingly complex demands that will be required of occupational therapists.
5. Demonstrate in-depth knowledge in a practice area to positively impact the quality of occupational therapy services and the future of the profession.

Graduates of the Post-professional Concentration will:

1. Engage in occupation-based practice as a method of change to positively impact the future of the profession and the quality of occupational therapy services.
2. Ethically and responsibly meet the needs of diverse client populations, by addressing issues related to health disparity, policy and legislation.
3. Serve as leaders of change at local, state, and national levels using tools such as program development, research, client education, and evidence based practice.
4. Use advanced critical reasoning skills to provide ethical occupational therapy services.

II. ADMISSION REQUIREMENTS

A. PROFESSIONAL CONCENTRATION

To be considered for admission, applicants to the Professional Concentration must meet the general admission requirements of the Graduate School. Additional requirements established by the OTD Program are as follows:

1. Successful completion of a Bachelor's degree in Occupational Science (the first two years of the combined BSOS to OTD entry level program at EKU) with a minimum GPA of 3.0

~~1. Bachelor's degree in Occupational Science from EKU.~~
~~2. "C" or better in all prerequisite coursework.~~
~~3.0 GPA on the most recent 60 hours of coursework (program prerequisites not included in the most recent 60 hours will be added in the calculation of GPA) or a 3.0 overall undergraduate GPA (all hours attempted in the semester in which the 60th hour occurs will be counted) determined by the program application deadline (February 1 for students in the Bachelor of Science in Occupational Science program; May 1 for applicants who already hold an undergraduate degree).~~
2. Completion of a 2nd Health Science Reasoning Test (HSRT)
~~1. Three letters of recommendation.~~

Specific Criteria for Students in the Bachelor of Science in Occupational Science Program

Students in the Bachelor of Science in Occupational Science program should apply to the Graduate School by February 1 of their ~~senior~~ second professional year for admission into the OTD Professional Concentration. ~~program. Students will be admitted on a competitive basis using a weighted matrix.~~

B. POST-PROFESSIONAL CONCENTRATION

To be considered for admission, applicants must meet the general admission requirements of the Graduate School. Additional requirements established by the program are as follows:

1. A degree (post-baccalaureate certificate, baccalaureate or masters) from an entry level occupational therapist program that is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE). International applicants must have met all requirements for practice in their own country and graduated from an accredited or World Federation of Occupational Therapy (WFOT) approved occupational therapy program.
~~2. A master's degree.~~
2. Initial certification by the National Board for Certification in Occupational Therapy (NBCOT). International applicants must provide documentation that they are eligible to practice as an occupational therapist in their home country.
3. A graduate research methods course.
4. Three letters of recommendation (waived for students who graduated from EKU)
5. A one-to-two page statement of professional goals.
6. A resume and/or professional portfolio.
7. Transcripts of undergraduate and graduate coursework.
8. An online graduate application.
9. Those applicants meeting the above criteria may be required to complete an admission interview with the faculty of the doctoral program prior to final selection.

Specific Criteria

Applicants should apply by August 5 for fall term; December 5 for Spring term; or May 5 for Summer term.

III. PROGRESSION REQUIREMENTS

Students need to obtain a grade of a B or higher in all courses in order to progress in the program. Students in the Professional Concentration must successfully complete the Professional Year 3 competency to progress in the program.

IV. PROGRAM REQUIREMENTS

A. PROFESSIONAL CONCENTRATION

Core Courses.....~~36~~ 24 hours
OTS 800, 804, ~~805~~, 810, 815, 840, 850, 853, 860~~, 910, 912, 913~~
Research.....6 hours
OTS 894 and 896
Electives…….3 hours
OTS 910, 912, or 913
Field Work Experiences.....21 hours
1. Level I experiences..... 9 hours
OTS 821 (3)
2. Level II experiences.....12 hours
OTS 845(6), 846 (3-5), 847(1-3)
Capstone Courses .....~~7-9~~ 6 hours
905(6)~~, 906 (1-3)~~
Total…….....~~70-72~~ 60 hours

B. POST-PROFESSIONAL CONCENTRATION

All classes meet online. Students who require a graduate research methods course for admission to the program may take OTS 884, 895, or 896, or other comparable graduate research course.
Core Courses……21 hours
OTS 853, 882, 886, 910, 911, 912, 913
Leadership…… 12 hours
OTS 901, 902, and 905(6)
Capstone Courses……7-9 hours
OTS 903, 904, and 906 (1-3)
Total…….....40-42 hours

V. EXIT REQUIREMENTS

A. PROFESSIONAL CONCENTRATION

Candidates are required to:
1. Successfully complete the following capstone classes with a "Satisfactory" grade: OTS 845, 846, and 847
2. Satisfactorily complete and present a capstone project.
3. Satisfactorily complete a professional portfolio.

B. POST-PROFESSIONAL CONCENTRATION

Candidates are required to:

1. Satisfactorily complete and present a capstone project.
2. Satisfactorily complete and present a professional portfolio.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Occupational Science and Therapy
	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Horses, Humans, and Health
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/26/21	Council on Academic Affairs	
College Curriculum Committee	2/3/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Add another course option (AGR 326) to the minor requirements and editorial change OTS 421 to OTS 321

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

NA

B. The justification for this action:

Both AGR 250 and AGR 326 are good options for the minor. Adding AGR 326 gives more options to students and prevents advisors from having to submit petitions. OTS 421 is no longer being offered; it has been replaced by OTS 321 in the new OTD curriculum.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

.

Minor in Horses, Humans and Health

This interdisciplinary minor offers students a chance to explore the horse-human-health connection through various professions and perspectives. Students interested in working in the equine industry may pair this minor with any major to develop their interests and career paths. An elective in human development offers students the ability to tailor their academic study to individual needs. A student may complete this minor by taking 18 hours (including prerequisites/corequisites) as indicated below.

Minor Requirements…….....18 hours

OTS 205, REC 210*, AGR 250 or AGR 326*(4), OTS 479S, ANS 497* (topic: the horse), and one elective in human development from the following: CDF 235, CDF 342, CDF 441, HEA 285, OTS 321 ~~421~~*, PSY 280, or SED 104.

*Indicates the course may have prerequisites or corequisites.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Nursing
X	New Course (Parts II, IV)	College	Health Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	NSC 240C
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Med-Surgical Nursing III Clinical
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/2/2020	Council on Academic Affairs	
College Curriculum Committee	2/3/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create new course NSC 240C for the Associate of Science in Nursing Degree program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2021

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

B. The justification for this action:

This new course will replace former course NSC 241C and will be reduced from 4 credit hours to 3 with a new title. The course aligns the clinical course number with the didactic co-requisite. Reduction of credit hours levels the clinical hours across the program.

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

Personnel Impact: No changes

Operating Expenses Impact: No changes

Equipment/Physical Facility Needs: No changes

Library Resources: No changes

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.)

NSC 240C Med-Surgical Nursing III Clinical (3). I, II. Formerly NSC 241C. Prerequisite: NSC 223, 225 and BIO 273 or MLS 209/211, each with a minimum grade of "C"; NSC 223C and 243C with a minimum grade of "S". Corequisite: NSC 240, 250, and 255. Clinical immersion synthesizing nursing judgment in caring for groups of patients experiencing complex health issues. Must be taken during the last semester of the ASN program. Credit will not be awarded for both NSC 240C and NSC 241C.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
NSC	240C	Fall 2021	BT ____ HS X CL ____ JS ____ ED ____ SC ____	SONU

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture ____ Laboratory 3 Other ____	CIP Code (first two digits only) 51

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
CL	3	U	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Clinical LabX Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	NSC 240, 250, and 255
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.	NSC 223, 225 and BIO 273 or MLS 209/211, each with a minimum grade of "C"; NSC 223C and 225C with a minimum grade of "S".
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	Formerly NSC 241C
Course Prefix and No.	Credit will not be awarded for both NSC 240C and NSC 241C.
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

Course Syllabus
Spring 2022

PROGRAM: Associate Degree

COURSE NUMBER: NSC 240C

COURSE TITLE: Medical Surgical Nursing III Clinical

CREDIT: 3 credit hours

CRN: TBA

TIME: TBA

FACULTY: TBA

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

COURSE DESCRIPTION:
NSC 240 Medical-Surgical Nursing III (4) I, II. Provides theory and concepts for applying nursing judgment for the care of groups of patients experiencing selected complex health issues.

PREREEQUISITES:
NSC 223, 225 and BIO 273 or MLS 209/211, each with a minimum grade of "C"; NSC 223C and 225C with a minimum grade of "S".
COREQUISITES: NSC 240, 250, and 255

Placement: Fourth semester in Associate Degree Program

DATES RELATED TO WITHDRAWAL: Refer to the Colonel's Compass for semester dates.
For information specific to withdrawing from a class, please refer to the following link:
http://registrar.eku.edu/withdrawal-information#Withdrawing%20from%20a%20Class

*****Courses with clinical/laboratory corequisites include statement below:**
Students repeating NSC 240C must also enroll in NSC 240 and the most recent grade in these two corequisites will be applied toward student's GPA.

NSC 240 and NSC 240C are co-requisite courses. Students must withdraw from both NSC 240 and NSC 240C.

If a student intends to withdraw from any of the courses, that student must first consult with the course faculty and department chair to develop an individual plan for progression.

STUDENT LEARNING OUTCOMES: At the conclusion of this course, the student will be able to:

- Human Flourishing: "Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings" (NLN, 2010, p. 38).

1. Incorporate culturally competent, individualized plans of care focusing on services and activities that promote independence, maintain or restore health, or support a peaceful death
2. Advocate for access and quality of care for patients.

- Nursing Judgment: "Make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context" (NLN, 2010, p. 38)

3. Utilize the nursing process as a basis for clinical judgment to optimize outcomes of care for the patient, family and community.
4. Apply evidence-based practice to support clinical decision making in the provision of safe quality care.

- Professional Identity: "Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context" (NLN, 2010, p. 38).

5. Integrate professional behaviors into practice as defined by the ethical, legal and regulatory frameworks of nursing.
6. Establish and maintain effective/therapeutic communication in collaboration with patients, families, members of the health care team and communities.
7. Use information and technology to communicate, manage knowledge, mitigate error and support decision making.

- Spirit of Inquiry: "Examine evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and new insights to improve the quality of care for patients, families and communities" (NLN, 2010, p. 38).

8. Analyze evidence-based literature/research for the use in nursing practice

REQUIRED TECHNOLOGY

iPad 5 or newer, iPad Air, iPad Mini 2 or newer, iPad Pro meeting the following Minimum System Requirements:

- Operating system = iOS 11 and iOS 12 (Only genuine versions of iOS are supported)
- 500 MB of free space required to commence an exam.
- iPad must not be Jailbroken. (Jailbreaking allows installation of third party applications.)
- To receive support from testing vendor, you must be able to connect the iPad to a internet connectivity for Examplify Download, Registration, Exam Download and upload.

REQUIRED TEXT:

- Ignatavicius, Donna D., Workman, Linda M., and Rebar, Cherie R. (2018). *Medical-surgical nursing: Concepts for interprofessional collborative care*, (9th edition). St. Louis: Elsevier Saunders. ISBN: 978-0-323-44419-4 (single volume) **or** ISBN: 978-0-323-46158-0 (2-volume)
- Hockenberry, M., Wilson, D., and Rodgers, C. (2017). *Wong's essentials of pediatric nursing* (10th edition). St. Louis: Mosby Elsevier. ISBN 9780323353168
- McCuiston, L, Vuljoin-DiMaggio, K., Winton, M., and Yeager, J., (2018). *Pharmacology: A patient-centered nursing process approach*. (9th ed.). St. Louis, MO: Elsevier. ISBN: 979-0-323-39916-6

Students are expected to have and use all required texts from prior courses.

NOEL STUDIO RESOURCES

The Noel Studio for Academic Creativity is a free resource for the EKU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work with you or your small group on any piece of written, oral, or multimodal 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.eku.edu/ or call 859-622-7330.

READMISSION POLICY:

Failure of this course will require application for readmission to the Associate Degree Nursing program. See the ASN Student Handbook for the application process and forms.

If readmitted to the program the student must repeat both the didactic course and the clinical/laboratory course. Refer to the ASN Student Handbook for the policy on Readmission, Progression, and Academic Standards.

STUDENT PROGRESS:

The course faculty will provide students with a grade on the Blackboard site of the course at least one time prior to the midterm.

FACULTY STUDENT CONFERENCES:

Students are strongly encouraged to schedule conferences with the course faculty at any time during the semester. If a student has questions or difficulty, relevant to this course, the student should schedule an appointment with the course faculty **as soon as possible.** Effective communication between students and faculty is essential to the teaching-learning process.

SON COURSE ATTENDANCE POLICY:

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. *Therefore, attendance is considered mandatory.*

Students who miss more than 15% of the regularly scheduled class meetings due to unexcused absences are subject to failing the course.

For the purposes of this course, "excused absences" include verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member's), and other absences as outlined in the University's "Student Absence from Class" policy. Students should be prepared to document the reasons for the absence. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple *excused* absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

Students who are unable to resolve an absence issue with the instructor may appeal to the SON Chair. The SON Chair's decision is final.

SCHOOL OF NURSING POLICY ON CLASSROOM CODE OF CONDUCT:
Refer to the Associate Degree Nursing Student Handbook for the policy on Classroom Code of Conduct.

ELECTRONIC EQUIPMENT:

1. No personal electronic equipment of any kind is permitted during exams. This includes recorders, laptops, cell phones, pagers, calculators, watches, etc. (EXCEPTION IS USE OF THE iPpad used for examinations)

2. **ELECTRONIC REPLICATION OF LECTURES (in written, photographic, or digital media) OR ANY CLASSROOM MATERIALS OR ACTIVITIES IS NOT PERMITTED**

3. **CELL PHONES ARE NOT ALLOWED TO BE USED DURING CLASS.** Students found to be using cell phones during class such as texting, videoing, web surfing, etc or cause a disturbance due to ringing or other noises, will be asked to leave their cell phone at the front of the class to be retrieved at the end of the respective class time/meeting.

4. Individual student laptops/computers/etc may be used to view class documents and/or powerpoints during class; however, a student **should refrain** from searching, web surfing, or viewing other internet sites during instruction.

UNAUTHORIZED CLASSROOM VISITORS

Children and unauthorized visitors are not permitted to attend any DBGN class or clinical experience.

SOCIAL MEDIA POLICY for SCHOOL OF NURSING

1. **SON students must not transmit or place online individually identifiable patient or clinical agency information.**

2. **SON students must observe ethical and professional student-faculty and student-patient boundaries online. Online social media contact with faculty or patients blurs these boundaries, as defined by the American Nurses Association Code of Ethics (2015) and National Council of State Boards of Nursing Social Media Guidelines (2012).**

3. **SON students should understand that patients, colleagues, organizations and employers may view postings.**

4. **SON students must be aware that social networking venues are shared by patients, faculty, colleagues, and the public. Privacy settings should be utilized to separate personal and professional information online.**

5. **SON students should bring content that could harm a patient or student's privacy, rights, or welfare to the attention of appropriate authorities.**

IMMUNIZATION/CPR REQUIREMENTS:
Students are required to maintain and submit documentation of current CPR certification, PPD, MMR, hepatitis B immunizations, chicken pox titer or immunization, and TDaP immunization. All records must be current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course. **Updates are required to be submitted by December 1 for spring semesters, May 1 for summer semesters, and August 1 for fall semesters.** Failure to do so will result in the student not being eligible to attend clinical and will result in an unsatisfactory clinical grade for each day missed. Additionally, all students must submit documentation of receipt of current influenza vaccine no later than November 1 each year.

Failure to do so will result in the student not being eligible to attend clinical and will result in an unsatisfactory clinical grade for each day missed.

PROFESSIONAL LIABILITY INSURANCE:
Students will not be allowed to attend clinical experiences unless they have purchased professional liability insurance through Eastern Kentucky University The time period for the coverage is August 15 of a given year to August 14 of the next year; no pro-rating for partial year coverage is possible. The insurance covers only clinical experiences, which are part of scheduled classes. The insurance will no longer be in effect if the student withdraws from school or graduates. Refer to the Associate Degree Nursing Student Handbook for the Required Documentation for Clinical/Clinical Agency Placement Requirements.

DRESS CODE:
Refer to School of Nursing Student Handbook for the policy on the ADN Dress Code.

MATH ROUNDING RULES:

The following math rounding rules are to be used during examination and clinical practice for the School of Nursing.

1. Greater than or equal to a whole number, round to the nearest 10^{th} (i.e., one decimal point) – e.g., 1.24 = 1.2. The exceptions to this rule are IV maintenance fluids and drop rates (see # 3 for IV maintenance fluid and drop rates).

2. Less than a whole number round to the nearest 100^{th} (i.e., two decimal points) – e.g., 0.248 = 0.25. The exceptions to this rule are IV maintenance fluids, IV medication infusions, and drop rates (see # 3 for IV maintenance fluid and drop rates; see # 1 for IV medication infusions.

3. IV maintenance fluid and drop rates should always be rounded to the nearest whole number – e.g., 1.2 gtts = 1 gtt.

4. IV medication infusions should be rounded to the nearest 10^{th} (i.e., one decimal point) – e.g., 1.24 = 1.2.

5. Students should convert to the unit of measurement that is ordered as the first step of solving the problem. For example, the order is for a medication to infuse at 3 mcg/kg/min; the medication is available as 400 mg in 250 ml. The student should convert the drug available to mcg.

6. **Rounding, according to these rules, should occur for the final solution of the math problem.**

7. Answers less than a whole number should have a leading zero in the answer (example 0.25 mcg). Answers greater than or equal to a whole number should **not** have a trailing zero (example 1 mg; 1.5 mL).

8. Adjustments may be made in specialty areas

MEDICAL ABBREVIATIONS & CONVERSIONS:
The following is a list of abbreviations commonly used in the clinical areas. These abbreviations will be used throughout the program. Additional abbreviations may be added in courses as you progress through the program.

Abbreviation	Term
a̅	Before
Ac	Before meals
ad lib	As desired, freely
bid or BID	Twice a day
c̅	With
Cap	Capsule
Elix	Elixir
Gtt	Drop

H	Hour
ID	Intradermal injection
IM	Intramuscular injection
IV	Intravenously
IVP	Intravenous push
IVPB	Intravenous piggyback
p̄	After
pc	After meals
PO	By mouth
PRN	As needed
Q or q	Every
Qh or qh	Every hour
qid or QID	Every four hours
Q1h	Every hour
Q4h	Every four hours
R or r	Rectally
s̄	Without
STAT	Immediately
tab	Tablet
tid or TID	Three times per day
Error Prone Abbreviations	
hs	Hour of sleep/bedtime
OD	Right eye
OS	Left eye
OU	Both eyes
QD	Every day

Abbreviation	**Measurement**
lb	Pound
tsp	Teaspoon
tbsp or T	Tablespoon
oz	Ounce
mEq	Milliequivalent
mcg	Microgram
mg	Milligram
Gm or G	Gram
Kg	Kilogram
L	Liter
mL or ml	Milliliter

Conversions
1G = 1000 mg
1 mg = 1000 mcg
1 kg = 2.2 lbs
1 tsp = 5 mL
3 tsp = 1 T
1 T = 15 mL
2 T = 1 oz
1 oz = 30 mL
1 L = 1000 mL
1 kg = 1000 G

ELECTRONIC EQUIPMENT:

Note: A hardcopy of this syllabus is available upon request.

COURSE TOPICAL OUTLINE

Role transition & delegation
Renal assessment, acute kidney injury and chronic kidney disease
Urinary problems Male reproductive problems
Neuro assessment Problems with brain
Problems with spinal cord Peripheral nervous system problems
Critically Ill Patients with Neurologic Problems Vision and Hearing Problems
Sepsis (Shock 1)
Shock (Shock 2)
Burns
Emergency Management
Emergency Management
Endocrine
Endocrine
Oncology
Oncology
End of Life

CLINICAL COURSE REQUIREMENTS:

All clinical performance criteria must be satisfactorily met in order to receive a satisfactory grade at mid-term and at the end of the clinical experience. Endangering client safety (physical or psychological) by not performing at the level of a reasonably prudent student may constitute grounds for dismissal from the Associate Degree Nursing Program at any point in the semester.

CLINICAL COURSE EVALUATION:
If a student achieves an unsatisfactory on the final clinical course evaluation the student must apply for readmission to the Associate Degree Nursing program. If readmitted to the program the student must repeat both the didactic course and the clinical course. Refer to the Associate Degree Nursing Student Handbook for the policy on Readmission, Progression, and Academic Standards.

TEACHING METHODS:
Discussion, reading assignments, writing assignments, case studies, computer assisted instruction, low/med fidelity simulation, technology, supervised clinical practice with post clinical conference presentations, individualized patient care plans.

READMISSION POLICY:
Failure of this course will require application for readmission to the Associate Degree Nursing program. See the Associate Degree Nursing Student Handbook for the application process and forms.

If readmitted to the program the student must repeat both the didactic course and the clinical/laboratory course. Refer to the Associate Degree Nursing Student Handbook for the policy on Readmission, Progression, and Academic Standards.

STUDENT PROGRESS:
The clinical course faculty will provide a mid-term and final clinical evaluation of student performance.

FACULTY STUDENT CONFERENCES:
Students are strongly encouraged to schedule conferences with the course faculty at any time during the semester. If a student has questions or difficulty, relevant to this course, the student should schedule an appointment with the course faculty **as soon as possible.** Effective communication between students and faculty is essential to the teaching-learning process.

ASN LABORATORY/CLINICAL ATTENDANCE POLICY:
Evidence supports students who regularly attend class are more likely to succeed. Regular class, clinical, and lab attendance is expected of all students in order to meet the objectives of the program and legal requirements for licensure. The Attendance Policy of the School of Nursing is consistent with Eastern Kentucky University Regulation 4.1.6R. Please refer to this Regulation for examples of excusable reasons for absence and for more complete information on compliance with this regulation.

Students should be prepared to provide appropriate verification of any absence. Students who are unable to resolve an absence issue with the instructor may appeal to the Department Chair. The Department Chair's decision is final.

EKU students are responsible for course work covered during all class, clinical, and lab periods, including the first class meeting. In the case of excused absences, students will be provided an

opportunity to make up missed course/clinical/lab assignments as is feasible. To the extent possible, students should notify the instructor in advance of an absence. No absence of any nature will be construed as relieving the student from the responsibility for the timely completion of all work assigned by the instructor. Initiating the request to make up missed assignments is the student's responsibility. Only those students who have registered for the course will be allowed to attend. Visitors, children and pets are not permitted.

In the clinical or lab setting, students must have the physical, mental, & emotional ability to meet the course objectives and perform the essential elements of the registered nurse job description. For personal and client safety, a student must inform the clinical instructor of any condition or situation which could affect his/her ability to take on a regular client assignment in the clinical setting and to safely, competently, and effectively carry out the cognitive and physical requirements for care of the assigned client(s).

To protect the safety of both clients and students, students with fevers or who have contagious conditions, or students with slings, casts, crutches, orthopedic boots, walkers, wheelchairs or other temporary devices will not be permitted in the clinical practice area. Students should consult with instructors and the Department Chair to determine appropriate alternative learning experiences and/or whether the student will be able to meet clinical objectives.

Following any clinical or lab absence, the student must consult with the instructor regarding the ability to meet objectives.

ACCESSIBILITY ACCOMMODATION STATEMENT:
For current policy please refer to the following link:
http://www.academicaffairs.eku.edu/syllabi/

ACADEMIC INTEGRITY STATEMENT:
For current policy please refer to the following link:
http://studentconduct.eku.edu/academic-integrity-policy

NON-DISCRIMINATION AND HARASSMENT, TITLE IX, AND PREVENTION STATEMENT:
For current policy please refer to the following link:
https://academicaffairs.eku.edu/syllabi

INCLEMENT WEATHER PLAN:
See adjusted schedules at following link:
http://www.eku.edu/weather/richmond-campus-inclement-weather-plan

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DRESS CODE:

Refer to the Associate Degree Nursing Student Handbook for the policy on the ASN Dress Code.

ELECTRONIC EQUIPMENT:
Use of personal electronic equipment may be permitted in the clinical area on an individual basis and with faculty approval.

MATH ROUNDING RULES:
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c̅	With
cap	Capsule
elix	Elixir
gtt	Drop
h	Hour
ID	Intradermal injection
IM	Intramuscular injection
IV	Intravenously
IVP	Intravenous push
IVPB	Intravenous piggyback
p̅	After
pc	After meals
PO	By mouth
PRN	As needed
Q or q	Every
Qh or qh	Every hour
qid or QID	Four times per day
Q1h	Every hour
Q4h	Every four hours
R or r	Rectally
s̅	Without
STAT	Immediately
tab	Tablet
tid or TID	Three times per day
Error Prone Abbreviations	
hs	Hour of sleep/bedtime
OD	Right eye
OS	Left eye
OU	Both eyes
QD	Every day

Abbreviation	Measurement
lb	Pound
tsp	Teaspoon
tbsp or T	Tablespoon
oz	Ounce
mEq	Milliequivalent
mcg	Microgram
mg	Milligram
Gm or G	Gram
Kg	Kilogram
L	Liter
mL or ml	Milliliter

Conversions
1G = 1000 mg
1 mg = 1000 mcg
1 kg = 2.2 lbs
1 tsp = 5 mL
3 tsp = 1 T
1 T = 15 mL
2 T = 1 oz
1 oz = 30 mL
1 L = 1000 mL
1 kg = 1000 G

Note: A hardcopy of this syllabus is available upon request

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
CLINICAL EVALUATION -- ASSOCIATE DEGREE NURSING PROGRAM

Name of Student _____ Student ID # _____ Semester/Year _____/_____
Agencies and Sites: _____ Absences _____

Guidelines for Clinical Grading: All clinical performance criteria must be satisfactorily met in order to receive a satisfactory grade at mid-term and at the end of the clinical experience.

Satisfactory (S) - Demonstrates all of the following behaviors:
Competent in performance at the level of a xxxxxxxxxx semester nursing student. Able to differentiate appropriate level of independence, supervision, and guidance while providing client care. Demonstrates improvement during the semester in all areas indicated. Is prepared for clinicals, follows instructions, and performs safely at all times. Demonstrates responsibility and accountability in all areas. Applies knowledge from nursing and support courses. Able to use the nursing process.

Unsatisfactory (U) - Demonstrates one or more of the following behaviors:
Not competent in performance at the level of a xxxxxxxxxx semester nursing student. Inconsistent in performance. Fails to show improvement where indicated or fails to show satisfactory progress in meeting objectives. Unable to differentiate appropriate level of independence, supervision, and guidance while providing client care. Is unprepared for clinicals. Does not follow instructions. Does not perform safely[+]. Fails to demonstrate responsibility or accountability in one or more areas. Unable to apply knowledge from nursing or support courses. Unable to use the nursing process.

[+]Note: Endangering client safety (physical or psychological) by not performing at the level of a reasonably prudent student may constitute grounds for dismissal from the Associate Degree Nursing Program at any point in the semester.

MID-TERM EVALUATION SUMMARY/COMMENTS

FACULTY:

STUDENT:

FINAL CLINICAL EVALUATION SUMMARY/COMMENTS

FACULTY:

STUDENT

Mid-Term Clinical Grade _____
Faculty_____/Date_____Student _____/Date____

Final Clinical Grade _____
Faculty_____/Date_____Student _____/Date_____

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
Course Number
Semester/Year

CLINICAL EVALUATION BY STUDENT ( ) FACULTY ( ) CHECK ONE

CLINICAL AGENCY OR SITE _____

SPECIFIC UNIT_____ SEMESTER/YEAR_____

Directions: Please indicate the degree to which you think this clinical site has met the criteria listed below. Explain any D & E ratings on back. You may be asked to use a scan sheet for your answers.

A= Excellent D= Poor
B= Good E= Totally Inadequate
C= Fair

This site offers:

1. Compatibility of philosophy with EKU-ASN philosophy	A	B	C	D	E
2. Learning experience to meet course objectives	A	B	C	D	E
3. Appropriate experiences for students learning needs	A	B	C	D	E
4. Correlation of client/unit characteristics with objectives	A	B	C	D	E
5. Opportunity for students to transfer theory into practice	A	B	C	D	E
6. Opportunities for students to practice professional behavior	A	B	C	D	E
7. Adequate quantity and quality of role models	A	B	C	D	E
8. Opportunities to collaborate with other health care providers	A	B	C	D	E
9. Staff that fosters students' development	A	B	C	D	E
10. Orientation for faculty and/or students	A	B	C	D	E
11. Adequate: physical plant	A	B	C	D	E
12. Library facilities and/or resource books on unit	A	B	C	D	E
13. Conference space	A	B	C	D	E
14. Daily census	A	B	C	D	E
15. Space for meals and/or breaks	A	B	C	D	E
16. Parking	A	B	C	D	E

17. Scheduling difficulties: _____

_____

18. Summary statement of evaluation/areas of strength; areas of concern): _____

_____

_____

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Nursing
X	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	NSC 250
	Hybrid Course ("S," "W")	∗Course Title (full title±)	NCLEX Review
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/2/20	Council on Academic Affairs	
College Curriculum Committee	2/3/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a new course NSC 250 needed for the Associate of Science in Nursing Curriculum.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Spring 2022

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

B. The justification for this action:

The course will provide students a comprehensive review of disease processes and clinical concepts to facilitate critical thinking and decision-making required of the professional nurse and aid them in passing the national licensure examination.

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

The proposed course is 1 credit hour. Current SON faculty will be utilized for instruction.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: No additional equipment/physical facilities will be required.

Library Resources: No additional library resources will be required.

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

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

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

New or Revised* Catalog Text

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

NSC 250 NCLEX Review. (I) I, II Prerequisites: NSC 223, 225, BIO 273 or MLS 209 each with a minimum grade of "C"; NSC 223C and NSC 225C each with a minimum grade of "S". Corequisites: NSC 240, NSC 240C, and NSC 255. Provides a framework for interpreting structural and functional changes associated with diseases, facilitating critical thinking and decision-making required of the associate degree nurse. Students repeating NSC 250 must also enroll in NSC 240 and 240C and the most recent grades in these two corequisites will be applied toward student's GPA.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
NSC	250	Spring 2022	BT ____ HS X CL ____ JS ____ ED ____ SC ____	SONU

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
1	Lecture 1 Laboratory ____ Other ____	CIP Code (first two digits only) 51

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	1	S	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	NSC 240, NSC 240C, and NSC 255. Students repeating NSC 250 must also enroll in NSC 240 and 240C and the most recent grades in these two corequisites will be applied toward student's GPA
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.	NSC 223, 225, BIO 273 or MLS 209 each with a minimum grade of (C);
Course Prefix and No.	NSC 223C and NSC 225C each with a minimum grade of (S).
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

Course Syllabus – Spring 2022

COVID-19 Statement

Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy on Campus initiatives. These initiatives include properly wearing a face covering at all times while in class, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to Student Conduct & Community Standards.

Students requiring an accommodation for face coverings, please contact the Center for Student Accessibility.

Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work.

PROGRAM: Associate of Science in Nursing (ASN)

COURSE NUMBER: NSC 250

COURSE TITLE: NCLEX Review

CREDIT: 1 Hour

CRN: TBA

TIME: TBA

FACULTY: TBA

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

COURSE DESCRIPTION AND PREREQUISITES:
Provides a framework for interpreting structural and functional changes associated with disease, facilitating critical thinking and decision-making required of the associate degree

nurse.

Prerequisites: NSC 223 and NSC 225 with minimum grades of "C." NSC 223C and NSC 225C with a minimum grade of "S". BIO 273 or MLS 209 with a minimum grade of "C"

Corequisites: NSC 240, NSC 240C, and NSC 255

Placement: 4th Semester

DATES RELATED TO WITHDRAWAL:
For current withdrawal dates please refer to the following link:
http://colonelscompass.eku.edu/

NSC 240, NSC 240C and NSC 255 are co-requisite courses. Students must withdraw from NSC 240, NSC 240C and NSC 255.

If a student intends to withdraw from any NSC course, the student must also withdraw from all other NSC courses that semester. Prior to withdrawing, the student must consult with the course leader and School of Nursing Chair or Associate Chair.

STUDENT LEARNING OUTCOMES: By the conclusion of the course, the student will be able to:

1. Access the resources and information necessary for analyzing clinical situations.
2. Apply sound critical thinking and clinical decision making skills to patient situations.
3. Take tests without undue stress.

REQUIRED TECHNOLOGY:
iPad 5 or newer, iPad Air, iPad Mini2 or newer, iPad Pro meeting the following Minimum System Requirements:

- Operating system = iOS 11, iOS 12, and iPadOS 13 (Only genuine versions of iOS are supported)
- 500 MB of free space required to commence an exam.
- iPad must not be Jailbroken. (Jailbreaking allows installation of third party applications.)
- To receive support from testing vendor, you must be able to connect the iPad to a computer with iTunes and IExplorer installed.
- Internet connectivity for Examplify Download, Registration, Exam Download and Upload.

REQUIRED TEXT:

Students are expected to have and use all required texts from prior courses.

APP – NCSBN's NCLEX Review RX Flash Cards - **Available in any APP Retrieval system.**
REQUIRED ON-LINE DOCUMENT:
Detailed Candidate Test Plan Document 2019 **–** Available on Blackboard
https://www.ncsbn.org/2019_RN_TestPlan-English.pdf

REQUIRED ON-LINE PROGRAM:
Wolters Kluwer Health (2020). *Lippincott's NCLEX-RN PassPoint Powered by prepU*. Philadelphia: Lippincott Williams & Wilkins.

The 12 month subscription may be more cost effective than a 6 month subscription. Sometimes there are discounts available if ordering directly from the publisher's website -- https://thepoint.lww.com Call the publisher to ask about any discounts.
When ordering directly from the publisher's website, you will immediately receive the access code. When ordering from other vendors, you will receive a card in the mail with the access code.

Lippincott's RN-NCLEX PassPoint (PrepU) is an adaptive quizzing and learning system that will be used for NCLEX practice quiz and practice exam assignments for this course.

The PrepU Quick Access for students is available on the website http://thepoint.lww.com/student You will easily find in this guide detailed instructions for using this program. (Many of you are already familiar with the PrepU platform used in previous classes.) The PassPoint NCLEX assignments are designed to enhance retrieval learning, critical thinking, and test-taking skills.

1. If you don't already have access to Lippincott CoursePoint for Lippincott NCLEX-RN PassPoint Powered by PrepU, redeem your ACCESS CODE and complete registration at http://thePoint.lww.com/activate.

2. From the **"My Content"** page, click on Lippincott CoursePoint for Lippincott NCLEX-RN PassPoint Powered by PrepU.

3. On the welcome screen or from **"My Classes"**, select **"Join a Class"**, enter your CLASS CODE: 208C1CEE and click **"Enroll"**.

If you experience any problems, check the code again and re-enter it. If it does not work, contact Lippincott Online Product Support at 1-800-468-1128 or techsupp@lww.com for assistance.

Not sure what an ACCESS CODE is?
Learn more at http://thepoint.lww.com/Help/BookAccess.

NOEL STUDIO RESOURCES:
The Noel Studio for Academic Creativity is a free resource for the EKU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work with you or your small group on any piece of written, oral, or **multimodal 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.eku.edu/ or call 859-622-7330.

GRADING SCALE:

The School of Nursing usual letter grades are not assigned to this course. The grade for this course is either Satisfactory or Unsatisfactory and the requirements for this grade are stated specifically in this syllabus.

COURSE REQUIREMENTS:
Students are expected to be prepared to discuss course content and participate in question and answer sessions and active learning during each class meeting. Students are also expected to complete all assignments by the due date. Please refer to the COVID-19 Statement at the beginning of the syllabus.

A total weighted minimum semester score of 75% is required for a grade of **Satisfactory**.
A total weighted semester score below 75% will receive a grade of **Unsatisfactory**.

A final grade of Satisfactory is required in this course to complete the ASN program. If readmitted into the ASN program, anyone unsuccessful in this course, will need to repeat NSC 240 and NSC 240C as required by the Kentucky Board of Nursing. Refer to the Associate of Science in Nursing Student Handbook for the policy on Readmission, Progression, and Academic Standards.

EVALUATION METHODS/EVALUATION:
The grade of Satisfactory (S) or Unsatisfactory (U) for this course will include completion of assigned PassPoint ® Quizzes and Exams and other activities as listed below.

Refer to the online PassPoint Assignments list for Quizzes and Exams for due dates. Assignment topics and due dates are also provided as a separate listing at the end of the course syllabus.

Test Anxiety Pre-Survey	2.5%
Text Anxiety Post-Survey	2.5%
PassPoint Exams:	
Exam 1	5%
Exam 1 Question Dissection and Test Strategies Form	3%
Exam 2	5%
Exam 3	5%
PassPoint NCLEX Practice Exam with automatic shutoff	10%
Focused Class Quiz with Dissection Form – Score is for completion	5%
Assigned PassPoint quizzes at 1% each x 32	32%
Exercises	

1 - Pharmacological and Intravenous Therapies	5%
2 - Gastrointestinal and Enteral Access Devices	5%
3 - Endocrine Review	5%
MCH Exercise	5%
PEDS Exercise	5%
PSY Exercise	5%
	Total 100%

TEACHING METHODS:
Class discussions, classroom active learning, reading assignments, case studies, concept maps, lecture, classroom and on-line multimedia presentations, virtual classroom, critical thinking exercises, electronic assignments, and multimedia supplemental resources.

TEST PROCEDURES & POLICIES:
Students are expected to take exams (*and submit assignments*) at the scheduled times. All exams are comprehensive and may include content from previous courses. Exams will begin promptly at the scheduled time (ie: 8:00 am).

Students will be placed in assigned seating for each quiz and exam by faculty proctors.

Thirty minutes will be allotted for each quiz. One hour will be allotted for each exam. Two hours will be allotted for the final exam.

1. Each student is responsible for providing and maintaining an iPad meeting the minimum system standards to run Examplify. The iPad should be fully charged and the exam downloaded prior to the scheduled exam time.

2. No personal belongings, watches, or electronic devices are permitted during examinations. Scrap paper will be provided during the exams. Additionally, no scarves, hats, caps or hoods covering the head, unless for religious purposes, will be permitted during testing. Only a non-opaque drinking container without a label is permitted during examinations.

3. Calculators are available within the testing software. No other calculators are permitted. Students must follow rounding rules of the School of Nursing. Fill-in-the-blank items requiring dosage calculation should include only numerical responses.

4. All quizzes and exams are set to prevent backtracking and force completion of each item before moving to the next. You will not be able to skip an item or return to a previous item.

5. **Exam Review:** Exam review is individualized and occurs upon completion of the examination. Once the student exits the exam, the student may review the questions missed as well as the rationales for the correct response. The exam review may be

provided in delayed/autopsy format for designated exams. In addition, students may also schedule a review of exam content areas with the course faculty. Exam content reviews must be scheduled with faculty within one week of the grade posting.

6. Following exam review and upload, a green congratulations screen will appear. This screen is to be shown to a faculty proctor. The iPad must then be powered off. All students will sit quietly in their seat, not engaging in conversation, until all students have completed the exam.

7. **Late Arrival for Exams**: If a student is late for an exam, the student will have the remaining time left to complete the exam (i.e., student will be required to exit the exam at the same time as the rest of the class). **The time will not be extended**. No student will be allowed to begin an exam after the first student has completed and uploaded the exam.

8. **Grade Posting**: Exam grades will be posted in the grade center of the Blackboard course site following a thorough item analysis by all course faculty. Grades will be posted no later than one week following exam completion. The posted grade is the final grade for the examination.

In the event of a **documented extenuating circumstance** which prevents a student from taking a scheduled exam (*or submitting written work*) at the scheduled time:

9. **The student must communicate and obtain faculty approval prior** to missing the exam or assignment.

10. **Make-up examinations will not be given in this course.** If a student must miss one exam due to a **documented and faculty approved extenuating circumstance**, the student **may** be allowed to have the final exam score count for both the missed exam score and the final exam score. However, this will be at the discretion of the course faculty and, if allowed, would be for a **maximum of one exam**.

    Missing the final exam, at the scheduled time, may result in failure of the course or, in a documented extenuating circumstance, at the discretion of the course faculty, may result in an incomplete for the course and an alternate exam being taken at a later date and time scheduled by the course faculty.

READMISSION POLICY:
Failure of this course will require application for readmission to the ASN program. See the ASN Student Handbook for the application process and forms.

STUDENT PROGRESS:
The course faculty will provide students with a grade on the Blackboard site of the course at least one time prior to the midterm.

FACULTY STUDENT CONFERENCES:

Students are strongly encouraged to schedule conferences with the course faculty at any time during the semester. If a student has questions or difficulty, relevant to this course, the student should schedule an appointment with the course faculty **as soon as possible.** Effective communication between students and faculty is essential to the teaching-learning process.

ASN COURSE ATTENDANCE POLICY:
Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. *Therefore, attendance is considered mandatory.*

Students who miss more than 15% of the regularly scheduled class meetings due to unexcused absences are subject to failing the course.
For the purposes of this course, "excused absences" include verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member's), and other absences as outlined in the University's "Student Absence from Class" policy. Students should be prepared to document the reasons for the absence. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple *excused* absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

Students who are unable to resolve an absence issue with the instructor may appeal to the Department Chair. The Department Chair's decision is final.

Students will be assigned to one of two groups. Groups will alternate between campus and online attendance. During the online attendance week, each student is expected to attend class using the provided Zoom ® link with camera.

ACCESSIBILITY ACCOMMODATION STATEMENT:
For current policy please refer to the following link:
http://www.academicaffairs.eku.edu/syllabi/

ACADEMIC INTEGRITY STATEMENT:
For current policy please refer to the following link:
http://studentconduct.eku.edu/academic-integrity-policy

NON-DISCRIMINATION AND HARASSMENT, TITLE IX, AND PREVENTION STATEMENT:
For current policy please refer to the following link:
https://academicaffairs.eku.edu/syllabi

INCLEMENT WEATHER PLAN:
See adjusted schedules at following link:
http://www.eku.edu/weather/richmond-campus-inclement-weather-plan

SCHOOL OF NURSING POLICY ON CLASSROOM CODE OF CONDUCT:
Refer to the ASN Student Handbook for the policy on Classroom Code of Conduct.

UNAUTHORIZED CLASSROOM VISITORS
Children and unauthorized visitors are not permitted to attend any School of Nursing class or clinical experience.

SOCIAL MEDIA POLICY FOR SCHOOL OF NURSING (SON)

1. SON students must not transmit or place online individually identifiable patient or clinical agency information.

2. SON students must observe ethical and professional student-faculty and student-patient boundaries online. Online social media contact with faculty or patients blurs these boundaries, as defined by the American Nurses Association Code of Ethics (2015) and National Council of State Boards of Nursing Social Media Guidelines (2012).

3. SON students should understand that patients, colleagues, organizations and employers may view postings.

4. SON students must be aware that social networking venues are shared by patients, faculty, colleagues, and the public. Privacy settings should be utilized to separate personal and professional information online.

5. SON students should bring content that could harm a patient or student's privacy, rights, or welfare to the attention of appropriate authorities.

IMMUNIZATION/CPR REQUIREMENTS:
Students are required to maintain and submit documentation of current CPR certification, PPD, MMR, hepatitis B immunizations, chicken pox titer or immunization, and TDaP immunization. All records must be current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course. **Updates are required to be submitted by December 1 for spring semesters, May 1 for summer semesters, and August 1 for fall semesters.** Failure to do so will result in the student not being eligible to attend clinical and will result in an unsatisfactory clinical grade for each day missed. **Additionally, all students must submit documentation of receipt of current influenza vaccine no later than November 1 each year**.

Failure to do so will result in the student not being eligible to attend clinical and will result in an unsatisfactory clinical grade for each day missed.

PROFESSIONAL LIABILITY INSURANCE:
Students will not be allowed to attend clinical experiences unless they have purchased professional liability insurance through Eastern Kentucky University The time period for the coverage is August 15 of a given year to August 14 of the next year; no pro-rating for partial year coverage is possible. The insurance covers only clinical experiences, which are part of scheduled classes. The insurance will no longer be in effect if the student withdraws from school or graduates. Refer to the ASN Student Handbook for the Required Documentation for

Clinical/Clinical Agency Placement Requirements.

ELECTRONIC EQUIPMENT:

1. No personal electronic equipment of any kind is permitted during exams. This includes recorders, laptops, cell phones, pagers, calculators, watches, etc. (EXCEPTION IS USE OF THE iPad ® used for examinations).

2. **ELECTRONIC REPLICATION OF LECTURES (in written, photographic, or digital media) OR ANY CLASSROOM MATERIALS OR ACTIVITIES IS NOT PERMITTED**

3. **CELL PHONES ARE NOT ALLOWED TO BE USED DURING CLASS.** Students found to be using cell phones during class such as texting, videoing, web surfing, etc. or causing a disturbance due to ringing or other noises, will be asked to leave their cell phone at the front of the class to be retrieved at the end of the respective class time/meeting.

4. Individual student laptops/computers/etc. may be used to view class documents and/or Powerpoints ® during class; however, a student **should refrain** from searching, web surfing, or viewing other internet sites during instruction.

DRESS CODE:

Refer to the ASN Nursing Student Handbook for the policy on the ASN Dress Code.

MATH ROUNDING RULES:

The following math rounding rules are to be used during examination and clinical practice for the ASN Nursing Program.

1. Greater than or equal to a whole number, round to the nearest 10^{th} (i.e., one decimal point) – e.g., 1.24 = 1.2. The exceptions to this rule are IV maintenance fluids and drop rates (see # 3 for IV maintenance fluid and drop rates).

2. Less than a whole number round to the nearest 100^{th} (i.e., two decimal points) – e.g., 0.248 = 0.25. The exceptions to this rule are IV maintenance fluids, IV medication infusions, and drop rates (see # 3 for IV maintenance fluid and drop rates; see # 1 for IV medication infusions.

3. IV maintenance fluid and drop rates should always be rounded to the nearest whole number – e.g., 1.2 gtts = 1 gtt.

4. IV medication infusions should be rounded to the nearest 10^{th} (i.e., one decimal point) – e.g., 1.24 = 1.2.

5. Students should convert to the unit of measurement that is ordered as the first step of solving the problem. For example, the order is for a medication to infuse at 3 mcg/kg/min; the medication is available as 400 mg in 250 ml. The student should convert the drug available to mcg.

6. **Rounding, according to these rules, should occur for the final solution of the math problem.**

7. Answers less than a whole number should have a leading zero in the answer (example 0.25 mcg). Answers greater than or equal to a whole number should **not** have a trailing zero (example 1 mg; 1.5 mL).

8. Adjustments may be made in specialty areas.

MEDICAL ABBREVIATIONS & CONVERSIONS:
The following is a list of abbreviations commonly used in the clinical areas. These abbreviations will be used throughout the program. Additional abbreviations may be added in courses as you progress through the program.

Abbreviation	**Term**
$\overline{a}$	Before
AC	Before meals
ad lib	As desired, freely
bid or BID	Twice a day
$\overline{c}$	With
Cap	Capsule
Elix	Elixir
Gtt	Drop
H	Hour
ID	Intradermal injection
IM	Intramuscular injection
IV	Intravenously
IVP	Intravenous push
IVPB	Intravenous piggyback
$\overline{p}$	After
PC	After meals
PO	By mouth
PRN	As needed
Q or q	Every
Qh or qh or QH	Every hour
qid or QID	Every four hours
Q1h	Every hour
Q4h	Every four hours
R or r	Rectally
$\overline{s}$	Without
STAT	Immediately
Tab	Tablet
tid or TID	Three times per day

Error Prone Abbreviations	
HS	Hour of sleep/bedtime
OD	Right eye
OS	Left eye
OU	Both eyes
QD	Every day

Abbreviation	**Measurement**
Lb or lb	Pound
Tsp	Teaspoon
Tbsp or tbsp or T	Tablespoon
Oz	Ounce
mEq	Milliequivalent
Mcg	Microgram
Mg	Milligram
Gm or G	Gram
Kg	Kilogram
L	Liter
mL or ml	Milliliter

Conversions
1G = 1000 mg
1 mg = 1000 mcg
1 kg = 2.2 lbs
1 tsp = 5 mL
3 tsp = 1 T
1 T = 15 mL
2 T = 1 oz
1 oz = 30 mL
1 L = 1000 mL
1 kg = 1000 G

COURSE OUTLINE & TIME SCHEDULE

Quiz and Practice Exams will be listed under Assignments on the individual's PassPoint web page.

Date	Class Topic	NCLEX PassPoint Assignments https://thepoint.lww.com
TBA	Course Introduction Getting Organized for NCLEX NCLEX-RN Pass Point Introduction Review of Question Dissection & Testing Strategies form	PassPoint Exam 1 Opens See following pages and PassPoint website for detailed PassPoint quiz and exam assignments with start dates and deadlines. PassPoint Exam 1 Due TBA Exam 1 Dissection and Testing Plan Form Due TBA Test Anxiety Pre-Survey Due TBA
TBA	Syllabus Quiz – Think & Share Strategies for Test-Taking Success Misconceptions Review	Exam 1 Dissection and Testing Plan Form Due TBA
TBA	Respiratory and Cardiovascular Focused Quiz with Dissection Form Post-Quiz Review	Class will take quiz at same time on PassPoint.
TBA	Testing Plan Strategies Follow-up Parenteral Devices and Blood Transfusions Misconceptions Review	Exercise 1 - Pharmacology and Intravenous Therapies
TBA	Laboratory Data Review Misconceptions Review	
TBA	Unfolding Case - Nursing Judgment Misconceptions Review	SBAR Practice
TBA	Endocrine and Gastrointestinal System Review of Enteral Access Devices	Exercise 2 – Gastrointestinal and Enteral Access Devices
TBA	Review of Pediatric Nursing Professor David Coffey	PEDS Exercise
TBA	Review of Maternity Nursing	MCH Exercise
TBA	Review of Psychiatric-Mental Health Nursing	PSY Exercise
TBA	Endocrine Review	Exercise 3 - Endocrine
TBA	Medication review	NCLEX Practice Exam with automatic shutoff opens TBA. Due TBA.
TBA	Class Choice – To Be Announced	Post-Test-Taking Anxiety Survey Opens TBA Due by TBA. NCLEX Practice Exam Due TBA.
TBA	Out of class compensation time for PassPoint NCLEX Practice Exam	
TBA	Finals Week – No Class	

PassPoint Quizzes

Content List	Start Date	End Date
Basic Care and Comfort - ML2 **Target Mastery : 2**	TBA	TBA
Health Promotion and Maintenance - ML2 **Target Mastery : 2**	TBA	TBA
Management of Care - ML2 **Target Mastery : 2**	TBA	TBA
Pharmacological and Parenteral Therapies - ML2 **Target Mastery : 2**	TBA	TBA
Physiological Adaptation - ML2 **Target Mastery : 2**	TBA	TBA
Psychosocial Integrity - ML2 **Target Mastery : 2**	TBA	TBA
Infection - ML2 **Target Mastery : 2**	TBA	TBA
Safety - ML2 **Target Mastery : 2**	TBA	TBA
Basic Care and Comfort - ML4 **Target Mastery : 4**	TBA	TBA
Health Promotion and Maintenance - ML4 **Target Mastery : 4**	TBA	TBA
Management of Care - ML4 **Target Mastery : 4**	TBA	TBA
Pharmacological and Parenteral Therapies - ML4 **Target Mastery : 4**	TBA	TBA
Physiological Adaptation - ML4 **Target Mastery : 4**	TBA	TBA
Psychosocial Integrity - ML4 **Target Mastery : 4**	TBA	TBA
Infection - ML4 **Target Mastery : 4**	TBA	TBA
Safety - ML4 **Target Mastery : 4**	TBA	TBA
Basic Care and Comfort - ML6 **Target Mastery : 6**	TBA	TBA
Health Promotion and Maintenance - ML6 **Target Mastery : 6**	TBA	TBA
Management of Care - ML6 **Target Mastery : 6**	TBA	TBA
Pharmacological and Parenteral Therapies - ML6	TBA	TBA

Content List	Start Date	End Date
Target Mastery : 6		
Physiological Adaptation - ML6	TBA	TBA
Target Mastery : 6		
Psychosocial Integrity - ML6	TBA	TBA
Target Mastery : 6		
Infection - ML6	TBA	TBA
Target Mastery : 6		
Safety - ML6	TBA	TBA
Target Mastery : 6		
Basic Care and Comfort - ML8	TBA	TBA
Target Mastery : 8		
Health Promotion and Maintenance - ML8	TBA	TBA
Target Mastery : 8		
Management of Care - ML8	TBA	TBA
Target Mastery : 8		
Pharmacological and Parenteral Therapies - ML8	TBA	TBA
Target Mastery : 8		
Physiological Adaptation - ML8	TBA	TBA
Target Mastery : 8		
Psychosocial Integrity - ML8	TBA	TBA
Target Mastery : 8		
Infection - ML8	TBA	TBA
Target Mastery : 8		
Safety - ML8	TBA	TBA
Target Mastery : 8		

PassPoint Exams

A minimum mastery level of 4.0 is required for all assigned exams. For a mastery level below 4.0, there is one opportunity to repeat the exam to reach the required level.

PassPoint Exams

Important Note about PassPoint Exams: An exam can be opened once and must be completed in the specified time. The system will shut off precisely at the end of the designated time. If the exam has not been completed and submitted BEFORE the time deadline, the exam is not saved.

		Start Date	Due Date
NSC 250 Exam 1	60	TBA	TBA
NSC 250 Exam 2	60	TBA	TBA
NSC 250 Exam 3	60	TBA	TBA
NSC 250 NCLEX Practice Exam	265	TBA	TBA

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	School of Nursing
	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	**Associate of Science in Nursing (A.S.N.) NURSING**
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/2/2020	Council on Academic Affairs	
College Curriculum Committee	2/3/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Removing NSC 241C and add 2 new courses NSC 240 and 250 to the ASN Program.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

N/A

B. The justification for this action:

Removing NSC 241C and replacing with NSC 240C aligns the clinical course number with the corequisite didactic course. Reducing credit hours for NSC 240C to level the clinical hours across the ASN curriculum. Adding a 1 credit hour NCLEX review course as a refresher for graduate success on the national licensure exam. The total credit hours for the program is not affected with 240C replacing NSC 241C.

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

Personnel Impact: The proposed course is 1 credit hour. Current SON faculty will be utilized for instruction.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: No additional equipment/physical facilities will be required.

Library Resources: No additional library resources will be required.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions. 2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.
Revised* Program Text (*Use ~~strikethrough~~ for deletions and underlines for additions.)

Associate of Science in Nursing (A.S.N.)
NURSING
CIP Code: 51.3801

UNIVERSITY GRADUATION REQUIREMENTS

General Education.....15 hours
Elements: 1A, 1B (ENG 101,102, or 105 with a grade of "A" or "B"); any 3A or 3B; SOC 131 or PSY 200(GElement E-5B); and one course in either GElement 2 or 4.
Student Success Seminar (HSO 100; waived for transfers with 30+ hrs.).....1 hour
Total Hours University Graduation Requirements.....16 hours

MAJOR REQUIREMENTS

Core Courses.....38 hours
NSC 114(5), 114C, 124, 124C (2), 126(2), 126C (1), 223(4), 223C(2) 225(4), 225C(2), 240(4), 240C ~~241C(4)~~, 250(1) and 255(2).
Supporting Courses.....9-10 hours
BIO 307 (3), and 308 (3); BIO 273(4) or MLS 209 (3); and SOC 131(3) or PSY 200 (3) (GElement E-5A or B).
G=Course also satisfies a General Education element.
Hours are included within the General Education requirement above.
TOTAL HOURS TO COMPLETE DEGREE.....63-64 hours

ASSOCIATE OF SCIENCE IN NURSING PROGRAM
CURRICULUM MAP

National League of Nursing (NLN) Program Outcomes for ASN Nursing Programs:

Human Flourishing: "Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings" (NLN, 2010, p. 38).

- Program Level Specific SLO Number 1

Nursing Judgment: "Make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context" (NLN, 2010, p. 38).

- Program Level Specific SLO Number 2, 3 & 4

Professional Identity: "Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context" (NLN, 2010, p. 38).

- Program Level Specific SLO Number 5, 6 & 7

Spirit of Inquiry: "Examine evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and new insights to improve the quality of care for patients, families and communities" (NLN, 2010, p. 38).

- Program Level Specific SLO Number 8

Program Level Specific SLO's	**NSC 114 114C**	**NSC 124 124C**	**NSC 126 126C**	**NSC 223 223C**	**NSC 225 225C**	**NSC 240**	**NSC 240C**	**NSC 250**	**NSC 255**
1.Incorporate culturally competent, individualized plans of care focusing on services and activities that promote independence, maintain or restore health, or support a peaceful death.	**I**	**I**	**I**	**R**	**I**	**R**	**R**	**R**	**R**
2.Utilize the nursing process as a basis for clinical judgment to optimize outcomes of care for patients, families and communities.	**I**	**I**	**R**	**R**	**R**	**R**	**R**	**R**	**R**
3.Advocate for access and quality of care for patients.	**I**	**I**	**I**	**R**	**I**	**R**	**R**	**R**	**R**

Program Level Specific SLO's	**NSC 114 114C**	**NSC 124 124C**	**NSC 126 126C**	**NSC 223 223C**	**NSC 225 225C**	**NSC 240**	**NSC 240C**	**NSC 250**	**NSC 255**
4,Apply evidence-based practice to support clinical decision making in the provision of safe quality care.	**I**	**I**	**R**	**R**	**R**	**R**	**R**	**R**	**R**
5.Integrate professional behaviors in practice as defined by the ethical, legal and regulatory frameworks of nursing.	**I**	**I**	**I**	**I**	**R**	**R**	**R**	**R**	**R**
6.Establish and maintain effective/therapeutic communication in collaboration with patients, families, members of the health care team, and communities.	**I**	**I**	**R**	**R**	**R**	**R**	**R**	**R**	**R**
7.Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.	**I**	**I**	**R**	**R**	**R**	**R**	**R**	**R**	**R**
8.Utilize evidence-based literature/research for the use in nursing practice.	**I**	**I**	**I**	**R**	**R**	**R**	**R**	**R**	**R**

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906
College of Justice and Safety- A Program of Distinction

College of Justice and Safety
Office of the Associate Dean
School of Justice Studies
School of Safety, Security & Emergency

348-A Stratton Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-1980
FAX: (859) 622-6561
Derek.Paulsen@eku.edu
www.justice.eku.edu

M E M O R A N D U M

TO: Council on Academic Affairs

FROM: Dr. Derek Paulsen, Interim Associate Dean
College of Justice and Safety

DATE: February 3, 2021

SUBJECT: Routine Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College of Justice and Safety's Curriculum Committee at the next CAA meeting on February 18, 2021:

Safety and Security would like to submit Routine Prerequisite revisions for the following courses:

HLS 395- Policy and Legal Analysis
Course Revision, change of prerequisites.

Council on Academic Affairs
Routine Curriculum Change for Consent Agenda
(Present changes for only one course per form)

(Check one)	College	Justice and Safety
___ Course Drop*	Department Name	Safety and Security
_X_ Course Revision	Course Prefix & Number	HLS 395
___ Cross-listing Existing Courses	Course Title	Policy and Legal Analysis
___ General Education Course Addition		
_X_ Prerequisite or Co-requisite Revision		
___ Progression or Admissions Revision		
___ Editorial Change**		

*Use the Multiple Course Drop Form to drop more than one course at a time
**Editorial Changes need no further approval

Proposal Approved by:	**Date**		**Date**
Departmental Committee	1/28/2021	Graduate Council	NA
College Curriculum Committee	2-1-2021	Council on Academic Affairs	
General Education Committee	NA	EFFECTIVE ACADEMIC TERM**	
Teacher Education Committee	NA	FALL 2021	

New or Revised Catalog Text

Use ~~strikethroughs~~ to indicate deletions and underlines to indicate additions.

HLS 395W Homeland Security Policy ~~and Legal~~ Analysis. (3). A. Prerequisites: HLS 101, HLS 210, and HLS 260; ENG 102 or 102R or HON 102 with a minimum grade of "C" or ENG 105 with a minimum grade of "B"; and HLS major or departmental approval. Develop homeland security policy and legal research and analytic skills. Includes coverage of international and U.S federal, state and local policy~~,~~ and legal ~~and ethical~~ issues.

Credit Hours	Weekly Contact Hours	Repeatable Max. Number of Hours CIP Code (first two digits only) Class Restriction: FR___SO___JR___SR___	Grading Mode_____
	Lecture ____ Laboratory ____ Other ___		Course is eligible for IP (in-progress grading) for: Check all applicable Thesis ___ Internship ___ Practicum ___ Independent Study ___
Schedule Types:		Work Load:	

Corequisites: (List only corequisites. See below for prerequisites and combinations.)

Course Prefixes and Numbers	

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

Course Prefixes and Numbers	HLS 101 (C), HLS 210 (C), and HLS 260 (C); ENG 102 (C) or 102R (C) or HON 102 (C) or ENG 105 (B); and HLS major or departmental approval.
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Corequisite(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 Prefixes and Numbers	
Test Scores	
Minimum GPA (when course grouping or student cumulative GPA is required)	

Equivalent Course(s): "Credit will not be awarded to students who have credit for…" or "formerly…"

Course Prefixes and Numbers	Credit will not be awarded to students who have credit for HLS 395.

Proposed General Education Element: Please mark (X) in the appropriate Element or Elements

Element 1 (9 hrs.)	Element 2 (3 hrs.)	Element 3 (6 hrs.)	Element 4 (6 hrs.)	Element 5 (6 hrs.)	Element 6 (6 hrs.)
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)
1B (3)		3B (3)		5B (3)	
1C (3)					

**Effective Academic Term will be confirmed by the Office of the Registrar after all approval is received.

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M E M O R A N D U M

TO: Council on Academic Affairs

FROM: Dr. Derek Paulsen, Interim Dean
College of Justice and Safety

DATE: February 3, 2021

SUBJECT: Substantial Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College of Justice and Safety's Curriculum Committee at the next CAA meeting on February 18, 2021:

Program Revision Bachelors of Science in Homeland Security
Remove the Element 5B requirement in the Supporting Courses section. Include the "W" writing intensive course designator to HLS 395 in the Core Courses section
During the 2020 EKU Assurance of Learning Day, the EKU Homeland Security Program faculty conducted a review of the undergraduate curriculum for assuring student learning. The removal of the Element 5B requirement represents a decrease in supporting course requirements and provides more elective opportunity to students. Also, faculty plan to transition the writing intensive course requirement to HLS 395; the change below represents the first step in that transition.

Supporting Courses…….....~~63~~ 63 hours
STA 215 ([G]Element 2), GEO 210 ([G]Element 4), HIS 103 ([G]Element 5A) or MSL 303 ([G]Element 5A); ~~POL 100 ([G]Element 5B) or 101 ([G]Element 5B); PSY 200 ([G]Element 5B) or 200W ([G]Element 5B);~~ and GEO 353.

[G] = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above. A maximum of 3 cr. hours will count toward Element 2. A maximum of 3 cr. hrs. will count toward Element 4. A maximum of 3 cr. hrs. will count toward Element 5A. ~~A maximum of 3 cr. hrs. will count toward Element 5B.~~

Free Electives…….....~~35~~38 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety and Security
	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Bachelors of Science in Homeland Security
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	1/28/2021	Council on Academic Affairs	
College Curriculum Committee	2-1-2021	Faculty Senate**	
General Education Committee*		Board of Regents**	
Teacher Education Committee*		EFFECTIVE ACADEMIC TERM***	
Graduate Council*			

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Remove the Element 5B requirement in the Supporting Courses section. Include the "W" writing intensive course designator to HLS 395 in the Core Courses section.

A. 2. Proposed Effective Academic Term: Fall 2021

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

B. The justification for this action: During the 2020 EKU Assurance of Learning Day, the EKU Homeland Security Program faculty conducted a review of the undergraduate curriculum for assuring student learning. The removal of the Element 5B requirement represents a decrease in supporting course requirements and provides more elective opportunity to students. Also, faculty plan to transition the writing intensive course requirement to HLS 395; the change below represents the first step in that transition.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Bachelor of Science (B.S.)
HOMELAND SECURITY
CIP Code: 43.0301

UNIVERSITY GRADUATION REQUIREMENTS

- General Education…….....36 hours
- Student Success Seminar…….....1 hour
  (JSO 100; waived for transfers with 30+ hrs)
- Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category)
- Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
- ACCT - Homeland Security majors will fulfill ACCT with HLS 495.
  (Credit hours are incorporated into major requirements below.)

Total Hours University Graduation Requirements…….……37 hours

MAJOR REQUIREMENTS

Core Courses…….....42 hours

HLS 101, 210, 260, 301, 320, 321W, 391, 395W, 401, 430, 441, 461, 465, 495.

Supporting Courses…….…….....~~63~~ 63 hours

STA 215 (GElement 2), GEO 210 (GElement 4), HIS 103 (GElement 5A) or MSL 303 (GElement 5A); ~~POL 100 (GElement 5B) or 101 (GElement 5B); PSY 200 (GElement 5B) or 200W (GElement 5B);~~ and GEO 353.

G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above. A maximum of 3 cr. hours will count toward Element 2. A maximum of 3 cr. hrs. will count toward Element 4. A maximum of 3 cr. hrs. will count toward Element 5A. ~~A maximum of 3 cr. hrs. will count toward Element 5B.~~

Free Electives…….....~~35~~38 hours

TOTA HOURS TO COMPLETE DEGREE…….....120 hours

HOMELAND SECURITY B.S.

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
First Semester JSO 100.....1 ENG 101 or 101R.....3 Gen. Ed. E-6.....3 ~~POL 100 or 101~~Gen. Ed. E-5B.....3 HLS 101.....3 HIS 103.....3 Total.....16	**First Semester** GEO 210 ..... 3 Gen. Ed. E-3B..... 3 HLS 260.....3 HLS 301.....3 Free Elective.....3 Total.....15	**First Semester** HLS 321W.....3 HLS 320.....3 GEO 353.....3 Free Elective.....3 Free Elective.....3 Total.....15	**First Semester** HLS 441.....3 HLS 461.....3 HLS 430.....3 Free Elective.....3 Free Elective.....3 Total.....15
Second Semester ENG 102.....3 Gen. Ed. E–3A.....3 HLS 210.....3 Gen. Ed. E-6.....3 Free Elective.....3 Total.....15	**Second Semester** Gen. Ed. E-1C.....3 Gen. Ed. E-4.....3 STA 215.....3 ~~PSY 200 or 200W~~Free Elective.....3 Free Elective.....3 Total.....15	**Second Semester** HLS 391.....3 HLS 401.....3 HLS 395W.....3 Free Elective.....3 Free Elective.....3 Total.....15	**Second Semester** HLS 495.....3 HLS 465.....3 Free Elective.....3 Free Elective.....3 Free Elective.....3 Total.....15

VERSION: FALL 2021

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES

EASTERN KENTUCKY UNIVERSITY
521 Lancaster Avenue; Roark 106
Richmond, KY 40475-3102

Jeremy Mulholland, *Associate Dean*
Phone: (859) 622-6765
Email: Jeremy.Mulholland@eku.edu

TO Council on Academic Affairs

FROM Jeremy Mulholland, *Associate Dean*
College of Letters, Arts, and Social Sciences

DATE February 5, 2021

SUBJECT Curriculum Proposal(s) – Substantial Agenda Items

Please accept these changes from the College of Letters, Arts, and Social Sciences at the next CAA meeting on February 18, 2021.

SUBSTANTIAL AGENDA CURRICULUM PROPOSALS

Department of Anthropology, Sociology, & Social Work

Program Revisions:

B.A. in Anthropology: Revise requirements
Minor in Anthropology: Revise requirements
Minor in Archaeology: Revise requirements
Certificate in Social Analytics and Demographics: Revise requirements
Certificate in Sociology and Recreation Studies: Revise requirements

New Certificate:

Certificate in Society and Environmental Stewardship

New Courses:

ANT 345 Language and Culture
ANT 346 Anthropology of Food
ANT 394W Anthropology and Wicked Problems
ANT 460 Biology Anthropology Field Methods

Department of Communication

Program Revisions:

B.A. in Communication Studies: Remove exit requirement and increase number of elective credit hours

New Certificate:

Certificate in Sports Communication

New Courses:

CMS 302 Social Media Messaging for Organizations
PUB 395 Sports Promotion

Department of Government

Program Revision:

B.A. & M.P.A. in Public Administration (3+2): Revise catalog text

New Certificate:

Certificate in Applied Social Science Analytics

Department of History, Philosophy, and Religious Studies

Program Revisions:

Minor in Asian Studies: Revise course requirements and electives

Certificate in Asian Studies: Revise course requirements

Honors Program

New Certificate:

Departmental Honors Certificate

New Courses:

HON 101 The Examined Life
HON 301 Self and Community
HON 302 Honors Option
HON 391 Honors Portfolio

Department of Languages, Cultures, & Humanities

New Course:

SPA 390 Advanced Composition and Conversation

Noel Studio

New Course:

CRE 347 Special Topics in Creativity:____

Department of Psychology

Program Revision:

B.S. in Psychology: Autism/Developmental Disabilities Concentration: Add PSY 327 to concentration

New Course:

PSY 327 Applied Behavior Analysis for Behavior Technicians

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, and Social Work
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Anthropology BA
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/15/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To adjust current program requirements for the B.A. to reflect proposed changes: seven routine changes (6 prerequisite changes, one course title and description change), two course drops, and four new courses (two in cultural anthropology, one in biological anthropology, and one in ANT's core courses).

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Substantial course changes reflect two cultural anthropology changes that are better suited towards career development and opportunities; one biological anthropology addition that provides a high-impact learning experience; and replacement of a core writing intensive course with a new writing intensive course that is more holistic, relevant, and geared toward career development for our students, while being better aligned with our capstone course.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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 Revised or Suspended Program

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

Revised* Program Text

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

BACHELOR OF ARTS (B.A.)

ANTHROPOLOGY

CIP Code: 45.0201

UNIVERSITY GRADUATION REQUIREMENTS

• **General Education .....36 hrs.**

• **Student Success Seminar .....1 hr. (waived for transfers with 30+ hrs.)**

• Writing Intensive Course (hours incorporated into Major Supporting/Gen Ed/Free Electives category)

• Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)

• ACCT: Anthropology majors will select one of the following: ANT 395 (Senior Capstone), ANT 439, ANT 470, SOC 330S, HON 420, or a program-approved study abroad experience. (Credit hours will be incorporated into Major or Supporting requirements below.)

Total hours University graduation requirements .....37 hours

MAJOR REQUIREMENTS

Core Courses .....33 hours

ANT 120, 200, 201, 330, ~~351W,~~ 394W, 395, and at least one course from each of the following three categories, for a total of 15 hours.

• Archaeology: ANT 321, 341, 355, 357, 360, 439, 470, 471;

• Cultural Anthropology: ANT 311, 344, 345, 346, 375, or 377~~, or 393~~;

• Biological Anthropology: ANT 306, 365, 370, 371, 380, ~~or~~ 385, or 460~~;~~ (ANT 490, independent study, or ANT 498, Directed Research, may also be selected; it will be classified where appropriate).

Free Electives .....50 hours

TOTAL HOURS TO COMPLETE DEGREE .....120 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, and Social Work
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Anthropology
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/15/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To adjust current program requirements for the ANT minor to reflect proposed changes to one of ANT's core courses, replacing 351W with 394W.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Anthropology replaced its core writing intensive course (351W) with 394W, a new writing intensive course that is more holistic, relevant, and geared toward career development for our students, while being better aligned with our capstone course.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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 Revised or Suspended Program

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

Revised* Program Text

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

Minor in Anthropology

A student may minor in Anthropology by taking a minimum of 18 hours as follows: ANT 120, 200, 201, and one upper division course in each of these areas: Archaeology, Cultural Anthropology, and ~~Physical~~ Biological Anthropology. ANT 351W, 394W, or ANT 395 will not count toward the minor.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, and Social Work
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Archaeology
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/15/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To adjust current program requirements for ANT's Archaeology minor to reflect proposed changes to ANT's core courses, replacing ANT 351W with ANT 330.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Anthropology replaced its core Archaeology writing intensive course (351W) with 394W. As ANT 394W does not contain enough material to be classified as Archaeology, ANT 330 Native American Cultures is being moved into one of the two required courses of the Archaeology minor. ANT 330 provides foundational material discussed extensively in the following Archaeology courses: ANT 321 Historical Archaeology, ANT 341 North American Archaeology, ANT 357 Archaeology and the Law, and ANT 470 Archaeological Field Methods.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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 Revised or Suspended Program

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

Revised* Program Text

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

Minor in Archaeology

A student may minor in Archaeology by taking a minimum of 18 hours as follows: ANT 200, ~~351W~~ 330, and twelve hours of upper division Archaeology electives selected from ANT 321, 341, 355, 357, 360, 439, 470, 471, and 490 (if archaeological topic).

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, & Social Work
	New Course (Parts II, IV)	College	College of Letters, Arts, and Social Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Social Analytics and Demographics Certificate
	Program Suspension (Part III)		Departmental Certificate
x	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/19/2020	Council on Academic Affairs	
College Curriculum Committee	1/25/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Revise existing departmental certificate to address a course number change.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

This revision addresses three changes: 1) a course change number from SOC 465 to SOC 310; 2) the change from a minimum grade of "C" to a "B" in each course counted toward the certificate (as originally submitted); and 3) correct punctuation between course abbreviation and numbers in a list (commas instead of semi-colons).

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Sufficient

Library Resources: Sufficient

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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 Revised or Suspended Program

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

Revised Program Text

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

Social Analytics and Demographics Department Certificate

The Social Analytics and Demographics Certificate enables students to utilize quantitative sociological research skills in solving social issues in this region. Students must earn at least a "B" grade in all classes counting toward the certificate.

Certificate Requirements.....12 hours

Choose four courses (12 hours) from the following: ~~SOC 232; SOC 245W; SOC 330S; SOC 349; SOC 365; SOC 395; SOC 425; SOC 465; SOC 499~~ SOC 232, SOC 245W, SOC 310, SOC 330S, SOC 349, SOC 365, SOC 395, SOC 425, or SOC 499.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, & Social Work
	New Course (Parts II, IV)	College	College of Letters, Arts, and Social Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Sociology and Recreation Studies Certificate
	Program Suspension (Part III)		Departmental Certificate
x	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/19/2020	Council on Academic Affairs	
College Curriculum Committee	1/25/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Revise existing departmental certificate courses

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

This departmental certificate revision adds a new relevant course (SOC 135) to the certificate, removes a course in recreation (REC 406) that is no longer taught, and adds two relevant REC courses in its place (REC 411 and REC 530). This revision also requests the change from a minimum grade of "C" to a "B" in each course counted toward the certificate (as originally submitted).

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Sufficient

Library Resources: Sufficient

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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 Revised or Suspended Program**

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

Revised Program Text

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

Sociology and Recreation Studies Department Certificate

The Certificate in Sociology and Recreation Studies offers important job skills and training from both Sociology and Recreation and Park Administration. The certificate is ideal for all undergraduate students who want to work with diverse populations in recreation fields. Students are encouraged to select a group of courses tailored to their personal, academic, and professional goals. The certificate requires a minimum of 12 hours, and students must earn a ~~"C"~~ "B" or higher in all courses counting toward the certificate.

Certificate Requirements.....12 hours
Core……. 6 hours
SOC 205, SOC 399, or SOC 400
Recreation and Park Administration Requirements ….....6 hours
SOC 135, REC 200, REC 311, REC 411, and REC ~~406~~ 530

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, & Social Work
	New Course (Parts II, IV)	College	College of Letters, Arts, and Social Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Society and Environmental Stewardship Certificate
	Program Suspension (Part III)		Departmental Certificate
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
X	New Certificate	∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/19/2020	Council on Academic Affairs	
College Curriculum Committee	1/25/2021	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a Society and Environmental Stewardship Certificate that is open to undergraduate students.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

The Society and Environmental Stewardship Certificate will provide all students the opportunity to complete 12 hours of sociology classes focused on environmental issues, change, and environmental stewardship. This certificate (available to undergraduates of all majors) contributes to EKU Strategic Planning by strengthening the academic program offered in sociology and ensuring relevant curriculum is offered to all students. It also facilitates career preparation while drawing attention to the university's service to the region and its economy.

Awareness of how society interacts with our natural and environmental spaces is a central issue for present and future generations. This certificate provides students an opportunity to explore the long-term issues faced by humanity while also considering and pursuing solutions and policy relevant to the job market.

The certificate requires 12 hours from the following list of classes
SOC 300 Animals and Society
SOC 365 Social Change in Appalachia
SOC 383 Environment and Society
SOC 465 Demography
SOC 490 Independent Study (with relevant topic)
SOC 499 Directed Research (with relevant topic)
ANT 370 Primate Conservation

APP 430 Sustainability in Appalachia

Students may also petition for departmental approval to include 3 hours from a certificate-related course in ANT, ANS, APP, COM, ENG, HIS, SOC, SWK, POL, or PSY toward the certificate requirements.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Sufficient

Library Resources: Sufficient

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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 Revised or Suspended Program

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

Revised* Program Text

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

Society and Environmental Stewardship

The Society and Environmental Stewardship Department Certificate (12 hours) enables students to explore how society and the environment are interlinked. Students must earn at least a "B" in all classes counted toward the certificate.

Certificate Requirements……12 hours

Choose four courses (12 hours) from the following: SOC 300, SOC 310, SOC 365, SOC 383, SOC 490, SOC 499, ANT 370, APP 430, or other environmentally related course in ANT, ANS, APP, COM, ENG, HIS, SOC, SWK, POL, or PSY upon departmental approval.

New Minor, Concentration, University Certificate or Department Certificate

Proposal Approval Form

When proposing a new minor, concentration, university or department certificate, the following factors should be considered:

- Minors and certificates often add time to degree.
- Minors can increase the number of credit hours that students have at graduation.
- Minors and certificates can potentially increase student debt because of the factors above.
- Minors, concentrations, university and department certificates can significantly add to faculty workloads.
- Minors, concentrations, university and department certificates increase the need for oversight and administration.

The following information should be provided in addition to the normal curriculum change forms. Before a new minor, concentration, university or department certificate is submitted to CAA, the Dean must approve the proposal based on the information on this form and any other information requested by the Dean.

From the Proposing Program

1. How will the new minor, concentration, university or department certificate attract new students to EKU? On what is this based? What is the marketing plan?

This Society and Environmental Stewardship certificate allows EKU Sociology to attract students who may be interested in taking sociology courses but cannot schedule a minor or second major in sociology. Sociology teaches soft skills that are in high demand among employers. This certificate will be marketed toward *all* majors interested through fliers, in-class announcements, sociology website and social media, and recruitment materials. Sociology will also work with other departments to share news of this certificate as it would be beneficial to their students.

2. What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

Environmental issues remain a steadfast and central problem for humanity and society. EKU offers a separate certificate in sustainability in the College of Science, but that certificate is science-heavy and aimed exclusively at BS students. This certification ensures all students, especially CLASS students, will have access to courses and training relevant to the environment and change that they can use in the job market after graduation.

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

All of these courses in the certificate are being taught by full-time faculty at EKU. All of these courses are currently being offered in regular rotations by existing full-time faculty. As such, there are sufficient resources to teach this curriculum.

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

All of these courses are currently being offered in regular rotations by existing full-time faculty. There are no additional costs.

From the Dean

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

A. New Resources. Explain.

B. Reallocation of resources. Explain.

See above. Courses are offered regularly and this is a repackaging of offerings to improve marketability

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.

	1/25/2021
Dean's Signature	Date

Sociology
Program Curriculum Objective Map

1- Introduce learning goals
(update or initial reflection)
2- Reinforced learning goals
3 - Fluency in learning goals
4- Assessed learning goals
(assignments, etc.)

		Student Learning Objective 1: Students will demonstrate an understanding of the breadth of sociological knowledge.	Student Learning Objective 2: Sociology majors will effectivly communicate the application of key sociological concepts to real world events.	Student Learning Objective 3: Sociology majors will demonstrate critical thinking and critical reading skills as evidenced by their ability to synthesize sociological theory and research.	Student Learning Objective 4: Sociology majors will demonstrate the ability to develop an original sociological research question and appropriate method of data collection and analysis.
CORE REQUIREMENTS					
SOC 131	Introductory Sociology	1,4	1,4	1,4	
SOC 232	Social Statistics (Soc 131 or 235 Prereq)	1,2	1,2	1	1
SOC 395	Research Methods in Sociology (SOC 232 Prereq)		2,3	2,3	2,3
SOC 462	Sociological Theory (6 hrs SOC Prereq)	3	3	3	3
SOC 470	Capstone Seminar in Sociology (SOC 395 Prereq)	2, 3,4	2,3.4	2,3,4	2,3,4
SOCIOLOGY ELECTIVES					
SOC 135	Living in a Diverse World	1,2	1,2	1	
SOC 205	Sexualities and Social Issues	1,2	1,2	1	
SOC 235	Social Problems	1,4	1,4		
SOC 245	Sociology of the Family	1,2	1,2	1	
SOC 245W	Sociology of the Family	1,2	1,2	1	
SOC 300	Animals and Society	1	2		
SOC 310	Population and Society (SOC 131 and 232 Prereq)		2,3	2,3	
SOC 320	Mind, Self, and Society	1	2		
SOC 322	Sociology of Mass Media (SOC 131 or 235 Prereq)		2		
SOC 330S	Sociology of Migration (3 hours in SOC Prereq)		2		
SOC 349	Applied Learning in Sociology		2,3		
SOC 350	Selected Topics in Sociology	1	2	2	2,3
SOC 363	Appalachian Images in Film and Song	1	2		
SOC 365	Social Change in Appalachia	1	2		
SOC 370	Religion in Appalachia	1	2		
SOC 383	Environnment and Society	1	2		
SOC 399	Gender and Society (SOC 131 or 235 Prereq)		2,4	2,4	
SOC 400	Racial and Ethnic Relations (SOC 131 or 235 Prereq)		2,4	2,4	
SOC 420	Jobs, Organizations, and Power	1	2,3		
SOC 425	Social Inequality: US & the World	1	2,3	2,3	
SOC 490	Independent Study (SOC 131 & 6 hrs Prereq)		2	2,3	2,3
SOC 499	Directed Research in Sociology		2	3	2,3

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, and Social Work
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	ANT 345
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Language and Culture
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/15/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To add new course, ANT 345 Language and Culture

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: This course allows the program to offer a course in Linguistic Anthropology, one of the four major subdisciplines in Anthropology. Most Anthropology programs offer linguistic anthropology; this course addition is consistent with disciplinary efforts to offer more holistic courses within the major. This course also better prepares students for graduate education, careers in applied anthropology, and careers that involve cross-cultural communication. The course is currently offered as a Special Topics course and has received much demand and interest among minors and majors.

To make room for this course, ANT has dropped ANT 377S Medical Anthropology in the last three years.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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

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

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

New or Revised* Catalog Text

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

ANT 345 Language and Culture. (3) A. Prerequisite: Sophomore standing. Sociocultural anthropological perspective on the study of language. Cross-cultural topics include the role of language in creating and maintaining cultural norms in gender, indigeneity, ethnicity, class and power, and race and racism.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
ANT	345	Fall 2021	BT ___ HS ___ CL X JS ___ ED ___ SC ___	ANSW

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ___ Other ___	CIP Code (first two digits only) 45

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ___ JR ___ SO X SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum ___	

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

Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Anthropology, Sociology, and Social Work
ANT 375 Language and Culture - Fall 2020
3 credit hours CRN 14526

PROFESSOR AMANDA GREEN
Department of Anthropology, Sociology and Social Work
Office: Keith 220
Phone: 859-622-1646 (office)
Email: amanda.green@eku.edu
Optional Blackboard Collaborate Meetings on Thursdays 11:00-11:35
Virtual Office Hours in Blackboard Collaborate on Tuesday 10:30-11:30 or by appointment

COURSE CATALOG DESCRIPTION

ANT 345 Language and Culture. (3) A. Prerequisite: Sophomore standing. Sociocultural anthropological perspective on the study of language. Cross-cultural topics include the role of language in creating and maintaining cultural norms in gender, indigeneity, ethnicity, class and power, and race and racism.

WHAT WILL I LEARN IN THIS COURSE?

In this course, we will explore the nature of language, concentrating on how it is used in different cultures and across societies. You will be exposed to the history of linguistic anthropology, as well as more contemporary work dealing with the acquisition of communicative competence, the ethnography of speaking, language change, language revitalization, and language ideology. The questions that guide us are: What is language? Is it spoken, signed, written, or all of the above? How does language shape culture and vice versa? How does language operate as a system of power, privileging some and discriminating against others? You will have the opportunity to do your own ethnographic research through the Intercultural Conversation Project. You will meet someone who grew up speaking a language other than English, interview them about language use, and report on what you have learned using concepts from the course.

LEARNING OUTCOMES

By the completion of this course, you will be able to:

1. Demonstrate an understanding of the study of linguistic anthropology, using concepts like phonology, morphology, syntax, nonverbal communication, language acquisition, language, standardization, language ideology, and the Sapir-Whorf Hypothesis.
2. Critically apply concepts from linguistic anthropology to understand how language produces and creates racial, ethnic, gender, nationalist, and class identities.
3. Critically examine your own experiences with language as a system of culture and power.
4. Apply ethnographic methods to the study of language in the Intercultural Conversation Project.
5. Analyze ethnographic data using concepts from linguistic anthropology to create your own linguistic ethnography.

REQUIRED **BOOKS**

Ahearn, Laura. 2017. *Living Language: An Introduction to Linguistic Anthropology,* 2nd edition. Wiley-Blackwell.

ATTENDANCE POLICY (IF CLASS IS EVER TAUGHT IN PERSON)

Attendance is vital to your participation. I will take attendance daily. I expect you to attend every class meeting, but you are allowed 3 unexcused absences without penalty. For each unexcused absence after your fourth, you will lose 10 points from your grade. If your absence is unexcused, you will not be allowed to make up in-class work. I will post attendance to Blackboard. Please contact me within two days of posting of any disputed absence. An FN course grade is given if you fail to attend class.

Students who attend class but do no not participate (or are frequently unprepared—more than two occasions) during the semester will earn a C in participation. Students who interact only during group work or often provide anecdotal narratives without clear connections to texts or assignments will receive a B in participation. Students who regularly (at least once every week) participate in large and/or small group discussions will earn a B or an A for participation, depending on the relevance of their comments to course themes. Students who make frequent (weekly) contributions in large and small group discussions, and also engage in critical analysis of the course's content will earn an A in participation.

ASSIGNMENTS

Intercultural Conversation Project	40%	400 points (each paper 100 points)
Discussion Board Posts	20%	200 points
Exam #1	10%	100 points
Exam #2	10%	100 points
Group Wiki	15%	150 points (two wikis @ 75 points)
Replies to Discussion Board & Wiki	5%	50 points
	100%	1000 points

Grading Scale:
A=90-100%; B=80-89%; C=70-79%; D=60-69%; F<60%
A=900-1000 points; B=800-899 points; C=700-799 points; D=600-699 points; F<600 points

INTERCULTURAL CONVERSATION PROJECT

The Intercultural Conversation Project is an opportunity for you to practice being cultural and linguistic anthropologists and to learn from someone who might have a different life experience than you. You will use ethnographic methods (interviews and observations) to learn about an individual's experiences with language. Your research participant should be an individual who grew up speaking a language other than English. They should be someone who is excited and willing to participate in your project. You will conduct at least four interviews with your conversation partner.

You will write four short papers (3-4 double-spaced pages or 750-1250 words) throughout the semester. I will provide you with four different topics to write about. The first three papers will include original ethnographic data that you collect. The fourth paper will be a reflection on the process.

Open these Google Docs to access the Proposal, Consent & Information Form, and Paper Guidelines.

DISCUSSION BOARD

The Discussion Board is our space for reflecting on and thinking critically about each week's readings, documentaries, podcasts, etc. It is our substitute for in-class discussion, and many of you might find you thrive in this setting because you have time and space to think through what you want to post and how you want to respond to your classmates.

Each week you will be required to respond to the Discussion Board prompt. You will then respond to two of your classmates. Before you post, look at these rubrics: Discussion Board Post Rubric and a Discussion Board Reply Rubric.

TAKE HOME EXAMS

A "take-home" midterm and final exam will be used to assess your comprehension of the course content. The exams will include short answer and essay questions. All assigned readings, documentaries, and class lectures may be covered. The final exam will cover primarily the material after the midterm (i.e., not comprehensive). You may use your books, notes, group wikis, discussion boards, and video lectures. You may not use your classmates, parents, the Internet, Siri, Alexa, the CIA, or Noam Chomsky.

GROUP WIKI

The Group Wiki will be our alternative to an in-class presentation. Through the Group Wiki, I want you to learn to digest, synthesize, and present our reading material to your classmates in a written and engaging format. In turn, the Group Wikis will help your classmates understand and connect to the reading material. In groups, you and your classmates will create a Wiki on Google Docs. You will comment on the Wiki using the Google Doc comment functions. Every student is required to make a comment on every wiki (except their own) as part of their participation grade.

You have six goals:

- to present a summary of key points for the week's readings;
- to connect the readings to previous material from our class or other classes;
- to apply the readings to current events or well-known topics;
- to reflect on how the week's readings apply to your linguistic lives.
- to admit what is unclear.
- to pose questions for discussion

A full set of directions on what should be included in the Wiki and how to comment on the Wiki is located in Google Docs: Wiki Assignment.

OPTIONAL COLLABORATE MEETINGS

Each week I will host an optional meeting on Blackboard Collaborate. This will serve as the week's "mini-lecture" by me, and it will be recorded so that you can watch it at your convenience. The lecture will be

a short (around 5 minutes) series of mini-lectures accompanied by several break-out sessions (around 5 minutes) where you discuss the week's materials with your classmates.

You can access Collaborate by opening our Blackboard Course. In the left hand menu, click "Collaborate." When this opens, click on "Mini-Lecture and Discussion" sessions.

SCHEDULE / MASTER CHECKLIST

You can find the detailed schedule of readings and assignments in the Master Checklist on Blackboard. The Master Checklist is your comprehensive guide to the semester. On the next page you can find a short schedule to the major assignments for the semester.

One-Page Semester Planning Calendar ANT 375 Fall 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
16-Aug	17-Aug	18-Aug DB Post	19-Aug	20-Aug Collaborate @ 11:00 DB Reply	21-Aug	22-Aug	1
23-Aug	24-Aug	25-Aug DB Post	26-Aug	27-Aug Group #1 Wiki Collaborate @ 11:00 DB & Wiki Reply	28-Aug	29-Aug	2
30-Aug	31-Aug	1-Sep Grp #2 Wiki DB Post	2-Sep	3-Sep Collaborate @ 11:00 DB & Wiki Reply	4-Sep	5-Sep	3
6-Sep	7-Sep Labor Day	8-Sep Grp #3 Wiki DB Post	9-Sep	10-Sep **ICCP Proposal** DB & Wiki Reply Collaborate @ 11:00	11-Sep	12-Sep	4
13-Sep	14-Sep	15-Sep Grp #4 Wiki DB Post	16-Sep	17-Sep Collaborate @ 11:00 DB & Wiki Reply	18-Sep	19-Sep	5
20-Sep	21-Sep	22-Sep Grp #5 Wiki DB Post	23-Sep	24-Sep Collaborate @ 11:00 DB & Wiki Reply	25-Sep	26-Sep	6
27-Sep	28-Sep	29-Sep Grp #6 Wiki DB Post	30-Sep	1-Oct **ICCP Paper #1** DB & Wiki Reply Collaborate @ 11:00	2-Oct	3-Oct	7
4-Oct	5-Oct	6-Oct DB Post	7-Oct	8-Oct DB & Wiki Reply **Take Home Exam** Collaborate @ 11:00	9-Oct	10-Oct	8
11-Oct	12-Oct	13-Oct Grp #1 Wiki DB Post	14-Oct	15-Oct Collaborate @ 11:00 DB & Wiki Reply	16-Oct	17-Oct	9
18-Oct	19-Oct	20-Oct Grp #2 Wiki DB Post	21-Oct	22-Oct **ICCP Paper #2** DB & Wiki Reply Collaborate @ 11:00	23-Oct	24-Oct	10
25-Oct	26-Oct	27-Oct Grp #3 Wiki DB Post	28-Oct	29-Oct Collaborate @ 11:00 DB & Wiki Reply	30-Oct	31-Oct	11
1-Nov	2-Nov	3-Nov Grp #4 Wiki DB Post	4-Nov	5-Nov Collaborate @ 11:00 DB & Wiki Reply	6-Nov	7-Nov	12
8-Nov	9-Nov	10-Nov Grp #5 Wiki DB Post	11-Nov	12-Nov Collaborate @ 11:00 DB & Wiki Reply	13-Nov	14-Nov	13
15-Nov	16-Nov	17-Nov Grp #6 Wiki DB Post	18-Nov	19-Nov **ICCP Paper #3** DB & Wiki Reply Collaborate @ 11:00	20-Nov	21-Nov	14
22-Nov	23-Nov	24-Nov	25-Nov **Take Home Exam**	26-Nov Thanksgiving	27-Nov	28-Nov	15
29-Nov	30-Nov	1-Dec	2-Dec **ICCP Paper #4**	3-Dec	4-Dec	5-Dec	16

SEMESTER SCHEDULE & GRADES

You will be able to know your grades via Blackboard "My Grades" or you may ask me any time. Please check your grades often, and email me if you see any issues. If you think you need to drop the course, please discuss that possible decision with your instructor and bear in mind these deadlines:

- Sunday, Aug. 23: The last day to add a course or to drop without receiving a "W" on your transcript.
- Friday, Sept. 4: The last day to convert the class to Audit or Pass/Fail
- Monday, October 5: Midterm grades will be posted on EKU Direct.
- Monday, Oct. 12:The last day to drop without a withdrawal fee
- Sunday, Nov. 8: The last day to drop the course with a withdrawal fee

For additional information, consult the Fall 2020 academic calendar on the Colonel's Compass: https://colonelscompass.eku.edu/fall-2020-deadlines-adddrop-refunds

WHAT IF I NEED HELP WITH MY STUDYING, READING OR WRITING??

The Student Success Center, located on the ground floor of the library and online, provides free assistance for all EKU students. Students can request tutoring in over 150 subjects, as well as other services including mentoring, workshops, advising, studying, computer use, and with any questions related to your college experience. **The Chellgren Success Series** features workshops and video workshops to help with study skills, time management, stress management, etc.

To make an appointment or for more information, visit: Web: **http://successcenter.eku.edu** or email **successcenter@eku.edu**

Writing Assistance: The Noel Studio for Academic Creativity is a free resource offering writing, communication, and research support for undergraduate and graduate students from any major or class. At the Noel Studio, trained consultants can help you with essays, presentations, research posters, visual aids, multimodal products, and more. Students can ask for help at any stage of the communication process—from brainstorming to final revision, and every point in between. Consultations are fully online for Fall 2020. You can learn more about online consultations at studio.eku.edu/online-consultations. Schedule your own online consultations by following the directions at **https://studio.eku.edu/schedule-appointment.** Have questions or need help with scheduling? Use the chat box at **studio.eku.edu** or call **859-622-7330**.

WHAT IF I NEED ACCOMODATIONS FOR THIS COURSE?

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s).

Students who need an accommodation for a documented medical, mental health, or learning difference may register online at **www.accessibility.eku.edu/applying-services,** or if you have questions, you may email the CSA office at **accessibility@eku.edu** or telephone at **(859) 622-2933.**

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity/Title IX Coordinator:

Lindsey Carter, Lindsey.Carter@eku.edu, (859) 622-8020

Upon individual request, this syllabus can be made available in an alternative format.

OFFICIAL EMAIL

All university communications sent via e-mail will be sent to this EKU e-mail address: **amanda.green@eku.edu** Students are required to use their EKU email addresses in communications with the instructor.

HOW DO I GET MICROSOFT WORD?

This course requires use of Microsoft Word documents. EKU provides Microsoft 360 Plus free to all students. You can find instructions on installing the application on this EKU IT page: Microsoft 360 Plus for EKU Students.

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.studentconduct.eku.edu**. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

HOW DO I USE THE LIBRARY?

You may need to use the library's electronic and hard-copy resources in this course. EKU Libraries' Distance and Online Learning page is designed to help if you are taking online/remote classes. You can find answers to most of your questions in this section. For example, the library will mail hard copies of books or articles to an address for free using

UPS, and you can return them to the library for free. If this section does not answer your questions, you can use the "Ask Us" live chat feature located on the upper-left corner of every library webpage. The online chat is available all weekdays and weekends/holidays at varying hours

TITLE IX: WHAT IF I EXPERIENCE DISCRIMINATION?

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to **http://greendot.eku.edu/**.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to **http://titleix.eku.edu/resources** for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter, Director of the Office of Institutional Equity & Title IX Coordinator, Jones 416, Lindsey.Carter@eku.edu, 859-622-8020

ADDITIONAL RESOURCES

○ EKU Student Health Services	622-1761
○ EKU Counseling Center	622-1303
○ Title IX at EKU	622-8020
○ Colonel's Cupboard https://communityservice.eku.edu/Cupboard	622-3855
○ Ampersand Sexual Violence Resource Center of the Bluegrass	800-656-4673
○ Hope's Wings Domestic Violence Program	859-623-4095
○ National Suicide Prevention Lifeline	800-273-8255

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, and Social Work
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	ANT 346
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Anthropology of Food
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/15/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To add new course: ANT 346 Anthropology of Food

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: This course provides students with a more holistic, upper-division anthropology course. Anthropology of Food expands on topics introduced in both ANT 120 Intro to Cultural Anthropology and ANT 200 Archaeology & Human Cultures, and blends well with advanced electives such as ANT 470 Field Methods in Archaeology and ANT 371 Primate Ecology & Sociality. Students in this course increase their depth of anthropological knowledge, and the course better prepares students for careers in applied anthropology, public health, and public policy. The course was offered Fall 2019 as a Special Topics course and has received much demand and interest among minors and majors. To make room for this course in the curriculum, ANT is deleting ANT 393 Kinship and Marriage.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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

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

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

New or Revised* Catalog Text

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

ANT 346 Anthropology of Food. (3) A. Prerequisite: ANT 120 or ANT 200 or sophomore standing. Examines food's role and impact on humankind through archaeological, biological, cultural, and linguistic anthropological perspectives. Includes issues related to environmental health, social autonomy, and food's intersection with gender, race, ethnicity, class, and indigeneity.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
ANT	346	Fall 2021	BT ____ HS ____ CL X JS ____ ED ____ SC ____	ANSW

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 45

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ____ JR ____ SO x SR ____

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites and Prerequisites ****See definitions on following page****

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ANT 120 or ANT 200 or sophomore standing
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)

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

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Anthropology, Sociology, and Social Work
ANT 346 Anthropology of Food - Fall 2020
3 credit hours / CRN 14736

PROFESSOR AMANDA GREEN
Department of Anthropology, Sociology and Social Work
Email: amanda.green@eku.edu
Office: Keith 220
Office Hours: Monday - Wednesday 12:45-2:00 pm or schedule a time with me via email
Class time: Tuesday & Thursday 9:30-10:45 **Classroom:** Roark 205

CATALOG DESCRIPTION

ANT 346 Anthropology of Food. (3) A. Prerequisite: ANT 120 or ANT 200 or sophomore standing. Examines food's role and impact on humankind through archaeological, biological, cultural, and linguistic anthropological perspectives. Includes issues related to environmental health, social autonomy, and food's intersection with gender, race, ethnicity, class, and Indigeneity.

COURSE DESCRIPTION

This course employs the anthropological imagination as a lens to examine the role of food in our world using the holistic four-field perspective of anthropology: archaeology, biological anthropology, linguistic anthropology, and cultural anthropology. We open with biological, evolutionary, and archaeological perspectives on human nutrition and its relationship to modes of food production, food availability, and political-economic systems. We continue with the study of food and its relationship with identity and community, including food's intersection with gender, race, ethnicity, class, and indigeneity. Our analysis widens to include food as embedded in networks of world commodity production and trade and pushes forward with a discussion of issues related to the balance of environmental health and social autonomy. Throughout the course you will engage in food-related activities, including cooking with your classmates, ethnographic interviewing using food-centered life histories, and participant observation of food-related events.

LEARNING OUTCOMES

By the end of this course you will be able to:

1. Comprehend and explain the role of food in everyday life across humankind through an anthropological lens.
2. Demonstrate and contrast archaeological, anthropological, biological, and linguistic knowledge of the study of food.
3. Analyze and synthesize how people, over deep time and across space, construct, perform, produce, resist, and claim social identities through food.
4. Evaluate the relationship between food systems and political, economic, ecological, and social systems through an applied anthropological perspective, including ethnographic methods, participant observation, and interviews.

REQUIRED BOOKS

Robin Wall Kimmerer. 2014. *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants*. Milkweed.

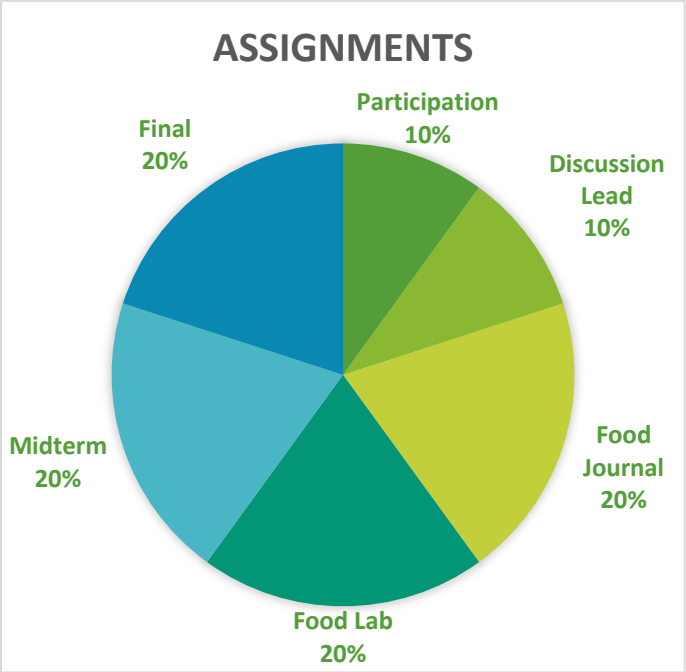
Seth Holmes.2013. *Fresh Fruit, Broken Bodies: Migrant Farmworkers in the United States*. University of California Press.

ASSIGNMENTS

Assignments

Participation	10%
Discussion Leader	10%
Food Journal	20%
Food Lab	20%
Midterm	20%
Final	20%
Total	100%

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



PARTICIPATION & ATTENDANCE

Participation: Active participation in the classroom is vital to the exchange of ideas and to helping us all reach the course objectives. You are expected to come to class prepared to ask and discuss questions. Successful preparation is more than reading. It might include: 1) Coming to class with a short list of keywords from the readings; 2) Bringing 1-2 discussion questions to class for discussion; 3) Identifying parts of the reading you do not understand or would like to critique; and 4) Bringing in examples from ongoing real-world activities that relate to class readings. If needed, I am happy to identify alternative ways to evaluate your participation with your input.

Attendance is vital to your participation. I will take attendance daily. I expect you to attend every class meeting, but you are allowed 3 unexcused absences without penalty. For each unexcused absence after your fourth, you will lose 10 points from your grade. If your absence is unexcused, you will not be allowed to make up in-class work. I will post attendance to Blackboard. Please contact me within two days of posting of any disputed absence. An FN course grade is given if you fail to attend class.

Religious observance warrants a legitimately excused absence and accommodation. Look carefully at the syllabus during the first week of class. If any of the class meetings or assignments conflict with a major religious holiday for your faith, please let me know. Together, we will find an appropriate accommodation.

Grading: Students who attend class but do no not participate (or are frequently unprepared—more than two occasions) during the semester will earn a C in participation. Students who interact only during group work or often provide anecdotal narratives without clear connections to texts or assignments will receive a B in participation. Students who regularly (at least once every week) participate in large and/or small group discussions will earn a B or an A for participation, depending on the relevance of their comments to course themes. Students who make frequent (weekly) contributions in large and small group discussions, and also engage in critical analysis of the course's content will earn an A in participation.

DISCUSSION LEADERSHIP

This course is designed to be a reading and discussion-based course that is driven by students. Each student in the class will be charged with guiding discussion of the assigned readings for one day. Discussion leaders should come to class prepared to briefly discuss their interpretation of the article, highlight the key arguments and evidence, and introduce 5 discussion questions they have developed. The discussion questions can address: argument and evidence, theory, method, bias, personal connection, connection to other readings or current events, and questions about economic, social, and political systems.

FOOD JOURNAL

To practice research methods and analysis in the anthropology of food, you will complete 10 journal entries throughout the semester. Your food journal will consist of critical reading responses, photo elicitation, restaurant observation, interviews, personal reflections, and recipes. Prompts will be provided the week before each assignment. We will discuss your journals in class on the assigned date. You will turn in your complete journal during the last week of the semester. We will dedicate our final class to a reflection on the course through the labor of our journals.

FOOD LAB

You will work in teams to research a food and its cultural, political, and economic history as well as its agricultural and nutritional qualities and transformations. You will give a group presentation during class on your food. Each team will also prepare a dish based on the food to share with the class during our Food Lab week. Further details about the assignment can be found here: Food Lab.

MIDTERM AND FINAL EXAM

A midterm and final exam will be used to assess your comprehension and evaluation of the course content. All assigned readings and class lectures may be covered. The exams will be in class. They will include multiple choice, fill in the blank, matching, short answer, and essay questions. The final will not be comprehensive. It will cover only the material after the midterm.

Week & Topic	Date	Readings
Week 1 **Introduction**	Aug 19-23	**Tuesday**: ☐ No Reading **Thursday**: ☐ Pollan: Corn's Conquest
Week 2 **Food, Nutrition and Modes of Production**	Aug 26-30	**Tuesday**: ☐ Pelto & Goodman: The biocultural perspective in nutritional anthropology **Thursday**: ☐ Manning: Why agriculture? ☐ Kaplan: The darker side of "the original affluent society" ☐ *Food Journal: What is nutrition?*
Week 3 **Food, Hunger & Health**	Sept 2-6	**Tuesday:** ☐ Messer: Hunger and Famine Worldwide **Thursday**: ☐ Fisher: Big Hunger ☐ **Tour of Colonel's Cupboard** – meet @ Commonwealth lobby ☐ *Food Journal: Current Food Crises*
Week 4 **Food, Identity, Class & Race**	Sept 9-13	**Tuesday**: ☐ Bourdieu: Distinction: A social critique in the judgment of taste **Thursday**: ☐ Williams-Forson: More than just the "big piece of chicken": The power of race, class and food in American consciousness ☐ *Food Journal: Ethnographic Restaurant Observation*
Week 5 **Food, Identity & Gender**	Sept 16-20	**Tuesday**: ☐ Allen and Sachs: Women and Food Chains **Thursday**: ☐ Counihan: Women, Gender, and Agency in Italian Food Activism ☐ Parasecoli: Feeding Hard Bodies: Food and Masculinities in Men's Fitness Magazines ☐ *Food Journal: Ethnographic Interview on Food & Identity*
Week 6 **Food & Global Economy**	Sept 23-27	**Tuesday**: ☐ Holt-Gimenez: How our capitalist food system came to be **Thursday**: ☐ Mintz: Time, sugar and sweetness ☐ Wiley: Transforming milk in a global economy ☐ *Food Journal: Food as Commodity*
Week 7 **Food, Colonialism and Nationalism**	Sept 30 – Oct 4	**Tuesday**: ☐ Heldke: Let's Cook Thai: Recipes for colonialism **Thursday**: ☐ Appadurai: How to make a national cuisine: Cookbooks in contemporary India ☐ *Food Journal: A Family Recipe*
Week 8 **Food & Decolonization**	Oct 7-11	**Tuesday** ☐ MIDTERM **Thursday** ☐ Laduke: Protecting the genetics and culture of wild rice

		☐ Raster and Hill: The dispute over wild rice: an investigation of treaty agreements and Ojibwe food sovereignty
Week 9: Food, Environment Sustainability	Oct 14-18	**Tuesday**: ☐ Fall Break, No Class **Thursday**: ☐ Veteto & Carlson: Climate change and apple diversity ☐ *Food Journal: Food and Climate Change*
Week 10 Braiding Sweetgrass	Oct 21-25	**Tuesday** ☐ Braiding Sweetgrass, Preface-117 **Thursday**: ☐ Braiding Sweetgrass 118-201 ☐ *Food Journal: Gratitude*
Week 11 Braiding Sweetgrass	Oct 28 – Nov 1	**Tuesday**: ☐ Braiding Sweetgrass, 202-300 **Thursday**: ☐ Braiding Sweetgrass 300-386 ☐ *Food Journal: Photo Elicitation*
Week 12 Food Projects	Nov 4-8	**Tuesday**: ☐ Food Lab Projects **Thursday**: ☐ Food Lab Projects
Week 13 Food and Social Justice	Nov 11-15	**Tuesday**: ☐ Guthman: Bringing good food to others **Thursday**: ☐ Mares & Pena: Environmental and food justice ☐ *Food Journal: What is justice?*
Week 14 Fresh Fruit, Broken Bodies	Nov 18-22	**Tuesday**: ☐ Fresh Fruit, Broken Bodies **Thursday** ☐ Fresh Fruit, Broken Bodies ☐ *Food Journal: The last hands reflection*
Week 15 Thanksgiving	Nov 25-29	**Tuesday**: ☐ No class, Turn in Food Journals on Blackboard **Thursday** ☐ Thanksgiving
Week 16 Food Journals	Dec 2-6	**Tuesday**: ☐ Fresh Fruit, Broken Bodies **Thursday**: ☐ Share Food Journals
Finals Week	Dec 9-13	Final Exam

MIDTERM GRADE EVALUATION

By October 7, midterm grades will be posted on EKU Direct. Midterm and final letter grades will appear only on EKU Direct. Grades are usually posted on Blackboard within one week of each completed assignment. **Please check your Blackboard grades often.** Inform me if you see issues.

WHAT IF I NEED ACCOMODATIONS TO COMPLETE THIS COURSE?

Accessibility Accommodation Statement: Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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.studentconduct.eku.edu**. Questions regarding the policy may be directed to the Office of Student Conduct and Commumity Standards.

OFFICIAL E-MAIL

All university communications sent via e-mail will be sent to this EKU e-mail address: **Amanda.green@eku.edu** Students must use their EKU email in all communications with the instructor.

WHAT IF I WANT HELP WITH MY STUDYING, READING, OR WRITING?

The Student Success Center, located on the ground floor of the library, provides free assistance for all EKU students. You can visit the Student Success Center for tutoring in over 100 subjects, as well as other services including mentoring, workshops, advising, studying, computer use, and with any questions related to your college experience.
Email: **successcenter@eku.edu**
Web**: www.successcenter.eku.edu**.
Drop-in visits are welcome, and no appointment is necessary.

The Noel Studio for Academic Creativity is a free resource for the EKU community. A trained consultant will work with you or a small group on any piece of written, oral, or multimodal communication at any stage of the process. Visit them at the library, or online at **http://www.studio.edu.edu/** or call **849-622-7330.**

TITLE IX: WHAT IF I EXPERIENCE OR DISCLOSE DISCRIMINATION?

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

WHEN IS THE LAST DAY TO DROP THE COURSE?

The last day to drop the course without receiving a "W" is available in the Colonel's Compass at **www.eku.edu/compass.**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, and Social Work
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	ANT 394W
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Anthropology & Wicked Problems
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/15/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To replace ANT 351W with ANT 394W.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

ANT 394W will help ANT introduce, reinforce, and develop professional competencies, critical reading, library research, data analysis, and writing skills in Anthropology, while students learn more about complex, interdisciplinary, critically important, "wicked" problems. ANT offers many of these skills in ANT 395, the junior and senior capstone course which covers history and theory of anthropology. Based on the last four years of program assessments, students need these skills earlier in their EKU career, and they have been wanting to write about the discipline as a whole, while trying to understand contemporary issues.

ANT 394W provides students holistic anthropological perspectives of contemporary issues, such as climate change, epidemics, water, race and racism, and indigeneity. The course is structured so that it also addresses many of the program's core competencies earlier in student careers. ANT 394W also closely aligns with the student learning outcomes of ANT 395, enabling ANT to assess more effectively our program objectives and to track meaningful changes in student learning. Faculty will rotate this course's instruction. For the program, this means that ANT would no longer have to commit annually an archaeologist away from an introductory course. Finally, ANT has made the course's prerequisites more inclusive (not just limited to anthropology majors). We expect many of these topics will generate interest from students in other fields.

ANT is dropping ANT 351W Archaeology to make room for ANT 394W. We have already moved significant amounts of introductory archaeology material from ANT 351W to ANT 200 Archaeology & Human Cultures. Other material from ANT 351W is covered in upper-division courses in Archaeology.

There will be no non-writing intensive section of this course.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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

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

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

New or Revised* Catalog Text

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

ANT 394W Anthropology & Wicked Problems (3) A. Prerequisite: ENG 102, ENG 102R, HON 105 (B), or HON 102; and ANT 120, ANT 200, ANT 201, or ANT 330. Examines how anthropologists understand, study, interpret, and write about a complex, interdisciplinary, critically important, “wicked” problem. Instructor chooses the semester's wicked problem. Integrates professionalism and career development.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program’s suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
ANT	394W	Fall 2021	BT ___ HS ___ CL X JS ___ ED ___ SC ___	ANSW

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ___ Other ___	CIP Code (first two digits only) 45

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ___ JR ___ SO ___ SR ___

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum ___	

CoRequisites 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, ENG 102R, HON 105 (B), or HON 102; and ANT 120, ANT 200, ANT 201, or ANT 330.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Anthropology, Sociology, and Social Work
ANT394W Anthropology & Wicked Problems 3 credit hours
Sample Syllabus Fall 2022 (CRN XXXXX); TR 1100-1215pm; Roark XXX

Professor Contact Information

Dr. Benjamin Z. Freed Ph:859-622-4387
email: Benjamin.Freed@eku.edu
Student hours: Keith 226 & Collaborate, Tu 1-3PM, W 4-6PM, and by apt.
All correspondence should be through official EKU email.

Catalog Description

ANT 394W Anthropology & Wicked Problems. (3) A. Prerequisites: ENG 102, ENG 102R, HON 105 (B), or HON 102; and ANT 120, ANT 200, ANT 201, or ANT 330. Examines how anthropologists understand, study, interpret, and write about a complex, interdisciplinary, critically important, "wicked" problem. Instructor chooses the semester's wicked problem. Integrates professionalism and career development.

Extended Course Description: Fall 2022

In this semester, we explore the complex, interdisciplinary (wicked) anthropological problem of epidemics, examining evidence from archaeology, biological anthropology, linguistic anthropology, and cultural anthropology. Students investigate questions regarding the origin, evolution, contributing factors, diagnosis, spread, treatment and impacts of epidemics across culture, species, and over time.

Student Learning Outcomes:

By the end of the course, the successful student will correctly:

1) Demonstrate a writing process that produces effective documents (e.g., term paper, essay, resume, CV, and cover letter) appropriate to this course level.
2) Describe how the four anthropological fields review and discuss a contemporary issue affecting humankind.
3) Identify, describe, and discuss how anthropologists formulate questions, hypotheses, predictions, and methods.
4) Analyze a relevant anthropological data set.
5) Analyze, synthesize, and apply a set of accurate and appropriate sources to a specific topic in anthropology.

Text: Required Reading

Brown, Shane-Estelle. 2017. *Writing in Anthropology: A Brief Guid*e. New York: Oxford University Press. Paperback. ISBN-13: 978-0199381319. Est. cost: $25.
Singer, Merrill. 2016. *The Anthropology of Infectious Disease*. New York: Routledge. Paperback. ISBN-13: 978-1-62958-044-9.

Additional Reading: Includes the following available electronically:

Armelagos, G.J, Brown P.J, Turner B. (2005). Evolutionary, historical and political economic perspectives on health and disease. *Soc Sci Med.* 61(4):755-65. doi: 10.1016/j.socscimed.2004.08.066. Epub 2004 Nov 26. PMID: 15950089.

Briggs, C.L. (2003). Why Nation-States and Journalists Can't Teach People to Be Healthy: Power and Pragmatic Miscalculation in Public Discourses on Health. *Medical Anthropology Quarterly* 17(3): 287-321.

DeWitte, Sharon N. (2016). Archaeological Evidence of Epidemics Can Inform Future Epidemics, *Annual Review of Anthropology,* Vol. 45:63-77. https://doi.org/10.1146/annurev-anthro-102215-095929

El Katsha, Samiha, and Watts, Susan. (1997). Schistosomiasis in two Nile delta villages: an anthropological perspective. *Tropical Medicine and International Health*, 2(9): 846-854.

Goldberg, T.L., Gillespie, T.R., & Rwego, I.B. (2008). Health and disease in the people, primates, and domestic animals of Kibale National Park: Implications for conservation. In *Science and Conservation in African Forests: The Benefits of Long-Term Research* (pp. 75-87). Cambridge University Press. https://doi.org/10.1017/CBO9780511754920.010

Setchell, Joanna M. (2019) *Studying Primates: How to Design, Conduct, and Report Primatological Research.* Cambridge: Cambridge Univ. Press (paperback). ISBN: 9781108434270. (selected chapters).

Evaluation Methods: Teaching methods include lecture and discussion.

- *Paper*: 350 pts: an approximately 7+ page single-spaced paper written, developed, and edited over eight weeks. This critical anthropological paper will include these sections: abstract, introduction, methods, results, discussion, conclusion, and references cited.
- *Final Examination*: 200 pts: Xxx., xx, xxxx-xxxx pm. See schedule and regulations posted by the University. This exam is cumulative over all readings, and includes essay (approximately 75 pts) and multiple choice questions (approximately 125 pts). Failure to appear for the final exam will result in a score of zero for that exam.
- *Portfolio*: 150 pts: Portfolio will include a resume, CV, and a cover letter, for an internship/job/opportunity that will assist you in your college and post-college career.
- *Library Skills Activity*: 50 pts.
- *Critical Reading Activity*: 50 pts.
- *Participation*: 200 pts: Details will be given on the first day of the course. Class participation is a score derived from quality of completing in-class exercises and discussion, with focus on quality and content in student responses to questions, readings, and observations. Participation is evaluated in relation to all students.

Writing Intensive: This is a writing intensive course, which means:

1. *Writing is integral to course design*, and consistent with the values and practices of anthropology. The course proceeds with students writing a term paper by accomplishing the following tasks: reading foundational material about a wicked problem; formulating a question to investigate; reviewing proper library research skills; reading materials critically; learning fundamentals of data analysis; forming an outline; summarizing previous relevant research; and analyzing, synthesizing, and discussing relevant work on the problem. You will read critically and more deeply literature relevant in both anthropology and other related fields. We intersperse workshops and feedback opportunities throughout the writing and learning process. By writing in such a process, you will learn more deeply important course concepts related to this wicked problem.
2. *Feedback:* Students will receive meaningful instructor feedback in each of six workshop sessions and writing conferences. The final Writing Workshop provides students with instructor and peer feedback for editing the complete term paper. Students have nearly two weeks to respond to this final feedback.
3. *Demonstrate learning from this Feedback*: Students are provided initial feedback on each graded activity at least one week before the assignment is due. Instructor feedback includes how the student is performing on each part of the activity's grading rubric.
4. *Is the amount of required writing sufficient for a W course?* At least 40% of the grade will be determined by individually authored, graded, written work. This includes 35% from the term paper, 7.5% in essay work for the final exam, 10% in library and critical reading work, and 15% in a set of professional development activities.
5. *There is no non-W section of this course.*

Student Progress

Midterm grades will be assigned based on your participation and an early grade of your paper draft and all completed class work before dd/mm/2020. Midterm/final letter grades will appear only on EKU Direct; midterm grades will be posted by dd/mm/2020. Grades are usually posted on Blackboard within one week of each completed assignment. Grades are updated weekly on Blackboard in the TOTAL POINTS EARNED and the RUNNING % grade. Grades are recorded with one decimal on Blackboard. **Please check your Blackboard grades often. Inform me** if you see issues.
The grading scale is: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F; <60%
To calculate your complete course score, you will need:
A=900-1000 pts: B=800-899 pts: C= 700-799 pts: D=600-699 pts: F=Below 600 pts

Attendance Policy

Students should make every effort to attend every class, whether online or in person. "Excused absences" include ***verifiable*** medical or family emergencies, self-isolation or quarantine, university-approved and provided excuses, illness (you or a family member), and other absences as outlined in the University's "Student Absence from Class" policy. ***Please contact the instructor if you plan to be absent from class.*** If you must be late for class, or need to leave early, please alert your instructor in advance, and enter/exit

quietly. The absent student is responsible for learning the material.
The number of unexcused absences is named ABSENT in Blackboard MY GRADES. Please contact the instructor within one week of the posting of any disputed absence.
An FN course grade is given if you fail to attend class. Failure to attend hurts your participation grade and you will fall behind on discussion material, which **WILL** appear on the final examination.

Technology and Email

Students are expected to have sufficient internet access, a computer (with webcam and microphone), and access to Microsoft Office package (Word, Powerpoint). If you do not have hardware, software, or internet access, please contact your instructor immediately to discuss alternative arrangements. This course requires use of Microsoft Word documents. KU provides Microsoft 360 Plus free to all students. Installation instructions for the software is on this EKU IT page: Microsoft 360 Plus for EKU Students.
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.

Zoom Statement

Sessions in this course will be live-streamed and, at the discretion of the instructor, recorded. Such recordings/live streaming will be available only to students registered for this class. These recordings are the intellectual property of the faculty, and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any social media or other online forum. Doing so may be a violation of the Family Education Rights and Privacy Act (FERPA) and University policies, including the Student Code of Conduct and Code of Ethics for Computing and Communications.

COVID-19 and Extended Syllabus Statement

Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy On Campus initiatives. These initiatives include properly wearing a face covering at all times while in class, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to Student Conduct & Community Standards.
It is incumbent upon each of us to do our part to create a safe and healthy environment to live and learn. If you are going to be in a public setting or could potentially be in a setting where you will be near others, even for a moment, a face covering is **required**. In addition, maintaining a distance of six feet from others is **required**. This simple act can have a tremendously positive impact on mitigating the spread of the COVID-19 virus. Your health and wellbeing is our primary concern. Following established health guidelines is critical and appreciated. The university is following the most current CDC guidelines available in conjunction with the Governor's executive orders and the direction of the Madison County Health Department.
At a minimum, each of us should:

- Wash your hands often with soap and water

- Stay at least six feet from others (social distancing) and avoid close contact
- Cover your nose and mouth with a cloth face covering when around others unless the cloth face covering presents a safety/health issue for the wearer
- Cover coughs and sneezes
- Clean and disinfect surfaces in your environment
- Monitor your health for the symptoms of COVID-19 and seek medical attention if needed.
- Self-isolate if you meet the most current guidelines for isolation or:
    - If you have been identified as having a positive COVID-19 test
    - If you have been identified by a health department official as being a primary contact
    - If you are a Person Under Investigation (PUI) for COVID-19.

The university's response to COVID-19 is fluid and dynamic. Please refer to our website for the latest guidance and university protocols. Students requiring an accommodation for face coverings should contact the Center for Student Accessibility.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.
For current University policies and regulations, please go to EKU's Policy Website.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933.
The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity/Title IX Coordinator: Lindsey Carter: Lindsey.Carter@eku.edu (859) 622-8020
Upon individual request, this syllabus can be made available in an alternative format.

Discrimination & Harassment, Title IX, & Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.
If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.
Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:
Lindsey A. Carter, Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416, Lindsey.Carter@eku.edu, 859-622-8020.

Last Date to Drop the Course

The last day to drop the course without receiving a "W" is available in the Colonel's Compass at www.eku.edu/compass.

Land Acknowledgment

I respectfully acknowledge that I am on the traditional lands of Shawnee peoples.

Helpful Resources

- **Writing Assistance:** The Noel Studio for Academic Creativity is a free resource offering writing, communication, and research support for undergraduate and graduate students from any major or class. At the Noel Studio, trained consultants can help you with essays, presentations, research posters, visual aids, multimodal products, and more. Students can ask for help at any stage of the communication process—from brainstorming to final revision, and every point in between. Consultations are fully online for Fall 2020. You can learn more about online consultations at studio.eku.edu/online-consultations. Schedule your own online consultations by following the directions at https://studio.eku.edu/schedule-appointment. Have questions or need help with scheduling? Use the chat box at studio.eku.edu.
- **The Student Success Center:** Located on the ground floor of the library and online, provides free assistance for all EKU students. Students can request tutoring in over 150 subjects as well as other services, including mentoring, workshops, advising, studying, computer use, and any other topics related to your college experience. The Chellgren Success Series features workshops and video workshops to help with study skills, time management, stress management, and more. To make an online appointment or for more information, visit successcenter.eku.edu or email successcenter@eku.edu.
  - **Additional Resources in the area:**
    - EKU Student Health Services 622-1761
    - Title IX at EKU 622-8020
    - EKU Counseling Center 622-1303
    - Colonel's Cupboard https://communityservice.eku.edu/Cupboard 622-3855
    - Ampersand Sexual Violence Resource Center of the Bluegrass 800-656-4673
    - Hope's Wings Domestic Violence Program 859-623-4095
    - National Suicide Prevention Lifeline 800-273-8255

ANT 394W: FALL 2022 Schedule
Wicked Problems: Anthropology & Epidemics
Course Requirements and Outline

Week	Topic	Reading	Events
Week 1	Introduction • Wicked Problems • Epidemics Thinking&Writing Like an Anthropologist	Singer Ch.Intro,1, 2 Brown Ch. 1, 2, 3	Discussion
Week 2	Evolutionary Perspectives & Primates (Malaria, SIV, Worms, Cryptosporidium) Formulating Questions; Finding a Topic; Reviewing the literature	Goldberg, Singer Ch.3 Brown Ch. 4; Setchell	Discussion
Weeks 3-4	Epidemics & Evolving Disease Finding literature (Library Workshop)	Armelagos Brown Ch. 7	Paper Topic Due (Week 4)
Week 5	Making Sense of Numbers & Stats Describing Data… With Boas	Setchell, El Katsha	Library Activity Due
Week 6	Archaeological Perspectives Narrowing the Topic (Critical Reading Workshop)	DeWitte Setchell	
Week 7	Environmental Disruption Linguistic Anthropology Writing in Anthropology	Singer Ch 4, Briggs Brown Ch. 5,6	Critical Reading Activity Due
Weeks 8-9	Political Ecology, Syndemics, Inequality Writing Workshop (outline)	Singer Ch 6,7	Outline
Week 10	Writing Conferences (Review five meaningful articles for your paper) Professional Development: CV, resume		Introduction CV, resume
Week 11	Writing Conferences (Review five more meaningful articles for your paper) Professional Development: Cover Letter		2nd & 3rd section Cover Letter
Week 12	Discussion: Synthesis Editing	Review one article students found (archaeology)	Discussion Feedback: pre-Discussion material
Week 13	Writing Workshop Peer-Review		

Week	Topic	Reading	Events
Week 14	Analyzing Epidemics and Anthropology	Review 2 articles students found (bio & cultural)	Paper Due
Week 15	Synthesizing Epidemics and Anthropology	Review 1 interdisciplinary article students found	Final Exam Essay assigned
Week 16	Review for Final Exam Feedback on Final Exam Essay		Final Exam

FINAL EXAM: dd/mm/2020**; See University schedule & regulations.**
The instructor retains the right to make minor adjustments to the topic schedule.
Notice of these adjustments will be posted on the course Blackboard site.

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Associate Provost for Academic Programs
Office of Academic Affairs
www.eku.edu

CPO 30A, 111 Coates Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
Phone: (859) 622-6515
FAX: (859) 622-8136

October 25, 2020

To: Ben Freed and Colleagues
Anthropology Program; Department of Anthropology, Sociology, and Social Work; College of Letters, Arts, and Social Sciences

Re: ANT394W Anthropology & Wicked Problems Writing Intensive Course Proposal

I support the proposal for a writing intensive (W) designation for the new course, ANT394W Anthropology & Wicked Problems. No non-writing intensive parallel will be offered.

I have evaluated the course based on the following criteria:

- The amount of required writing is sufficient for a W course.
- Writing is integral to the course design and consistent with the values and practices of the discipline represented by the course. The required writing is meaningfully integrated into the course with the intention of helping student learn important course concepts.
- Students receive feedback and have opportunities to revise their work to better meet the learning objectives of writing assignments.
- Inclusion of ENG 102, ENG 102R, HON 105 (B), or HON 102 prerequisites.

Sincerely,

Jennifer Wies

Jennifer R. Wies, PhD
Associate Provost and Professor of Anthropology
Eastern Kentucky University

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Anthropology, Sociology, and Social Work
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	ANT 460
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Biological Anthropology Field Methods
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/15/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To add ANT 460 into the ANT curriculum.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

ANT and ANS majors have taken part in a successful field school in primatology in Myakka City, FL, when it was run as a Selected Topics course (ANT 365) in Winter terms of 2015, 2017, 2018, and 2019. This course helps biological anthropology students develop competencies in field methods, analytical and quantitative methods, critical thinking skills, and written communication. This course helps ANT achieve program goals in providing high-impact learning opportunities to majors who have more biological anthropology interests.

To make room in the curriculum, ANT removed ANT 308 Quantitative Methods in Anthropology in the last two years, while introducing and reinforcing quantitative methods into other courses, including ANT 371 Primate Ecology & Sociality.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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

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

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

New or Revised* Catalog Text

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

ANT 460 Biological Anthropology Field Methods. (3) A. Prerequisite: Minimum grade of "B" in ANT 201 or departmental approval. Learn biological anthropology field methods while conducting a research project. Collect and analyze biological anthropology data. May be retaken to a maximum of six hours, provided the subject matter differs each time.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
ANT	460	Fall 2021	BT ____ HS ____ CL X JS ____ ED ____ SC ____	ANSW

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 6
3	Lecture ____ Laboratory ____ Other 3	CIP Code (first two digits only) 45

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
0	3	N	FR ____ JR ____ SO ____ SR ____

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation: (30 character limit) Bio Anthropology Field Methods
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum	

CoRequisites 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.	Minimum grade of "B" in ANT 201 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Anthropology, Sociology, and Social Work
Syllabus: ANT 460 Biological Anthropology Field Methods
Topic: Primate Behavior and Data Science (3 credit hours)
Winter xxxx (CRN xxxxx)

Professor Contact Information:

Dr. Benjamin Z. Freed Ph:859-622-4387
email: Benjamin.Freed@eku.edu
Office hours: Electronic: MW 7-9PM;
in Myakka: by appointment

Catalog Description: ANT 460

Biological Anthropology Field Methods. (3)
A. Prerequisite: A minimum grade of "B" in ANT 201 or departmental approval. Learn biological anthropology field methods while conducting a research project. Collect and analyze biological anthropology data. May be retaken to a maximum of six hours, provided the subject matter differs each time

Additional Course Description: The course is specialized and geared toward students who are interested in primatology, or who are interested in exploring the methods and theories of this aspect of anthropology. For Anthropology majors, the course will help show how this branch of biological anthropology relates to Anthropology program course offerings in biological, cultural, and archaeological anthropology. The course also relates to material in ethology, ecology, and species-oriented courses in Animal Studies, Biological Sciences, and Statistics/Data Science.

This term's course is a hands-on study of free-ranging nonhuman primate ecology and social organization in a field setting. In Winter Term xxxx students in ANT 460 will observe primates at the Lemur Conservation Foundation (LCF), Myakka City, FL. Lemurs live in a naturalistic habitat where they travel, forage, and interact socially, much as they would in their native habitat. Students will become part of the team who study this population, in an on-going multidisciplinary research project.
Enrollment is limited to no more than 10 students with written permission. **Students must pay EKU tuition for THREE credit hours by EKU's deadline for Winter Term.** Students must register before dd/mm/yyyy. To register for the course, students must also pay an additional course fee of $325 (paid to EKU; link to be provided), purchase air transportation to St.Petersburg/Clearwater, Tampa, Sarasota, or Punta Gorda airport (estimated cost $250), complete a risk waiver and medical information form, and provide written proof of a negative TB test. Students will depart for Florida on Dec. xx, and return Dec. xx.
Visiting students (not enrolled full-time at EKU) should refer to relevant fees for admission and tuition at: https://registrar.eku.edu/winter-session-faqs#visiting
Contact the instructor if you plan on driving. Students should arrange their own ground transportation to and from their originating airport.

Required Text: There is no required textbook for this course.

Student Learning Outcomes:

By the end of the course, the successful student will correctly:

1. Develop and critique hypotheses about primate ecology and social organization.
2. Construct ethograms suitable for the study of ranging, foraging, and diet.
3. Develop and apply focal animal, scan, and all occurrence sampling techniques to explore anthropological questions about primate behavior.
4. Construct qualitative notes that help describe important aspects about primate behavior.
5. Organize, calculate, and evaluate quantitative primatological data.
6. Compare and integrate evidence collected in this field school with those of relevant studies in the anthropological literature.

Evaluation Methods:

The final grade will be calculated based on:

- *ONE Final Examination:* 250 points (25% of course grade), taken online and cumulative. If an emergency occurs, contact the instructor ***immediately***, and present written documentation. Failure to follow exam absence policy will result in a zero exam score.
- *THREE Field Exercises*: 150 points each (45% of course grade). These are completed on site, based on primate behavioral data.
- *ONE project report*: 300 points (30% of course grade). This is a 5-7 page (single spaced) report, including primate data analysis.

Teaching methods include lecture, lab, and discussion.

Student Progress:

Midterm grades will be calculated based on all four Field Exercises. Midterm and final letter grades will appear only on EKU Direct. By Dec. xx, midterm letter grades will be posted on EKU Banner.

Grades are usually posted on Blackboard within two days of each completed course component. Current numeric course grades will be updated on Blackboard in the TOTAL POINTS EARNED grade. See Blackboard ANNOUNCEMENTS for updates about what has been posted. Any change in the schedule or grade turnaround will be posted as a Blackboard announcement. Grades are recorded with one decimal both on Blackboard and on a separate Excel Roster sheet, to be held privately by the instructor. The official score is what appears on that Excel sheet.

Please check your Blackboard grades often. Inform me if you see issues.

The grading scale is: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F; <60%

To calculate your complete course score, you will need the following number of points:

A=900-1000 pts: B=800-899 pts: C= 700-799 pts: D=600-699 pts: F=Below 600 pts

Technology and Email: Students are expected to have access to Microsoft Office package (Word, Powerpoint,Excel). EKU provides Microsoft 360 Plus free to all students. Installation instructions for the software is on this EKU IT page: Microsoft 360 Plus for EKU Students.

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.

Attendance Policy:

Attendance is assessed daily while on site, based on whether you collect the required amount of observations. "Excused absences" include ***verifiable*** medical or family emergencies, university approved activities, illness (yours or your child's), and other unforeseen circumstances the instructor deems reasonable. ***Please contact the instructor if you plan to be absent from class and*** present documentation to establish your absence was excused. The absent student is still responsible for learning the material. **An FN course grade will be given if you fail to attend class.** Failure to attend a class hurts your grade:

1) you lose overall points for attendance deductions; and
2) you lose points for your field exercise.
3) material you miss from your class absence **WILL** appear on the examination.

Last Date to Drop the Course

The last day to drop the course without receiving a "W" is available in the Colonel's Compass at www.eku.edu/compass.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.
For current University policies and regulations, please go to EKU's Policy Website.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA), should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference, may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933.
The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity/Title IX Coordinator: Lindsey Carter: Lindsey.Carter@eku.edu (859) 622-8020
Upon individual request, this syllabus can be made available in an alternative format.

Discrimination & Harassment, Title IX, & Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.
If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.
Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:
Lindsey A. Carter, Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416, Lindsey.Carter@eku.edu, 859-622-8020.

ADDITIONAL NOTES:

Equipment: You will be given a list of materials you must bring. You are limited to one luggage item for your trip. Weather will impact what you will want to wear; updated weather forecasts and packing lists will be provided 10 days before departure.

Fauna: The site has at least one native bobcat and several species of reptiles (some are venomous). LCF staff will introduce students to local flora and fauna.

Field setting: Students will be sharing a cabin, following rules of the Lemur Conservation Foundation facility, observing primates for 8-10 hours per day, having meals together, and will be reviewing notes and exercises each day. The work is not easy, you will have to deal with insects, and the work is physically fatiguing.

First Meeting: ***YOU ARE RESPONSIBLE FOR GETTING ON THE DEPARTING FLIGHT ON DECEMBER XX. IF YOU DON'T MAKE THAT FLIGHT, YOU SHOULD DROP THE COURSE!*** Ground transportation will be there at your Florida arrival airport.

Dates	Daily Plan	Activities/ DueDate
Monday 12/xx	Travel to Florida airport Travel from Florida airport to LCF Dinner, Settle In Night Discussion: Behavior, Ecology, and Ethnoprimatology	Travel Dinner Lecture
Tuesday 12/xx	630 AM Wake Up/Preparation 7-8AM Breakfast 730AM Morning Lecture: Activity 1 8AM: LCF Rules/Regulations (Alison Grand) 10AM-5PM ACTIVITY1: Scan sampling(Noon-1245PM Lunch) Dinner: 6PM: What did you observe? Welcome (Alison Grand); Night Lecture: Introduction to Lemurs	Breakfast Activity1 (all day) Lunch Dinner Discussion
Wednesday 12/xx	630 AM Wake Up/Preparation 7-8AM Breakfast 730AM Morning Lecture: Activity 2 8AM-5PM ACTIVITY 2: Focal animal (Noon-1245PM Lunch) Dinner: 6PM: What did you observe? Night Discussion: Data Entry and Organization	Breakfast Activity2 (all day) Lunch Dinner Discussion
Thursday 12/xx	630 AM Wake Up/Preparation 7-8AM Breakfast 730AM Morning Lecture: Activity 3 8AM-5PM ACTIVITY 3: Ranging & All occurrence sampling (Noon-1245PM Lunch) Dinner: 6PM Night Discussion: Tallying results and descriptive statistics	Breakfast Activity3 (all day) Lunch Dinner Discussion
Friday 12/xx	630 AM Wake Up/Preparation 7-8AM Breakfast 730AM Morning Lecture: Project Day 1 8AM-5PM ACTIVITY 4: Project Day 1 (Noon-1245PM Lunch) Dinner: 6PM Night Discussion: Lemur Social Organization	Breakfast Activity4 (all day) Lunch Dinner Discussion
Saturday 12/xx	630 AM Wake Up/Preparation 7-8AM Breakfast 730AM Morning Lecture: Project Day 2 8AM-5PM Project Day 2 (1215-1245PM Lunch) Dinner: 6PM Night Discussion: Graphs and Observations	Breakfast ProjectDay2 (all day) Lunch Dinner Discussion
Sunday 12/xx	630 AM Wake Up/Preparation 7-8AM Breakfast 730AM Morning Lecture: Project Day 3 8AM-5PM Project Day 2 (1215-1245PM Lunch) Dinner: 6PM: Night Discussion: QUESTIONS	Breakfast Lecture, Finish Observations Lunch, Dinner Pack
Monday 12/xx/xx	8-9AM Breakfast 830AM Morning Lecture: Photography, Ad lib notes 930AM-Departure Finish up with LCF Travel from LCF to airport; Travel to Home airport	DEPART
FINAL EXAM & PROJECT DUE 1/xx/xx	***EXAM (Online)***	**FRIDAY 1/xx/xx 1159PM**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	B.A. Communication Studies
	Program Suspension (Part III)		
x	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/28/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To remove COM 300 Exit Requirement from graduation requirements and to change the number of CMS program electives from one to three.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

Remove COM 300 from grad requirements: COM 300 was a zero-credit hour exit requirement for communication majors in the former Department of Communication. Students and faculty in communication studies find the zero credit, one day, exit requirement difficult for campus and eCampus students to attend (i.e., requires taking time-off from work and/or from other courses). The content presented by speakers at the event is typically covered in required for credit CMS courses. Removing the zero credit exit requirement relieves students of a requirement that adds no significant additional educational value to the curriculum. COM 300 does allow networking with presenters. However, many of the presenters at the event geared toward communication studies majors are also guest speakers in for-credit courses.

Change CMS programs electives from three to nine credit hours: This action allows majors the ability to tailor their course work toward desired career goals. For example, students interested in dispute resolution might complete CMS electives in conflict and negotiation, while a student interested in human resources might complete CMS electives in training and development and recruitment. Students develop career ready skills related to their professional interests.

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

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: satisfactory

Library Resources: satisfactory

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

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

Bachelor of Arts (B.A.)

Communication Studies

CIP Code: 09.0101

UNIVERSITY GRADUATION REQUIREMENTS

- General Education .....36 hours
- Student Success Seminar (ASO 100; waived for transfers with 30+ hrs.).....1 hour
- Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)
- Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
- ACCT - Communication majors will fulfill ACCT with CMS 495. (Credit hours are incorporated into program requirements below.)

Total Hours University Graduation Requirements....37 hours

MAJOR REQUIREMENTS

Core Courses.....~~36~~ 30 hours
CMS 200, 205W, 210 or 215, 250 or 275, 305, 310, ~~325,~~ ~~CMS 315 or 349(3~~); 350; 375; 410, and 495.

Communication Electives .....~~3~~ 9 hours
Select from upper-division CMS courses (300 or 400 level)

Free Electives.....44 hours

~~Exit Requirement COM 300(0)~~

TOTAL HOURS TO COMPLETE DEGREE.....120 hours

	Students will be able to: Employ Communication Theories, Perspectives, Principles, and Concepts. Specifically, students will be able to: Explain, Synthesize, and Evaluate Communication theories, perspectives, principles, and concepts related to the field of communication studies.	**Students will be able to: Engage in Communication Inquiry. Specifically, students will be able to:** Evaluate and Apply Communication Scholarship; and Formulate questions appropriate for Communication inquiry within the field of communication studies.	**Students will be able to: Create Written and Oral Messages Appropriate to the Audience, Purpose, and Context**. Specifically, students will be able to locate and use information relevant to the goals, audiences, purposes and contexts; select creative and appropriate modalities and technologies to accomplish communication goals; and adapt messages to the diverse needs of individuals, groups and contexts related to the field of communication studies.	**Students will be able to: Engage in Critical Reading. Specifically, students will be able to:** Demonstrate *accurate*, *clear*, and *precise* comprehension of *significant* concepts in text(s) related to the field of communication studies.
CMS 200	I	I	I	I
CMS 205W	I	I	I	I
CMS 210*	I		I	
CMS 215*	I		I	
CMS 250**	I	I	I	
CMS 275**	I	I	I	
CMS 305	I	R	R	R
CMS 310	R	R	R	
CMS 315/349			R	
CMS 325	R	R	R	R
CMS 350	R	R	R	R
CMS 375	R		R	
CMS 410	M	M	M	M
CMS Elective CMS 302 CMS 353 CMS 400 CMS 420 CMS 435	M	M	M	M
CMS 495	M	M	M	M

CMS Curriculum Map: Program Revision – 10/20

***Students choose one course (210 or 215)**

****Students choose one course (250 or 275)**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Sports Communication Certificate
	Program Suspension (Part III)		Departmental
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
x	New Certificate	∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/28/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a 20-credit Sports Communication Certificate with these courses:

BEM 200 Information Gathering
BEM 295 Video Production 1 (4)
BEM 302 Practicum (1)
BEM 330 Sportswriting and Reporting
PUB 395 Sports Promotions
STA 215 Introduction to Statistical Reasoning
ESS 530 Sports Communication (Junior/Senior Standing)

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

Students across disciplines have expressed interest in pursuing careers in sports communication. The certificate provides added credentials by packaging existing courses together without adding program costs. The Sports Communication Certificate gives students interested in the sporting industries necessary skills and knowledge to enter the fields of sports journalism, sports broadcasting, sports promotions, sports analysis, and other types of sports communication.

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

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: Satisfactory.

Library Resources: Satisfactory.

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 Revised or Suspended Program

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

Revised* Program Text

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

Certificate in Sports Communication

Requirements……20 hours

BEM 202, BEM 295, BEM 302, BEM 330, PUB 395, STA 215, ESS 530

Total Curriculum Requirements……20 hours

Sports Communication Certificate Justification

New Minor, Concentration, University or Department Certificate Document

1. How will the new minor, concentration, university or department certificate attract new students to EKU? On what is this based? What is the marketing plan?

Students have expressed great interest in advising to pursue careers in Sports Communication. Eastern already offers the courses in this proposed certificate program. Packaging them together provides students with added career opportunities in the highly popular sports industry. The proposed program meets students where they already are.

The program involves the faculty in Broadcasting & Electronic Media, Public Relations, Math & Statistics, and ESS. All will market to their students and use as a recruiting tool for future students.

2. What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

Universities in our state already are offering this program. The University of Kentucky launched its Sports Communication undergraduate track within its College of Communication and Information in Fall 2019. Murray State has an undergraduate Sports Communication minor in its Organizational Communication and Leadership department. Western Kentucky has an online graduate certificate in Strategic Sports Communication.

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

All courses are current being taught by expert faculty. One course is expect to convert from topics to a regular offering.

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

Courses may be taught with greater frequency depending on the demand. Student enrollment will justify those costs. No added faculty will be needed.

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)
Courses may be taught with greater frequency depending on the demand. Student enrollment will justify those costs. No added faculty will be needed.

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.

Dean's Signature Date 10/15/20

Department of Communication -- Curriculum and Outcomes Maps
2019-20 Public Relations Major (Management / Creative Emphasis) (revised 10/27/20)

I=Introduced; R=Reinforced and opportunity to practice; M=Mastery at the senior or exit level; A=Assessment Evidence Collected

Program-level Student Learning Outcome	**COM 200**	**COM 201**	**PUB 320**	**PUB 375**	**PUB 380**	**PUB 470/ 349**	**PUB 475**	**PUB 490/S**	**PUB 491**	**PUB 395**	**PUB 385/S**	**PUB 410/S**	**PUB 412**	**PUB 415/S**	**PUB 425**	**PUB 480**	**PUB 520**
Prereq (* if planned)					COM 201, PUB 375		PUB 380	PUB 475, COM 420	Pub 320		PUB 375		PUB 320				
Students will demonstrate information literacy, including a strong comprehension of the complex Public Relations discipline, including principles, theory, scope, history, application and relevance.	**I**	**I**	**R**	**I**	**R**	**R**	**M, A**	**M, A**		**I**	**R**	**R**	**R**		**R**	**R**	**R**
Students will demonstrate a thorough understanding of the Public Relations process including research, action, communication and evaluation (RACE).	**I**	**I**	**R**	**I**	**R**	**R**	**R**	**M, A**	**M**	**I**	**R**	**R**	**R**	**R**	**R**		**R**
Students will conduct effective PR research programs including situational analyses, and use of appropriate methods and measurements of effectiveness, including faculty/student collaboration when appropriate.				**I**		**R**		**M, A**		**R**		**R**			**R**		
Students will demonstrate a high level of knowledge necessary to plan and develop effective PR programs or campaigns.						**R**	**R**	**M, A**	**R**	**R**	**R**	**R**		**R**	**R**		**R**
Students will demonstrate appropriate skills, knowledge and comportment in a professional Public Relations setting.						**M, A**			**R**		**R**			**R**	**R**		

Program-level Student Learning Outcome	**BEM 295**	**COM 325/S**	**COM 405**	**COM 415**	**COM 420**	**COM 425**	**COM 471**	**COM 490**	**ECO 130**	**JOU 305**	**JOU 325**	**MKT 301**	**MGT 301**	**BTS 300**	**BTS 400**	**GSD 300**
Prereq (* if planned)					*PUB 380											
Students will demonstrate information literacy, including a strong comprehension of the complex Public Relations discipline, including principles, theory, scope, history, application and relevance.			**R**	**R**	**R**	**R**						**I**	**I**	**R**	**R**	**R**
Students will demonstrate a thorough understanding of the Public Relations process including research, action, communication and evaluation (RACE).		**R**			**I**		**R**	**R**		**R**	**I, R**					
Students will conduct effective PR research programs including situational analyses, and use of appropriate methods and measurements of effectiveness, including faculty/student collaboration when appropriate.		**I**	**R**	**R**	**M**			**R**								
Students will demonstrate a high level of knowledge necessary to plan and develop effective PR programs or campaigns.	**I**	**R**	**I**			**R**	**R**	**R**	**I**			**I**	**R**			
Students will demonstrate appropriate skills, knowledge and comportment in a professional Public Relations setting.														**R**	**R**	**R**

Public Relations Minor

Program-level Student Learning Outcome	**BEM 375**	**COM 200**	**COM 201**	**PUB 320**	**PUB 375**	**PUB 380**	**PUB 475**
Students will have a strong comprehension of the complex Public Relations discipline, including principles, theory, scope, history, application and relevance.		**I**	**I**		**I**		**M, A**
Students will demonstrate a thorough understanding of the Public Relations process including research, action, communication and evaluation (RACE).	**I**	**I**	**R**		**I**	**R**	**R**
Students will demonstrate a high level of knowledge necessary to plan and develop effective PR programs or campaigns.					**I**		**R**

Advertising Minor

Program-level Student Learning Outcome	**COM 325**	**COM 425**	**COM 471**	**PUB 320**	**MKT 301**	**MKT 320**	**COM 490**
Students will describe the roles of good design and esthetics, and their relevance to business, human communication and advertising.	**M, A**			**I**			**M**
Students will identify fundamental advertising concepts, and compare and contrast their implications regarding audience, content, presentation approach and communication outcomes.	**M, A**	**R**	**R**	**I**	**I**	**R**	**M**
Students will discuss relevant communication theory, and how it applies to advertising concerns.	**M, A**	**R**	**R**	**R**	**I**	**R**	**M**
Students will apply strategic and tactical copywriting and design approaches to develop a range of advertising applications.	**M, A**		**R**	**I**	**I**	**R**	**M**

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
x	New Course (Parts II, IV)	College	
	Course Revision (Parts II, IV)	∗Course Prefix & Number	CMS 302
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Social Media Messaging for Organizations
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/28/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To create a course focused on the development, execution and evaluation of social media messaging used by organizations.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: Many communication studies majors find positions planning and creating social media messages for organizations. This course fulfills a market and career readiness demand. Students learn how to professionally use social media platforms; however, the core of the course focuses on the design, execution and evaluation of the messaging disseminated through the use of social media platforms.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory.

Library Resources: Satisfactory.

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

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

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

New or Revised* Catalog Text

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

CMS 302 Social Media Messaging for Organizations (3) II. Prerequisites: ENG 102, ENG 102R, ENG 105(B), or HON 102. An introduction to the development, execution, and evaluation of persuasive and informative messaging used by organizations to share information using various social media platforms. Real world organizations are assessed.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
CMS	302	Fall 2021	BT ___ HS ___ CL x JS ___ ED ___ SC ___	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture x Laboratory ___ Other ___	CIP Code (first two digits only) 09

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ___ JR ___ SO ___ SR ___

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
			Social Media Messaging for Org
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum ___	

CoRequisites 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, ENG 102R, 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

EASTERN KENTUCKY UNIVERSITY
College of Letters, Arts, and Social Sciences
DEPARTMENT OF COMMUNICATION
CMS 302 Social Media Messaging for Organizations
Term XXX CRNXXXX
3 credit hours

Instructor:
Phone:
Email:
Office Hours:

Welcome to CMS 302! As a person who has never known life without the Internet, you might think you know everything there is to know about social media and messaging. What you might not know (yet) is how organizations utilize social media messaging to meet goals and objectives. The way organizations create messages for and navigate social media platforms is vastly different than how individuals use it. I look forward to exploring this interesting and necessary distinction with you this semester.

1. Catalog Description:

CMS 302 Social Media Messaging for Organizations (3) II. Prerequisites: ENG 102, ENG 102R, ENG 105(B), or HON 102. An introduction to the development, execution, and evaluation of persuasive and informative messaging used by organizations to disseminate information using various social media platforms. Real world organizations are assessed.

2. Student Learning Outcomes:

By the end of the semester, students will be able to:

a. Define and describe the institutional, social, and technological aspects of social media messaging for organizations in today's global economy
b. Describe current and emerging social media tools and digital technologies
c. Develop persuasive and informative messaging for an organization's digital, social, and mobile media
d. Be able to listen, participating in, and monitoring online conversations in a professional and strategic manner
e. Connect theory and application of social media messaging to strategic decisions made prior to the implementation of social media and mobile technologies
f. Explain and analyze the effectiveness of an organization's social media messaging campaign

3. Required Materials:

E-text and Other Material:

Freberg, K. (2019): Social Media for Strategic Communication: Creative Strategies and Research-Based Applications. Sage. ISBN: 978-1-5063-8710-9.

Freberg, K. (2019): Portfolio Building Activities in Social Media: Exercises in Strategic Communication. Sage. ISBN: 978-1-5443-3825-5.

You will also be required to read online materials; links will be provided by the instructor.

4. Blackboard

This course is 100% online and will be facilitated through your campus Blackboard system. Weekly learning modules are posed on Blackboard. As such, in order to succeed in this course you must:

Understand fully how Blackboard works. You must be able to submit attachments (in Word or Rich Text Format - NO Microsoft Works, please), open attachments, and download forms. If you are not familiar with Blackboard, it is your responsibility to take the Blackboard training class that is offered online to all EKU students to learn how to do perform these tasks. Follow the External Link button on the Blackboard homepage for this course and this will guide you through the process of using Blackboard. Any questions you have about Blackboard should be addressed to the experts – Academic Computing at (859) 622-3000.

Have access to a reliable computer system, all of our work in this course will require the use of a reliable computer and internet provider. Have a back-up plan in case of computer or internet problems.

Keep back-up copies of EVERYTHING that you do in this course. System failure does happen; emails get lost or dumped into Junk Mailboxes, deleted, and the like. Every student is required to retain a copy of everything in the event that such failures occur so that you can resubmit if necessary. PLEASE NOTE that computer failure is NOT AN EXCUSE for NOT submitting an assignment or for not submitting an assignment by the due date.

Plan ahead. While you may have until the last minute to complete an assignment, it is strongly encouraged that you do not fall into this habit for this course. Computer or Blackboard problems that occur during the last hours of an assignment due date WILL NOT be accepted as a reason for late submission.

Check Blackboard for instructions. Instructions are posted on the announcement page of Blackboard for this course. These announcements will also be sent via email through the Blackboard system. Check BB and email regularly. If you don't check your email daily, you will miss these messages. Don't let this negatively impact your grade.

5. CLASSROOM POLICIES

Attendance: EKU has a "Use it or Lose it" policy. This means students must demonstrate participation in the course by the first day of the course or you will be dropped from the course with a full refund. The Week One Module has an "Introduce Yourself" discussion board module to complete. Completion of this assignment by the due date demonstrates participation in the course.

Course Ethics: I expect your work to be your own. Copying, "borrowing," plagiarizing, or in any way representing others' work as your own is a serious academic offense and may result in failure for this course, and can also result in expulsion from the university. Using work you did in another class or repurposing work (if you have taken this class before) is also considered academic dishonesty. **DON'T DO IT**! Please refer to the rules, regulations, and penalties for academic misconduct in your student handbook.

Academic Integrity Statement

Students are advised that **EKU's Academic Integrity Policy will strictly be enforced** in this course. Cheating, plagiarizing or the fabrication of sources is a serious offense and will not be tolerated in this class. The penalty will result in a "0" for the exam or assignment and a possible "F" for the course. A defense of "I didn't know" will not work. Please familiarize yourself with the rules, regulations, and penalties for academic misconduct. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

For current University policies and regulations, please go to EKU's Policy Website.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator

Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Netiquette: The foundation of effective communication is being "other-oriented." It is important that everyone has mutual respect for one another in interactions related to this course. Online discussions and emails should be free of racist, sexist, or other unethical language that might make your instructor and others in the online learning community uncomfortable. Refrain from using online discussion boards for anything other than course-related exchanges. Please also refrain from sarcasm, crude or rude language, or insulting others in our learning environment. Netiquette should also be extended to your instructor and other course facilitators! **If online misbehaviors appear evident in this course, your instructor will contact you to discuss the matter and make suggestions for improved communication with others. If online misbehaviors occur again, your instructor reserves the right to remove any student from this course who creates an uncomfortable or hostile learning environment for others.**

Assignment Due Dates: (please read this entire paragraph carefully as it contains information that will impact your grades) Due dates are clearly marked on the course outline. Assignments turned in after that time are considered late. Late work is accepted but will be deducted **TWENTY PERCENT** from your earned grade for each day of the week it is late, including weekends. Work submitted past three days of original due date will receive a 0. All work completed in this course is submitted in Blackboard. Work submitted via email is not accepted, unless instructed to do so. Assignments must appear in Blackboard by the due date in order to be considered for full credit. ***Please know how to submit work to Blackboard and how to check to make sure work was submitted correctly.*** Get in the habit of checking to make sure work was submitted correctly. Also, double check to make sure you submitted your final, latest draft to Blackboard. Blank assignments and papers not in the .docx format will not be accepted, even if the student submits them by mistake. It is your responsibility to attach the correct document. Once the due date has passed, if you submitted an old draft or mistakenly submitted an assignment from another class, that is the assignment that will be graded. Again, double check that the document you submitted is the document you intended to submit. Make adjustments BEFORE the due date.

Student Progress: Students will receive feedback on their progress within one week of an assignment being submitted. Grades can be tracked throughout the semester via Blackboard. Midterm and Final grades will be posted according to the University Calendar http://www.eku.edu/calendars. Please contact the professor by email any time you have questions about your work in this course.
To view your grades in Blackboard, click on the "Tools" button, then choose "My Grades". Note:
The instructor reserves the right to modify this schedule if necessary.

6. Grading

Weekly Discussion Board Assignments: Discussion board assignments take the place of in-class discussions. This is a way for students to engage with one another while processing the weekly lecture material. The discussion board questions require careful reflection and assessment of the weekly course content. The link to access discussion board questions is found on the Blackboard menu bar and in the weekly modules. Before answering the questions, complete the reading guides, watch the assigned

videos, and then carefully craft answers to the questions. Discussion board posts will always have two parts: Part I requires students to answer the weekly questions; Part II requires students to respond to at least two classmates' posts. Both are necessary to be considered for full credit and both must be completed by the due dates. Please refer to the discussion board grading rubric for specific grading criteria and to the course calendar for due dates.

Quizzes: Cognitive learning will be assessed weekly quizzes, which cover the weekly course content and will be in the form of multiple choice, true/false, and short answers. The best way to prepare for quizzes is to complete the weekly reading guides and discussion board questions. Exams have start and stop dates. Please pay close attention to the course calendar. Quizzes must be completed within the time frame designated on the course calendar. Make-up exams are given only in extreme circumstances that typically require a university-approved excuse and must be approved by the instructor.

Final Paper: The final paper will entail students writing a social media messaging plan for an organization. The Plan will incorporate all of the elements learned throughout the semester. While the assignment is not due until the last day of the course, the instructor strongly encourages students to complete sections on a weekly basis as the sections align with the weekly learning modules.

7. Grading Summary

a. Three Discussion Board Assignments @ 25 points each (15 points for answers; 10 points for responses)	75
b. Three quizzes @ 25 points each	75
c. Short assignments @ 25 points each	50
d. One Final paper @ 100 each	100
	300

Final grades are based on the following scale:
A=270-300, B=240-269, C=210-239, D=180-209, F=179 or lower

Fall 2020 Full Term

No. Weeks of TERM	**16**
Term Start Date	**08/17/20**
Term End Date	**12/05/20**
Last day to ADD or DROP a class. *Last day to change from P/F or Audit to GRADE.*	**08/23/20**
Mid-Term Date:*Mid-Term Grades Submission Deadline is 11:59 p.m.*	**10/05/20**
***Last day to WITHDRAW from class without a fee.**	**10/12/20**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*	**11/08/20**
Last day for 100% refund	**08/30/20**
Last day for 50% refund	**09/06/20**
Last day for 25% refund	**09/13/20**
Last Day to Change from Grade to AUDIT or P/F.	**09/04/20**

*Last day to withdraw without incurring a $50.00 per credit hour withdrawal fee. Students should withdraw through EKUDirect.

**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdrawal fee.

Week	Topic	Readings	Assignment
Module One	Introduction to Social Media Messaging	• Chapter 1, text • The Ultimate List of Social Media Definitions You Need to Know in 2019 • The Unabridged History of Social Media	• Intro DB • DB: Parts I, II
Module Two	Ethics & Messaging	• Chap 2, text • Chap 3, text • 8 Essential Social Media Etiquette Rules for Businesses • What Agencies Need to Know About The FTC's Influencer Guidelines • Social Media's Path Forward: Why It Has A Responsibility To Uphold Security • 10 Golden Rules Of Personal Branding • The Brand Called You	• Module 2 Assignment
Module Three	Industry Qualifications & Roles	• Chap 4, text • Your 5-Minute Guide to Getting a Job in Social Media	• M3 Quiz
Module Four	Social Media Monitoring, Listening & Analysis of Messaging	• Chap 5, text • 16 of the Best Social Media Monitoring Tools • Social Media Monitoring vs. Social Media Listening | Sprout Social • What is Social Listening, Why it Matters, and 10 Tools to Make it Easier	• DB: Parts I, II

Module 5	Messaging: Strategic Planning	• Chap 6, text • How to Establish Your Brand 'Voice' on Social Media • Behind Wendy's Epic Social Strategy	• Quiz M5
Module 6	Developing Messaging for Social Media	• Chap 7, text • 10 Helpful Social Media Writing Tips For Businesses | Agorapulse	• M 6 Assignment
Module 7	Creating, Managing and Curating Messaging Content	• Chap 8, text • Chap 9, text • What is Audience Analysis? | Brandwatch • 5 Simple Ways to Segment Your Social Media Audience • How to Find Your Audience on Social Media • 6 Types Of Influencers And How To Identify A 'True' Influencer	• DB: Parts I, II
Module 8	Measurement, Evaluation, Budget & Calendar	• Chap 10, text	• M8 Quiz • Final Project

Note: You are strongly encouraged to take advantage of EKU's Noel Studio for Academic Creativity. This is a free resource for the EKU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work you or a 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.eku.edu/ or call 859-622-6229.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	PUB 395
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Sports Promotion
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/28/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create new course, PUB 395 Sports Promotion, for the Sports Communication certificate.

A. 2. Proposed Effective Academic Term: Fall 2021

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

B. The justification for this action: Course moved from special topics to regular course as part of new Sports Communication Certificate. The course is important for the certificate program because it explores specific two-way communication tactics not discussed in other courses required for the certificate such as public relations, licensing, branding and risk management, to name a few. This will give students well-rounded knowledge from a different perspective of sports promotion.

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

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: satisfactory

Library Resources: satisfactory

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

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

PUB 395 Sports Promotion. (3) II. Prerequisites: ENG 102, 102R, ENG 105(B) or HON 102. Behind the scenes look at sports industry elements including public relations, sales, promotions, sponsorships, branding, marketing, social media and risk management. Credit will not be awarded for both PUB 395 and PUB 400 (Special Topics: Sports Promotion).
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 IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
PUB	395	Fall 2021	BT ____ HS ____ CL X JS ____ ED ____ SC ____	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture x Laboratory ____ Other ____	CIP Code (first two digits only) 09

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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, 102R, 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	PUB 400 (Special Topics)

Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Communication
Syllabus for PUB 395, Sports Promotion
CRN# TBA
3 Credit Hours
Spring 2021

Instructor: Dr. Kathy Previs (pron. "Prev-ess") **Email: kathy.previs@eku.edu**
Office: 320 Combs
Office Hours: In person: TBA and by appointment. The best way to reach me is via email Monday – Friday, 8:00 a.m. - 5:00 p.m. I will respond within 24 hours. Messages received during the weekend will be responded to on Monday.

Course Description:
PUB 395 Sports Promotion. (3) II. Prerequisites: ENG 102, 102R, ENG 105(B) or HON 102. Behind the scenes look at sports industry elements including public relations, sales, promotions, sponsorships, branding, marketing, social media and risk management. Credit will not be awarded for both PUB 395 and PUB 400 (Special Topics: Sports Promotion).

Reading Materials:
Irwin, R.L., Sutton W.A. and McCarthy, L.M. (2012). *Sport Promotion and Sales Management, 2 Ed*. Champaign, IL: Human Kinetics.

Other material provided by the instructor throughout the semester.

Student Learning Outcomes:
After completing this course, the student will be able to:

1. Distinguish promotion from marketing
2. Explain the importance of sport promotion and sales
3. Describe the cultural significance of sports
4. Analyze theoretical foundations for sports promotion
5. Explain sport sponsorship fundamentals
6. Discuss branding and its importance for promotion
7. Develop a crisis/risk management plan
8. Apply social media strategies to sport promotion

Activities and Assignments:

Students will be graded on a variety of tasks for this course, including two tests that will cover course material. Tests consist of multiple choice, true/false, short answer and short essay questions.

There is a group term paper that will be due at the end of the semester and students will present their findings to the class. A professional-quality PowerPoint presentation is expected during the presentation. Students will be graded on their depth of thought and application of principles

learned in the class to the problem at hand. Students will also be graded on being a valuable team group member.

Each week, students will have the opportunity to apply what they learned in the previous class to an actual case study. Students will write a one-page reflection paper on an actual case study of a sports-related promotions problem and will share it with the class. Papers are due via Canvas BEFORE class. Students will not receive credit for the paper unless they are in class to present their findings. It is expected that writing guidelines below are followed for each paper.

Finally, students are expected to participate in weekly discussions, ask questions of guest speakers and be engaged throughout the class period. Students are also expected conduct themselves in a professional manner. This means being punctual, focused, contributing equitably on group projects, and not being distracted by using electronic devices during class.

Grading:
20% - Test 1
25% - Test 2
20% - Group term paper and presentation
25% - Weekly case study presentations* (10@5 points each)
10% - Participation* and professional demeanor
*Must be in class to receive credit

Submission of Assignments
All assignments are required to be submitted on deadline via Canvas. Please see policy directly below regarding late work.

Deadlines:
Deadlines are strictly observed. On time for in-class assignments means at the end of the scheduled class period. For outside assignments, on time means at the beginning of the scheduled class period. If you know you will miss class, your work must be turned in prior to the date you expect to miss. If illness or other officially excused absence cause you to miss class, your absence must be documented and arrangements made individually. Late assignments will be accepted or evaluated solely at the instructor's discretion, and only with an approved excuse. Once approved, all assignments must be made up within one week of the original due date.

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 (one letter grade) for each error in fact, grammar, style, or spelling. Proofing matters, especially in communication writing! Papers with an inordinate number of errors will be not be accepted.

Format:
All assignments must be typed and submitted on 8.5X11" paper, using 12-point Times New Roman black font with one-inch margins top, bottom, left and right. All papers must use APA-

style formatting (please let me know if you need help with this). Papers not typed in this format will not be accepted.

Student Progress:
Midterm grades will be posted on EKU Direct. Students are encouraged to check their grades and contact instructor if the student has earned anything below a "C."

Attendance policy:
Attendance is critical and expected. 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. Students who are arrive to class fifteen or more minutes late will be counted as absent. Students are required to present a university-approved excuse to make up missed work.

Accessibility Accommodation Statement:
Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards. For current University policies and regulations, please go to EKU's Policy Website.

Discrimination and Harassment, Title IX, and Prevention Statement:
EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/. EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here. Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the

Policy may be directed to: Lindsey A. Carter, Director of the Office of Institutional Equity & Title IX Coordinator, Jones 416. Lindsey.Carter@eku.edu 859-622-8020.

Respect for Others:
Because we want to create a classroom environment that is comfortable for and inclusive of 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 when in class; personal laptops/tablets and lab computers are to be used solely for taking notes, not surfing the Web and doing other, non-class related activities; (3) display respect for your classmates and instructor by avoiding 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 different from yours. Exposure to diverse opinions stimulates thought and promotes learning. **Failure to abide by these rules will result in point deductions from your final grade.**

Last Day to Drop Course:
TBA

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

Course Outline:
WEEKLY CALENDAR **(subject to change if necessary):**

Week 1	Course introduction: Understanding Sports Promotions Read https://www.workinsports.com/blog/unique-strategies-for-using-social-media-in-sports-marketing/ Read https://blog.adobespark.com/2016/09/19/winning-sports-social-media-marketing-21-ways-to-engage-fans-online/
Week 2	Introduction to Sports Promotion and Sales (cont'd); Read Ch. 1 Assignment 1 due; presentation of case study
Week 3	Theoretical Foundations of Sport Promotion Read Ch. 2 Consumer Incentivization Read Ch. 3
Week 4	Assignment 2 due; presentation of case study

Week 13	Sports and Risk Management Read Ch. 13 Guest speaker
Week 14	Assignment 9 due; presentation of case study Assignment 10 due; presentation of case study
Week 15	Review Exam 2
Week 16	Group presentations* (Groups 1, 2) Group presentations* (Groups 3, 4)

Final Exam*: (If needed for exam or presentations) TBA.

*** Attendance is mandatory; student must provide university-approved excuse to make up**

Note: Because many of your assignments will be to write outside the classroom, I encourage you to take advantage of EKU's Noel Studio for Academic Creativity. This is a free resource for the EKU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work you or a 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.eku.edu/ or call 859-622-6229.

Student Success Center:
The Student Success Center, located on the ground floor of the library, provides free assistance for all EKU students. Visit the Center for tutoring in more than 100 subjects. Services include mentoring, workshops, advising, studying, computer use, and any questions related to your college experience. Email successcenter@eku.edu. Drop-ins are welcome.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Government
	New Course (Parts II, IV)	College	Letters, Arts, and Social Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	B.A. & M.P.A. Political Science Accelerated 3+2 Dual
	Program Suspension (Part III)		Degree Program
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/21/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*			

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Update the undergraduate catalog so that the 3+2 program matches the MPA program concentrations.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

N/A

B. The justification for this action:

The graduate catalog has already been changed for the new MPA concentrations. The undergraduate catalog shows old concentration options for the 3+2 program.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory.

Library Resources: Satisfactory.

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 Revised or Suspended Program

Bachelor of Arts (B.A.) &
Master of Public Administration (M.P.A.)
POLITICAL SCIENCE

Accelerated 3 + 2 Dual Degree Program
CIP Code: 45.1001

Community Development Concentration.....12 hours

~~Select four courses from the following:~~ POL 835, ~~POL~~ 845, 846, 847 ~~or LAS 735~~

Emergency Management & Disaster Resilience Concentration.....12 hours

HLS 810, 830, 831, 835

~~**Public Administration**~~ **Interdisciplinary Studies Concentration.....12 hours**

~~Students in this concentration will take 12 hours of courses approved by the M.P.A. Advisor~~

Choose 12 hours from the following approved by the e-Campus MPA Advisor:

POL 835, 845, 846, 847, 880
HLS 810, 830, 831, 835
PSY 779, 804, 820, 837, 853, 859

Nonprofit Management Concentration.....12 hours

POL 846, 847, 880, PSY 873

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
			BT ____ HS ____ CL ____ JS ____ ED ____ SC ____	

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

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

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

Part I

(Check one)	Department Name	Government
___ New Course (Parts II, IV)	College	CLASS
___ Course Revision (Parts II, IV)	∗Course Prefix & Number	
___ Hybrid Course ("S," "W")	∗Course Title (full title±)	
___ New Minor (Part III)	∗Program Title	Applied Social Science Analytics Certificate
___ Program Suspension (Part III)		Departmental Certificate
___ Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term	
x New Certificate	∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/18/20	Council on Academic Affairs	
College Curriculum Committee	1/25/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Add new departmental certificate in Applied Social Science Analytics Certificate.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

Students in social science majors need additional breadth of knowledge in social science data analytics to be competitive in the job market.

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

Personnel Impact: The certificate will use existing courses and faculty. Students already complete this combination of courses through individual advising, but do not obtain any certificate or recognition of the courses at this time.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Sufficient

Library Resources: Sufficient

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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 Revised or Suspended Program

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

Applied Social Science Analytics Certificate
Departmental Certificate

Certificate Core Sequence (12 Credits Total)

- Social science research methods (3 credit hours):
  POL 280, SWK 340, CRJ 388/W, ECO 320, ECO 420, PSY 240, or SOC 395

- Data science fundamentals and statistical analysis (6 credit hours):
  PSY 340, PSY 440, SOC 232, STA 340, GEO 351, GEO 353, GEO 453, STA 375, CRJ 400, PSY 419, STA 580, STA 585, ANT 371, or ANT 460

- Applied research experience (3 credit hours):
  POL 400W, SOC 470, ANT 394W, ANT 471, or PSY 400

New Minor, Concentration, University Certificate or Department Certificate

Proposal Approval Form

When proposing a new minor, concentration, university or department certificate, the following factors should be considered:

- Minors and certificates often add time to degree.
- Minors can increase the number of credit hours that students have at graduation.
- Minors and certificates can potentially increase student debt because of the factors above.
- Minors, concentrations, university and department certificates can significantly add to faculty workloads.
- Minors, concentrations, university and department certificates increase the need for oversight and administration.

The following information should be provided in addition to the normal curriculum change forms. Before a new minor, concentration, university or department certificate is submitted to CAA, the Dean must approve the proposal based on the information on this form and any other information requested by the Dean.

From the Proposing Program

1. How will the new minor, concentration, university or department certificate attract new students to EKU? On what is this based? What is the marketing plan?

Social science majors at many institutions already include a quantitative methods option or separate major. This certificate will allow EKU to compete with these institutions for several majors with a single certificate instead of developing quantitative/non-quantitative versions of several social science majors.

2. What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

Faculty and students have noted that many entry-level/bachelor-degree positions require or prefer quantitative methods and programming in major computer languages. Students have had to return to campus to complete such coursework to obtain desired employment.

A stated in a recent report by Northeastern University: “For four years in a row, data scientist has been named the number one job in the U.S. by Glassdoor. What’s more, the U.S. Bureau of Labor Statistics reports that the demand for data science skills will drive a 27.9 percent rise

in employment in the field through 2026. Not only is there a huge demand, but there is also a noticeable shortage of qualified data scientists" (https://www.northeastern.edu/graduate/blog/data-science-careers-shaping-our-future/#:~:text=For%20four%20years%20in%20a,in%20the%20field%20through%202026).

According to a 2017 report from IBM: "Jobs in data science and advanced analytics were projected to grow by 28% over the last five years, with advertised average salaries of $80,200 – more than $8,700 higher than the figure for other bachelor's- and graduate-level jobs" (https://www.usnews.com/education/best-colleges/articles/why-more-colleges-are-offering-data-science-programs).

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

The courses required for this certificate are already offered for other degrees and programs. Upon discussions with department chairs, none expressed concerns that there would be insufficient seats in courses to allow certificate students to take the courses in a timely fashion. In addition, a number of CLASS faculty are already instructing courses which rely on basic data literacy and incorporate quantitative analysis into core research projects. For example: POL 325 (Global Security), POL 347 (Religion and Politics in the U.S.), POL 415 (Terrorism and Political Violence), and others.

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

The potential cost of the program should be minimal. The courses already exist and there is current capacity in the courses. Should the certificate prove to be in high demand, there are multiple faculty in each department who can teach the courses and multiple sections could be offered.

From the Dean

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

A. New Resources. Explain.

B. Reallocation of resources. Explain.

While I anticipate minimal need for additional resources, any needed will be covered through reallocation within the college.

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.

	12/9/20
Dean's Signature	Date

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	History, Philosophy, and Religious Studies
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Minor in Asian Studies
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/30/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

We are reorganizing and revising the core course requirements and electives for the Asian Studies Minor.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

NA

B. The justification for this action:

The reorganization of the core courses streamlines the requirements and the revisions of the electives allows for the elimination of courses no longer taught and the inclusion of courses that were not included when the program was first created.

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

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: Satisfactory.

Library Resources: Satisfactory.

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 Revised or Suspended Program

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

Revised* Program Text

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

Minor in Asian Studies

Dr. Abraham Velez de Cea, Director,
Keith 331
(859) 622-2939
asianstudies.eku.edu/

~~"If you want to understand the world you need to understand Asia" (Nicholas Kristof, Pulitzer Prize-winning columnist for *The New York Times*).~~

~~The Interdisciplinary~~ Asian Studies ~~Program~~ at Eastern Kentucky University provides an understanding of Asia through a critical examination of the cultures, societies, languages, histories, religions, and politics of Asians and peoples of Asian descent throughout the world. An understanding of Asia enhances not only students' understanding of the world but also their prospects for employment in a wide variety of fields, including but not limited to international trade and industry, teaching and research, translation and interpretation, foreign policy and diplomacy, human rights and development, and immigration and social service. The program offers a minor (18 hours) and a certificate (12 hours) in Asian Studies.

~~Departments: English (ENG); Exercise & Sport Science (PHE); Languages, Cultures & Humanities (CHN/FCC/FLS/HUM/JPN); Geography & Geology (GEO); Government (POL); History (HIS); Honors (HON); History, Philosophy & Religious Studies (PHI/ REL); Psychology (PSY); Education Abroad (IES/UNP); Women & Gender Studies (WGS)~~

A student may minor in Asian Studies by completing a minimum of 18 semester hours ~~in the four areas listed below, and~~ from at least three different departments; at least 9 hours at the 300 level or above.

Language and Immersion.....6 hours

CHN 101 and 102 (or higher levels); or JPN 101 and 102 (or higher levels); or FLS 101 and 102 (or higher levels) (Arabic, Chinese, or any other Asian language); or 6 hours of study abroad in any Asian country~~(ies)~~; or 3 hours of study abroad in any Asian country~~(ies)~~ plus 3 hours of a language (101 level or higher) indigenous to that country.

Core Courses ……..6 hours

Students must take one core course each from two distinct areas

a. **One core course in Religion and Culture selected from**
   i. **REL 335 Islam**
   ii. **REL 340 Religions of India**
   iii. **REL 345 Religions of China and Japan**
   iv. **REL 350 Buddhism**

b. **One core course in History and Society selected from**
   i. **HIS 321 History of Islamic Societies to 1800**
   ii. **HIS 322 History of the Modern Middle East**
   iii. **HIS 374 East Asia to 1600**
   iv. **HIS 379 China: Empire and Revolution**

~~**Religion and Culture.....3 hours**~~
~~FCC 227, HIS 324, REL 335, 340, 345 or 350~~

~~**History and Society.....3 hours**~~
~~HIS 321, 322, 324, 374, 376, 379, POL 312, 313, 314, 318, or WGS 304~~

Electives.....6 hours

Electives eligible for Asian Studies will be all Asian language courses, all the "core courses" listed above, and any of the following courses

~~Additional course(s) from the three areas above and/or~~ CHN **101, 102**, 201, 202, ENG ~~200*~~, 345*, ~~550*~~, FCC 210*, **227,** FLS 201, 202, HIS 204W*, **205***, 300C*, 302C*, **312C*, 324, 361, 376,** HON 307W*, 308W*, 310W*, 312W*, 320W*, HUM 360*, **395*, 490*,** IES 333, JPN **101, 102,** 201, 202, 295*, 495*, **MUH 373*,** ~~PHE 190*, 355*,~~ PHI 390*, **POL 318,** PSY 497*, REL 301, 360, 370*, **SOC 350*,** UNP 200*, 300*, 400*, 500* or Asian-specific courses from other programs with departmental approval. (*topic must relate crucially to Asia; check with Director of Asian Studies)

~~*The Director of the Asian Studies Program may approve other courses to meet requirements for the Minor.*~~

Total Curriculum Requirement.....18 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	History, Philosophy, and Religious Studies
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Asian Studies
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/30/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

We are making a brief change to the description of the requirements for a Certificate in Asian Studies

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

NA

B. The justification for this action:

This change streamlines the requirements for the certificate in accordance with the changes being made to the requirements for the Minor in Asian Studies.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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 Revised or Suspended Program

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

Revised* Program Text

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

Certificate in Asian Studies

A student may earn a Certificate in Asian Studies by completing the following:

- a minimum of 12 semester hours **divided into two core courses from two distinct areas (6 credits) and two courses (6 credits)** from the list of Electives for the Minor in Asian Studies or Asian-specific courses from other programs with departmental approval. ~~and from at least three different department.~~
- at least 6 hours at the 300 level or above

~~*The Director of the Asian Studies Program may approve other courses to meet requirements for the Certificate.*~~

Substantial 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
___ New Course (Parts II, IV)	College	CLASS
___ Course Revision (Parts II, IV)	∗Course Prefix & Number	
___ Hybrid Course ("S," "W")	∗Course Title (full title±)	
___ New Minor (Part III)	∗Program Title	Honors Certificate
___ Program Suspension (Part III)		Certificate. Short-Term (Departmental)
___ Program Revision (Part III)	If Certificate, indicate Long-Term	(University) or Short-Term (Departmental)
x New Program/Certificate	∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	9-9-2020	Council on Academic Affairs	
College Curriculum Committee	9-21-2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a certificate program titled "Honors Certificate"

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

The Honors Certificate provides an interdisciplinary and integrative liberal arts honors option to strengthen critical and creative thinking skills among high achieving degree-seekers enrolled in bachelor's degree programs via E-campus. Studies have repeatedly shown the long-term career benefits of strong liberal arts grounding and the critical and creative thinking that come with it. Whether first-time college attendees or—as is particularly common among online students—returning degree-completers who have been away from college for a number of years, the Honors Certificate option will provide an energizing curricular path that actively integrates interdisciplinary liberal arts skills with the curriculum of the student's major(s).

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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 Revised or Suspended Program

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

Revised* Program Text

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

Honors Certificate

Requirements……..…… 10 hours*

HON 101, 301, 302(0), and 391

Honors Elective……..3 hours**

CMS 375, EES 310, EES 450, HUM 300, or HUM 300W

Total Curriculum Requirements…….13 hours

*HON 302 is a zero-credit-hour course taken in conjunction with a course of the student's choosing (usually but not necessarily in the student's major) at the 300-level or higher. Satisfying the HON 302 requirement involves completing an honors interdisciplinary research project related to materials in the corresponding non-honors course, explicitly relating them to themes and issues addressed in HON 101 and/or HON 301. The project for HON 302 must receive a grade of "B" or higher for Honors Certificate credit.

**Students completing one of these electives for Honors Certificate Elective credit will be required to do an honors interdisciplinary assignment that links course material explicitly to lessons and/or themes from HON 101 and/or 301.

New Minor, Concentration, University Certificate or Department Certificate Proposal

Approval Form

When proposing a new minor, concentration, university or department certificate, the following factors should be considered:

- Minors and certificates often add time to degree.
- Minors can increase the number of credit hours that students have at graduation.
- Minors and certificates can potentially increase student debt because of the factors above.
- Minors, concentrations, university and department certificates can significantly add to faculty workloads.
- Minors, concentrations, university and department certificates increase the need for oversight and administration.

The following information should be provided in addition to the normal curriculum change forms. Before a new minor, concentration, university or department certificate is submitted to CAA, the Dean must approve the proposal based on the information on this form and any other information requested by the Dean.

From the Proposing Program

1. How will the new minor, concentration, university or department certificate attract new students to EKU? On what is this based? What is the marketing plan?

   This is a proposal from the Honors Program for a new "Honors Certificate" program. It has been requested by, discussed with, and planned alongside the Executive Director of E-campus as well as the Dean of CLASS. The rationale for the request is to provide an enhancement that will help as part of a broader plan to distinguish EKU Online from competitors. A February-March 2020 survey of current online students by E-campus staff indicated significant interest in such an option. Marketing for the new Honors Certificate program will be included within general E-campus marketing efforts.

2. What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

   Online higher education is an extremely competitive market, yet online degree programs and institutions that offer an honors enhancement option are very rare. E-campus has grown rapidly in recent years, and the E-campus leadership and staff have requested this certificate initiative as a way of distinguishing their offerings within the increasingly competitive market that they face.

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

   Faculty teaching seminars that count toward the Honors Certificate will be terminal-degree, full-time faculty from various departments across the EKU campus. The program centers on two core courses that will each be taught once per semester. "HON 101: The Examined Life" will be taught each "A" term. Initially it will be covered by EKU Honors Associate Directors Dr. Randi Polk and Dr. Erik Liddell (each teaching one section per year). "HON 301: Self and Community" will be taught each "B" term. Current EKU faculty members Matt Winslow, Steffen Wilson, and Alison Buck have agreed to participate in the rotation of faculty covering it. The other courses in the Honors Track (Honors Elective, Honors Option, and Honors Track portfolio) do not require

additional formal instruction. The Honors Elective and Honors Option requirements are completed in conjunction with already existing E-campus courses. Both will require coordination and oversight duties shared among the Executive Director and Associate Directors of EKU Honors, as will the one-hour HON 391: Honors Portfolio requirement.

Recruiting, advising, tracking, and auditing/graduation clearance will be handled by E-campus staff (initially by Lindsey Greenwell).

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

The Honors Certificate would be expanded if and only if demand were to grow in such a way as to make expansion financially profitable to the university

From the Dean

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

A. New Resources. Explain.

B. Reallocation of resources. Explain.

Current faculty will teach the courses in the track. This may involve occasional overload pay, covered by the revenue generated by the program as is typical with e-campus offerings.

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.

	9/2/20
Dean's Signature	Date

Honors Certificate
Curriculum Overview

Honors Certificate Core (6 credit hours)
The following courses are required as the Honors Certificate Core:
HON 101: The Examined Life (3)
HON 301: Self and Community (3)

Once the certificate program is fully up and running, we expect that we will need to have HON 101 taught every "A" term and HON 301 every "B" term.

Honors Elective (3 credit hours)
Choose one of the following:
HUM 300 or 300W: Humanity in the Postmodern Age (Fall A)
EES 310 – Applied Critical Thinking (3) (Fall B)
CMS 375 – Intercultural Communication (3) (Fall B)
EES 450 – Leaders without Titles (3) (Spring A)

Note: Students who wish to complete one of these courses for "Honors Elective" credit must have completed HON 101, and they must either have completed or be simultaneously enrolled in HON 301. Students completing one of these electives for Honors Certificate credit will be required to complete an honors interdisciplinary assignment that relates course material explicitly to philosophical, moral, ethical, political, social, and/or civic lessons and/or themes addressed in HON 101 and/or 301.

Sample:
For students taking CMS 375 and seeking to use it for HON elective credit, Dr. Jennifer Fairchild (who teaches the course for E-campus) has worked with EKU Honors to develop the following text for her syllabus, outlining what such an honors assignment would look like in her class:

> **Honors Certificate Elective component for CMS 375:** Honors Certificate students who are taking this course for their "Honors Elective" requirement will complete an honors interdisciplinary project. This creative research assignment integrates or intersects course material from CMS 375 with selected themes from HON 101 The Examined Life or HON 301 Self & Community. Pertinent themes from HON 101 to be applied in this project may involve issues ranging from cultural dislocation to seeing the world as best we can through the eyes and experiences of others. From HON 301, students might deepen questions for this project through recalling and adapting lessons concerning the types of communities in which we participate, and how our participation in them continually shapes and reshapes both us and the communities themselves. For this project, students will interview 2-4 family members (their own family members if possible, but if this is not possible the student may interview 2-4 people who are family to one another). In these interviews, they will analyze and discern features of the family culture narrative. Using information from the interviews, students will write a qualitative research

paper about the influence of family on cultural identity, how family beliefs affect the cultural narrative of those involved, and what they learned about cultural identity (their own or that of the family under consideration) by conducting this research. This assignment involves a proposal, draft, and final project development process and will culminate in a (live or recorded) video presentation, as well as a written report of at least 5 pages. Within the project, discussion of the link to issues examined in HON 101 and/or HON 301 must be explicit, specific, and well-developed. Students will share and discuss their projects online with other Honors Certificate students enrolled in the class who are similarly taking the course for "Honors Elective" credit.

Honors Option (3 credit hours for course in which the honors option is completed)
HON 302: Honors Option (0 cr. hrs) Prerequisite: HON 101 and 301

HON 302 functions as a capstone research experience for the Honors Certificate. It is a zero-credit-hour course taken in conjunction with a course of the student's choosing (usually but not necessarily in the student's major) at the 300-level or higher. Satisfying the HON 302 requirement involves completing an honors interdisciplinary research project related to materials in the corresponding non-honors course, explicitly relating them to themes and issues addressed in HON 101 and/or HON 301. The project for HON 302 must receive a grade of "B" or higher for Honors Certificate credit.

Honors Portfolio (1 credit hour):
HON 391: Honors Portfolio (1 cr. hr.) Prerequisite: HON 101 and 301; Prerequisite or Co-requisite: HON 302

HON 391 may be taken only after having completed at least 9 credit hours of Honors Certificate work, and must be taken in the final semester of required coursework for completion of the Honors Certificate requirements.

Learning Goals for Honors Certificate Program
(For internal programmatic assessment according to EKU Honors Program policy)

Students who complete the Honors Certificate will demonstrate strength in:

1. Analyzing and articulating the ways in which core liberal arts themes and issues apply to advancement toward their professional and/or personal goals.
   (to be assessed via Honors Portfolios)

2. Applying understandings and perspectives from one field of inquiry to other fields of inquiry.
   (to be assessed via Honors Elective projects)

3. Developing research projects that creatively integrate interdisciplinary perspectives into work related to personal educational goals and/or future professional goals.
   (to be assessed via Honors Option projects)

Honors Certificate
Program Curriculum Objective Map

1- Introduce learning goals
(update or initial reflection)
2- Reinforced learning goals
3 - Fluency in learning goals
4- Assessed learning goals
(assignments, etc.)

		SLO 1. Analyze and articulate the ways in which core liberal arts themes and issues apply to advancement toward their professional and/or personal	SLO 2. Apply understandings and perspectives from one field of inquiry to other fields of inquiry.	SLO 3. Develop research projects that creatively integrate interdisciplinary perspectives into work related to personal educational goals and/or future professional goals.
CORE REQUIREMENTS				
HON 101	The Examined Life	1	1	
HON 301	Self and Community	2	2	1
HON 302	Honors Option	3	3	2,3,4
HON 391	Honors Portfolio	4	4	
ELECTIVES				
HUM 300	Humanity in the Postmodern Age	2	2	2
EES 310	Applied Critical Thinking	2	2	2
CMS 375	Intercultural Communication	2	2	2
EES 450	Leaders Without Titles	2	2	2

Substantial 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
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	HON 101
	Hybrid Course ("S," "W")	∗Course Title (full title±)	The Examined Life
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	9-9-2020	Council on Academic Affairs	
College Curriculum Committee	9-21-2020	Faculty Senate**	
General Education Committee*	10-21-2020	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a new course: HON 101: The Examined Life

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

HON 101 will function as the first of two interdisciplinary "core" courses in the Honors Certificate curriculum. It will strengthen foundational skills in critical and creative thinking through intensive engagement with a series of literary and philosophical works. Students will be expected to apply themes and issues from HON 101 and/or HON 301 explicitly in their honors interdisciplinary projects in the Honors Elective and HON 302: Honors Option elements of the Honors Certificate program.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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 101: The Examined Life (3) I. Prerequisite: ENG 101(C) or ENG 101R(A) and admission to the Honors Certificate program. Engagement with historical and recent memoirs, diaries, and philosophical reflections. Students develop fundamental skills in critical and creative thinking, research, and communication. Research project requires use of library resources and development of a cogent argument. Gen. Ed. 3B.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
HON	101	Fall 2021	BT ___ HS ___ CL X JS ___ ED ___ SC ___	HON

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
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 ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit) The Examined Life
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum ___	

CoRequisites 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 101(C) or ENG 101R(A) and admission to the Honors Certificate program.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3) X		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Honors 101: The Examined Life
Fall 2021, CRN:_____
3 cr. hrs.

"The unexamined life is not worth living"
--Socrates (in Plato's *Apology*)

Instructor: Dr. Randi Polk, EKU Honors Program
Office Hours: _____

Course Catalog Description:
HON 101: The Examined Life (3) I. Prerequisite: ENG 101(C) or ENG 101R(A) and admission to the Honors Certificate program. Engagement with historical and recent memoirs, diaries, and philosophical reflections. Students develop fundamental skills in critical and creative thinking, research, and communication. Research project requires use of library resources and development of a cogent argument. Gen. Ed. 3B.

Course Description: HON 101 is the foundational core course for the Honors Certificate program. Students will develop and hone fundamental skills in critical reading, critical thinking, research, and communication. Students will engage a series of classic historical and recent memoirs, diaries, and other readings that model critical reflection on one's personal, lived experiences and values. Major themes of the class include carefully considered introspection as well as cultural dislocation and learning to see the world as best we can through the eyes and experiences of people from backgrounds other than our own. Skills and understandings developed in this course should inform students' projects and intellectual growth as they proceed into the subsequent elements of the Honors Certificate curriculum.

Special Note: This may be a new type of course for many of you, and the work will be steady and challenging. At times you may feel confused or frustrated. If that happens, let us know! If you want to talk about the course, your performance, or receive guidance on a particular assignment, we encourage you to email, call, or set up a video chat with the instructor(s). We can help; that's our job. Honors is a community of intellectual colleagues, both students and faculty, who help each other and work together.

General Education Goals for Element 3b
Students will be able to:
1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (GE Goal 2)
2. Analyze the values, cultural context, and aesthetic qualities of artistic, literary, philosophic, and/or religious works. (GE Goal 6)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (GE Goal 7)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (GE Goal 8)

Student Learning Outcomes for HON 101
At the end of the semester, students will be able to:

1. Gather, synthesize, and critically analyze information and present it in a well-written format.
2. Verbally articulate complex information in an interesting presentation.
3. Comprehend the major concepts of the course.

4. Express ideas about the arts and humanities through sentences that are clearly formulated, grammatically correct, and stylistically competent.
5. Accurately locate particular works and/or cultural movements in relation to relevant contexts.
6. Understand the methods used in the arts and humanities.
7. Integrate relevant information, concepts, perspectives, and principles.
8. Demonstrate a writing process that produces effective documents appropriate to course level.

Grading:

Weekly Discussion Board Posts and Responses (8 x 10)	80
Midterm Essay (4-5 pp, 1400-1800 words)	60
Oral Presentation (6-8 minute)	60
Final Research Essay (7-10 pp., 2500-3500 words)	100
Total	300

(A=270-300; B=240-270; C=210-240; D=180-210; ≤179=F)

Readings:
Instructor will choose 6-7 of the following (or similar)
Plato, *Apology*
Augustine of Hippo, *Confessions*
Margery Kempe, *The Book of Margery Kempe*
Thomas More, *Utopia*
Michel de Montaigne, *Essays* (select 4 or 5 of them)
Samuel Pepys, *Diary of Samuel Pepys*
Harriet Jacobs, *Incidents in the Life of a Slave Girl*
Frederick Douglass, *Narrative of the Life of Frederick Douglass*
Black Elk, *Black Elk Speaks: Life Story of a Holy Man of the Oglala Sioux*
Elie Wiesel, *Night*
Malcolm X, *Autobiography of Malcolm X*
Che Guevara, *The Motorcycle Diaries*
Malala Yousafzai, *I Am Malala*

Sample Schedule for 8-week E-campus term

Week One
Course Introduction and Introductions of Students and Faculty
Reading and Discussion of Plato, *Apology*

Week Two
Reading and Discussion of Margery Kempe, *The Book of Margery Kempe*
Introduction to Use of EKU Library Databases
Discussion of citation

Week Three
Reading and Discussion of Thomas More, *Utopia*
Discussion of Midterm Essay Assignment
Discussion on avoiding plagiarism

Week Four
Reading and Discussion of selections from Montaigne's *Essays*
Midterm Essay Due

Week Five
Reading and Discussion of Harriet Jacobs, *Incidents in the Life of a Slave Girl*
Discussion of Final Research Paper Topic Choice

Week Six
Reading and Discussion of *Black Elk Speaks*
Topic Choice and Initial Bibliography--at least 3 (very) on-point scholarly articles

Week Seven
Reading and Discussion of *The Autobiography of Malcolm X*

Week Eight
Final Research Paper Due
Oral Presentations Posted
Discussion Board Questions and Responses (to other students' oral presentations)

Student Progress:
Students will receive feedback via Discussion Board grades and comments before the midterm.

Participation/Attendance:
Because of the nature of an online course, participation will be measured by your active involvement in the activities on Blackboard (weekly discussions and completion of assignments).

Attendance Statement (COVID-19)
Students should make every effort to attend to all assignments on time every week. An acceptable excuse may be an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine, but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work.

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.

Accessibility Accommodation Statement
Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing

accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.
For current University policies and regulations, please go to EKU's Policy Website.

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.
EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.
If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.
Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:
Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Add/Drop Withdraw

The last day to drop a full semester course without a "W" appearing on the university transcript is ____. The last day to drop a class without a drop fee is ___. The last day to drop a class (with the fee required by EKU drop policy) is ___. See all calendar details at https://colonelscompass.eku.edu/.

Note on Content and Pace of Course

This course is taught online at an accelerated pace over an eight-week term. This does not mean that the course is easier than classes that meet in a physical, in-class setting. To take the course, you must regularly check your EKU student email and be able to use Blackboard. You should check the Blackboard course site regularly for course-related announcements and resources.

General Education Course Application
ELEMENTS 1--6
Revised: July 2016

Department: Honors Program

Course Prefix and Number: HON 101

Course Title: The Examined Life

For which GE Element is the course designed? 3b

Identify the General Education Goals addressed in this course: (See below.)

.

EKU General Education Goals addressed in this course:

2. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions.
6. Analyze the values, cultural context, and aesthetic qualities of artistic, literary, philosophic, and/or religious works.
7. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences.
8. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance.

Course Abstract

1. Describe the course content

HON 101 is the foundational core course for the EKU Honors Certificate curriculum. Students will develop and hone fundamental skills in critical reading, critical thinking, research, and communication. Students will engage a series of classic historical and recent memoirs, diaries, and other readings that model critical reflection on one's personal, lived experiences and values. Major themes of the class include carefully considered introspection as well as cultural dislocation and learning to see the world as best we can through the eyes and experiences of people from backgrounds other than our own. Skills and understandings developed in this course should inform students' projects and intellectual growth as they proceed into the subsequent elements of the EKU Honors Certificate curriculum.

2. Describe the instructional methods (lecture, discussion, small groups, laboratory, or simulation), faculty qualifications, and course coordination.

Instruction will be online and asynchronous. Students will engage course materials through reading response questions and discussion boards, where they will interact with fellow students as well as the instructor. Faculty will be Ph.D. professors in Humanities disciplines. Course will be coordinated by the Honors Executive Director and/or Associate Director.

3. Describe any new resources needed to implement or to assess the course

None

4. Describe the assessment process.

(a) What type of assessment instruments will be used to evaluate student learning?

Assessment will be based upon an annual review each May of final research project papers from HON 101 sections offered over the immediately preceding academic year

(b) When will data be collected?

Each time the course is taught, the instructor will send all final project papers to the Honors Executive Director.

(c) For how many students will assessments be scored?

Honors Executive Director will build a sample of 10 anonymous student final projects each year to be scored as part of the annual honors assessment process.

(d) Who will score the assessment instruments?

Instrument will be scored by two honors faculty.

(e) Who is the faculty person responsible for assessment data for this course?

Honors Executive Director David Coleman

5. Provide the entire assessment instrument *(e.g., questions on exam; paper; assignment)* that will be used to assess student learning for each of the competencies on the relevant GE scoring rubric.

The assessment instrument for HON 101 is the final project assignment. Each instructor who teaches the course will develop their own specific, detailed instructions for the final project, but the basic expectations are summarized in this paragraph:

HON 101 Final Project Assignment:
The final project involves the production of a well-researched argumentative essay of 7-10 pp (no more than 1" margins, no more than 12-point font) on a topic emerging from course readings. Each student will choose a topic in consultation with the instructor. The project will require identification and engagement with at least three on-point scholarly journal articles and/or scholarly books. Explicit reference must be made in the paper to at least one of the common course readings as well as at least three scholarly secondary sources identified in the research process. For purposes of this assignment, all references should be cited properly using MLA format. Students are to take particular care to make a clear statement of the project's central argument, and to support that argument using specific evidence from the sources.

Rubric: We will use the existing, approved Element 3b rubric from the EKU General Education Assessment web page:
https://gened.eku.edu/sites/gened.eku.edu/files/files/GE_QEP_Rubric_3B.pdf

Substantial 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
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	HON 301
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Self and Community
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	9-9-2020	Council on Academic Affairs	
College Curriculum Committee	9-21-2020	Faculty Senate**	
General Education Committee*	10-21-2020	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a New Course: HON 301: Self and Community

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

HON 301 will function as the second of two interdisciplinary "core" courses in the Honors Certificate curriculum. It will strengthen foundational skills in critical thinking through intensive engagement with landmark studies in the social sciences and the nature of human communities. Students will be expected to integrate themes and issues from HON 301 and/or HON 101 explicitly in their honors interdisciplinary projects in the Honors Elective and HON 302: Honors Option requirements for Honors Certificate.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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 301: Self and Community (3) I. Prerequisite: HON 101. Interdisciplinary examination of the meanings of participation in local, national, and global communities. Topics may include matters such as political engagement, leadership, compassion, empathy, inequality, stratification, race, and gender. Gen. Ed. 5B.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
HON	301	Fall 2021	BT ___ HS ___ CL X JS ___ ED ___ SC ___	HON

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
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 ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum ___	

CoRequisites 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.	HON 101
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3) X		
1C (3)		*or* 3A/B Integrated A&H(6)				

Honors 301: Self and Community
Fall 2021, CRN _____
3 cr. hrs.

Instructor: Steffen Wilson
Office Hours: _____

Course Catalog Description:
HON 301: Self and Community (3) I. Prerequisite: HON 101. Interdisciplinary examination of the meanings of participation in local, national, and global communities. Topics may include matters such as political engagement, leadership, compassion, empathy, inequality, stratification, race, and gender. Gen. Ed. 5B.

Course Description: HON 301 is the second of two foundational core courses for the Honors Certificate curriculum. In this course, students will build upon foundational critical thinking and analytical skills fostered in HON 101 "The Examined Life" by examining classic and contemporary debates concerning the relationship between the individual and the community. What are the sorts of "communities" (familial, ethnic, local, regional, national, transnational, virtual, etc.) in which we participate? How do we shape them, and how do they shape us? What is "power," and how does it work within communities? What roles do issues such as race, class, and gender play in defining and redefining community? How and why do communities change (or not change)? In their creative and research projects, students will engage actively in some outreach to and investigation of some aspect, institution, or organization within a community of which they are a part and/or about which they hope to learn more.

General Education Goals for Element 5B
After completing the General Education Program at EKU, students will be able to:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (GE Goal 2)
2. Analyze the social and behavioral influences that explain how people relate to each other, to institutions, and to communities. (GE Goal 4)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (GE Goal 7)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (GE Goal 8)

Student Learning Outcomes for HON 301
Students who successfully complete this course will be able to:

1. Gather, synthesize, and critically analyze information and present it in a well-written format.
2. Verbally articulate complex information in an interesting presentation.
3. Comprehend the major concepts of the course.
4. Apply relevant concepts and theories of the social and behavioral sciences in different contexts.
5. Establish a conclusive position regarding a topic in the social and behavioral sciences and identify consequences.
6. Understand the research methods used in the social and behavioral sciences.
7. Integrate relevant information, concepts, perspectives, and principles.
8. Demonstrate a writing process that produces effective documents appropriate to course level.

Grading:

Weekly Discussion Board Posts and Responses (8 x 10)	80
Creative Community Engagement Project	70
Oral Presentation (6-8 minute)	50
Research Essay (7-10 pp., 2500-3500 words)	100
Total	300

(A=270-300; B=240-270; C=210-240; D=180-210; ≤179=F)

Suggested Possible Readings:

Instructor will select a series of readings that represents perspectives from multiple social science disciplines. These might include "classic" statements as well as contemporary scholarly studies. The following list provides samples of the sorts of readings that instructors may choose to include:

Rousseau, *The Social Contract*
Alexis de Tocqueville, *Democracy in America*
George Herbert Mead, *Mind, Self, and Society*
Erving Goffman, *The Presentation of Self in Everyday Life*
Max Weber, *Sociology of Community*
Audre Lorde, "Age, Race, Class, and Sex"
Rick Della Fave,"The Meek Shall Not Inherit the Earth: Self-Evaluation and the Legitimacy of Self-Evaluation"
Herbert Blumer, "Race Prejudice as a Sense of Group Position"
W.E.B. DuBois, *The Souls of Black Folk*
Martin Luther King, "Letter from Birmingham Jail"
Margaret Meade, *Coming of Age in Samoa*
Wendell Berry, *A World Lost*
Kwame Appiah, *Cosmopolitanism: Ethics in a World of Strangers*
Barbara Ehrenreich, *Bait and Switch*
Ta-Nehisi Coates, *Between the World and Me*
Dorceta Taylor, *Toxic Communities: Environmental Racism, Industrial Pollution, and Residential Mobility*

Sample Schedule for 8-week E-campus term

Week One: Course Introduction and Defining Communities
Rousseau, *The Social Contract*, Weber, *Sociology of Community* (excerpts from both)

Week Two: Drawing Lines: Self, Community, and "Other"
Goffman, *Presentation of Self in Everyday Life*, Lorde, "Age, Race, Class, and Sex"
Discussion of Research Project and research tools

Week Three: Blurring/Erasing Lines: Compassion, Empathy, and Community
Wendell Berry, *A World Lost*
Topic Choice Discussion for Research Project
Discussion of Creative Community Engagement Project

Week Four: Broadening Concepts of Community in a Global Age
Appiah, *Cosmopolitanism: Ethics in a World of Strangers*
Creative Community Engagement Project Topic Choice

Week Five: Environment, Race, and Class
Taylor, *Toxic Communities: Environmental Racism, Industrial Pollution, and Residential Mobility*
Prospectus due for Research Project

Week Six: Action in Community
Ehrenreich, *Bait and Switch*; King, "Letter from Birmingham Jail"

Week Seven: Creative Community Engagement Projects and Oral Presentations

Week Eight: Research Projects and Presentations

Student Progress:
Students will receive feedback via Discussion Board grades and comments before the midterm.

Participation/Attendance:
Because of the nature of an online course, participation will be measured by your active involvement in the activities on Blackboard (weekly discussions and completions of assignments, etc.).

Attendance Statement (COVID-19)
Students should make every effort to keep up with work every week. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine, but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work.

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.

Accessibility Accommodation Statement
Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

For current University policies and regulations, please go to EKU's Policy Website.

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Add/Drop Withdraw

The last day to drop a full semester course without a "W" appearing on the university transcript is ____. The last day to drop a class without a drop fee is ___. The last day to drop a class (with the fee required by EKU drop policy) is ___. See all calendar details at https://colonelscompass.eku.edu/.

Note on Content and Pace of Course

This course is taught online at an accelerated pace over an eight-week term. This does not mean that the course is easier than classes that meet in a physical, in-class setting. To take the course, you must regularly check your EKU student email and be able to use Blackboard. You should check the Blackboard course site regularly for course-related announcements and resources.

General Education Course Application
ELEMENTS 1--6
Revised: July 2016

Department: Honors Program

Course Prefix and Number: HON 301

Course Title: Self and Community

For which GE Element is the course designed? 5b

Identify the General Education Goals addressed in this course: (See below.)

2. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions.
4. Analyze the social and behavioral influences that explain how people relate to each other, to institutions, and to communities.
7. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences.
8. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance.

Course Abstract

1. Describe the course content

HON 301 is the second of two foundational core courses for the EKU Honors Certificate curriculum. In this course, students will build upon foundational critical thinking and analytical skills fostered in HON 101 "The Examined Life" by examining classic and contemporary debates concerning the relationship between the individual and the community. What are the sorts of "communities" (familial, ethnic, local, regional, national, transnational, virtual, etc.) in which we participate? How do we shape them, and how do they shape us? What is "power," and how does it work within communities? What roles do issues such as race, class, and gender play in defining and redefining community? How and why do communities change (or not change)? In their creative and research projects, students will engage actively in some outreach to and investigation of some aspect, institution, or organization within a community of which they are a part and/or about which they hope to learn more.

2. Describe the instructional methods (lecture, discussion, small groups, laboratory, or simulation), faculty qualifications, and course coordination.

Instruction will be online and asynchronous. Students will engage course materials through reading response questions as well as discussion boards, where they will interact with fellow students as well as the instructor. Course also requires each student to reach out to a community organization as the basis of a "Creative Community Engagement Project" Faculty will be Ph.D. professors in Humanities disciplines. Course will be coordinated by the Honors Executive Director and/or Associate Director.

3. Describe any new resources needed to implement or to assess the course

None

4. Describe the assessment process.

(a) What type of assessment instruments will be used to evaluate student learning?

The Research Essay completed by each student will be the assessment instrument

(b) When will data be collected?

Each instructor who teaches the course will save the Research Essays and send them at the end of the term to the Honors Executive Director

(c) For how many students will assessments be scored?

The Honors Executive Director will create an anonymous sample of ten Research Essays to be evaluated by the Honors Assessment team each May

(d) Who will score the assessment instruments?

Honors faculty will score the assessment instruments.

(e) Who is the faculty person responsible for assessment data for this course?

EKU Honors Executive Director David Coleman

5. Provide the entire assessment instrument *(e.g., questions on exam; paper; assignment)* that will be used to assess student learning for each of the competencies on the relevant GE scoring rubric.

The assessment instrument for HON 301 is the Research Essay assignment. Each instructor who teaches the course will develop their own specific, detailed instructions for the final project, but the basic expectations are summarized in this paragraph:

HON 301 Research Assignment:
The research assignment involves the production of a well-researched argumentative project of 7-10 pp (no more than 1" margins, no more than 12-point font) on a topic emerging from course readings and discussions. Each student will choose a topic in consultation with the instructor. The project will require identification and engagement with at least five on-point scholarly journal articles and/or scholarly books. Explicit reference must be made in the paper to all five scholarly secondary sources identified in the research process. For purposes of this assignment, all references should be cited properly using APA format. Students are to take particular care to make a clear statement of the project's central argument, and to support that argument using specific evidence from the sources.

We will use the approved Element 5b Social Sciences rubric on the EKU General Education website:
https://gened.eku.edu/sites/gened.eku.edu/files/files/GE_QEP_Rubric_5B.pdf

Substantial 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
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	HON 302
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Honors Option
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	9-9-2020	Council on Academic Affairs	
College Curriculum Committee	9-21-2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a new course: HON 302: Honors Option

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

HON 302 will provide a capstone research experience for the Honors Track. Students will apply issues and themes from the Honors Track "core" courses HON 101 and HON 301 to an interdisciplinary honors project. The topic of that project must relate to a chosen upper-division course (usually but not necessarily in the students major) in which the student in simultaneously enrolled. The object of HON 302 is to invite and encourage students to explore explicitly and critically the meanings of interdisciplinary liberal arts themes as they apply directly to the student's major and/or their professional and/or personal educational goals.

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

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Sufficient

Library Resources: Sufficient

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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 302 Honors Option (0) A. Prerequisites: HON101 and HON 301. Taken in conjunction with a course at or above the 300-level in which student is simultaneously enrolled. Student completes a substantial project that places lessons and meanings of the upper-division course in the context of a philosophical, ethical, social, and/or civic issue studied in HON 101 and/or HON 301. Student must earn a "B" or better on project for HON 302 in order for it to count for credit toward the Honors Certificate.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
HON	302	Fall 2021	BT ____ HS ____ CL X JS ____ ED ____ SC ____	HON

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
0	Lecture 0 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	0	S/U	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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.	HON101 and HON 301.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

HON 302: Honors Option
0 Credit Hours
Fall 2021, CRN:_____
Instructor: Dr. David Coleman
Office Hours: _____

Catalog Description
HON 302 Honors Option (0) A. Prerequisites: HON101 and HON 301. Taken in conjunction with a course at or above the 300-level in which student is simultaneously enrolled. Student completes a substantial project that places lessons and meanings of the upper-division course in the context of a philosophical, ethical, social, and/or civic issue studied in HON 101 and/or HON 301. Student must earn a "B" or better on project for HON 302 in order for it to count for credit toward the Honors Certificate.

Course Description:
HON 302 will provide a capstone research experience for the Honors Certificate. Students will apply issues and themes from the Honors Certificate "core" courses HON 101 and HON 301 to an interdisciplinary honors project. The topic of that project must relate to a chosen upper-division course (usually but not necessarily in the students major) in which the student in simultaneously enrolled. The object of HON 302 is to invite and encourage students to explore explicitly and critically the meanings of interdisciplinary liberal arts themes as they apply directly to the student's major and/or their professional and/or personal educational goals.

Student Learning Outcomes
Students who successfully complete this course will be able to:

1. Apply knowledge and understanding gained in a specific upper-division course (300-level or higher) in which they are simultaneously enrolled with HON 302 to issues of broader personal or civic significance.
2. Identify and evaluate peer-reviewed scholarship that addresses broader social, cultural, literary, philosophical, and/or political issues that are related to but go beyond the specific material covered in the upper-division course that the student is taking in conjunction with HON 302.
3. Complete a project that articulates and analyzes the personal and/or professional lessons and meanings of the selected issue or issues from the upper-division course in the context of a specific philosophical, moral, ethical, political, social, and/or civic issue or issues of the sort studied in HON 101 and HON 301.

Required Texts
There is no required common reading material. The student will identify specific scholarly readings that extend understanding of materials and issues from the chosen, linked upper-division class and help place that knowledge in a broader philosophical, moral, ethical, political, social, or civic context.

Grading

Prospectus:	25%
Final Project:	75%

Because this is a zero-credit hour course, the grade of the course will not impact the student's EKU GPA. Completion of the project for this course with an overall grade of at least a "B" is required for earning the "Honors Certificate" distinction.

Project and Course Schedule
HON 302 centers on a project that students will complete in conjunction with an upper-division (300-level or higher) course in which they are simultaneously enrolled, including internships (which might provide particularly fruitful opportunities for HON 302 projects).

Week One
On the first day of the course, the instructor will send the syllabus and project assignment to the students. Students will be instructed to respond by Wednesday of the first week of class with an indication of the specific upper-division course with which they wish to link their HON 302 experience.

Weeks Two-Four: Students will be asked to bear this assignment in mind as they proceed through the first half of the linked course. They may consult with the instructor of HON 302 at any time for advice concerning formulating their projects. They are also encouraged to consult with the instructor of the linked upper-division course for advice concerning the issues that they are considering researching for their HON 302 project, but they are expected to do their own research in terms of identifying appropriate bibliography. The project for HON 302 may relate to, but may not be the same as, any research project that the student is completing as a requirement in the chosen associated upper-division course.

Week Five
On Friday of Week Five, students will turn in to the HON 302 instructor a Prospectus outlining the project that they envision for HON 302. The Prospectus will include a bibliography of at minimum six substantial, on-point scholarly (peer-reviewed) journal articles, or at least three substantial scholarly books, or at least one scholarly book and four scholarly journal articles, or two scholarly books and two scholarly journal articles

Week Six
Students will receive substantial feedback on the Prospectus from the HON 401 instructor.

Weeks Seven-Eight
Student will complete the Final Project and send the final version to the HON 302 instructor by Wednesday of Week Eight. The Final Project must be 7-10 pages in length, including bibliography (no more than 1" margins and no more than 12-point font).

Citations should conform to the expectations of the field of the linked course (e.g. APA for projects in Psychology and most social and health sciences, MLA for projects in the Arts and Humanities, Chicago Manual of Style for projects in History or Classics, etc.).

Students should carefully save the Final Project, which will subsequently become part of each student's final Honors Track Portfolio in HON 391.

HON 302 Project Description and Expectations

Prospectus (due in Week Five):
The prospectus will be 2-3 pages in length (no more than 1" margins and 12-point font), not including bibliography. It must include a prospective project title—hopefully an interesting and engaging one (but

bear in mind that you may change the title as your work progresses). The prospectus should reflect preliminary engagement with the scholarly works identified in the bibliography. It should explain the central question(s) that the project is addressing, and it must state at least at the level of a hypothesis or prospective thesis statement the central argument that you see yourself advancing in the final project (though, again, your thesis statement may evolve as you dig deeper into the research). The prospectus should make explicit reference to the specific arguments advanced in at least two of the items cited in the bibliography, explaining how your project relates to the work of scholars in the field.

Final Project (due Wednesday of Week Eight)
The final project will be 7-10 pages in length (no more than 1" margins and 12-point font), not including bibliography. The final project should have a title and a clear thesis statement. It must also engage explicitly the arguments of the items cited in the bibliography. In some fields, a short "literature review" section might be an appropriate way to do this. The thesis statement must be well supported by specific evidence.

Sample Project Topics
Projects will obviously vary considerably depending on the student's major, the class in which the project is completed, and each student's own personal, professional, or educational goals. Students should consider their options carefully, and choose a topic that helps them to advance toward future goals (whether those goals personal, professional, or educational). A main point of emphasis for the HON 302 project is to encourage students to put interdisciplinary understandings into practice in a way that relates the critical thinking and/or civic engagement skills about which they learned in HON 101 and 301 to the material that they are studying in the chosen upper-division course within which they choose to complete their HON 302 projects.

A very limited sampling of the virtually infinite possible topics students might pursue for this assignment:

For an upper-division course in…

Business-Management:
"Ethical Dimensions of Sexual Discrimination Prevention Policies: A Comparative Study of Three Fortune 500 Companies."

Communications:
"Political Implications of Internet Access Limitations in Rural America"

Criminal Justice:
"Racial Disparities in Sentencing and the Black Lives Matter Protests of 2020"

Political Science:
"A Machiavellian Moment: Ironies of U.S. Trade Policies in Latin America"

Psychology:
"Shadows of the Mind-Body Debate in Contemporary Autism Research"

Social Work:
"Modeling Social Change: Leadership Debates within the American Clinical Social Work Association since 2009"

Sports Management:
"Dilemmas of Justice, Access, and Money in College Athletics: Examples from FCS Football Programs"

Student Progress:
Because work on the HON 302 project necessarily occurs almost entirely in the second half of the course, there will be no formal process of feedback to the students before the midterm.

Participation/Attendance:
Because of the nature of this course as an asynchronous, online, independent-study "capstone" research course, participation will be measured by your timely completion of assignments.

Attendance Statement (COVID-19)
Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine, but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work.

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.

Accessibility Accommodation Statement
Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.
For current University policies and regulations, please go to EKU's Policy Website.

Discrimination and Harassment, Title IX, and Prevention Statement
EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green

Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.
EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.
If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.
Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:
Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Add/Drop Withdraw

The last day to drop a full semester course without a "W" appearing on the university transcript is ____. The last day to drop a class without a drop fee is ___. The last day to drop a class (with the fee required by EKU drop policy) is ___. See all calendar details at https://colonelscompass.eku.edu/.

Note on Content and Pace of Course

This course is taught online at an accelerated pace over an eight-week term. This does not mean that the course is easier than classes that meet in a physical, in-class setting. To take the course, you must regularly check your EKU student email and be able to use Blackboard. You should check the Blackboard course site regularly for course-related announcements and resources.

Substantial 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
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	HON 391
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Honors Portfolio
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	9-9-2020	Council on Academic Affairs	
College Curriculum Committee	9-21-2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create a new course: Honors Portfolio

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

HON 391 will function as a one credit hour culminating reflective experience for students in their final term of work toward the Honors Certificate. It will include writings that tie together the students' interdisciplinary honors experiences in the program and make explicit the ways in which they will continue to apply as the students move into the next steps toward their professional and/or personal goals. It will also involve producing an effective résumé or curriculum vitae that highlights the critical and creative thinking skills developed through the honors track alongside evidence of the ways in which they have enhanced the students' experiences in their majors.

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

Personnel Impact: None

Operating Expenses Impact: Sufficient

Equipment/Physical Facility Needs: Sufficient

Library Resources: Sufficient

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~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 391 Honors Portfolio (1) A. Prerequisites: HON 101 and HON 301. Prerequisite or Co-requisite: HON 302. Production of a portfolio that reflects and demonstrates the ways in which the student's experiences in higher education have met and corresponded with the specified learning goals of the Honors Certificate program.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
HON	391	Fall 2021	BT ____ HS ____ CL X JS ____ ED ____ SC ____	HON

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
1	Lecture 1 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	1	N	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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.	HON 101
Course Prefix and No.	HON 301
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.	HON 302
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

HON 391: Honors Portfolio
1 Credit Hour
Fall 2021, CRN: _____
Instructor: Dr. David Coleman
Office Hours: _____

Catalog Description
HON 302 Honors Portfolio (1) A. Prerequisites: HON 101 and HON 301. Prerequisite or Co-requisite: HON 302. Production of a portfolio that reflects and demonstrates the ways in which the student's experiences in higher education have met and corresponded with the specified learning goals of the Honors Certificate program.

Student Learning Outcomes
Students who successfully complete this course will be able to:

1. Develop a portfolio that effectively integrates the student's honors certificate experiences with their broader personal, educational, and/or professional goals.
2. Articulate in a clear and sophisticated manner the ways in which their experiences in higher education have corresponded with the learning goals and objectives of EKU Honors Program's Honors Certificate curriculum.

Required Texts
There is no required common reading material.

Grading
Portfolio Evaluation: 100%

Portfolio Description:
HON 391is a one credit-hour culminating reflective experience for students in their final term of work toward the Honors Certificate. It will include writings that tie together the students' interdisciplinary honors experiences in the program and make explicit the ways in which they will continue to apply as the students move into the next steps toward their professional and/or personal goals. It will also involve producing an effective résumé or curriculum vitae that highlights the critical and creative thinking skills developed through the honors track alongside evidence of the ways in which they have enhanced the students' experiences in their majors.

Honors portfolios may take a variety of formats. Some students may be in majors or certificate programs that require sophisticated portfolios for other purposes. Students in such programs are encouraged not to feel as though they have to "reinvent the wheel" completely for their Honors portfolio, but rather to integrate the honors elements into their existing portfolio and be sure that all of the required honors elements are present.

Students are to develop their E-portfolios online on an accessible platform of their own choosing. It must be something that will be easily and openly accessible to be shared with the instructor. Some platforms commonly used for E-portfolios of this sort are Wix, Weebly, GitHub, and Word Press.

Portfolios will typically have a homepage with introductory material and possibly a brief biographical statement and (only if the student chooses) a professional-quality headshot or appropriate graphic or art work. Links from the homepage may be made to various sections. The following required elements must be included in some way:

A professional-quality résumé or curriculum vitae
An Honors Certificate "Reflective Essay"
Your "HON 302 Honors Option" project, with an essay reflecting on the process of its production and its relationship to your professional, personal, and/o educational goals.
Statement of personal, educational, and/or professional goals.

Detailed instructions on each of these elements will be provided by the instructor.

Participation/Attendance:
Because of the nature of this course as an online, asynchronous one-hour culminating reflective experience, participation will be measured by the completion of the portfolio with all of its required elements.

Attendance Statement (COVID-19)
Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine, but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work.

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.

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Academic Integrity Statement
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Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

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If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

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Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Add/Drop Withdraw

The last day to drop a full semester course without a "W" appearing on the university transcript is ____. The last day to drop a class without a drop fee is ___. The last day to drop a class (with the fee required by EKU drop policy) is ___. See all calendar details at https://colonelscompass.eku.edu/.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Languages, Cultures, and Humanities
X	New Course (Parts II, IV)	College	College of Letters, Arts, and Social Sciences
	Course Revision (Parts II, IV)	∗Course Prefix & Number	SPA 390
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Advanced Composition and Conversation
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	12/5/2019	Council on Academic Affairs	
College Curriculum Committee	11/16/2020	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*		EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create new course to replace SPA 370, which we are dropping in place for SPA 390.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016). FALL 2021

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

B. The justification for this action:

We are replacing SPA 370 for SPA 390 to prompt students in our Spanish tracks to take SPA 380/381 before enrolling in an advanced course. This allows them to learn about topics in the Spanish speaking world so that they can better engage in advanced conversation and composition. We are also changing the title of the course to differentiate it from our lower-division writing and composition courses and to indicate that this course has higher expectations in accordance to ACTFL's recommendations for advanced low-, mid-, and high-level language speakers.

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

Personnel Impact: Course creation is the revision of a currently existing course so no personnel will be impacted.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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.)

SPA 390 Advanced Composition and Conversation. (3) A. Formerly SPA 370. Prerequisites**:** SPA 300 or 301 or equivalent proficiency with departmental approval. Intensive practice in developing skills for effective oral and written communication in Spanish. Taught in Spanish.

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

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
SPA	390	FALL 2021	BT ____ HS ____ CL X JS ____ ED ____ SC ____	LCUH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 16

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit) Adv Composition & Conversation
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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.	SPA 300 or 301 or equivalent proficiency with 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	SPA 370
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Languages, Cultures and Humanities
Syllabus for SPA 390 Advanced Composition and Conversation
Semester Fall/Spring XXXX
CRN: XXXXXX

Professor's Name: Firstname Lastname
Office: Building Name, Room Number
Email: firstname.lastname@eku.edu
Phone: (859) 622-XXXX
Student hours: XXXX or by appointment

Catalog Course Description:
SPA 390 Advanced Composition and Conversation. (3) A. Formerly SPA 370. Prerequisites: Spanish 300 or 301 or equivalent proficiency with department chair approval. Intensive practice in developing skills for effective oral and written communication in Spanish. Taught in Spanish.

Nature of the Course:
This course will reinforce students' listening and speaking skills through a variety of cultural materials about the Spanish speaking world. Using various materials, techniques and communicative activities students will develop multiple strategies for conversation in real-life contexts. The final goal is to buttress students' ability to communicate and, as a result, to acquire better listening skills.

Texts and Course Materials:

1. Whitley, M. Stanley & Luis González (2007). *Gramática para la composición*. New Jersey: Georgetown University Press.

2. A **bilingual dictionary,** English-Spanish, is recommended.

3. Short magazine/newspaper articles, dialogues on different topics, fables, cartoons, short-films etc., will be used in class and provided by the professor.

Student Learning Outcomes:

1. Use appropriate vocabulary in different writing genres (e.g., fables, short stories, current events, and everyday life) to effectively communicate in various Spanish speaking contexts.

2. Distinguish the pragmatics in the cultural variation of Spanish to improve the tone and efficacy of oral and written communication.

3. Reorganize ideas and sentences by order of importance or in a logical manner to create writing compositions and oral debates that exhibit organized structures.

4. Describe and narrate situational events of daily life by distinguishing registers and variations through the analysis of cultural materials in various context of the Spanish speaking world.

Course Requirements
Students will complete a series of short writing exercises in-class, and a journal of short witing prompts as HW assignments. In addition to these writing assignments, there will be two debates, and an elaborated position paper in form of an op-ed responding to a newspaper article. In conjunction with the op-ed, the last debate will count as the final for the class. It will consist on defending an assigned position in response to the newspaper article in question.

Evaluation Methods

Class writing excercises	20%
Journal/H.W.	20%
Op. Ed.	20%
Debate 1	10%
Debate 2	20%
Attendance	10%

90 - 100 = A, 80 - 89 = B, 70-79 = C, 60-69 = D, Below 60 = F

Student Progress:
Students will receive consistent feedback on the pragmatics, grammar and tone of their written and oral production. All grade and feedback communication will be done via Blackboard. The first debate will be assessed in a way to provide a mid-term progress report.

Course Outline:

Week Num	Topic	Notes
Week 1	Topics covered in first week	Fill this is as appropriate
Week 2	Topics covered in second week	
Week 3	Etc.	
Week 4	Etc.	First Quarterly Exam
Week 5	Etc.	
Week 6		
Week 7		
Week 8		Mid-term Exam
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
Week 14		Research Paper Due
Week 15		
Week 16		Final Exam
Final Exam: Date, Time, Location		

Attendance Policy
Attendance is mandatory. Student's oral Spanish language output will be evaluated daily in class, and some impromptus writing assignments will also be assigned on regular basis. It would be impossible for the professor to accurately assess a student's conversational and written skills if the student is not present in class.

The first absence does not need to be justified but subsequent absences must be related to justifiable emergencies; these would be review case by case with appropriate documentation. Unjustified and recurrent absences will lower the student's course grade in attendance and missed in-class assignments. Recurrent tardiness will count as absences after the third time. Do not forget a Doctor excuse if you have been sick.

UNIVERSITY LEVEL POLICIES

Notification of the Last Day to Drop the Course
Visit Colonel's Compass website http://colonelscompass.eku.edu for specific information.

No. Weeks of TERM
Term Start Date
Term End Date
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*
Mid-Term Date:*Mid-Term Grades Submission Deadline.*
***Last day to WITHDRAW from class without a fee.**
****Last Day to WITHDRAW from class.** *Withdraw fee applies.*

Last day for 75% refund
Last day for 50% refund
Last day for 25% refund
Last Day to Change from Grade to AUDIT or P/F.

*Last day to withdraw without incurring a $50.00 per credit hour withdraw fee. Students should withdraw through EKUDirect.
**Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdraw fee.

Accessibility Accomodation Statement:
Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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Discrimination and Harassment, Title IX, and Prevention Statement
EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

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Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Official Email:
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. [Please do not accept email from non-EKU addresses due to privacy and hacking concerns.]

The Bobby Verdugo and Yoli Rios Peer Tutoring and Mentoring Center: As an EKU student, you have access to **FREE** tutoring services with the EKU mentors and tutors at Center located in the McCreary Building. You have access to tutoring in multiple languages and subjects. Seeking tutoring at El Centro is highly recommended for all assignments in this class.

La mesa de Español (Optional): Students who attend La mesa (informal chat in Spanish in McCreary Hall or at a local venue), will receive bonus points towards their participation (final) grade *for each session attended.* I will inform the class about the place and time for the activity. This activity is also meant to provide students who have to be absent for any reason (excused or not) to make up for the conversation practice missed while absent. If you are a student athlete, for example, and will be absent from class due to competition you will have to attend one session of La mesa de español for every absence.

**You will be informed of other opportunities throughout the semester.

Writing Assistance: The Noel Studio for Academic Creativity is a free resource for the EKU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work with you or your small group on any piece of written, oral, or **multimodal 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 https://studio.eku.edu or call 859-622-7330.

The Student Success Center: Located on the ground floor of the library, the Student Success Center provides free assistance for all EKU students. You can visit the Student Success Center for tutoring in over 100 subjects, as well as other services including mentoring, workshops, advising, studying, computer use, and with any questions related to your college experience. Email successcenter@eku.edu or visit https://successcenter.eku.edu. Drop-in visits are welcome, and no appointment is necessary.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Noel Studio for Academic Creativity
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	CRE 347
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Special Topics in Creativity: _____
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/26/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/2020	Faculty Senate**	
General Education Committee*	N/A	Board of Regents**	
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

To create a new course (a special topics designation) for the Minor in Applied Creative Thinking

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action: A special topics course designation will create agility by allowing the Minor in Applied Creativity to address emerging topics in the evolving field of creativity studies and the multi-disciplinary nature of creativity. It will also open opportunities to collaborate with other programs (e.g. cross-referencing with special topics courses in ENG, WGS, AFA) to examine creativity within particular disciplines/fields of study. Adding this course will make the minor more attractive and flexible for students and extend students' options for completing the Minor in Applied Creativity.

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

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: Sufficient.

Library Resources: Sufficient.

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

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

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

CRE 347 Special Topics in Creativity: (1-3) A. Prerequisite: ENG 102, 102R, 105(B), or HON 102, or departmental approval. Explores emerging and/or specialized topics in the area of creativity studies beyond the scope of regularly offered courses. May be repeated for a maximum of six hours, provided subject matter is different each time.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
CRE	347	FALL 2021	BT ___ HS ___ CL X JS ___ ED ___ SC ___	NOEL

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 6
3	Lecture X Laboratory ___ Other ___	CIP Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ___	
		Internship ___	
		Independent Study ___	
		Practicum ___	

CoRequisites 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, 102R, 105(B), or HON 102, or Departmental Approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Applied Creative Thinking Minor
Syllabus for CRE 347
Special Topics in Creativity:
American Film Renaissance: Movies and American Culture, 1967-1975
CRN: XXXXX

Professor's Name: Dr. Clint Stivers
Office: Library – Noel Studio 210Q
Email: clint.stivers@eku.edu
Phone: (859) 622-8321
Student Hours: TR 12:30-2 (or by appt.)

"Creative periods in film history often take place in periods of social and political conflict." -- Peter Lev, 2000
"The social world is at all times filled with countless spiritual forces or entities that one simply calls ideas. They all want to penetrate the extant world; they all want to become reality." -- Siegfried Kracauer, 1932

Catalog Course Description:
CRE 347 Special Topics in Creativity:_____. (1-3) A. Prerequisite: *ENG 102, 102R, 105(B), or HON 102*, or departmental approval. Explores emerging and/or specialized topics in the area of creativity studies beyond the scope of regularly offered courses. May be repeated up to a maximum of six hours provided subject matter is different each time.

Course Topic Description:
The Special Topics in Creativity: "American Film Renaissance: Movies and American Culture, 1967-1975" course introduces students to foundational and/or emerging theories, practices, and/or leaders of creativity within the context of cinema history. Students will develop skills for analyzing creativity and innovation in cinema history throughout the course. Students pursuing the minor in Applied Creativity must earn a C or above in this course.

Because of a variety of circumstances within the American film industry and, more broadly, in American society, the period between 1967 and 1975 was a particularly exciting yet somewhat unusual one for American films. Ideas and creativity in the turbulent culture sometimes did, as Kracauer's comment above would have it, penetrate the extant world through the social mythologies of American movies. Film historians have called this period the American Film Renaissance for the innovative narrative and cinematic style used by pioneering young filmmakers to address the changes in American culture. In this special topics course, we'll be exploring both some of the key filmmakers and films of the AFR, trying to identify common features and formal divergences among their films. We will also examine the industrial and socio-historical context of these films, trying to come to a better understanding of the ways in which the groundbreaking movies were shaped by the times (and, in turn, shaped them). Finally, we will seek to understand how and why American movies and the industry began to undergo a creative shift in the middle 1970s as the American Film Renaissance waned and the more conservative era of the Blockbuster began to emerge.

Texts and Course Materials:

- James C. Kaufman, & John Baer. (2011). *Creativity Across Domains: Faces of the Muse*. Psychology Press. *[eBook available via EKU Libraries]*
- Kaufman, J. C., & Sternberg, R. J. (2010). *The Cambridge Handbook of Creativity*. Cambridge: Cambridge University Press. *[eBook available via EKU Libraries]*
- Mark Harris. (2008). *Pictures at a Revolution: Five Movies and the Birth of the New Hollywood*. Penguin Books.
- Jonathan Kirshner (2012). *Hollywood's Last Golden Age: Politics, Society, and the Seventies Film in America*. Cornell University Press.
- *Selected Reading TBD and provided by instructor and/or accessible via EKU Libraries*

Student Learning Outcomes:

By the end of the course, students will:
- Evaluate theories, practices, and/or processes of creativity and innovation relevant to *cinema history* based on artifacts and/or case studies presented in class and explored independently.
- Analyze strategies for creative, innovative artifact and/or process design within *cinema history*.

- Create effective products reflective of current and emerging creativity within *cinema history* based on inquiry, such as class discussion, critical analysis, integrative collaboration, observing, and using available technologies.
- Demonstrate knowledge of the basic theories, practices, vocabulary and concepts related to creativity within *cinema history*.
- Develop familiarity with important historical issues and conflicts in American culture and the film industry inthe 1960s and 1970s
- Develop an ability to analyze films and to recognize through writing and discussion the ways that they employ or deviate from the conventions of Classical Hollywood Cinema
- Gain a basic understanding of several approaches to the study of film, especially the formalist, ideological, auteur, and genre approaches
- Develop an ability to research and to integrate in your writing further information about films, filmmakers who made them, their social contexts, and conflicting interpretations about both the films and the history of American culture during the period.

Course Requirements: Students will participate in a group presentation to be discussed later in the semester. Students will also be required to either write two short papers (the second will be a short research paper) of around 1250 words each or one longer research essay of around 2500 words. The short paper option is probably better if you feel uncertain of your writing abilities. The first short paper may include research, and the second must include research. The longer research essay option should be preferable for those who have studied film before, are comfortable with their writing, and would like to get into a subject in more detail.

The two short papers, if you choose that option, will be due on **February 10** and **April 14**. The research paper option will be due on **March 31**. I will talk in more detail about the papers in class. Papers will be evaluated on the basis of four criteria: 1) quality and clarity of the thesis, or main idea; 2) quality and clarity of the presentation of that main idea in the body of the essay; 3) quality of research and citation form; and 4) general correctness and effectiveness of mechanics, grammar, and style. Strive to make the writing your most effective. Use the MLA internal citation form and a Works Cited page for your references.

Summary of Major Projects/Assignments

1. Project 1: Midterm	**20%**
2. Project 2: Short Paper 1 & 2 / Research Paper	**20%**
3. Project 3: Group Presentation	**20%**
4. Project 4: Final Exam	**20%**
5. Quizzes & Participation:	**20%**

Quizzes: We will have occasional brief quizzes at the start of class, based on readings, films, and short lectures. They may not be made up. You can drop your three lowest quiz grades. The remaining quizzes will constitute your quiz total.

Grading: Each short paper, exam, and presentation will count 20% of your grade. The longer paper, if you select that option, will count 40% of your grade. You must complete all tests and papers to pass the class. Class participation and your performance on quizzes will also count 20%.

Final Course Grades:
Your final grade will be based on the percentage of total possible points you have earned:
90–100% = A; 80-89% = B; 70–79% = C; 60-69% = D; and lower than 60% = F.

Student Progress: Students can access their grades in real time through the grade center on Blackboard.

Attendance Policy:
Students may miss no more than 10% of the scheduled class meetings. *Arriving to class more than 10 minutes late will count as an absence.* Students are responsible for notifying the instructor of any planned absences and for completing any missed work as a result of any absence(s). In certain cases, students may have to miss class and may be issued an excused absence. In the case of an excused absence with proper documentation, extended deadlines or alternate activities will be provided for any graded activities. An acceptable excuse is a doctor's excuse, a University excuse, or a catastrophic emergency resulting in unavoidable absence. Arrangements to complete alternate activities, such as another version of an exam, must be made within one week of returning to class; otherwise, a zero will be recorded.

Noel Studio for Academic Creativity

EKU's Noel Studio for Academic Creativity is a free resource offering writing, communication, and research support for undergraduate and graduate students from any major or class. At the Noel Studio, trained consultants can help you with

essays, presentations, research posters, visual aids, multimodal products, and more. Students can ask for help at any stage of the communication process—from brainstorming to final revision, and every point in between! Schedule your consultations by following the directions at https://studio.eku.edu/schedule-appointment. Have questions or need help scheduling? Use the chat box at studio.eku.edu!

UNIVERSITY LEVEL POLICIES

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Last Day to Drop: August 29
Last Day to Withdraw without a Fee: October 18
Last Day to Withdraw with a Fee: November 14
See dates at (http://colonelscompass.eku.edu)

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READING AND VIEWING SCHEDULE
ALL FILMS ARE AVAILABLE AT KANOPY AND/OR NETFLIX

KB=Kaufman & Baer, *Creativity Across Domains: Faces of the Muse*
KS=Kaufman & Sternberg, *The Cambridge Handbook of Creativity*
H=Harris, *Pictures at a Revolution: Five Movies and the Birth of the New Hollywood*
K=Kershner, Hollywood's Last Golden Age
B=Biskind, Easy Riders, Raging Bulls (recommended reading only)
SR=Selected Readings

The Studio System and Classical Hollywood Cinema—and Early Deviations from Classical Hollywood

Week 1

Movies as Artistic Form, History, and Culture: Pillow Talk (Michael Gordon, 1959)
Classical Hollywood Cinema and the Breakup of the Studio System; SR, 1 (Chuck Maland, "Film Form and Classical Hollywood Cinema"); H, Part One (chs. 1-8). Before class on Tuesday, see *Dr. Strangelove* (Stanley Kubrick, 1964)
Discuss *Dr. Strangelove*. Introduction to American Cultural History, 1960-75; K, Prologue, Ch. 1; SR, 2 (Kenneth Davis, "The Torch is Passed")
KB, Introduction: How People Think, Work, and Act Creatively in Diverse Domains

Pictures at a Revolution: The Oscar Nominees of 1967

Week 2

Screen *Guess Who's Coming to Dinner* (Stanley Kramer, 12/12/1967)
Stanley Kramer, Tracy and Hepburn, and the Classical Hollywood Social Problem Film: discuss Guess Who's Coming to Dinner); H, Part Two (chs. 9-19), plus chs. 23 and 25, and pp. 347-51, 371-376. Before class on Tuesday, see *In the Heat of the Night* (Norman Jewison, 8/2/1967)
KB, Chapter 3: Acting & KS, Chapter 9: Creativity in Highly Eminent Individuals

Week 3

Movies and the Civil Rights Movement—discuss *In the Heat of the Night*. H, sections in Part III on *Heat* (pp. 288-290)
Screen *Bonnie and Clyde* (Penn, 8/20/67)
KB, Chapter 18 The (Relatively) Generalist View of Creativity & Chapter 19 Whence Creativity? Overlapping and Dual-Aspect Skills and Traits

Week 4

American Film Renaissance Kicks Off—discuss *Bonnie and Clyde*; remainder of Harris, Part Three (chs. 20-31). Before class on Tuesday, screen *The Graduate* (Mike Nichols, 12/21/67)
Rebel without a Cause and the Generation Gap—discuss *The Graduate*. Before class on Tuesday, H, Epilogue, K, ch. 2

Vietnam and the Movies: A Range of Responses

Week 5

Screen *Alice's Restaurant* (Penn, 8/20/69), K, pp. 102-110
The Draft, Vietnam, and Movies—discuss *Alice's Restaurant* (+ *Easy Rider* footage; over the weekend, screen *Medium Cool* (Haskell Wexler, 8/27/69)
KS, Chapter 17: The Domain Generality Versus Specificity Debate: How Should It Be Posed?

Week 6

The Media, the Anti-War Movement and the 1960s--discuss *Medium Cool*. K, ch. 3.
Screen *M.A.S.H.* (Altman, 1/25/.70): K, 110-132; recommended reading, B, ch. 3
Before the TV Series: Altman, *M.A.S.H.*, and Vietnam—discuss *M.A.S.H.* SR, 3 (David Cook, "The Auteur Cinema: Directors and Directions in the Hollywood Renaissance"). Before class on Tuesday, see *Patton* (Franklin Schaffner, 4/2/1970)

Week 7

Duelling Wars: World War II versus Vietnam: discuss *Patton*; **FIRST PAPER DUE**
KB, Chapter 19: Whence Creativity? Overlapping and Dual-Aspect Skills and Traits

Alienation, Left Cycles, and Right Cycles in a Time of Political Turmoil

New Perspectives in a New Era--screen *Five Easy Pieces* {Bob Rafelson, 9/11/70); review SR, 3 on Rafelson
BBS and the AFR—discuss *Five Easy Pieces*: recommended reading, B, 116-20. Before class on Tuesday, see *Little Big Man* (Penn, 12/14/70)

Week 8

Revisionist Western, I: Genre as Contemporary Metaphor—discuss *Little Big Man*, review K, pp. 110-115

Sceen *McCabe and Mrs. Miller* (Altman, 6/24/71)
KS, Chapter 20 The Amusement Park Theory of Creativity

Week 9

Revisionist Western, 2—discuss *McCabe and Mrs. Miller*: recommended reading, B, pp. 102-109. Before class on Tuesday, see *Dirty Harry* (Siegel, 12/22/71)
The Right Cycle: *Dirty Harry* and the Right Cycle; SR,4 (Jay Hoberman, "The Legal Vigilante: *Dirty Harry* and Tricky Dicky") KS, Chapter 20: Creativity and Mental Illness

Week 10

The Right Cycle, II: see *The French Connection* (Friedkin, 10/9/1971), review SR 3 on Friedkin
Discuss *The French* Connection and review for midterm.
MIDTERM EXAM

Week 11

Emerging Auteurs in the Early 1970s

Introduce and screen the *The Last Picture Show* (Bogdanovich, 10/2/71)
Discuss Peter Bogdanovich and *The Last Picture Show*: recommended reading, B, ch. 4. Before class the Tuesday, see *The Godfather* (Francis Ford Coppola, 3/24/1972). Because the central concerns of *Play It Again, Sam* (our film for March 11) depend partly on a familiarity with the 1942 classic, *Casablanca,* you might also want to see that Bogart film if you don't already know the film. (NOTE: both films assigned over the weekend often appear on lists of the top ten American films ever.)

Week 12

Coppola, Evans, Brando, and an American Classic--discuss *The Godfather, Part I*; recommended reading B, ch. 5
Woody, Comedy, and the AFR—screen *Play It Again, Sam* (Herbert Ross, 5/4/72)
12: Discuss contemporary romantic comedy, American gender myths, and Play It Again, Sam. Before class on Tuesday, see American Graffiti (Lucas, 8/1/1973)

Week 13

Lucas Makes His First Move to Take Over Hollywood—discuss *American Graffiti*: recommended reading, B, 234-44 and ch. 10.
Another Bonnie and Clyde? Screen *Badlands* (Malick, 10/15/73)
The Philosopher and the Doomed Couple—discuss *Badlands*: recommended reading, B, ch. 8. Before class on Tuesday, see *Chinatown* (Polanski, 6/20/74)

Week 14

RESEARCH PAPER DUE / GROUP PRESENTATIONS

Week 15

Movies and the Feminist Revival: An Early Cinematic Response

Scorsese Moves Out of Little Italy—Screen *Alice Doesn't Live Here Anymore* (Scorsese, 12/9/ 1974)
Discuss Ali*ce Doesn't Live Here Anymore*. K, ch. 4.
GROUP PRESENTATIONS

The End of the American Film Renaissance

SECOND SHORT PAPER DUE
A New Era Forming—screen *Jaws* (Spielberg, 6/20/1975); recommended reading, B, Ch. 9
The AFI Subsides and The Blockbuster Era Emerges: Discuss *Jaws*, Class Summary, and Review
Final Exam, (Thursday) 12:30-2:30 p.m.

Applied Creative Thinking Minor Program Curriculum Objective Map	Objective 1 Vocabulary/ concepts	Objective 2 Evaluate Material	Objective 3 Analyze Strategies Creative Products	Objective 4 Integrative Collaboration	Objective 5 Apply Design of Creative Process	Objective 6 Develop Creative Products
CRE 101: Introduction to Creative Thinking (3 hrs.) **REQUIRED**	✓	✓	✓	✓	✓	✓
CRE 201: Innovation and Creativity (3 hrs.)	✓	✓	✓	✓	✓	✓
CRE 300: Pedagogy of Creativity Studies (3 hrs.)	✓	✓	✓	✓		✓
CRE 301: Texts & Technologies of Creativity (3 hrs.)		✓	✓	✓	✓	✓
CRE 305: Creativity and Research (3 hrs.)		✓	✓		✓	✓
CRE 350: Studio Theory & Practice (3 hrs.)		✓		✓		
CRE 347: Special Topics in Creativity: _____ (3 hrs)	✓	✓	✓			✓
CRE 400: Creative Projects (3 hrs.) **REQUIRED**	✓	✓	✓	✓	✓	✓
CRE 490: Creativity Independent Study (1-3 hrs.)	Independent Study	Independent Study	Independent Study	Independent Study	Independent Study	Independent Study
ART 100: Drawing I					✓	✓
ART 152: Two-Dimensional Design			✓		✓	✓
ART 153: Three-Dimensional Design					✓	✓
ART 164: Concepts of Art and Design		✓				
ART 376: Ceramics for Non-Majors					✓	✓
BEM 305W: Storytelling and Feature Writing						
BEM 353W: Screenwriting						
ENG 311: Early British Literature Survey		✓				
ENG 312: British & American Literature Survey I		✓				
ENG 313: British & American Literature Survey II		✓				
MUH 272: Music Literature			✓			
PUB 415: Public Relations in the Performing Arts			✓	✓		✓
TEC 305: Creative Problem Solving			✓		✓	

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Psychology
	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (full title±)	
	New Minor (Part III)	*Program Title	B.S. in Psychology , Autism/Developmental Disabilities Concentration
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/07/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested:

Add PSY 327 as an option in the Autism/Developmental Disabilities Concentration

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

These changes will better align the curriculum with the department's goal of preparing students for entry into the workforce.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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.

Bachelor of Science (B.S.)
PSYCHOLOGY
CIP Code: 42.0101

MAJOR REQUIREMENTS
A minimum grade of "C" is required in all courses counted toward the major.
Core Courses .....33 hours
PSY 200; PSY 240, 250 or 250W; PSY 258; PSY 340W, 309(4) or 309W(4); PSY 310; PSY 399 or PSY 440; 499(0), and at least 3 hours from each of the following areas:

- Biological Bases of Behavior: PSY 311, 315, or 315L (students in the Substance Abuse or Brain and Cognitive Science Concentrations must select 311 for this group)
- Cognition/Learning: PSY 317/317L, 322, or 333.
- Developmental: PSY 312, 314, or 316 (students in the Child and Family Psychology must select 312; students in the Psychology of the Workplace Concentration must select either 314 or 316; students in the Art Therapy Concentration must select 312.)
- Social/Personality: PSY 300, 305, or 308 (students in the Substance Abuse, Autism Spectrum, Forensic, or Workplace, and Art Therapy Concentrations must select 308)
- Skills: PSY 318, 319, 399, 405, 406 or 327, 490, or 590 (Students in the Substance Abuse Concentration must select 490; students in the Child and Family Concentration must select 406; students in the Workplace or Art Therapy Concentration must select 405)
- Capstone: 349 (3 hours), 400, 419, or 579

Concentrations (Students may choose one or more concentrations. Those who do not choose one will be placed in the General Concentration.):
Psychology (General).....9 hours
9 hours of psychology electives. At least 3 hours must be numbered 400 or above. (PSY 280, 402 and 403 may not be used as a psychology elective.)
Art Therapy*.....12 hours
PSY 305, 412, 314 or 316, and one of the following: 406, 408, 476, or 477
Substance Abuse.....12 hours
PSY 305, 405, 406, and 429
Developmental Disabilities/Autism Spectrum Disorders.....12 hours
PSY 312, 406 or 327, 408; PSY 477 or 577.
Forensic Psychology.....12 hours
PSY 300, 305, 314, and 566.
Child and Family Psychology .....12 hours
PSY 314, 405, 408, and one of the following: 318, 321, or 377.
Psychology of the Workplace .....12 hours
PSY 300, 305, 319, and 590.
Brain and Cognitive Sciences.....15-16 hours
PSY 315, 317, and 513; one of the following: PSY 322, 333, or approved 497/597; one of the following: BIO 307, CSC 160, MAT 234(4) or 234H(4), or PHI 352.
Psychiatric Rehabilitation.....15 hours
PSY 337; 349 or 403; 405, 429, and 437.

Free Electives..... 32-39 hours

Curriculum Map for PSY 327

Department SLOs	Course PSY 327
Goal 1: Critical Reading for Independent Learning	
Goal 2: Knowledge of Empirically Generated Psychological Content	R
Goal 3: Information Literacy	R
Goal 4: Interpersonal Competency	R
Goal 5: Professional Development	B

I=Introduced R=Reinforced B=Both

More information:

Department SLOs	
Goal 1: Critical Reading for Independent Learning	
Goal 2: Knowledge of Empirically Generated Psychological Content	Students will recall and explain empirically generated content related to psychological content (foundational concepts and behavior change strategies in applied behavior analysis). *Assessment*: Weekly Quizzes; Weekly Discussions; Weekly Reaction Assignments; Mastery of the knowledge required by Behavior Analyst Certification Board's Registered Behavior Technician Task List
Goal 3: Information Literacy	Students will be able to recognize when information is needed and have the ability to locate, evaluate, and effectively use the needed information. Students will be able to generate new information using scientific inquiry. *Assessment*: APA style citations on weekly discussions; Empirical source requirement for final video project
Goal 4: Interpersonal Competency	Students will demonstrate competence in written and verbal skills. Students will demonstrate the ability to work collaboratively with others. Students will recognize the value of diverse perspectives and experiences.

	Assessment: Weekly reaction paper assignments; student-narrated video project; weekly discussions and debates;
Goal 5: Professional Development	Students identify realistic career options. Students articulate how their personality, skills, interests, and values match their career options. Students will demonstrate professionally relevant skills. Students will apply course content to business, education, healthcare, and other workplace settings. *Assessment:* Weekly quiz and writing assignment on Professional Conduct and Scope of Registered Behavior Technician Practice.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Psychology
X	New Course (Parts II, IV)	College	CLASS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	PSY 327
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Applied Behavior Analysis for Behavior Technicians
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/07/20	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

A. 1. Specific action requested: Create a new course designed to prepare students to become Registered Behavior Technicians.

A. 2. Proposed Effective Academic Term:

Fall, 2021

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

B. The justification for this action:

PSY 327 will provide students with the theoretical knowledge and practical skills to apply for the Registered Behavior Technician credential. RBTs can work in a variety of settings at the Bachelor's level and there is a strong demand for their skills in the job market.

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

Personnel Impact: This course will replace a course that is already in the PSY major curriculum

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Satisfactory

Library Resources: Satisfactory

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

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

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

New or Revised* Catalog Text

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

PSY 327 Applied Behavior Analysis for Behavior Technicians. (3) A. Prerequisite: PSY 200 or departmental approval. Introduction to the principles and practices of applied behavior analysis that provides students with the theoretical knowledge and practical skills to apply for the Registered Behavior Technician credential.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
PSY	327	Fall 2021	BT ____ HS ____ CL X JS ____ ED ____ SC ____	PSYC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 41

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ____ JR ____ SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
Thesis ____	ABA for Behavior Technicians
Internship ____	
Independent Study ____	
Practicum ____	

CoRequisites and Prerequisites ****See definitions on following page****

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	PSY 200 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 will not be awarded for both…; or formerly…)

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

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
PSY 327 Applied Behavior Analysis for Behavior Technicians
3 credit hours CRN XXXXX Summer 2021

Instructor: Dr. Myra Beth Bundy	
Office: Cammack 110	Phone: (859) 622-1105
E-mail: myrabeth.bundy@eku.edu	

Welcome to this introductory class in applied behavior analysis!

Catalog Description

PSY 327 Applied Behavior Analysis for Behavior Technicians. (3) A. Prerequisite: PSY 200 or departmental approval. Introduction to the principles and practices of applied behavior analysis that provides students with the theoretical knowledge and practical skills to apply for the Registered Behavior Technician credential.

This training program is based on the RBT Task List (2nd ed.) and is designed to meet the 40-hour training requirement for RBT certification. The program is offered independent of the BACB.

Student Learning Outcomes and their Assessment.

Students will differentiate various behavioral measurement procedures.

Students will define and summarize assessment procedures appropriate for the Registered Behavior Technician level.

Students will identify and compare Registered Behavior Technician level skill acquisition programs.

Students will reflect on their progress in implementing ABA-related skills.

Students will identify essential components associated with behavior reduction and demonstrate knowledge and skills needed to implement appropriate interventions.

Students will demonstrate professional skills involving seeking supervision, documentation, professional communication, professional conduct, and upholding client dignity.

(**Assessed via weekly quizzes, reaction papers/activities, message board participation, videoed mini-presentation, proctored final exam)**

The following specific BACB RBT Task list skills will be addressed by this class:

Define, identify, and provide examples for the following concepts and skill areas

Measurement

Prepare for data collection.
Implement continuous measurement procedures (e.g., frequency, duration).
Implement discontinuous measurement procedures (e.g., partial & whole interval, momentary time sampling).
Implement permanent-product recording procedures.
Enter data and update graphs.
Describe behavior and environment in observable and measurable terms.

Assessment

Conduct preference assessments.
Assist with individualized assessment procedures (e.g., curriculum-based, developmental, social skills).
Assist with functional assessment procedures.

Skill Acquisition

Identify the essential components of a written skill acquisition plan.
Prepare for the session as required by the skill acquisition plan.
Use contingencies of reinforcement (e.g., conditioned/unconditioned reinforcement, continuous/intermittent schedules).
Implement discrete-trial teaching procedures.
Implement naturalistic teaching procedures (e.g., incidental teaching).
Implement task analyzed chaining procedures.
Implement discrimination training.
Implement stimulus control transfer procedures.
Implement prompt and prompt fading procedures.
Implement generalization and maintenance procedures.
Implement shaping procedures.
Implement token economy procedures.

Behavior Reduction

Identify essential components of a written behavior reduction plan.
Describe common functions of behavior.
Implement interventions based on modification of antecedents such as motivating operations and discriminative stimuli.
Implement differential reinforcement procedures (e.g., DRA, DRO).
Implement extinction procedures.

Implement crisis/emergency procedures according to protocol.

Documentation and Reporting

Effectively communicate with a supervisor in an ongoing manner.
Actively seek clinical direction from supervisor in a timely manner.
Report other variables that might affect the client in a timely manner.
Generate objective session notes for service verification by describing what occurred during the sessions, in accordance with applicable legal, regulatory, and workplace requirements.
Comply with applicable legal, regulatory, and workplace data collection, storage, transportation, and documentation requirements.

Professional Conduct and Scope of Practice

Describe the BACB's RBT supervision requirements and the role of RBTs in the service-delivery system.
Respond appropriately to feedback and maintain or improve performance accordingly.
Communicate with stakeholders (e.g., family, caregivers, other professionals) as authorized.
Maintain professional boundaries (e.g., avoid dual relationships, conflicts of interest, social media contacts).
Maintain client dignity

Add/Drop deadline: XXXXX
Deadline for online withdraw from class (no fee): XXXXX
Last day to withdraw from class (with fee): XXXXX

Course Access: Students can access the course at Blackboard (https://learn.eku.edu/webapps/portal/frameset.jsp) by clicking a link to "**PSY 327 Applied Behavior Analysis.**" course. For technical support for Blackboard, contact EKU Blackboard Help (http://bbhelp.eku.edu/).

Required Textbook and Resources:

- Diaz, Y. & Claudio, P. (2020). *The RBT Book: A Comprehensive Instructional Manual for Registered Behavior Technicians (RBT) Working in ABA,* 305 Publishing, Inc.

- Behavior Analyst Certification Board. (2018). *RBT Ethics Code.* Retrieved from https://www.bacb.com/wp-content/uploads/2020/05/RBT-Ethics-Code_190227.pdf

- Behavior Analyst Certification Board (2018). *RBT Task List (2nd Edition).* Retrieved from https://www.bacb.com/wp-content/uploads/2020/05/RBT-2nd-Edition-Task-List_181214.pdf

- Behavior Analyst Certification Board (2020). *RBT Resources*. Retrieved from https://www.bacb.com/rbt/

- Access to Blackboard
- EKU official e-mail account
- High-speed Internet connection
- Microsoft Office 365
- PDF reader (i.e., Adobe Reader)
- Webcam and Microphone
- Video and audio via Flash or HTML5

Classroom Behavior and Respect: As in a traditional face-to-face class, it is important that we respect each other's learning environment. Please refer to "Netiquette Guide" in Week 1.

Communication:

Blackboard Course Announcement

All course-related announcements (i.e., change in schedule, additional resources posted) will be found on Blackboard. Students are encouraged to check Announcements of PSY 327 Blackboard site daily.

Blackboard Water Cooler

Please post questions regarding course requirements and procedures under the water cooler forum on Blackboard Discussion.

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.

Instructor Accessibility

The best way to reach the instructor is through emails. Instructor will normally respond to students' email within 36 hours Monday through Friday (except for holidays and university breaks).

Course Requirements:

These include discussion board participation, weekly quizzes, weekly reaction papers/activities, a videoed mini-presentation, and a cumulative final exam.

1. 8 Weekly Quizzes: Quizzes will be a combination of multiple choice (approximately fifteen one point items) and short answer/essay (approximately five 2 point questions) format and will cover the class material for each week. Length will be approximately 20 questions. Weekly quizzes may be taken "open book/note" but no assistance may be provided from another person.

2. Online Proctored Final Exam: Your final exam will be a combination of multiple choice and short answer/essay format and will cover the class material. Final exam is cumulative and is required for all students. Final exam will be "closed book/note" and no assistance may be given from any person or source. 80 multiple choice questions (1 point each) and 8 short essays (2 points each).

   See the following for more information about setting up proctoring with Examity. There is a cost associated with this proctoring service.

   http://bbhelp.eku.edu/what-are-technical-requirements-and-costs-examity-proctoring

3. 8 weeks of Discussion Board Participation. This will include questions to answer, questions to ask, posts about other students' comments, posts about relevant things found, etc. The assignment will be posted on Blackboard on Sunday and be due the following Saturday.

   Discussion board entries will be scored based on relevance and quality. Students must post 2 times each week and on two different dates within the week. Students must also include one APA style citation with one of their posts. Points may be deducted for the following:

   - Not doing the assignment.
   - Not addressing the assignment's question or issue, but rather writing about other, not relevant things.
   - Excessive grammatical or writing mistakes.
   - Short or detail-lacking writing.
   - No posts on 2 separate days
   - No APA style citation (both in text and at the bottom of the post a la reference page style)

   All entries will be scored on a scale of 0-10.

4. Reaction Papers/Activities. These writing assignments will vary weekly by reading assignment and topic and on average will be about 1 single spaced typewritten page in length. You will use at least one scientific/professional source as a reference and note this in correct APA style. We will also incorporate cumulative practice with our concepts as we revisit this class' guiding questions in each week's reaction. You will be able to add new context and new depth to our answers as we proceed through class.

5. Videoed Mini Presentation. During Week 7, students will present a 3 minute video presentation creatively and clearly defining one behavior concept and principle (from the RBT task list and the objectives of this course) of their choice. This could be the

principle that was most challenging for the student, the one they feel they will most frequently utilize, the most interesting principle/concept, etc.

6. Collaborate Review Sessions on Bb: Each week the course instructor and/or course facilitators will hold a weekly review session to help get you get ready for the weekly quiz. You are required to attend either one of the live sessions offered each week or to view the recording of that session. Live attendees will automatically receive credit. If you view a recording, you'll receive credit through entering a password.

7. Extra Credit: Each week, you can earn up to 1 point of extra credit for each definition/explanation list you complete for the RBT task list items assigned for the module. See Bb modules for the weekly lists. These could be useful to save for use in review for the RBT exam.

   *Students will be eligible for this extra credit opportunity for a specific module **if and only if** they complete all other class assignments for the module on time.*

Additional Teaching Features:

In addition to the required and evaluated aspects of this course, various resources will be provided for your learning and studying purposes, including video presentations by Dr. Bundy to help you review some of the big ideas for each week's content. You'll have opportunities to practice answering multiple choice quiz questions about each module's material as we go through the study week. You'll be able to answer these questions multiple times with an aim of reaching 100%.

Evaluation Methods and Relative Weight of Each Course Requirement:

Component	Points Each	Total Points
8 Quizzes	25	200
Final Exam	96	96
Discussion Board Participation (10 points per week @ 8 weeks.)	10	80

8 Reaction Papers/Activities	20	160
Videoed Mini-Presentation	24	24
8 Weekly Bb Collaborate Review Sessions: Attend or View	5	40
Total		600

Final Grade:
Grading Scale:
A = 90% (540 points); B = 80% (480 points); C = 70% (420 points); D = 60% (360 points); F = Less than 60% (less than 360).

Policies

Accessibility Accommodation

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity

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

Discrimination, harassment, or violence will not be tolerated at EKU.

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. It also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you share information that indicates that you have witnessed or experienced such behavior, that information will have to be provided to University officials; consider this in choosing what information you post. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://www.titleix.eku.edu for resources.

Attendance Policy

As this is an online course, "attendance" includes completing all assignments by their due dates.

Standards for Written Assignments

The official University policy is as follows:

Students in all psychology courses are expected to use correct grammar, spelling and composition in written assignments. These elements of writing will be taken into consideration in grading all out-of-class writing assignments. If you would like free help with your writing, you may visit the Noel Studio, in the Library: The Noel Studio for Academic Creativity is a free resource for the EKU 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.eku.edu/ or call 859-622-6229.

Policy Regarding Late Assignments. Assignment due dates are noted on the schedule in this syllabus and in Blackboard. Please note that all assignments are due by the due date. Late assignments will not be accepted. This is not a self-paced course. Assignments and learning modules will appear each week on Sundays at 8 am and will disappear at the course deadline of **noon** on Saturdays.

Student Progress. Grades will be entered into Blackboard as they are received. Thus, you can check your progress at any time. If you have any questions, please ask!

Behavior Technician work. Some students may be working as behavior technicians while taking this course. It is important to note that you are not a representative of Eastern Kentucky University while working in the field.

Course Schedule

	Book Chapter, Topic/Events (All weeks will have additional powerpoints, instructional videos, or media pieces on Blackboard.)
Week One / Module One	Topics/Readings/Viewings: • Introduction to the Course • Behavior Analysis Certification Board Credentials • 7 Dimensions of Applied Behavior Analysis • Diaz and Claudio Chapters 1 and 2 • Behavior Analyst Certification Board (2018). *RBT Task List (2nd Edition).* Retrieved from https://www.bacb.com/wp-content/uploads/2020/05/RBT-2nd-Edition-Task-List_181214.pdf Assignments: • Discussion Board Posts • Quiz 1 • Reaction Assignment 1
Week Two/Module Two	Topics/Readings/Viewings: • ABA Basic Terms, Concepts, and Principles • Diaz and Claudio Chapter 3 Assignments • Discussion Board Posts • Reaction Assignment 2 • Quiz 2

	Book Chapter, Topic/Events (All weeks will have additional powerpoints, instructional videos, or media pieces on Blackboard.)
Week Three / Module Three	Topics/Readings/Viewings: • Measurement Prepare for data collection. Implement continuous measurement procedures (e.g., frequency, duration). Implement discontinuous measurement procedures (e.g., partial & whole interval, momentary time sampling). Implement permanent-product recording procedures. Enter data and update graphs. Describe behavior and environment in observable and measurable terms. • Diaz and Claudio Chapter 4 Assignments • Discussion Board Posts • Reaction Assignment 3 • Quiz 3
Week Four / Module Four	Readings/Viewings: • Assessments Conduct preference assessments. Assist with individualized assessment procedures (e.g., curriculum-based, developmental, social skills). Assist with functional assessment procedures • Diaz and Claudio Chapter 5 Assignments • Discussion Board Posts • Reaction Assignment 4 • Quiz 4

	Book Chapter, Topic/Events (All weeks will have additional powerpoints, instructional videos, or media pieces on Blackboard.)
Week Five / Module Five	Topics/Readings/Viewings: • Skill Acquisition Identify the essential components of a written skill acquisition plan. Prepare for the session as required by the skill acquisition plan. Use contingencies of reinforcement (e.g., conditioned/unconditioned reinforcement, continuous/intermittent schedules). Implement discrete-trial teaching procedures. Implement naturalistic teaching procedures (e.g., incidental teaching). Implement task analyzed chaining procedures. Implement discrimination training. Implement stimulus control transfer procedures. Implement prompt and prompt fading procedures. Implement generalization and maintenance procedures. Implement shaping procedures. Implement token economy procedures. • Diaz and Claudio Chapter 6 Assignments • Discussion Board Posts • Reaction Assignment 5 • Quiz 5 • Choose your concept/principle for your mini-presentation!
Week Six	Topics/Readings/Viewings: • Behavior Reduction Identify essential components of a written behavior reduction plan. Describe common functions of behavior. Implement interventions based on modification of antecedents such as motivating operations and discriminative stimuli. Implement differential reinforcement procedures (e.g., DRA, DRO). Implement extinction procedures. Implement crisis/emergency procedures according to protocol. • Diaz and Claudio Chapter 7 Assignments • Discussion Board Posts • Reaction Assignment 6 • Quiz 6

	Book Chapter, Topic/Events (All weeks will have additional instructional videos, powerpoints, or media pieces on Blackboard.)
Week Seven	Topics/Readings/Viewings: • Documenting and Reporting Effectively communicate with a supervisor in an ongoing manner. Actively seek clinical direction from supervisor in a timely manner. Report other variables that might affect the client in a timely manner. Generate objective session notes for service verification by describing what occurred during the sessions, in accordance with applicable legal, regulatory, and workplace requirements. Comply with applicable legal, regulatory, and workplace data collection, storage, transportation, and documentation requirements • Diaz and Claudio Chapter 8 Assignments • Discussion Board Posts • Reaction Assignment • Videoed behavior concept/principle mini-presentation • Quiz 7
Week Eight	Topics/Readings/Viewings: • Professional Conduct and Scope of Practice Describe the BACB's RBT supervision requirements and the role of RBTs in the service-delivery system. Respond appropriately to feedback and maintain or improve performance accordingly. Communicate with stakeholders (e.g., family, caregivers, other professionals) as authorized. Maintain professional boundaries (e.g., avoid dual relationships, conflicts of interest, social media contacts). Maintain client dignity • Behavior Analyst Certification Board. (2018). *RBT Ethics Code.* Retrieved from https://www.bacb.com/wp-content/uploads/2020/05/RBT-Ethics-Code_190227.pdf • Diaz and Claudio Chapter 9 Assignments • Discussion Board Posts • Quiz 8 • Reaction Assignment • Online Proctored Final Exam

EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

College of Science
Office of the Associate Dean
Academic and Student Affairs
karin.sehmann@eku.edu

1228 Science Building
521 Lancaster Avenue
Richmond, KY 40475-3102
(859) 622-8140

TO: Council on Academic Affairs

FROM: Dr. Karin Sehmann, Associate Dean, College of Science

DATE: 2/2/21

SUBJECT: College of Science curriculum proposals for consideration at CAA on February 18

Substantial Agenda Proposals

College of Science
- SCO 349, Applied Learning in Science, new course
- SCO 349 A-N Cooperative Study, Science, new course

Department of Biological Sciences
- BS Wildlife Management; program revision

Department of Chemistry
- New course FOR 431 and 431L: DNA Profiling
- FOR 330 Bloodstain Pattern Analysis, new course
- FOR 432 Forensic Serology, new course
- FOR 401 Forensic Professional Practice, course revision
- Forensic Science BS; Program revision
- 3+2 Forensic Science/Chemistry; Program revision
- 3+2 Chemistry; Program revision

Department of Computer Science
- BS Computer Science; program revision
- CSC 338 Fundamentals of Cybersecurity, new course

Department of Geosciences
- BS Geographic Information Science, program suspension

Department of Mathematics and Statistics
- BS Mathematics, program revision
- BS Statistics, program revision
- MA in Applied Mathematics; program revision
- Applied Data Science Certificate; program revision

DSC 390 Sports Analytics, New course
DSC 580 R and Introductory Data Mining New course
DSC 780 R and Introductory Data Mining New course
STA 580 R and Introductory Data Mining course revision
STA 780 R and Introductory Data Mining Course revision
MAT 111A Quantitative Support for Math 112A; new course
MAT 111B Quantitative Support for Math 112B; new course

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	College of Science
X	New Course (Parts II, IV)	College	College of Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	SCO 349
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Applied Learning in Science
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	NA	Council on Academic Affairs	
College Curriculum Committee	1/25/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create an applied learning course

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

Students in prehealth majors and certain certificates do not have access to an applied learning course. These students often must prove they have experience for professional school admissions.

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

Personnel Impact: NA, a college staff member will supervise.

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.)

SCO 349 Applied Learning in Science. (.5-8) A. Prerequisite: departmental approval. Work in placements related to academic studies. .5-8 hours credit per semester or summer. Total hours: 8 . A minimum of 80 hours of employment required for each semester hour of academic credit.

Part III. Recording Data for Revised or Suspended Program

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

Revised* Program Text

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
SCO	349	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 8
.5-8	Lecture ____ Laboratory ____ Other X	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)
C	1	M	FR ____ JR ____ SO ____ SR ____

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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.	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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
College of Science

SCO 349 Syllabus

I. Course Number and Title: SCO 349 Applied Learning in Science

II. Course Description: SCO 349 Applied Learning in Science. (.5-8) A. Pre-requisite: departmental approval. Work in placements related to academic studies. .5-8 hours credit per semester or summer. Total hours: 8 . A minimum of 80 hours of employment required for each semester hour of academic credit.

III. Course Text: No text required.

IV. Student Outcomes:

1. Evaluate possible careers in science fields.
2. Describe the qualifications, specific job requirements, and working conditions for positions in a science field.
3. Compare university coursework to its applications in a job setting.
4. Network with professionals in science careers.
5. Use appropriate communication skills with employers and clients.

V. **Evaluation Methods/Assessment**

A 90 – 100%
B 80 – 89%
C 70 – 79%
D 60 – 69%
F Below 60%

Evaluation will be based on assignments and meetings scheduled throughout the semester. All internship hours must be completed prior to receiving a grade.

VI. **Student Progress:**

Students' progress will be measured by the above method. A midterm grade will be assigned and students will be notified in writing concerning progress throughout the semester.

VII. **Attendance Policy:**

Students are expected to fulfill the internship schedule as agreed upon. The student must notify their employer and instructor of any absence. Assignments must be completed on time and meetings scheduled with the course supervisor.

VIII. Notification of Last Day to Drop Course

Students should note Colonel's Campus for dates

IX. Disabilities Accommodation Statement

Accessibility Accommodation Statement

The University strives to make all learning experiences as accessible as possible. If you are registered with the Center for Student Accessibility (CSA), please request your accommodation letter from the CSA. CSA will transmit your letter to the course instructor(s). It is recommended that you discuss the accommodations needed with your instructor(s).

If you believe you need an accommodation and are not registered with the CSA, please contact CSA in 361 Whitlock Building by email at accessibility@eku.edu or by telephone at (859) 622-2933.

A student with a disability may be an individual with a physical or psychological impairment that substantially limits one or more major life activities, to include, but not limited to: seeing, hearing, communicating, interacting with others, learning, thinking, concentrating, sitting, standing, lifting, performing manual tasks and working.

Additionally, pregnancy accompanied by a medical condition(s), which causes a similar substantial limitation, may also be considered under the Americans with Disabilities Act Amendments Act (ADAAA).

Upon individual request, this syllabus can be made available in an alternative format.

X. Student 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 the policy website. Questions regarding the policy may be directed to the Office of Academic Integrity.

For current University policies and regulations, please go to EKU's Policy Website.

Non-Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free

campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires faculty members to report any information that may indicate that discrimination, harassment, or violence has affected any member of the University community. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/ for resources. The Non-Discrimination and Harassment policy is available here and questions regarding the policy may be directed to the Chief Equity Officer and Title IX Coordinator.

XI. Policies and Procedures:

Please refer to the Internship Manual and the EKU Supervisor for information. All documents and due dates are posted on Blackboard.

1/25/2Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	College of Science
X	New Course (Parts II, IV)	College	College of Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	SCO 349 A-N
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Cooperative Study: Science
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	NA	Council on Academic Affairs	
College Curriculum Committee	1/25/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create cooperative learning course

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

Students in prehealth majors and certain certificates do not have access to coop. These students often must prove they have experience for professional school admissions.

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

Personnel Impact: NA, a college staff member will supervise.

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.
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New or Revised* Catalog Text

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

SCO 349 A-N Cooperative Study: Science. (.5-8) A. Prerequisite: departmental approval. Work in placements related to academic studies. .5-8 hours credit per semester or summer. Total hours: 8. A minimum of 80 hours of employment required for each semester hour of academic credit.

Part III. Recording Data for Revised or Suspended Program

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

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
SCO	349 A-N	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 8
.5-8	Lecture ____ Laboratory ____ Other X	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)
C	1	M	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	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 will not be awarded for both…; or formerly…)

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

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9) Element 2 (3) Element 3 (6) Element 4 (6) Element 5 (6) Element 6 (6) Wellness

1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
College of Science

SCO 349 A-N Syllabus

I. Course Number and Title: SCO 349 A-N – Cooperative Study in Science

II. Course Description: SCO 349 A-N Cooperative Study: Science. (.5-8) A. Pre-requisite: departmental approval. Work in placements related to academic studies. .5-8 hours credit per semester or summer. Total hours: 8 . A minimum of 80 hours of employment required for each semester hour of academic credit.

III. **Course Text:** No text required.

IV. Student Outcomes:

1. Evaluate possible careers in science fields.
2. Describe the qualifications, specific job requirements, and working conditions for positions in a science field.
3. Compare university coursework to its applications in a job setting.
4. Network with professionals in science careers.
5. Use appropriate communication skills with employers and clients.

V. **Evaluation Methods/Assessment**

A 90 – 100%
B 80 – 89%
C 70 – 79%
D 60 – 69%
F Below 60%

Evaluation will be based on assignments and meetings scheduled throughout the semester. All coop hours must be completed prior to receiving a grade.

VI. **Student Progress:**

Students' progress will be measured by the above method. A midterm grade will be assigned and students will be notified in writing concerning progress throughout the semester.

VII. **Attendance Policy:**

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VIII. Notification of Last Day to Drop Course

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IX. Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

For current University policies and regulations, please go to EKU's Policy Website.

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.

EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:

Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

XI. Policies and Procedures:

Please refer to the Internship Manual and the EKU Supervisor for information. All documents and due dates are posted on Blackboard.

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

Part I

(Check one)		Department Name	Biological Sciences
	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Wildlife Management
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	Nov. 11, 2020	Council on Academic Affairs	
College Curriculum Committee	1/25/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

- Require students pursuing an undergraduate degree in Wildlife Management to take the class 'WLD 588 Fire Ecology and Management (1 cr)' and dropping CHE 102/CHE 102L from the curriculum.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

B. The justification for this action:

- A procedure commonly used by state, federal, and nongovernmental agencies responsible for managing animal and plant populations is prescribed fire ((sometimes called a "controlled burn" or "prescribed burn"; a planned and controlled fire used to meet management objectives). Having knowledge of what it takes to plan and execute a prescribed fire, and obtaining experience working with an agency conducting a controlled burn, are skills highly valued by resource management agencies looking to fill job vacancies.
- Recent changes by The Wildlife Society (the professional organization for wildlife biologists) in the wildlife biologist certification program allows the use of geography courses for meeting the nine hour Physical Science courses requirement for certification. By dropping CHE 102/CHE 102L and using GEO 210 Introduction to Physical Geography (a class already required in the wildlife program), three credit hours can be added to the wildlife degree program's free electives category. Data obtained from senior exits surveys over the last 2.5 years has revealed 40% of the students obtaining a degree in Wildlife Management transferred to EKU. Expanding the number of free electives should enhance the opportunity for transfer students to matriculate in a four year time frame.

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

Personnel Impact: None; WLD 588 has been previously offered as a Special Topics class; the personnel qualified to teach the course are already part of the Biology Department's faculty.

MAJOR REQUIREMENTS

Core Courses……..~~50~~ 51 hours

BIO 111 (4), 112 (4), 316 (4), 318 (4), 319 (4); 335 or 536; 495 (1), 532, 557; 558 or 561; WLD 381, 382 (4), 489W, 585, 586 (4), 588(1).

Supporting Course Requirements ……~~14-16~~ 10-12 hours

AGR 215 (AGR 216 not required), CHE 101/101L (4) (G Element 4), ~~102/102L (~~4); MAT 120 (G Element 2) or higher ~~211 (G Element 2) or 234 (4) (G Element 2), or 234H (G Element 2~~); GEO 210 (G Element 4), 353; STA 215 (G Element 2) or STA 270 (4) (G Element 2).

G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

Concentration Requirements (must select at least one; courses used for one concentration may not count toward another concentration):

Game Management……15 hours

AGR 115 (2); BIO 553, 554; WLD 583, 584(4)

Conservation Management……15 hours

BIO 520, two courses from BIO 553, 554, or 556; and two courses from GEO 325, GEO 453, WLD 587.

Free Electives……~~2-4~~ 5-7 hours

TOTAL HOURS TO COMPLETE DEGREE……120 HOURS

Principles of Ecology:

1) Community Dynamics
2) Population Dynamics
3) Ecosystem Dynamics
4) Evolution, Adaptation, & Natural Selection
5) Conservation of Biodiversity (Genes to Species)
6) Edge Effects & Ecotones
7) Disturbance Ecology & Forest Succession
8) Ecological Invasion
9) Aquatic Systems
10) Landscape Ecology
11) Disease Ecology
12) Natural History of Plants
13) Natural History of Animals

Course title		Principles												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Cell and Molecular Biology	BIO 111	.	.	.	I	.	.	.	.	.	.	.	.	.
Ecology and Evolution	BIO 112	I	I	I	I	I	.	I	I	I	.	I	.	.
Ecology	BIO 316	R	R	R	R	R	R	R	.	R	.	.	.	.
Botany	BIO 318	.	R		R	.	.	.	.	.	.	.	I	.
Zoology	BIO 319	.	.	.	R	R	.	.	.	.	.	.		I
Plant Systematics	BIO 335	.	.	.	.	.	.	.	.	.	.	.	M	.
Evolutionary Theory and Appl.	BIO 495	.	.	.	M	R	.	.	R	.	I	R	.	.
Invasive Species	BIO 520	R	R	R	R	R	.	R	M	R	.	R	R	.
Conservation Biology	BIO 532	.	R	R	R	M	M	R	R	R	M	R	R	R
Dendrology	BIO 536	.	.	.	.	.	.	.	.	.	.	.	M	.
Mammalogy	BIO 553	.	.	.	.	.	.	.	.	.	.	.	.	M
Ornithology	BIO 554	.	.	.	.	.	.	.	.	.	.	.	.	M
Herpetology	BIO 556	.	.	.	.	.	.	.	.	.	.	.	.	M
Ichthyology	BIO 557	.	.	.	.	.	.	.	.	.	.	.	.	M
Freshwater Ecology	BIO 558	R		R	.	R	.	.	R		.	.	.	R
Fisheries	BIO 561		R		.	.	.	.	.	I	.	.	.	R
Law	WLD 380	.	.	.	.	I	.	.	.	.	.	.	.	.
Prin Mgmt	WLD 381	I	I	.	I	I	I	I	I	I	I	.	.	R
Pop Anal	WLD 382	R	M	.		R	R	R	R	.	R	.	R	R
Res/Writing	WLD 489	.	.	.	.	.	.	.	.	.	.	.	.	.
Game Spp	WLD 583	R	R	R		.	M	M	.	.	.	.	.	R
Upland	WLD 584	R	R	.	R	R	R	R	.	.	.	.	R	R
Policy/Adm	WLD 585	.	.	.	.	R	.	.	.	.	.	.	.	R
Wetland	WLD 586	R	.	R	R	.	R	.	.	R	.	R	R	R
Urban	WLD 587	R	R	.	R	R	R	R	R	.	.	.	.	R
Fire Ecology and Mgmt	WLD 588	R	.	R	·	R	R	R	R	·	R	·	R	R
Topics	WLD 599	.	.	.	.	.	.	.	.	.	.	.	.	.

Principles of Management:

1) Animal Damage Control
2) Behavior & Mgmt of Migratory Spp
3) Big Game Considerations
4) Endangered Spp Considerations
5) Farming & Range Management
6) Habitat Assessment
7) Harvest Theory
8) Human Dimensions
9) Nongame Considerations
10) Silviculture (Fire & Logging Prescription)
11) Upland Game Considerations
12) Urban Considerations
13) Wetland & Waterfowl Considerations

Course title		Principles of Management												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Cell and Molecular Biology	BIO 111	.	.	.	.	.	.	.	.	.	.	.	.	.
Ecology and Evolution	BIO 112	.	.	.	.	.	.	.	.	.	.	.	.	.
Ecology	BIO 316	.	.	.	.	.	.	.	.	.	.	.	.	.
Botany	BIO 318	.	.	.	.	.	.	.	.	.	.	.	.	.
Zoology	BIO 319	.	.	.	.	.	.	.	.	.	.	.	.	.
Plant Systematics	BIO 335	.	.	.	.	.	.	.	.	.	.	.	.	.
Evolutionary Theory and Appl.	BIO 495	.	.	.	R	.	.	.	.	.	.	.	.	.
Invasive Species	BIO 520	.	.	.	R	R	.	.	.	.	.	.	R	.
Conservation Biology	BIO 532	.	.	.	M	.	.	R	R	M	R	.	.	.
Dendrology	BIO 536	.	.	.	.	.	.	.	.	.	.	.	.	.
Mammalogy	BIO 553	.	.	.	.	.	.	.	.	.	.	.	.	.
Ornithology	BIO 554	.	.	.	.	.	.	.	.	.	.	.	.	.
Herpetology	BIO 556	.	.	.	.	.	.	.	.	.	.	.	.	.
Ichthyology	BIO 557	.	.	.	.	.	.	.	.	.	.	.	.	.
Freshwater Ecology	BIO 558	.	.	.	R	.	R	.	.	R	.	.	.	.
Fisheries	BIO 561	.	.	.	I	.	.	R	R	R	.	.	.	.
Law	WLD 380	.	.	.	I	.	.	R	R	.	.	.	.	.
Prin Mgmt	WLD 381	I	I	.	.	I	I	I	I	I	I	.	.	I
Pop Anal	WLD 382	.	R	.	.	.	R	.	.	R	.	.	.	.
Res/Writing	WLD 489	.	.	.	.	.		.	.	.	.	.	.	.
Game Spp	WLD 583	R	R	M	.	M	M	M	R	.	R	R	R	.
Upland	WLD 584	R	.	R	R	R	R	R	R	R	M	M	.	.
Policy/Adm	WLD 585	.	R	.	R	R	.	R	M	R	.	.	.	R
Wetland	WLD 586	R	M	.	R	.	M	R	R	R	.	.	.	M
Urban	WLD 587	M	.	.	.	.	R	.	R	M	.	.	M	.
Fire Ecology and Mgmt	WLD 588	.	.	.	R	R	R	.	R	R	R	R	.	.
Topics	WLD 599	.	.	.	.	.	.	.	.	.	.	.	.	.

Principles of Scientific Investigation and Decision Making:

1) Literature Research
2) Data Analysis
3) Scientific Method
4) Scientific Writing
5) Ethics
6) Adaptive Management Strategies
7) Decision Theory
8) Policy / Laws

		Principles of Scientific Investigation and Decision Making							
Course title		1	2	3	4	5	6	7	8
Cell and Molecular Biology	BIO 111	I	.	.	.	.	.	.	.
Ecology and Evolution	BIO 112	R	I	I	I	.	.	.	.
Ecology	BIO 316	.	R	R	R	.	.	.	.
Botany	BIO 318	R	R	R	R	.	.	.	.
Zoology	BIO 319	.	.	.	.	.	.	.	.
Plant Systematics	BIO 335	.	.	.	.	.	.	.	.
Evolutionary Theory and Appl.	BIO 495	.	.	.	.	.	.	.	.
Invasive Species	BIO 520	R	.	.	.	.	.	.	.
Conservation Biology	BIO 532	R	.	.	.	R	R	R	R
Dendrology	BIO 536	.	.	.	.	.	.	.	.
Mammalogy	BIO 553	.	.	.	.	.	.	.	.
Ornithology	BIO 554	.	.	.	.	.	.	.	.
Herpetology	BIO 556	.	.	.	.	.	.	.	.
Ichthyology	BIO 557	.	.	.	.	.	.	.	.
Freshwater Ecology	BIO 558	.	.	.	.	.	.	.	.
Fisheries	BIO 561	.	.	.	.	.	R	.	R
Law	WLD 380	.	.	.	.	.	.	.	I
Prin Mgmt	WLD 381	.	.	.	.	I	.	.	I
Pop Anal	WLD 382	R	R	R	R	R	R	.	.
Res/Writing	WLD 489	M	M	M	M	.	.	.	.
Game Spp	WLD 583	.	.	.	.	.	.	.	.
Upland	WLD 584	.	.	.	.	.	.	.	.
Policy/Adm	WLD 585	.	.	.	.		R	R	M
Wetland	WLD 586	R	R	R	.	.	M	I	R
Urban	WLD 587	.	.	.	.	.	.	.	.
Fire Ecology and Mgmt	WLD 588	.	.	.	.	R	R	R	R
Topics	WLD 599	.	.	.	.	.	.	.	.

*The schedule below is an **EXAMPLE** of how you can arrange your class schedule.*
Please consult your advisor for specific changes that may need to be made.

	Fall Semester		Spring Semester	
Freshman Year	SCO 100B	1	BIO 111	4
	BIO 112	4	[G] MAT 120, 211, ***or*** 234 (*fulfills Gen. Ed. 2*)	3-4
	[G] CHE 101 (*fulfills Gen. Ed. 4*)	3	Gen. Ed. 1B (*ENG 102*)	3
	CHE 101L	1	Gen. Ed. 3A (*Arts*)	3
	[G] GEO 210 (*fulfills Gen. Ed. 4*)	3	Gen. Ed. 6 (*Diversity*)	3
	Gen. Ed. 1A (*ENG 101*)	3		
	TOTAL	**15**	**TOTAL**	**16-17**
Sophomore Year	AGR 115 *(fall only)*	2	AGR 215 *(AGR 216 Lab not required)*	3
	BIO 318	4	BIO 316	4
	GEO 353	3	BIO 319	4
	STA 215 ***or*** 270	3-4	Gen. Ed. 6 (*Diversity*)	3
	Gen. Ed. 1C (*Oral Comm.*)	3		
	TOTAL	**15-16**	**TOTAL**	**14**
Junior Year	♣ BIO 553 *(fall only)*	3	BIO 335 *(spring only)* ***or*** Gen. Ed. 5A (*History*)	3
	WLD 381 *(fall only)*	3	♣ BIO 558 ***or*** 561 *(spring only)*	3
	WLD 382 *(fall only)*	4	♣ WLD 585 *(spring only)*	3
	Gen. Ed. 5A (*History*) or BIO 536 *(fall only)*	3	Gen. Ed. 5B (*Soc. & Behav. Sci.*)	3
	Free Elective	3	Free Elective	2-4
	TOTAL	**16**	**TOTAL**	**14-16**
Senior Year	BIO 495	1	BIO 532	3
	BIO 557 *(fall only)*	3	BIO 554 *(spring only)*	3
	WLD 583 *(fall only)*	3	WLD 489W *(ACCT)*	3
	WLD 584 *(fall only)*	4	WLD 586 *(spring only)*	4
	WLD 588	1		
	Gen. Ed. 3B (*Humanities*)	3		
	TOTAL	**15**	**TOTAL**	**13**
			TOTAL HOURS TO DEGREE COMPLETION	**120**

* **PREREQUISITES:** *Consult with your advisor and/or the University catalog regarding prerequisites for upper division BIO and WLD courses. ENG 102 and/or 105; GEO 210; GLY 107, 108, 109, 172, and/or 304; MAT 105; STA 215 and/or 270; WLD 381 and/or 382.*

♣ ***500 Level Courses:*** *Approval to enroll in a 500 level course before a student has attained senior status (90 or more hours) requires approval from the dean of the college offering the course.*

Course Number	Course Name
GENERAL EDUCATION & UNIVERSITY REQUIREMENTS *(37)*	
SCO 100B	**Student Success Seminar in Biology** *(1)*
CORE COURSE REQUIREMENTS (51)	
BIO 111	**Cell and Molecular Biology** *(4)*
BIO 112	**Ecology and Evolution** *(4)*
BIO 316	**Ecology** *(4)*
BIO 318	**Botany** *(4)*
BIO 319	**Zoology** *(4)*
BIO 335 *or*	**Plant Systematics** *(3)*
BIO 536	**Dendrology** *(3) (fall only)*
BIO 495	**Evolutionary Application & Theory** *(1)*
BIO 532	**Conservation Biology** *(3)*
BIO 557	**Ichthyology** *(3)*
BIO 558 *or*	**Freshwater Ecology** *(3)*
BIO 561	**Fisheries Biology** *(3)*
WLD 381	**Principles of Wildlife Management** *(3)*
WLD 382	**Wildlife Population Analysis** *(4)*
WLD 489W	**Wildlife Research & Writing** *(3)*
WLD 585	**Wildlife Resource Policy & Admin.** *(3)*
WLD 586	**Wetland Wildlife Management** *(4)*
WLD 588	**Fire Ecology and Management** *(1)*
GAME MANAGEMENT CONCENTRATION REQUIREMENTS *(15)*	
AGR 115	**Operation of Agricultural Equipment** *(2)*
BIO 553	**Mammalogy** *(3) (fall only)*
BIO 554	**Ornithology** *(3) (spring only)*
WLD 583	**Game Species Management** *(3)*
WLD 584	**Upland Wildlife Management** *(4)*
SUPPORTING COURSE REQUIREMENTS (10-12)	
AGR 215	**Principles of Soils** *(3)*
[G] CHE 101	**Introductory Chemistry I** *(3)*
CHE 101L	**Introductory Chemistry Lab I** *(1)*
[G] MAT 120 *or*	**Trigonometry** *(3)*
[G] * MAT 211 *or*	**Calculus with App. for Science** *(3)*
[G] MAT 234	**Calculus I** *(4)*
[G] GEO 210	**Intro. to Physical Geography** *(3)*
*** GEO 353**	**Geographic Information Systems** *(3)*
[G] STA 215 *or*	**Intro. to Statistical Reasoning** *(3)*
[G] * STA 270	**Applied Statistics I** *(4)*
Bracketed items must be taken concurrently.	
FREE ELECTIVES (5-7)	

[G] *Denotes that 3 credit hours from this course are/can be applied to fulfill a Gen. Ed. requirement.*

Upper division courses*: All students are required to have a minimum of 42 hrs. upper division (300 level or above) courses distributed throughout Major/Supporting/Gen Ed/Free Electives categories.*

Refer to the University Catalog at http://www.catalogs.eku.edu/ regarding University and General Education Requirements. All baccalaureate degree seeking students who enter the University are required to successfully complete one writing intensive course following completion of the ENG 102, ENG 105, or HON 102/103. Writing intensive courses are designated with the suffix "W" following the course prefix and number (e.g. HUM 300W).

Applied Critical & Creative Thinking (ACCT) Requirement*: Wildlife Management majors will fulfill ACCT with one of the following: BIO 349, 514, WLD 489W, or HON 420 with a program-approved thesis topic, a program-approved service-learning course, a program-approved undergraduate scholarly or creative activity, or a program-approved study abroad experience. (Credit hours are incorporated into program requirements.)*

*The schedule below is an **EXAMPLE** of how you can arrange your class schedule. Please consult your advisor for specific changes that may need to be made.*

	Fall Semester		Spring Semester	
Freshman Year	SCO 100B	1	BIO 111	4
	BIO 112	4	ᴳ MAT 120, 211, ***or*** 234 (*fulfills Gen. Ed. 2*)	3-4
	ᴳ CHE 101 (*fulfills Gen. Ed. 4*)	3	Gen. Ed. 1B (*ENG 102*)	3
	CHE 101L	1	Gen. Ed. 3A (*Arts*)	3
	ᴳ GEO 210 (*fulfills Gen. Ed. 4*)	3	Gen. Ed. 6 (*Diversity*)	3
	Gen. Ed. 1A (*ENG 101*)	3		
	TOTAL	**15**	**TOTAL**	**16-17**
Sophomore Year	AGR 215 *(AGR 216 Lab not required)*	3	BIO 316	4
	BIO 318	4	BIO 319	4
	GEO 353	3	‡ GEO 325 ***or*** 453	3
	STA 215 ***or*** 270	3-4	Gen. Ed. 6 (*Diversity*)	3
	Gen. Ed. 1C (*Oral Comm.*)	3		
	TOTAL	**16-17**	**TOTAL**	**14**
Junior Year	†♣ BIO 553 *(fall only)* ***or*** Gen. Ed. 5B (*Soc. & Behav. Sci.*)	3	BIO 335 *(spring only)* ***or*** Gen. Ed. 5A (*History*)	3
	WLD 381 *(fall only)*	3	BIO 532 *(spring only)*	3
	WLD 382 *(fall only)*	4	♣ BIO 558 ***or*** 561 *(spring only)*	3
	Gen. Ed. 5A (*History*) or BIO 536 *(fall only)*	3	BIO 554 ***or*** 556 *(spring only)* ***or*** Gen. Ed. 5B (*Soc. & Behav. Sci.*)	3
	Free Elective	2-4	♣ WLD 585*(spring only)*	3
	TOTAL	**15-17**	**TOTAL**	**15**
Senior Year	BIO 495	1	BIO 520 *(spring only)*	3
	BIO 557 *(fall only)*	3	†BIO 554, ***or*** 556	3
	WLD 489W	3	‡ GEO 325, 453, ***or*** WLD 587	3
	WLD 588 *(fall only)*	1	WLD 586 *(spring only)*	4
	Gen. Ed. 3B (*Humanities*)	3		
	Free Elective	3		
	TOTAL	**14**	**TOTAL**	**13**
			TOTAL HOURS TO DEGREE COMPLETION	**120**

* **PREREQUISITES:** *Consult with your advisor and/or the University catalog regarding prerequisites for upper division BIO and WLD courses. ENG 102 and/or 105; GEO 210; GLY 107, 108, 109, 172, and/or 304; MAT 105; STA 215 and/or 270; WLD 381 and/or 382.*

♣***500 Level Courses:*** *Approval to enroll in a 500 level course before a student has attained senior status (90 or more hours) requires approval from the dean of the college offering the course.*

Upper division courses*: All students are required to have a minimum of 42 hrs. upper division (300 level or above) courses distributed throughout Major/Supporting/Gen Ed/Free Electives categories.*

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Course Number	Course Name
GENERAL EDUCATION & UNIVERSITY REQUIREMENTS *(37)*	
SCO 100B	**Student Success Seminar in Biology** *(1)*
CORE COURSE REQUIREMENTS (51)	
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BIO 112	**Ecology and Evolution** *(4)*
BIO 316	**Ecology** *(4)*
BIO 318	**Botany** *(4)*
BIO 319	**Zoology** *(4)*
BIO 335 ***or*** **BIO 536**	**Plant Systematics** *(3) (spring only)* **Dendrology** *(3) (fall only)*
BIO 495	**Evolutionary Application & Theory** *(1)*
BIO 532	**Conservation Biology** *(3) (spring only)*
BIO 557	**Ichthyology** *(3) (fall only)*
BIO 558 ***or*** **BIO 561**	**Freshwater Ecology** *(3) (spring only)* **Fisheries Biology** *(3) (spring only)*
WLD 381	**Principles of Wildlife Management** *(3) (fall only)*
WLD 382	**Wildlife Population Analysis** *(4) (fall only)*
WLD 489W	**Wildlife Research & Writing** *(3)*
WLD 585	**Wildlife Resource Policy & Admin.** *(3) (spring only)*
WLD 586	**Wetland Wildlife Management** *(4)*
WLD 588	**Fire Ecology and Management** *(1) (fall only)*
CONSERVATION MANAGEMENT CONCENTRATION REQUIREMENTS *(15)*	
BIO 520	**Invasive Species Management** *(3)*
†PLUS TWO (2) COURSES selected from:	
BIO 553	**Mammalogy** *(3) (fall only)*
BIO 554	**Ornithology** *(3)*
*** BIO 556**	**Herpetology** *(3)*
‡PLUS TWO (2) COURSES selected from:	
GEO 325	**Environmental Land Use Planning** *(3)*
GEO 453	**Advanced Geographic Information Systems** *(3)*
WLD 587	**Urban Wildlife Management** *(3)*
SUPPORTING COURSE REQUIREMENTS (10-12))	
AGR 215	**Principles of Soils** *(3)*
ᴳ CHE 101	**Introductory Chemistry I** *(3)*
CHE 101L	**Introductory Chemistry Lab I** *(1)*
ᴳ MAT 120 ***or***	**Trigonometry** *(3)*
ᴳ * MAT 211 ***or*** **ᴳ MAT 234**	**Calculus with App. for Science** *(3)* **Calculus I** *(4)*
ᴳ GEO 210	**Intro. to Physical Geography** *(3)*
*** GEO 353**	**Geographic Information Systems** *(3)*
ᴳ STA 215 ***or*** **ᴳ * STA 270**	**Intro. to Statistical Reasoning** *(3)* **Applied Statistics I** *(4)*
FREE ELECTIVES (5-7)	

ᴳ *Denotes that 3 credit hours from this course are/can be applied to fulfill a Gen. Ed. requirement.*

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
X	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	FOR 431
	Hybrid Course ("S," "W")	∗Course Title (full title±)	DNA Profiling
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

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

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

Create new course to replace FOR 331.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

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

NA

B. The justification for this action:

This course replaces the previous course for DNA Profiling (FOR 331). The 400-level course number aligns this foundational course in the forensic biology concentration with similar foundational courses in forensic chemistry concentration and better reflects the level of depth and breadth this course is already being taught at. Additionally, the 400-level clearly identifies DNA Profiling Lab as an upper-level course that meets the new requirement category from our accrediting body, the Forensic Science Education Programs Accreditation Commission (FEPAC), which now requires 6 semester hours in advanced courses specific to forensic biology.

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 431 DNA Profiling. (3) A. Prerequisite: BIO 111(C). Prerequisite or corequisite: CHE 361(C). This course will include topics in forensic DNA profiling; sample collection, DNA extraction, DNA quantitation and amplification. Prepares students for further studies/ career in forensic/molecular biology. Laboratory FOR 431L is optional with this course. Credit will not be awarded for both FOR 331 and FOR 431.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
FOR	431	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory 0 Other 0	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: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 111 (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 361 (C)
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)	
Course Prefix and No.	FOR 331
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Chemistry
FOR 431
CRN: XXXXX, 3 Credit Hours

Course time: **TBA**
Course location: 5102

Instructor: Dr. Jamie Fredericks **Office hours**: TBA
Office Location: NSB 5134
Office phone: 859-622-7462
Email address: Jamie.fredericks@eku.edu

Catalog course description

FOR 431 DNA Profiling. (3) A. Prerequisite: BIO 111 (C or better for each course); STA 270. Forensic DNA profiling; sample collection, DNA extraction, DNA quantitation and amplification. Prepares students for further studies/career in forensic/molecular biology.

Required materials

1. Li, R (2015). Forensic Biology, 2nd Edition. New York: CRC Press

Recommend/supporting Materials

1. Butler, J (2005). Forensic DNA typing: Biology, Technology, and Genetics of STR markers. New York: Elsevier: Academic Press.
2. Butler, J (2014). Advanced Topics in Forensic DNA Typing: Methodology. New York: Elsevier: Academic Press.
3. Butler, J (2014). Advanced Topics in Forensic DNA Typing: Interpretation. New York: Elsevier: Academic Press.

Student Learning Outcomes

This course is designed to give students a comprehensive understanding of forensic DNA profiling; how DNA evidence is collected, processed, and presented in legal settings.

FOR 431: DNA profiling

Upon completion of FOR 431, DNA profiling, the student will be able to:

1. Appreciate the history of DNA profiling and how the significant contributions of researchers/scientists have influenced the way DNA profiles are generated today.
2. Understand the core concepts of DNA and genetics, including, the structure of DNA, the cell cycle (mitosis and meiosis) and Mendel Laws that defines DNA profiling.
3. Recognize potential DNA samples at crime scenes and determine the appropriate method of sample collection.
4. Understand the concepts involved in DNA extraction. Became aware that the sample type can often influence the DNA extraction protocol used.
5. Appreciate that several methods of DNA profiling exist (autosomal, allosomal and mitochondrial) and understand the advantages and disadvantages of each. Recognize the need for different DNA profiling methods; the method used often depends on the quantity and quality of DNA extracted.

6. Understand the principles of the polymerase chain reaction (PCR), how it has revolutionized molecular biology and how it is used in DNA profiling, DNA quantitation and sequencing.
7. Explain and understand the concepts involved in analyzing raw data from each profiling strategy, comprehending the difference between 'single source' and 'mixture' profiles.
8. Understand and calculate the Bayesian statistics employed in DNA profiling and be able to communicate their meaning in a court of law. Comprehend the need for population genetics in order to obtain the statistical data.
9. Recognize the need for DNA databases such as CODIS and NDNAD. Understand the ethical implications of establishing a DNA database.

Attendance/participation:

You are required to attend all class meetings. You must notify the instructor **in advance** if you are unable to attend class and provide proper documents for excuse. There will be no penalties for excused absence approved by the instructor.

Evaluations

Grading:

Quizzes	5%
Mid-term exam	20%
Final exam	20%
Essay	10%
Presentation	10%
Homework	35%
TOTAL	100%

Your final letter grade will be determined by the following:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0-59%

Forensic Science Program Policies

To improve the "best practices" of students that will ultimately lead to students becoming responsible, accountable and successful individuals, the Forensic Science Program has several policies in place. Proper adherence to these guidelines will increase your success in this program and beyond.

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Do not turn in late work to the instructor. Late submissions for homework and other assignments will still be accepted for half-credit but must be turned in, in person, to the Chemistry Department Main Office (NSB 4126). Have someone from the office date or stamp then sign the homework and place it in the mailbox of the instructor. The office is open M-F from 8AM-4:30PM.

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Policy III. Exam Punctuality

It is your responsibility to arrive to exams on time. If you are late by less than 10 minutes, quietly enter the room and sit down. The instructor will provide you with your exam. You will receive a 10% deduction on your original grade for each minute you are late. If you are more than 10 minutes late, you will not be allowed to take the exam. If you wish to speak to the instructor, you will have to wait until the end of the exam or whenever the last person taking the exam has finished, whichever comes first.

Policy IV. References

Referencing scholarly sources is an essential component of scientific writing. It is expected that, on average and unless otherwise instructed, there should be 1 cited reference for every 100 words in a written assignment. For example, a 1500-word essay should contain at least 15 references. For presentations, you should average 1 cited reference per

minute of the presentation. For every missing reference, there will be a 5% deduction on your original grade. As a reminder, websites, magazine articles and Wikipedia are not scholarly sources and will not count.

Policy V. Word/Time Limits

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Other Hints and Tips for your Success

- Be respectful to your professors. Always address them as "Dr. __" or "Mr./Ms. __" depending on their degree level.
- Listen and take notes. Not all information necessary will be found on PowerPoints or be written on the board.
- Avoid working as a collective on individual assignments. When graded individually, collective answers are likely to be flagged for plagiarism.
- Do not expect a detailed rubric or step-by-step instructions for all assignments, particularly in upper level courses. We want you to interpret the questions posed and use the information given to you to address the answer.
- If you have a question regarding an assignment, address the problem with your instructor. Bring a possible solution and a clearly thought-out answer – your instructors will know you have tried to understand the problem and be better able to assist you.

Student progress: Before the midterm, there will be several homework assignments and quizzes. Students are responsible for monitoring their progress in the course as papers are passed back and grades are posted on Blackboard, Sapling, and EKU Direct. Students are strongly encouraged to discuss their performance with the instructor early.

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Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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Prohibited devices: Cell phones (socially), PDAs, MP3 players and laptop computers.

Spring 2020 Full Term

No. Weeks of TERM	**XX**
Term Start Date	**XX**
Term End Date	**XX**
Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX**
Mid-Term Date:*Mid-Term Grades Submission Deadline.*	**XX**
***Last day to WITHDRAW from class without a fee.**	**XX**
****Last Day to WITHDRAW from class. *Withdraw fee applies.***	**XX**
Last day for 75% refund	**XX**
Last day for 50% refund	**XX**
Last day for 25% refund	**XX**
Last Day to Change from Grade to AUDIT or P/F.	**XX**

***Last day to withdraw without incurring a withdraw fee. Students should withdraw through EKUDirect.**
****Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdraw fee.**

DNA course: Tentative subjects → schedule

Week	Topic
1	1. Introduction: Syllabus information, role of a DNA analysts 2. Crime Scene Investigation: Evidence identification, scene processing techniques
2	3. Crime Scene Investigation: Collection and Package, Evidence Storage
3	4. Serology, Blood Borne Pathogen risks and considerations, Basic Blood patterns 5. Serology, Presumptive & Confirmatory tests, Blood, Saliva, Semen etc
4	6. History of DNA in Forensic Science 7. Structure of DNA
5	8. DNA extraction, sample types, contamination risks and control considerations 9. DNA extraction methods, Chelex, Organic Extraction
6	10. DNA extraction continued, Solid Phase Extraction procedures.
7	11. DNA quantitation methods, gel electrophoresis, Slot Blot Assays, UV vis, Q-bit 12. DNA quantitation methods continued, PCR end point and qPCR, control considerations
8	13. PCR principles continued. 14. Polymorphism, History of polymorphism in forensics, detection methods
9	15. Polymorphism continued, DNA profiling, STR, Indel, SNP, profile quality
10	16. Principles of Capillary electrophoresis 17. Quality Control, C.E. artifacts and controls
11	18. Principles of Genetics, Mendelian Inheritance 19. Introduction in forensic mathematics, random match probability
12	20. Principles of Paternity testing 21. Principles of exclusions
13	22. Mitochondrial DNA, structure, polymorphism and ethical principles when using mtDNA. 23. Y-chromosome DNA, structure, polymorphism and ethical principles when using DNA.
14	24. Report writing and Expert witness, consideration in court
15	25. CODIS, designing a database and ethical implications. 26. Advantages in technology: Low Copy number/next generation sequencing
16	27. Review

		Assessments		
Topic	**Focused in Week**	**Quizzes**	**Assignments**	**Exams**
Courtroom Testimony	14	×		
Quality Assurance	2,3,5,6,7, 9, 10	×	×	×
Ethics	1,2,11,13,15	×		×
Professional Practice	1,14	×	×	
Evidence Identification, Collection, Processing	1,2	×		×

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Chemistry
X New Course (Parts II, IV)	College	Science
Course Revision (Parts II, IV)	∗Course Prefix & Number	FOR 431L
Hybrid Course ("S," "W")	∗Course Title (full title±)	DNA Profiling Lab
New Minor (Part III)	∗Program Title	
Program Suspension (Part III)		
Program Revision (Part	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
	∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Create new course to replace FOR 331L.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

This course replaces the previous course for DNA Profiling Lab (FOR 331L). The 400-level course number aligns this foundational course in the forensic biology concentration with similar foundational courses in forensic chemistry concentration and better reflects the level of depth and breadth this course is already being taught at. Additionally, the 400-level clearly identifies DNA Profiling Lab as an upper-level course that meets the new requirement category from our accrediting body, the Forensic Science Education Programs Accreditation Commission (FEPAC), which now requires 6 semester hours in advanced courses specific to forensic biology.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None, dropping 2 courses and adjusting workload

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 431L DNA Profiling Lab. (1) A. Prerequisite: CHE 361(C). Prerequisite or co-requisite: FOR 431. Laboratory course of FOR 431. Provides practical experience in Forensic DNA profiling: sample collection, DNA extraction, DNA quantitation and amplification. Prepares students for further studies/career in forensic/molecular biology. Credit will not be awarded for both FOR 331L and FOR 431L.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
FOR	431L	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
1	Lecture 0 Laboratory 2 Other 0	CIP Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
0	1.5	N	FR ____ JR ____ SO ____ SR ____

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation: (30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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 361 (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 431
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)

Course Prefix and No.	FOR 331L
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Chemistry
FOR 431L
CRN: XXXXX, 1 Credit Hour

Course time: **TBA**
Course location: 5106

Instructor: Dr. Jamie Fredericks
Office Location: NSB 5134
Office phone: 859-622-7462
Email address: Jamie.fredericks@eku.edu
Office hours: TBA

Catalog course description

FOR 431L DNA Profiling Lab. (1) A. Prerequisite: CHE 361(C or better). Prerequisite or Corequisite: FOR 431. Laboratory course of FOR 431. Practical experience in Forensic DNA profiling; Sample collection, DNA extraction, DNA quantitation and amplification. Prepares students for further studies/career in forensic/molecular biology.

Laboratory Requirements: The student is expected to provide his/her own laboratory coat, laboratory notebook. Gloves & safety goggles will be provided. Please inform the instructor in advance of latex allergies or any other health issues that might affect or impair your ability to participate fully in this course.

Laboratory Safety: During this course, the student will be handling & processing human biological material. The student may be expected to provide his/her own biological material (e.g. saliva, hair) for some exercises. Other biological materials (blood, bone) will be provided from bovine animals. The student will receive instruction in the proper handling & precautions used when examining body fluids/biological materials as well as in the chemical hazards that they may encounter in the various laboratory protocols performed during this course. **In case of an accident or spill notify the instructor immediately. A first aid kit is located in the laboratory.**

Supporting material

1. **Li, R (2015). Forensic Biology, 2nd Edition. New York: CRC Press**
2. Butler, J (2005). Forensic DNA typing: Biology, Technology, and Genetics of STR markers. New York: Elsevier: Academic Press.
3. Butler, J (2014). Advanced Topics in Forensic DNA Typing: Methodology. New York: Elsevier: Academic Press.
4. Butler, J (2014). Advanced Topics in Forensic DNA Typing: Interpretation. New York: Elsevier: Academic Press.

Student Learning Outcomes

This is a laboratory course designed to give students experience in the molecular techniques currently utilized by the majority of forensic laboratories performing forensic DNA analysis. It has been designed to generate experimental data and encourage students to critically analyze these results.

FOR 431L: DNA profiling
Upon completion of FOR 431L, DNA profiling, the student will;

1. Gain hands-on experience collecting DNA samples, including saliva, blood and bone from a variety of sources, such as swabs, weapons and skeletal remains (using bovine bone as an analogue)
2. Develop proficiency in a number of DNA extraction techniques, including organic, solid phase support and 'salting out' methods.
3. Develop proficiency in the PCR, amplifying DNA targets for quantitation (qPCR), sequencing and short tandem repeats (STRs) analysis.
4. Understand the different methods of DNA profiling involving mitochondrial and nuclear DNA. Becoming aware of the strengths and weaknesses of each.
5. Apply Bayesian statistics to DNA profiling using data generated. Be able to communicate their results as a report that could be used in a court of law.
6. Present class generated results as a research paper, understanding their results and the implications that their results may have on the field of forensic science.

Course Requirements, Evaluation methods and relative weight of each course requirement

1. There will be short homework assignments for each laboratory. The laboratory notebook will be assessed every two weeks.
2. There will be two final homework assessments due at the end of the course.
3. There will be one presentation: Topic DNA forensics
4. Due date will be given when homework is assigned. **Late homework will not be accepted.**

Attendance/participation:

You are required to attend all laboratory meetings. You must notify the instructor **in advance** if you are unable to attend the laboratory section and provide proper documents for excuse. There will be no penalties for excused absence approved by the instructor.

Homework:

There will be two final homework assignments, a DNA profiling report and a research paper. Do not wait until the last minute to do a homework assignment as sometimes severs are down and therefore inaccessible. Technology failure is not a valid excuse. If you have trouble with homework problems, **do not hesitate to ask me.** You may ask questions any time before the due date of the assignment. I am happy to answer questions either at office hours or via e-mail if that is more convenient for you.

Grading:

Attendance/participation (-1% for each missing)	5%
Laboratory homework (including lab book)	45%
Presentation	20%
DNA report	10%
Research paper	20%
TOTAL	100%

Your final letter grade will be determined by the following:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
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Student progress: Before the midterm, there will be two in-class exams, as well as several homework assignments and quizzes. Students are responsible for monitoring their progress in the course as papers are passed back and grades are posted on Blackboard, Sapling, and EKU Direct. Students are strongly encouraged to discuss their performance with the instructor early.

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Spring 20XX Full Term

No. Weeks of TERM	**XX**
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Last day to ADD or DROP a class. *Last day for 100% refund. Last day to change from P/F or Audit to GRADE.*	**XX**
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Prohibited devices: Cell phones, PDAs, MP3 players and laptop computers.

FOR 431L DNA Profiling Lab

Week	Topic
1	Pipetting Technique, Crime Scene Processing
2	Presumptive & Confirmatory Tests, blood
3	Presumptive & Confirmatory Tests, saliva, urine
4	End point PCR
5	DNA Extraction Methods, chelex
6	DNA Extraction Methods, Silica membrane
7	DNA Extraction Methods, magnetic beads
8	DNA Quantification, nano drop,
9	DNA Quantification, qPCR
10	PCR Amplification STR analysis Capillary electrophoresis
11	Capillary Electrophoresis; Data interpretation
12	Data Interpretation; Report/Case File preparation
13	DNA report writing
14	Research paper assignment preparation: statistical analysis of results

		Assessments		
Topic	**Focused in Week**	**Quizzes**	**Assignments**	**Lab Reports**
Courtroom Testimony	12,13		×	
Quality Assurance	1-13	×	×	×
Ethics	13	×		×
Professional Practice	1-14	×	×	
Evidence Identification, Collection, Processing	1	×		×

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
X	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	FOR 330
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Bloodstain Pattern Analysis
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add new course, FOR 330, Bloodstain Pattern Analysis

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The added course is in response to our accrediting body, the Forensic Science Education Programs Accreditation Commission (FEPAC). FEPAC has restructured the requirement categories and now requires 6 semester hours in advanced courses specific to forensic biology. The program currently offers 4 hours of these courses and needs to add courses to provide the remaining 2 hours. This is one course that will contribute to those hours. Bloodstain Pattern Analysis has successfully run as a special topics course (CHE 501) with 12 students enrolled in the Spring 2019 semester.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None, course already taught as special topics course.

Operating Expenses Impact: Minimal, covered by course fees

Equipment/Physical Facility Needs: Minimal, covered by course fees

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 330 Bloodstain Pattern Analysis (1) A. Prerequisite: FOR 301 (C), BIO 111 (C), and CHE 361(C). Bloodstain Pattern Analysis focuses on the identification and examination of bloodstain patterns, effectively recreating and establishing the types of activities and mechanisms that produced them. Prepares students for further studies/career in forensic biology. (1 Lec/2 Lab) Credit will not be awarded to students who have credit for CHE 501: Bloodstain Pattern Analysis.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
FOR	330	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
1	Lecture 0 Laboratory 3 Other 0	CIP Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	2	N	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 301, BIO 111 and CHE 361 (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.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit will not be awarded for both…; or formerly…)

Course Prefix and No.	Credit will not be awarded to students who have credit for CHE 501: Bloodstain
Course Prefix and No.	Pattern Analysis.
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Chemistry
FOR 330
CRN: #####, 1 Credit Hour

Course time: **TBA**
Course location: TBA

Instructor: Dr. Jamie Fredericks
Office Location: NSB 5102
Office phone: 859-622-7462
Email address: Jamie.fredericks@eku.edu

Office hours: TBA

Catalog course description

FOR 330 Bloodstain Pattern Analysis (1) A. Prerequisite: FOR 301 (C), BIO 111 (C), and CHE 361(C). Bloodstain Pattern Analysis focuses on the identification and examination of bloodstain patterns, effectively recreating and establishing the types of activities and mechanisms that produced them. Prepares students for further studies/career in forensic biology. (1 Lec/2 Lab)

Required materials

The following materials are required for this course:

1. Gravel, C. and White, M. (2018) Bloodstain Pattern Analysis: Level 1 Lab Manual. 1st edition. Cognella Academic Publishing. ISBN 978-1516529964.

Student Learning Outcomes

This course is designed to provide students with a comprehensive understanding of the fundamentals of bloodstain pattern analysis.

Student Learning Objectives

Upon completion of FOR 330, bloodstain pattern analysis, the student will be able to:

1. Appreciate the historical development of bloodstain pattern analysis and how the significant advances in technology influenced the way biological fluids are identified today.
2. Understand the core constitutes of blood including, the understanding the cellular structure of blood, its production and function.
3. Recognize potential bloodstain patterns at crime scenes and determine the appropriate method of sample recordation.
4. Appreciate and understand the methods involved in analyzing bloodstain patterns, including determining direction of travel, angle of impact and type of force.
5. Interpret results and establish their meaning in order to determine the type of weapon, sequence of events and minimum number of blows stuck during a crime.
6. Produce writing reports that can be used in a court of law.
7. Present and convey results in a court of law, in a meaningful and understandable manner.

Attendance/participation:

You are required to attend all class meetings. You must notify the instructor **in advance** if you are unable to attend class and provide proper documents for excuse. There will be no penalties for excused absence approved by the instructor.

Evaluations

Grading:	Homework	5%
	Mid-term exam	20%
	Final exam	20%
	Essay	10%
	Presentation	10%
	Laboratory Assignments	35%
	TOTAL	100%

Your final letter grade will be determined by the following:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0-59%

Forensic Science Program Policies

To improve the "best practices" of students that will ultimately lead to students becoming responsible, accountable and successful individuals, the Forensic Science Program has several policies in place. Proper adherence to these guidelines will increase your success in this program and beyond.

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Do not turn in late work to the instructor. Late submissions for homework and other assignments will still be accepted for half-credit but must be turned in, in person, to the Chemistry Department Main Office (NSB 4126). Have someone from the office date or stamp then sign the homework and place it in the mailbox of the instructor. The office is open M-F from 8AM-4:30PM.

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It is your responsibility to arrive to exams on time. If you are late by less than 10 minutes, quietly enter the room and sit down. The instructor will provide you with your exam. You will receive a 10% deduction on your original grade for each minute you are late. If you are more than 10 minutes late, you will not be allowed to take the exam. If you wish to speak to the instructor, you will have to wait until the end of the exam or whenever the last person taking the exam has finished, whichever comes first.

Policy IV. References

Referencing scholarly sources is an essential component of scientific writing. It is expected that, on average and unless otherwise instructed, there should be 1 cited reference for every 100 words in a written assignment. For example, a 1500-word essay should contain at least 15 references. For presentations, you should average 1 cited reference per minute of the presentation. For every missing reference, there will be a 5% deduction on your original grade. As a reminder, websites, magazine articles and Wikipedia are not scholarly sources and will not count.

Policy V. Word/Time Limits

As scientists, you should be able to write and speak within the limits of an assignment. For essays with a word limit, you are expected to write an essay within ±10% of the limit. For each additional ±10% of words, there will be a 10% deduction to your original grade. For presentations with a time limit, you are expected to speak within ±10% of the limit. For each additional ±10% of time, there will be a 5% deduction to your original grade.

Other Hints and Tips for your Success

- Be respectful to your professors. Always address them as "Dr. __" or "Mr./Ms. __" depending on their degree level.
- Listen and take notes. Not all information necessary will be found on PowerPoints or be written on the board.
- Avoid working as a collective on individual assignments. When graded individually, collective answers are likely to be flagged for plagiarism.

- Do not expect a detailed rubric or step-by-step instructions for all assignments, particularly in upper level courses. We want you to interpret the questions posed and use the information given to you to address the answer.
- If you have a question regarding an assignment, address the problem with your instructor. Bring a possible solution and a clearly thought-out answer – your instructors will know you have tried to understand the problem and be better able to assist you.

Student progress: Before the midterm, there will be several homework assignments and quizzes. Students are responsible for monitoring their progress in the course as papers are passed back and grades are posted on Blackboard, Sapling, and EKU Direct. Students are strongly encouraged to discuss their performance with the instructor early.

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.

Blackboard: Course announcements; course documents; quiz grades; exam grades etc. will be posted on the course web page in EKU Blackboard. You are responsible for checking Blackboard and your EKU e-mail several times daily for information updates. To access Blackboard, go to *https://learn.eku.edu/* and login.

Disclosures of Discrimination, Harassment, or Violence

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/. EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.

Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:
Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

Tutoring Center (NSB 5103):

This free tutoring center is open 9am-5 pm M-F, and regularly staffed with tutors each day. Additional information is available at http://chemistry.eku.edu/chemistry-tutoring-center-0 You are encouraged to take advantage of the free

tutoring service if you need help with this chemistry class. While the instructor is always available for questions during office hours, extra help cannot hurt.

Personal electronics policy: While personal electronic devices have become ubiquitous and seemingly necessary in our daily lives they can hinder instruction and learning, not only for the student using the device but also for other students in the class. And as such their use is prohibited in FOR 330, unless you are registered with the Office of Services for Individuals with Disabilities and your accommodation necessitate the use of an electronic device. Students will be asked to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may lose the attendance points for that meeting.

Prohibited devices: Cell phones (socially), PDAs, MP3 players and laptop computers.

Spring 2022 Full Term

No. Weeks of TERM	**XX**
Term Start Date	**XX**
Term End Date	**XX**
Last day to ADD or DROP a class. ***Last day for 100% refund. Last day to change from P/F or Audit to GRADE.***	**XX**
Mid-Term Date:*Mid-Term Grades Submission Deadline.*	**XX**
***Last day to WITHDRAW from class without a fee.**	**XX**
****Last Day to WITHDRAW from class.** ***Withdraw fee applies.***	**XX**
Last day for 75% refund	**XX**
Last day for 50% refund	**XX**
Last day for 25% refund	**XX**
Last Day to Change from Grade to AUDIT or P/F.	**XX**

***Last day to withdraw without incurring a withdraw fee. Students should withdraw through EKUDirect.**

****Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdraw fee.**

Course Outline

Week	Topic
1	1. Introduction: Syllabus information, role of bloodstain pattern experts
2	2. Crime Scene Investigation: Evidence identification, scene processing techniques
3	3. Crime Scene Investigation: Collection and Package, Evidence Storage
4	4. Blood Borne Pathogen risks and considerations
5	5. History: Historical development and timeline. SWGSTAIN
6	6. Bloodstain Pattern Classification
7	7. Categories of bloodstain patterns.
8	8. Energy pattern groups
9	9. Angle of impact and the scientific method.
10	10. Factors related to bloodstained evidence
11	11. Enhancement of faint and diluted bloodstains
12	12. Uses of bloodstained evidence
13	13. Bloodstained documentation
14	14. Written Reports
15	15. Expert Witness
16	16. Review

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
X	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	FOR 432
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Forensic Serology
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add new course, FOR 432, Forensic Serology

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The added course is in response to our accrediting body, the Forensic Science Education Programs Accreditation Commission (FEPAC). FEPAC has restructured the requirement categories and now requires 6 semester hours in advanced courses specific to forensic biology. The program currently offers 4 hours of these courses and needs to add courses to provide the remaining 2 hours. As serology is a standard course across other forensic biology programs, it is reasonable to include a course on this topic within the program at EKU.

Another forensic science course, FOR 401, is being reduced from 3 credits to 1 credit.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None, another forensic science course, FOR 401, is being reduced from 3 credits to 1 credit.

Operating Expenses Impact: Minimal, covered by course fees

Equipment/Physical Facility Needs: Minimal, covered by course fees

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 432 Forensic Serology (1) A. Prerequisite: FOR 301 (C), BIO 111 (C), CHE 361 (C) and STA 270 or 215. Forensic Serology sample collection, biological fluid identification, and report writing. Prepares students for further studies/career in forensic biology. (1 Lecture/2 Lab).

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
FOR	432	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
1	Lecture 1 Laboratory 2 Other 0	CIP Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	2	N	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 301, BIO 111, CHE 361 (C or better in each course) and STA 270 or 215.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Eastern Kentucky University
Department of Chemistry
FOR 432
CRN: #####, 1 Credit Hour

Course time: **TBA**
Course location: TBA

Instructor: Dr. Jamie Fredericks
Office Location: NSB 5102
Office phone: 859-622-7462
Email address: Jamie.fredericks@eku.edu
Office hours: TBA

Catalog Course Description

FOR 432 Forensic Serology (1) A. Prerequisite: FOR 301(C), BIO 111(C), CHE 361(C) and STA 270 or 215. Forensic Serology sample collection, biological fluid identification, and report writing. Prepares students for further studies/career in forensic biology. (1 Lec/2 lab)

Required materials

The following materials are required for this course.

1. Tobe, S. (2021). Forensic Serology. 1st Edition. Elsevier. ISBN 978-0128129685.

Student Learning Outcomes

This course is designed to give students a comprehensive understanding of forensic serology; how biological fluid evidence is collected, processed, and presented in legal settings.

Student Learning Objectives

Upon completion of FOR 432, Forensic Serology, the student will be able to:

1. Describe the history of serology and how the significant advances in technology influenced the way biological fluids are identified today.
2. Understand the core concepts of forensic serology including, the understanding the cellular structure of blood, saliva, semen and other fluids.
3. Recognize potential serological samples at crime scenes and determine the appropriate method of sample collection.
4. Appreciate and understand the methods involved in identifying biological fluids, including alternative light sources, antigen / antibody reactions, chemical Reactions, Raman spectroscopy, chemical tests, immunological tests, mRNA expression, methylation states and proteomics.
5. Interpret results and establish their meaning in order to produce write reports.
6. Present and convey results in a court of law, in a meaningful and understandable manner.

Attendance/participation:

You are required to attend all class meetings. You must notify the instructor **in advance** if you are unable to attend class and provide proper documents for excuse. There will be no penalties for excused absence approved by the instructor.

Evaluations

Grading:	Homework	5%
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Blackboard: Course announcements; course documents; quiz grades; exam grades etc. will be posted on the course web page in EKU Blackboard. You are responsible for checking Blackboard and your EKU e-mail several times daily for information updates. To access Blackboard, go to *https://learn.eku.edu/* and login.

Disclosures of Discrimination, Harassment, or Violence

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Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

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Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability.Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

Academic Integrity

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

Tutoring Center (NSB 5103):

This free tutoring center is open 9am-5 pm M-F, and regularly staffed with tutors each day. Additional information is available at http://chemistry.eku.edu/chemistry-tutoring-center-0 You are encouraged to take advantage of the free tutoring service if you need help with this chemistry class. While the instructor is always available for questions during office hours, extra help cannot hurt.

Personal electronics policy: While personal electronic devices have become ubiquitous and seemingly necessary in our daily lives they can hinder instruction and learning, not only for the student using the device but also for other students

in the class. And as such their use is prohibited in FOR 432, unless you are registered with the Office of Services for Individuals with Disabilities and your accommodation necessitate the use of an electronic device. Students will be asked to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may lose the attendance points for that meeting.

Prohibited devices: Cell phones (socially), PDAs, MP3 players and laptop computers.

Spring 2022 Full Term

No. Weeks of TERM	**XX**
Term Start Date	**XX**
Term End Date	**XX**
Last day to ADD or DROP a class. ***Last day for 100% refund. Last day to change from P/F or Audit to GRADE.***	**XX**
Mid-Term Date:*Mid-Term Grades Submission Deadline.*	**XX**
***Last day to WITHDRAW from class without a fee.**	**XX**
****Last Day to WITHDRAW from class.** ***Withdraw fee applies.***	**XX**
Last day for 75% refund	**XX**
Last day for 50% refund	**XX**
Last day for 25% refund	**XX**
Last Day to Change from Grade to AUDIT or P/F.	**XX**

***Last day to withdraw without incurring a withdraw fee. Students should withdraw through EKUDirect.**

****Last day to withdraw from a course. A $50.00 per credit hour fee will be assessed (e.g. $150.00 for a 3 credit hour course). Students should withdraw through EKUDirect. Please note that students choosing to withdraw from the University (all courses) do not incur this withdraw fee.**

Course Outline

Week	Topic
1	1. Introduction: Syllabus information, role of a forensic serologist
2	2. Crime Scene Investigation: Evidence identification, scene processing techniques
3	3. Crime Scene Investigation: Collection and Package, Evidence Storage
4	4. Blood (production and function)
5	5. Saliva (production and function)
6	6. Semen and other biological fluids (production and function)
7	7. Pathogen risks and consideration
8	8. Alternative Light Sources
9	9. Antigen / Antibody Reactions
10	10. Chemical Reactions and Chemical Tests
11	11. Raman Spectroscopy
12	12. Immunological Tests 13. mRNA and Methylation States
13	14. Proteomics
14	15. Report Writing
15	16. Expert Witness
16	17. Review

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
	New Course (Parts II, IV)	College	Science
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	FOR 401
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Forensic Professional Practice
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Decrease number of credit hour for FOR 401 from 3 to 1.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

In reviewing the FOR 401 course materials, it was determined that 3 credit hours of time was not required to adequately meet the student learning objectives for this course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FOR 401 Forensic Professional Practice. (~~3~~1) I. Prerequisite: FOR 301. 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 III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
FOR	401	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
~~3~~ 1	Lecture 1 Laboratory 0 Other 0	CIP Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	1	N

Class Restriction, if any: (undergraduate only)

FR ____ JR ____
SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

Course Title Abbreviation:(30 character limit)

CoRequisites 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 301
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 will not be awarded for both…; or formerly…)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B				

		Integrated A&H(6)				

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	BS Forensic Science
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add new courses FOR 330, 431, 431L and 432. Remove courses FOR 331 and 331L. Add BIO 112 as supporting course. Reduce credit hours for FOR 401.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Our accrediting body, the Forensic Science Education Programs Accreditation Commission (FEPAC), has restructured the requirement categories and now requires 6 semester hours in advanced courses specific to forensic biology for the forensic biology concentration. The program previously offered FOR 331 and 331L but is changing those courses to FOR 431 and 431L to clearly demonstrate their advanced nature. The remaining 2 hours are provided by 2 new courses, FOR 432 and FOR 330. FEPAC also now requires both concentrations to have 2 general biology courses so BIO 112 has been added as a supporting course. In reviewing course content, it was found that FOR 401 did not require 3 credit hours to fulfill the course learning objectives and that course has been reduced to 1 credit hour.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

MAJOR REQUIREMENTS

• Forensic science majors have a graduation requirement of an overall earned GPA of 2.75/4.0 or better.

• The curriculum below 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).

Core Courses ..... ~~37~~ 35 hours

CHE 111/111L(4), 112/112L(4), 361/361L(4), 362/362L(4), 430; FOR 301, ~~331,~~ 401(1), 431, 451/451L(3), 465W, and 499.

Concentration Requirements:

The internship (FOR 349) in a forensic science laboratory is an elective but highly recommended. Students interested in internship must complete FOR 310 Training for Forensic Internship before FOR 349.

Forensic Chemistry..... ~~30~~ 28 hours

CHE 325/325L(5), 520 or 720, 570(4) or 770 (4), CHE 425/425L(4) or FOR 411/411L(4), FOR 412/412L(4), 442/442L(4), and ~~6~~ 4 hrs of electives from the following: CHE 349/349A-N(0.5-8), CHE 349/349A-N(0.5-8), 432(1), 450, 501, 501L(1), FOR 310(1), FOR 330(1), ~~331L(1),~~ 349(0.5-8), 431L(1), 460, 490(1-3), FSE 350, 380, PLS 316.

Forensic Biology ..... ~~30~~ 28 hours

~~BIO 112(4),~~ BIO 315(4), 320(4), 331, 531(4)~~,~~, CHE 432(1), FOR 330(1), 431L(1), 432(1), ~~331L(1),~~ and 9 hrs of electives from the following: ANT 306, 380, 385, BIO 307, 308, 348, 527, 528, 533, 535, 546, CHE 325/325L(5), CHE 425/425L(4) or FOR 411/411L(4), CHE 431, 501, 501L, 520 or 720, FOR 310(1), 349(0.5-8), 412/412L(4), 442/442L(4), 460(1-3), 490(1-3), PLS 316.

Supporting Course Requirements.....~~12-13~~ 16-17 hours

BIO 111(4)([G]Element 4); BIO 112(4); MAT 234(4)([G]Element 2) (C or better), PHY 131(5)([G]Element 4) or 201(5)([G]Element 4); PHY 132(5) or 202(5); STA 215 or 270(4). [G] = 3 credits of each course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.)

Free Electives..... 3-4 hours

TOTAL HOURS TO COMPLETE DEGREE ..... 120 hours

*The schedule below is an **EXAMPLE** of how you can arrange your class schedule.*
Please consult your advisor for specific changes that may need to be made.

	Fall Semester		Spring Semester	
Freshman Year	SCO 100C	1	BIO 112	4
	ᴳ BIO 111 (*fulfills Gen. Ed. 4*)	4	CHE 111	3
	FOR 301	3	CHE 111L	1
	§ ᴳ MAT 234 (*fulfills Gen. Ed. 2*)	4	STA 215 ***or*** 270	3-4
	Gen. Ed. 1A (*ENG 101*)	3	Gen. Ed. 1B (*ENG 102*)	3
	TOTAL	**15**	**TOTAL**	**14-15**
Sophomore Year	BIO 315	3	CHE 361	3
	CHE 112	4	CHE 361L	1
	CHE 112L	1	FOR ~~331~~ 431 (*spring only*)	3
	FOR 401	~~3~~ 1	FOR ~~331L~~ 431L (*spring only*)	1
	ᴳ PHY 131 ***or*** 201 (*fulfills Gen. Ed. 4*)	5	PHY 132 ***or*** 202	5
			Gen. Ed. 1C (*Oral Comm.*)	3
	TOTAL	**~~16~~ 14**	**TOTAL**	**16**
Junior Year	BIO 320	4	BIO 331	3
	CHE 362	3	CHE 430	3
	CHE 362L	1	CHE 432 (*spring only*)	1
	FOR 451 (*fall only*)	2	FOR 330	1
	FOR 451L (*fall only*)	1	FOR 432	1
	†Restricted Elective (*FOR 310 recommended*)	1	†Restricted Elective	3
	Gen. Ed. 3A (*Arts*)	3	Gen. Ed. 6 (*Diversity*)	3
	TOTAL	**15**	**TOTAL**	**~~13~~ 15**
SUMMER	♠ ***NOTE:*** *While not required, it is strongly recommended that students complete **THREE (3) HOURS** of FOR 349: Applied Learning in Forensic Science in a Forensic Laboratory. Students interested in the internship mush complete FOR 310 training for Forensic Internship before taking FOR 349.*			***(3)***
Senior Year	FOR 465W (*fall only*)	3	BIO 531 (*spring only*)	4
	FOR 499 (*ACCT*) (*fall only*)	3	†Restricted Elective	2
	†Restricted Elective	3	Gen. Ed. 3B (*Humanities*)	3
	Gen. Ed. 5A (*History*)	3	Gen. Ed. 5B (*Soc. & Behav. Sci.*)	3
	Gen. Ed. 6 (*Diversity*)	3	* Free Elective	3-4
	TOTAL	**15**	**TOTAL**	**15-16**
			TOTAL HOURS TO DEGREE COMPLETION	**120**

EXAMPLE

✶ *If STA 215 (3 hrs) is taken, then 4 hours of Free Elective must be taken. If STA 270 (4 hrs) is taken, only 3 hours of Free Elective must be taken*
* **PREREQUISITES:** *Consult with your advisor and/or the University catalog regarding prerequisites for upper division CHE and FOR courses. BIO 111, 320, and/or 315; CHE 361. See University catalog for details.*
§ *A preparatory course in mathematics (MAT 122) may be required before admission to MAT 234.*

Upper division courses: *All students are required to have a minimum of 42 hrs. upper division (300 level or above) courses distributed throughout Major/Supporting/Gen Ed/Free Electives categories.*

Refer to the University Catalog at http://www.catalogs.eku.edu/ regarding University and General Education Requirements. All baccalaureate degree seeking students who enter the University are required to successfully complete one writing intensive course following completion of the ENG 102, ENG 105, or HON 102/103. Writing intensive courses are designated with the suffix "W" following the course prefix and number (e.g. HUM 300W).

Applied Critical & Creative Thinking (ACCT) Requirement: *Forensic Sciences majors will fulfill ACCT with FOR 499. (Credit hours are incorporated into program requirements.)*

Course Number	Course Name
GENERAL EDUCATION & UNIVERSITY REQUIREMENTS *(37)*	
SCO 100C	Student Success Seminar for Chemistry *(1)*
CORE COURSE REQUIREMENTS ~~(37)~~ *(35)*	
CHE 111	General Chemistry I *(3)*
CHE 111L	General Chemistry Lab I *(1)*
CHE 112	General Chemistry II *(3)*
CHE 112L	General Chemistry Lab II *(1)*
CHE 361	Organic Chemistry I *(3)*
CHE 361L	Organic Chemistry Lab I *(1)*
CHE 362	Organic Chemistry II *(3)*
CHE 362L	Organic Chemistry Lab II *(1)*
CHE 430	Biochemistry of Macromolecules *(3)*
FOR 301	Intro. to Forensic Science *(3)*
~~FOR 331~~	~~DNA Profiling *(3) (spring only)*~~
FOR 401	Forensic Professional Practice ~~*(3) (fall only)*~~ *(1)*
FOR 431	DNA Profiling *(3) (spring only)*
FOR 451	Forensic Microscopic Analysis *(2) (fall only)*
FOR 451L	Forensic Microscopy Lab *(1) (fall only)*
FOR 465W	Expert Witness Testimony *(3) (fall only)*
FOR 499	Forensic Science Capstone *(3) (fall only)*
Bracketed items must/should be taken concurrently.	
FORENSIC BIOLOGY CONCENTRATION REQUIREMENTS ~~(30)~~ *(28)*	
~~BIO 112~~	~~Ecology and Evolution *(4)*~~
BIO 315	Genetics *(4)*
BIO 320	Principles of Microbiology *(4)*
*BIO 331	Cell Biology *(3)*
BIO 531	Principles of Molecular Biology *(4) (spring only)*
CHE 432	Biochemistry Laboratory *(1) (spring only)*
FOR 330	Bloodstain Pattern Analysis *(1)*
~~FOR 331L~~	~~DNA Profiling Lab *(1) (spring only)*~~
FOR 431L	DNA Profiling Lab *(1) (spring only)*
FOR 432	Forensic Serology *(1)*
†PLUS NINE (9) HOURS selected from the following (*restricted elective*):	
ANT 306	Human Evolution *(3)*
ANT 380	Forensic Anthropology *(3)*
ANT 385	Human Osteology *(3)*
BIO 307	Human Anatomy & Physiology I *(3)*
BIO 308	Human Anatomy & Physiology II *(3)*
BIO 348	Vertebrate Physiology *(3)*
BIO 527	Immunology *(3)*
BIO 528	Virology *(3)*
BIO 533	Bioinformatics: Principles & Apps. *(3) (spring only)*
*BIO 535	Pathogenic Microbiology
BIO 546	Histology *(4) (spring only)*
CHE 325 ***and***	Analytical Chemistry *(3)*
CHE 325L	Analytical Chemistry Lab *(2)*
CHE 425 ***and***	Instrumental Analysis (3)
CHE 425L ***OR***	Instrumental Analysis Lab (3)
FOR 411 ***and***	Instrumental Analysis *(3)*
FOR 411L	Forensic Instrumental Lab *(1)*
CHE 431	Metabolic Biochemistry *(3)*
CHE 501	Chemtopics *(1-3)*
CHE 501L	Chemtopics Lab *(1)*
CHE 520 ***or***	Mass Spectrometry *(3) (spring only)*
CHE 720	Mass Spectrometry *(3) (spring only)*
FOR 310	Training for Forensic Internships *(1) (fall only)*
FOR 349	Applied Learning in Forensic Science *(0.5-8)*
FOR 412 ***and***	Forensic Trace Evidence *(3) (spring only)*
FOR 412L	Forensic Trace Evidence Lab *(1) (spring only)*
FOR 442 ***and***	Drugs and Toxicology *(3) (spring only)*
FOR 442L	Drugs and Toxicology Laboratory *(1) (spring only)*
FOR 460	Selected Topics in Forensic Science *(1-3)*
FOR 490	Introduction to Research *(1-3)*
PLS 316	Criminal Evidence *(3)*
SUPPORTING COURSE REQUIREMENTS ~~(12-13)~~ *(16-17)*	
ᴳ BIO 111	Cell and Molecular Biology *(4)*
BIO 112	Ecology and Evolution *(4)*
ᴳ MAT 234	Calculus I *(4)*
ᴳ PHY 131 ***or***	College Physics I *(5)*
ᴳ PHY 201	University Physics I *(5)*
PHY 132 ***or***	College Physics II *(5)*
PHY 202	University Physics II *(5)*
STA 215 ***or***	Introduction to Statistical Reasoning *(3)*
STA 270	Applied Statistics I *(4)*
FREE ELECTIVES *(3-4)*	

ᴳ *Denotes that 3 credit hours from this course are/can be*

*The schedule below is an **EXAMPLE** of how you can arrange your class schedule.*
Please consult your advisor for specific changes that may need to be made.

	Fall Semester		Spring Semester	
Freshman Year	SCO 100C	1	ᴳBIO 111 (*fulfills Gen. Ed. 4*)	4
	CHE 111	3	CHE 112	3
	CHE 111L	1	CHE 112L	1
	FOR 301	3	✶STA 215 *or* 270	3-4
	§ ᴳMAT 234 (*fulfills Gen. Ed. 2*)	4	Gen. Ed. 1B (*ENG 102*)	3
	Gen. Ed. 1A (*ENG 101 or 105*)	3	Free Electives	0-1
	TOTAL	**15**	**TOTAL**	**15**
Sophomore Year	CHE 361	3	CHE 362	3
	CHE 361L	1	CHE 362L	1
	FOR 401	1 ~~3~~	CHE 325	3
	ᴳPHY 131 ***or*** 201 (*fulfills Gen. Ed. 4*)	5	CHE 325L	2
			PHY 132 ***or*** 202	5
	Gen. Ed. 5B (*Soc. & Behav. Sci.*)	3	~~Gen. Ed. 1C (*Oral Comm.*)~~	~~3~~
	BIO 112	4		
	TOTAL	**~~15~~ 17**	**TOTAL**	**~~17~~ 14**
Junior Year	FOR 411	3	FOR 331 (*spring only*)	3
	FOR 411L	1	FOR 412 (*spring only*)	3
	FOR 451 (*fall only*)	2	FOR 412L (*spring only*)	1
	FOR 451L (*fall only*)	1	FOR 442 (*spring only*)	3
	†CHE/FOR Restricted Elective (*FOR 310 recommended*)	1	FOR 442L (*spring only*)	1
			Gen. Ed. 3A (*Arts*)	3
	Gen. Ed. 6 (*Diversity*)	3		
	✶Free Elective	2-3		
	TOTAL	**13-14**	**TOTAL**	**14**
SUMMER	♠ ***NOTE:*** *While not required, it is strongly recommended that students complete **THREE (3) HOURS** of FOR 349: Applied Learning in Forensic Science in a Forensic Laboratory. Students interested in the internship must complete FOR 310 training for Forensic Internship before taking FOR 349.*			***(3)***
Senior Year	CHE 430	3	CHE 520 (*spring only*)	3
	~~†CHE/FOR Restricted Elective~~	~~3~~	CHE 570 *or* 770 (*spring only*)	4
	FOR 465W (*fall only*)	3	†CHE/FOR Restricted Elective	3
	FOR 499 (*ACCT*) (*fall only*)	3	Gen. Ed. 3B (*Humanities*)	3
	Gen. Ed. 6 (*Diversity*)	3	Gen. Ed. 5A (*History*)	3
	Gen. Ed. 1C (*Oral Comm.*)	3		
	TOTAL	**~~14~~ 15**	**TOTAL**	**16**
			TOTAL HOURS TO DEGREE COMPLETION	**120**

EXAMPLE

✶ *If STA 215 (3 hrs) is taken, then 4 hours of Free Elective must be taken. If STA 270 (4 hrs) is taken, only 3 hours of Free Elective must be taken.*

* **PREREQUISITES:** *Consult with your advisor and/or the University catalog regarding prerequisites for upper division CHE and FOR courses. See University catalog for details.*

§ *A preparatory course in mathematics (MAT 122) may be required before admission to MAT 234.*

Upper division courses: *All students are required to have a minimum of 42 hrs. upper division (300 level or above) courses distributed throughout Major/Supporting/Gen Ed/Free Electives categories.*

Refer to the University Catalog at http://www.catalogs.eku.edu/ regarding University and General Education Requirements. All baccalaureate degree seeking students who enter the University are required to successfully complete one writing intensive course following completion of the ENG 102, ENG 105, or HON 102/103. Writing intensive courses are designated with the suffix "W" following the course prefix and number (e.g. HUM 300W).

Applied Critical & Creative Thinking (ACCT) Requirement: *Forensic Sciences majors will fulfill ACCT with FOR 499. (Credit hours are incorporated into program requirements.)*

Course Number	Course Name
GENERAL EDUCATION & UNIVERSITY REQUIREMENTS *(37)*	
SCO 100C	Student Success Seminar for Chemistry *(1)*
CORE COURSE REQUIREMENTS *(37)*	
[CHE 111	General Chemistry I *(3)*
[CHE 111L	General Chemistry Lab I *(1)*
[CHE 112	General Chemistry II *(3)*
[CHE 112L	General Chemistry Lab II *(1)*
[CHE 361	Organic Chemistry I *(3)*
[CHE 361L	Organic Chemistry Lab I *(1)*
[CHE 362	Organic Chemistry II *(3)*
[CHE 362L	Organic Chemistry Lab II *(1)*
CHE 430	Biochemistry of Macromolecules *(3)*
FOR 301	Intro. to Forensic Science *(3)*
~~FOR 331~~	~~DNA Profiling *(3) (spring only)*~~
FOR 401	Forensic Professional Practice ~~*(3) (fall only) (1)*~~
FOR 431	DNA Profiling *(3) (spring only)*
[FOR 451	Forensic Microscopic Analysis *(2) (fall only)*
[FOR 451L	Forensic Microscopy Lab *(1) (fall only)*
FOR 465W	Expert Witness Testimony *(3) (fall only)*
FOR 499	Forensic Science Capstone *(3) (fall only)*
Bracketed items must/should be taken concurrently.	
FORENSIC CHEMISTRY CONCENTRATION REQUIREMENTS ~~*(30)*~~ *(28)*	
[CHE 325	Analytical Chemistry *(3)*
[CHE 325L	Analytical Chemistry Lab *(2)*
CHE 520 *or*	Mass Spectrometry *(3) (spring only)*
CHE 720	Mass Spectrometry *(3) (spring only)*
CHE 570 *or*	Biophysical Chemistry I *(4)*
CHE 770	Biophysical Chemistry I *(4)*
[CHE 425 *and*	Instrumental Analysis *(3)*
[CHE 425L *OR*	Instrumental Analysis Lab *(1)*
[FOR 411 *and*	Instrumental Analysis *(3)*
[FOR 411L	Forensic Instrumental Lab *(1)*
[FOR 412	Forensic Trace Evidence *(3) (spring only)*
[FOR 412L	Forensic Trace Evidence Lab *(1) (spring only)*
[FOR 442	Forensic Toxicology & Drugs *(3) (spring only)*
[FOR 442L	Drugs & Toxicology Lab *(1) (spring only)*
†PLUS ~~SIX (6)~~ FOUR (4) HOURS selected from the following (*restricted elective*):	
CHE 349	Applied Learning in Chemistry *(0.5-8)*
CHE 349 A-N	Cooperative Study: Chemistry *(0.5-8)*
CHE 432	Biochemistry Laboratory *(1) (spring only)*
CHE 450	Inorganic Chemistry *(3) (fall only)*
CHE 501	Chemtopics *(1-3)*
CHE 501L	Chemtopics Lab *(1)*
FOR 310	Preparation for Internship *(1) (fall only)*
FOR 330	Bloodstain Pattern Analysis *(1)*
~~FOR 331L~~	~~DNA Profiling Lab *(1) (spring only)*~~
FOR 349	Applied Learning in Forensic Science *(0.5-8)*
FOR 431L	DNA Profiling *(3) (spring only)*
FOR 460	Special Topics in forensic Science *(1-3)*
FOR 490	Introduction to Research *(1-3)*
FSE 350	Fire, Arson and Explosion Investigation *(3)*
FSE 380	Fire and Explosion Scene Analysis *(3)*
PLS 316	Criminal Evidence *(3)*
SUPPORTING COURSE REQUIREMENTS ~~*(12-13)*~~ *(16-17)*	
ᴳBIO 111	Cell and Molecular Biology *(4)*
BIO 112	Ecology and Evolution *(4)*
ᴳMAT 234	Calculus I *(4)*
ᴳPHY 131 *or*	College Physics I *(5)*
ᴳ PHY 201	University Physics I *(5)*
* PHY 132 *or*	College Physics II *(5)*
* PHY 202	University Physics II *(5)*
STA 215 *or*	Introduction to Statistical Reasoning *(3)*
STA 270	Applied Statistics I *(4)*
FREE ELECTIVES *(3-4)*	

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	BS & MS Forensic Science/Chemistry 3+2
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add BIO 112 as supporting course. Reduce hours of FOR 401. Remove CHE 250 and CHE 450 from required courses. Change number for FOR 331 to FOR 431.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

For Forensic Science BS accrediting body, the Forensic Science Education Programs Accreditation Commission (FEPAC), has restructured the requirement categories and now requires the forensic chemistry concentration to have 2 general biology courses so BIO 112 has been added as a supporting course. In reviewing course content, it was found that FOR 401 did not require 3 credit hours to fulfill the course learning objectives and that course has been reduced to 1 credit hour. Additionally, FOR 331 and 331L have been replaced by FOR 431 and FOR 431L. Other changes have been made to align the BS portion of the 3+2 program with the BS Forensic Science program 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

B.S. FORENSIC SCIENCE 3+2 MAJOR REQUIREMENTS
• Forensic science majors have a graduation requirement of an institutional GPA of 2.75/4.0 or better.
• The curriculum below 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).
Core Courses .....~~37~~ 35 hours
CHE 111/111L(4), 112/112L(4), 361/361L(4), 362/362L(4), 430; FOR 301, ~~331~~, 401(1), 431, 451/451L(3), 465W, 499.
Concentration Requirements:
The internship (FOR 349) in a forensic science laboratory is an elective but highly recommended. Students interested in internship must complete FOR 310 Training for Forensic Internship before FOR 349.
Forensic Chemistry.....~~31~~ 28 hours
~~CHE 250(2),~~ 325/325L(5), ~~450,~~ 720, 770(4), ~~810(2),~~ CHE 425/425L(4) or FOR 411/411L(4), FOR 412/412L(4), 442/442L(4)~~.~~, and 4 hrs of electives from the following: CHE 349/349A-N(0.5-8), CHE 349/349A-N(0.5-8), 432(1), 450, 501, 501L(1), FOR 310(1), FOR 330(1), 349(0.5-8), 431L(1), 460, 490(1-3), FSE 350, 380, PLS 316.
Supporting Course Requirements.....~~15-16~~ 16-17 hours
BIO 111(4) ([G]Element 4); BIO 112(4); MAT 234(4) ([G]Element 2) or 234H(4) ([G]Element 2); PHY131(5) ([G]Element 4) or 201(5), ([G]Element 4); PHY 132(5) or 202(5); STA 215 or 270(4)~~, PLS 316~~. [G] = 3 credit hours of each course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.
Free Electives.....~~0~~ 3-4 hours
TOTAL HOURS TO COMPLETE DEGREE .....120~~-121~~ hours
M.S. CHEMISTRY PROGRAM REQUIREMENTS A. Core Requirements ..... 27 hours
I. 700-level requirements..... 12 hours
a. CHE 715/715L(5) and one of the following: CHE 770*(4) or 774/774L(4) or 775/775L(4)..... 9 hours
Students in the B.S. Forensics Science/Chemistry 3+2 program are required to take CHE 770
b. Additional course* in chemical/biological science or mathematics..... 3 hours
Students in the B.S. Forensics Science/Chemistry 3+2 program are required to take CHE 720
II. 800-level Requirements ..... 15 hours
a. CHE 810(2), 811(2), 880(1), and 1 additional hour from either CHE 811 or ~~881~~ 895..... 6 hours
b. Pick three courses from the following: CHE 822, 830, 850, 860 ..... 9 hours
B. Program Tracks: Students will pick one of the following tracks
Thesis Track: Graduate Research – Written Thesis Required 6 hours
CHE 899(6)
Internship Track: Applied Learning in Chemistry – Written Report Required..... 6 hours
CHE 839(6) or CHE 839(3) and 3 hours of CHE 700/800 level courses Coursework Track ..... 6 hours
Three (3) hours of CHE 800 level courses and 3 additional hours from CHE 700/800 level courses.
Exit Requirements:
Thesis/Internship Option — A thesis/report based upon the original research/project in the area of the student's research concentration must be submitted. A final comprehensive oral examination (GRD 858b) in defense of the thesis/report and related course work is required.
Coursework Option – Candidates must earn a 3.0 GPA (or higher) for all program coursework for the option. In addition, the candidate for the coursework option must pass a final examination (GRD 858c). The committee will decide the format of the examination.
TOTAL HOURS TO COMPLETE M.S. DEGREE .. 33 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Bachelor of Science (B.S.) & Master of Science (M.S.) CHEMISTRY Accelerated 3+2 Dual Degree Program
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/14/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add CHE 502, Remove CHE 484

Add CHE 895, Remove CHE 881.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Changes have been made to reflect the current course offerings.

Changes have been made to align the B.S. portion of 3+2 program with B.S. 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

B.S. CHEMISTRY 3+2 MAJOR REQUIREMENTS
Chemistry Core Courses ..... 26 hours
CHE 111/111L(4), 112/112L(4), 250(2), 325/325L(5), 361/361L(4), 362/362L(4), CHE 430.
Concentration Requirements:
Biochemistry (ACS Certification Optional), Pre-Health (Pre-medical, Pre-Dental, Pre-Optometry, Pre-Physician Assistant)..... 26 hours
CHE 385W, 425/425L(4), 431, 432(1), 450, ~~484(1),~~ 485(1), 502(1), 715/715L(5), and 770(4), one hour from the following: CHE 411, CHE 495A and/or 495B, 501L. CHE 495A and/or 495B (chemistry research) is recommended.
With all specified courses, this program option produces a degree certified by the American Chemical Society (ACS) and follows the recommendation from the American Society for Biochemistry and Molecular Biology (ASBMB).
Chemistry (ACS Certification Optional) ..... 25 hours
For Non-ACS: CHE 385W, 425/425L(4), 450, ~~484(1),~~ 485(1), 502(1), 715/715L(5), 770(4)~~*~~, 1 hr from either CHE 411, 432(1), 495A , 495B, or 501L; and 3 hrs from either 400- or 500-level CHE or FOR electives.
For ACS Certification: CHE 385W, 425/425L(4), 450, ~~484(1),~~ 485(1), 502(1), 575/575L(4), 715/715L (5), and 774/774L(4)*~~, 575/575L(4)~~. With all specified courses, this program option produces a degree certified by the American Chemical Society (ACS). At least 3 hours of CHE 495A and/or CHE 495B (chemistry research) is recommended.
**One, and only one physical chemistry course must be taken at the 700-level (~~CHE 770(4) or~~ 774/774L(4)). ~~This program concentration produces a degree certified by the American Chemical Society (ACS).~~*
Pre-Pharmacy..... 27 hours
CHE 385W, 425/425L(4), 450, 431, 432(1), ~~484(1),~~ 485(1), 715/715L(5), 770(4), and three (3) hours from a combination of CHE 349, 349A-N, 495A and/or 495B.
Supporting Course Requirements:
Biochemistry..... 25 hours
BIO 111(4) (GElement 4), 112(4) ~~(GElement 4)~~, 315(4), 531(4); MAT 234(4)(GElement 2); MAT 244(4); PHY131(5) (GElement 4) or 201(5) (GElement 4); PHY 132(5) or 202(5).
Calculus based physics (PHY 201 and 202) is recommended by the ACS and ASBMB.
Pre-Health (Pre-medical, Pre-Dental, Pre-Optometry, Pre-Physician Assistant..... 29 hours
BIO 111(4)(GElement 4), 112(4) ~~(GElement 4)~~, 307, 331, and 348(4), MAT 234(4)(GElement 2); PHI 383 or PHI 383W, PHY 131(5) (GElement 4) or 201(5) (GElement 4), PHY 132(5) or 202(5); PSY 200 (GElement 5B), and SOC 131 (GElement 5B). Two semesters of Calculus are highly recommended, and calculus based physics (PHY 201 and 202) is recommended by the ACS and ASBMB.
Chemistry..... 9-17 hours
BIO 111(4) (GElement 4); MAT 234(4) (GElement 2); PHY 131 or PHY 201(5)(GElement 4), and 132(5) or 202(5). For ACS Certification, PHY 201(5) and PHY 202(5) along with additional courses in calculus, MAT 244(4) and MAT 254(4) are required.
With all specified courses, this program option produces a degree certified by the American Chemical Society (ACS). G =3 credit hours of course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.)
Pre-Pharmacy..... ~~34~~33 hours
BIO 111(4) (GElement 4), 112(4) ~~(GElement 4)~~, and 307; BIO 273(4) or 320(4); BIO 308; ECO 230; MAT 234(4) (GElement 2); PHI 383 or PHI 383W; PHY 131(5) (GElement 4) or 201(5) (GElement 4); PHY 132(5) or 202(5); PSY 200 (GElement 5B), and STA 270(4).
Free Electives.....2-23 hours
TOTAL HOURS TO COMPLETE B.S. DEGREE.... 120-124 hours
*Preparatory course in mathematics may be required before admission to MAT 122, MAT 234 or 234H.
M.S. CHEMISTRY MAJOR REQUIREMENTS
A. Core Requirements ..... 27 hours
I. 700-level requirements..... 12 hours
a. CHE 715/715L(5) and one of the following: *CHE 770(4), **774/774L(4) or 775/775L(~~4~~)..... 9 hours
*Students in the ~~the~~ ACS certified B.S. Chemistry 3+2 program are required to take CHE 774/774L(4) ~~or 775/775L(4).~~
**Students in the ACS certified B.S. Chemistry 3+2 program are required to take CHE 715/L. Students in the non-ACS BS Chemistry 3+2 program are required to take CHE 770
b. Three additional hours in chemical/biological science or mathematics
II. 800-level Requirements ..... 15 hours
a. CHE 810(2), 811(2), 880(1), and 1 additional hour from either CHE 811 or ~~881~~ 895..... 6 hours
b. Pick three courses from the following: CHE 822, 830, 850, 860..... 9 hours
B. Program Tracks:
Students will pick one of the following tracks
Thesis Track: Graduate Research – Written Thesis Required 6 hours
CHE 899(6)
Internship Track: Applied Learning in Chemistry – Written Report Required..... 6 hours
CHE 839(6) or CHE 839(3) and 3 hours of CHE 700/800 level courses.
Coursework Track ..... 6 hours
Three (3) hours of CHE 800 level courses and 3 additional hours from CHE 700/800 level courses.
Exit Requirements:
Thesis/Internship Track — A thesis/report based upon the original research/project in the area of the student's research concentration must be submitted. A final comprehensive oral examination (GRD 858b) in defense of the thesis/report and related course work is required. **Coursework Track** – Candidates must earn a 3.0 GPA (or higher) for all program coursework for the option. In addition, the candidate for the coursework option must pass a final examination (GRD 858c). The committee will decide the format of the examination.
TOTAL HOURS TO COMPLETE M.S. DEGREE .. 33 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Computer Science
	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	BS in Computer Science
	Program Suspension (Part III)		
x	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/02/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add a new core course to the program, and change the supporting course requirements for the General concentration.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

- adding a new core course, CSC 338 (Fundamentals of Cybersecurity), to the program.
  The department has recognized the importance of cybersecurity in our society today. It is important to teach our students the fundamental knowledge of cybersecurity.
- changing the supporting course requirements for the General concentration
  ABET has requested a course regarding computer security as a part of accreditation. They has changed the minimum credit hours of nature sciences from 12 to 6, which gives us a space to add a new security course to the program.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: n/a

Operating Expenses Impact: n/a

Equipment/Physical Facility Needs: n/a

Library Resources: n/a

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Bachelor of Science (B.S.)
COMPUTER SCIENCE
CIP Code: 11.0101

MAJOR REQUIREMENTS

Core Courses .....~~25~~ 28 hours

CSC 185, 190, 191, 195, 308, 310, 313, 338, ~~and~~ 340~~; CSC 308;~~ , and CSC 499(1).

Concentrations:

Computer Science (General).....25 hours

(Accredited by the Computer Science Accreditation Commission of ABET, http://www.abet.org)

CSC 311, 320, 360, 400, 440, 460, 541, 545; and 1 credit hour of CSC 494, 495, or 496.

Computer Technology.....22 hours

CSC 360, 440, 460, 545, 3 hours of CSC 349; CSC 330 or 544; 1 additional 3 credit course from: CSC courses 300 level or above except CSC 349; and 1 credit hour of 494, 495, 496.

Interactive Multimedia.....25 hours

CSC 140, 315, 316, 550, one of 520 or 555, six hours of CSC 491, 1 additional CSC course 300 level or above except CSC 349; and 1 credit hour of 494, 495, 496.

Artificial Intelligence in Data Science .....22 hours

CSC 311, 320, 545, 546, 581, 582, 583; and 1 credit hour of CSC 494, 495, or 496.

Supporting Course Requirements:

Computer Science (General) .....~~23-27~~ 16-18 hours

EET 252; MAT 234(4) ~~or 234H(4)~~(GElement 2), MAT 239, 244(4); STA 270(4).

Choose ~~one of the following sequences~~: two courses with different prefixes from the following list:

BIO 111(4) (GElement 4), BIO 112(4) (GElement 4), CHE 111/111L(4) (GElement 4), GLY 108 (GElement 4), GLY 109 (GElement 4), and PHY 201(5) (GElement 4).

~~a) BIO 111(4) (GElement 4), 112(4) (GElement 4);~~
~~b) CHE 111/111L(4) (GElement 4), 112/112L(4) (GElement 4);~~
~~c) GLY 108 (GElement 4), and 109 (GElement 4);~~
~~d) PHY 201(5) (GElement 4); PHY 202(5) (GElement 4);~~
~~And Choose 2 courses from a, b, c, or d not taken as part of the sequence.~~

Computer Technology.....24-25 hours

EET 252; NET 302, 303, and 343; NET 344 or 395; NET 354, 403, 454; and one course from the following: MAT 234(4) (GElement 2) or 211(GElement 2).

Interactive Multimedia.....25-28 hours

BEM 200 (GElement 5B), EET 252, INF 123, INF 391, MAT 234(4) (GElement 2); MAT 239, 244(4); MUS 290(2), PHY 201(5) (GElement 4), STA 270(4), and ART 100 or ART 200 (GElement 3A)

Artificial Intelligence in Data Science .....30-34 hours

MAT 234(4) (GElement 2); MAT 244(4); STA 270(4), 340, 375, 380, 575, 580, 585, and one of the following sequences:

a) AEM 202 and (332, 336, or 506);

b) BIO 315(4)[3] , 533;
c) ECO 230, 231 ([G]Element 5B);
d) INS 370 and (372, 374, or 378);
e) STA 520, 521;
f) CSC 332 and (542, 547, or 548);
g) GEO 353[4] and 453;
h) Two courses from HLS 401, 402, 403.

Free Electives.....0 ~~12~~ 14 hours

TOTAL HOURS TO COMPLETE DEGREE.....120-121 hours

[1]Students without a 25 ACT or 590 SAT will be advised to take CSC 170 as preparation for CSC 185 and 190.
[2]Under special circumstances, a student may seek an administrative waiver of the CSC 349 requirement from the Computer Science Curriculum Committee and the department chair. Waiver recipients are required to complete three semester hours of additional course work approved by the Computer Science Curriculum Committee.
[3]BIO 315 has a prerequisite of BIO 111 or 112.
[4]GEO 353 has a prerequisite of one course from: AGR 216, GEO 100, 210, 220, GLY 102, 107, or 108.
[G] =3 credit hours of course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.)

2020-2021 Criteria for Accrediting Computing Programs

3. Student outcomes

(No changes)

The program must have documented and publicly stated student outcomes that include (1) through (5) below and any outcomes required by applicable Program Criteria. The program may define additional outcomes.
Graduates of the program will have an ability to:

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.

2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

3. Communicate effectively in a variety of professional contexts.

4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.

5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.

6. Apply computer science theory and software development fundamentals to produce computing-based solutions. [CS]

Curriculum maps:

General Concentration

Courses	Student Outcomes (ABET)					
	1	2	3	4	5	6
*CSC 185	*I*					
*CSC 190	*I*			*I*		
CSC 191	*R*	*I*		*I*		*I*
CSC 195	*R*					
CSC 308	*R*	*R, A*	*I*		*I*	*R*
CSC 310	*E, A*					*R*
CSC 313				*R*		
CSC 320	*E, A*					
CSC 338						*I*
CSC 340	*E*	*E*	*R, A*	*E, A*	*R, A*	
CSC 360		*R*		*R*		
CSC 400		*R,A*		*R*		
CSC 440	*E*	*E*	*E*		*E*	*E, A*
CSC 460				*R*		
CSC 541		*R*				

CSC 545	*R*	*R,A*	*E, A*		*R, A*	
**ETS Test						
Exit Interview						

A=Assessment Point *E=Emphasize* *I=Introduce* *R=Reinforce*	**Students who do not satisfy the prerequisites of the course could take CSC 170 to satisfy the prerequisite requirements.* ***ETS field test relating to algorithms, theory, computer math, computer organization, and architecture.*

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Computer Science
x	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	CSC 338
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Fundamentals of Cybersecurity
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	10/02/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Create and add a new core course to the CS program

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

CSC 338 is designed to teach the fundamentals of cybersecurity to all CS major students. It is an important topic in our society. Every computer science professional should have the knowledge of cybersecurity today. Another reason for this action is the new accreditation criteria of ABET. They have added a new criterion that requests all CS students should receive fundamental training in cybersecurity. Therefore, the department designed this new course in order to satisfy the new criterion for accreditation

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: The course will be taught once a year by either Dr. Shuangteng Zhang or Dr. Lan Kong.

Operating Expenses Impact: Their teaching load will remain the same, but they will be teaching the courses that are related to digital forensic and cybersecurity only. They will be released from teaching the fundamental CS courses such as CSC 185/190/191. We will offer one less section once per year to accommodate.

Equipment/Physical Facility Needs: n/a

Library Resources: n/a

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CSC338 Fundamentals of Cybersecurity. (3) I, II. Pre-requisite: A minimum grade of "C" in CSC 210 or CSC 310. This course discusses the fundamentals of cybersecurity. Topics include information security principles, network and Internet basics, hacker techniques, cybersecurity technologies, encryption, security policies, cyber terrorism and information warfare, cyber detective, digital forensics, cybersecurity engineering, and society security.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
CSC	338	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC x	COSC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 11

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ____ JR ____ SO ____ SR ____

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	A minimum grade of "C" in CSC 210 or CSC 310.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

CSC 338 – Fundamentals of Cybersecurity

(CRN xxxxx, Fall 2022, 3 Credit Hours)
Department of Computer Science

Syllabus

I. General Information

Lectures:
Instructor: Shuangteng Zhang
Email: shuangteng.zhang@eku.edu
Phone: (859) 622-1925
Office: MEMRS 180 & Wallace 415
Office hours:
Course page: http://www.eku.edu/onlinelearning/ (EKU Blackboard)

II. Course Description:

CSC338 Fundamentals of Cybersecurity. (3) I, II. Pre-requisite: A minimum grade of "C" in CSC 210 or CSC 310. This course discusses the fundamentals of cybersecurity. Topics include information security principles, network and Internet basics, hacker techniques, cybersecurity technologies, encryption, security policies, cyber terrorism and information warfare, cyber detective, digital forensics, cybersecurity engineering, and society security.

III. Textbook:

Chuck Easttom, *Computer Security Fundamentals,* 4th Edition. Pearson, 2020, ISBN-13: 9780135774779.

IV. Learning Outcomes:

After this course, students will be able to:

1. Explain the principles of information security
2. Describe the concepts of network and the Internet
3. Discuss various hacker techniques and cybersecurity technologies
4. Explain commonly used cryptography methods
5. Develop various security policies
6. Describe digital forensics and cybersecurity engineering
7. Explain the impact of cybersecurity on the society

V. Course Topics:

- Overview of cyber security
- Network and Internet basics
- Hacker techniques
- Cybersecurity technologies
- Encryption
- Security policies
- Cyber terrorism and information warfare
- Cybersecurity impact on society
- Cyber detective
- Digital forensics
- Cybersecurity engineering

Course Outline and Approximate Schedules

Week	Topics
Week 1 (Jan. 13)	Course Syllabus and cybersecurity introduction
Week 2 (Jan. 20)	Fundamentals of networks and the Internet
Week 3 (Jan. 27)	Threats on networks and the Internet

Week 4 (Feb. 3)	Malware
Week 5 (Feb. 10)	Hacker techniques
Week 6 (Feb. 17)	Industrial Espionage in Cyberspace
Week 7 (Feb. 24)	Encryption
Week 8 (Mar. 2)	Review and Midterm Test
Week 9 (Mar. 9)	**Spring Break**
Week 10 (Mar. 16)	Cybersecurity technologies
Week 11 (Mar. 23)	Security policies
Week 12 (Mar. 30)	Penetration testing
Week 13 (Apr. 6)	Cyber terrorism, information warfare
Week 14 (Apr. 13)	Cybersecurity impact on society
Week 15 (Apr. 20)	Cyber detective and digital forensics
Week 16 (Apr. 27)	Cyber engineering
Week 17 (May 4)	Final Exam

VI. Course Requirements, Grading and Evaluation policy

There will be two tests, one in the middle of the semester and one at the end of the semester. Approximately 8 assignments will be given throughout the semester.

Grade Components:

CSC 338:

Assignments	40%
Mid-Term	30%
Final Exam	30%

Grading Scale

Your final grade will be given using the following scale:

90-100 overall AND at least 80% in both exam/quiz and assignment categories---------- A
80-89 overall AND at least 70% in both exam/quiz and assignment categories ---------- B
70-79 overall AND at least 60% in both exam/quiz and assignment categories ---------- C
60-69 overall AND at least 60% in both exam/quiz and assignment categories ---------- D
0-59 overall ---------- F

Student Progress:

Students are required to check their midterm grade progress report with the instructor. The mid-term grade will be based on the first test and whatever assignments will be due before the mid-term. The tests will be 50% of the mid-term grade and the assignments will be the other 50%.

Late Assignment Policy:

Assignments must be submitted through Blackboard. Each assignment is due at midnight (11:59pm) of the due date. Late assignment will be **reduced** 10% **points for each day** (***excluding weekends and holidays***) that it is late, up to half of the total points of the assignment. **No assignment that is late for more than three days is accepted.**

VII. 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.

VIII. Department Attendance Policy:

Attendance will be taken during lectures and labs. Unexcused absences in excess of 10% of the scheduled lecture/lab meetings **will result in a one letter grade reduction for the course**. Unexcused absences in excess of 20% of the scheduled lecture/lab meetings **will result in a two letter grade reduction for the course**. Unexcused absences in excess of 30% of the scheduled lecture/lab meetings **will result in a three letter grade reduction for the course**. Students with unusual circumstances should advise the instructor of their situation immediately. Students will be held responsible for all announcements made in class.

IX. Classroom Behavior

Behavior conducive for learning is expected in the classroom, which means no excessive talking to other students or sleeping. Also, this includes turning off cell phones and other electronic devices while in class. Electronics devices include laptop computers, unless you are using them to take class notes. If you are using them to take notes you need to get permission from the instructor. Anyone who violates this policy may be asked to leave the classroom for that class period.

X. Important Dates

The last day to drop the course and other important days can be found at http://colonelscompass.eku.edu/spring-2020-deadlines-adddrop-refunds.

Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.

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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.
For current University policies and regulations, please go to EKU's Policy Website.

Discrimination and Harassment, Title IX, and Prevention Statement

EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/.
EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.
If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here.
Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to:
Lindsey A. Carter
Director of the Office of Institutional Equity & Title IX Coordinator
Jones 416
Lindsey.Carter@eku.edu
859-622-8020

XI. Additional Notes

The instructor reserves the right to modify course policies, course schedule, and assignment/ project grade weight and due date. All students are expected to be responsible users of the computer systems for this course. If you require

accommodation based on disability, please meet with the instructor in the first week of the semester to make sure you are appropriately accommodated.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Geosciences
	New Course (Parts II, IV)	College	Science
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	B.S. Geographic Information Science
x	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	-	Council on Academic Affairs	
College Curriculum Committee	1/25/21	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Suspension of the BS Geographic Information Science degree program

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

Fall 2024

B. The justification for this action:

The university has determined that the low enrollment of BS Geographic Information Science no longer justifies institutional support of this degree program.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: Course savings of 1 course per year

Operating Expenses Impact: $4,211 – funds in ORG 212001 Geographical Studies & Research Center will be returned to general fund for reallocation.

Equipment/Physical Facility Needs: None – facilities and equipment still needed to support other degree programs, certificates, and general education.

Library Resources: None – geographically-relevant research will still continue to support research in geology, environmental science, and other ongoing scholarly activities.

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 Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

~~BACHELOR OF SCIENCE (B.S.)~~
~~GEOGRAPHIC INFORMATION SCIENCE~~
~~*CIP Code: 45.0702*~~

~~**UNIVERSITY GRADUATON REQUIREMENTS**~~

- ~~General Education……..36 hours~~
- ~~Student Success Seminar SCO 100……1 hour (waived for transfers with 30+ hrs.)~~
- ~~Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)~~
- ~~Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)~~
- ~~ACCT – Geographic information science majors will fulfill ACCT with GEO 349, 349 A-N, 498, GLY 349, 349 A-N, 498, or 499. (Credit hours may be incorporated into Major or Supporting rquirements.)~~

~~**Total Hours University Graduation Requirements……37 hours**~~

~~**MAJOR REQUIREMENTS**~~

~~**Core Courses……21 hours**~~
~~GEO 100, 351, 353, 453, 455, 456 and 458.~~

~~**Major Electives……12 hours**~~
~~Choose 12 hours from the following: GEO 302W, 315, 321, 325 or 325S, 349, 349 A-N, 435, 450, 501, GLY 303, 315, 349, 349 A-N, 351, 408, 410, 451, 498, 535, CIS 335, CON 320, 321.~~

~~**Capstone Course……3 hours**~~
~~Choose from: GEO 349, 349 A-N, 498, GLY 349, 349 A-N, 498, 499.~~

~~**Supporting Course Requirements……6-7 hours**~~
~~GLY 104, 107, 108, or 109 (G Element 4); STA 215, 270(4), or MAT 12 or higher (G Element 2);ENG 300 or 300S; CSC 160 or 174. *Additional math courses may be required if student does not meet ACT or SAT pre-requisites.~~

~~**Free Electives……40-41 hours**~~

~~**TOTAL HOURS TO COMPLETE DEGREE……120 hours**~~

Eastern Kentucky University
Teach-Out Plan
B.S. Geographic Information Science

Closure Date: Fall 2021

Communication Plan

Faculty and staff were notified of the impending closure at a department faculty meeting in Fall 2020, and closure was confirmed via email originating from the department chair in January 2021. Students will be notified of the impending closure via email originating from the department chair in Spring 2021.

Program Completion

At the time that closure of the program was announced to the department, DegreeWorks identified 13 students currently enrolled in the program. The following table addresses the departmental teach-out plan for each student.

Student	Remaining Classes	Completion Plan
1	N/A	Student has transferred to another university; no further action is necessary.
2-3	N/A	Fall 2021 admissions; will be required to declare another major as closure date is Fall 2021.
4	GEO 455	Student received an incomplete grade in Fall 2020 and should complete GEO 455 in Spring 2021; if not, he will be encouraged to repeat GEO 455 in Fall 2021.
5-6	One MAT course	Students will be provided tutor to support student success in completing the math course; advisors will encourage enrollment in math class during Summer or Fall 2021.
7-9	One GIS elective	Students will complete degree in 2021 based on current graduation plans and documented progress.
10	N/A	Last enrollment Spring 2019 (freshman); after this semester, will have to be readmitted to university and declare new degree program at that time.
11	15 hours GIS courses	Student is double major needing 30 credit hours to graduate; plans to complete degree by Spring 2022 and is making expected progress toward graduation.
12	42 hours GIS courses	Spring 2021 post-baccalaureate admission; part-time. If student takes available summer classes and 6 hours/semester, can finish in 7 semesters or less.
13	51 hours GIS courses	Not currently enrolled due to suspension; cannot enroll until financial obligations met; all required courses will still be available for enrollment in the next 4 years. If readmission is required, will be expected to declare another major at that time.

No students in the degree program should incur additional charges or other expenses as a result of the teach-out, as courses required for the degree program will still be available at EKU on a similar schedule as the current curriculum, so no delay in degree is expected.

Reallocation of Faculty and Workload

At this time, the department has no knowledge of any reduction in faculty positions as a result of program closure.

As of Spring 2021, the Department of Geosciences offers 22 GEO courses offered by faculty affiliated with the B.S. Geographic Information Science degree program. Of these, three courses are part of the general education program; eight courses are required for graduation from one or more of 15 different degree programs, minors, or certificates in all 6 EKU colleges; and 16 courses are included as an elective in one or more of 10 programs, minors, or certificates in 4 EKU colleges. In summary, very few courses are offered solely for the sake of students in the B.S. Geographic Information Science degree program, and many of the courses must still be taught to meet other EKU program needs.

As a result of closure of the degree program, 8 GEO courses were submitted to be dropped from the EKU curriculum in Fall 2021. Four of these courses are independent study or internships and have zero workload credit for faculty who supervise students taking these courses. The other four courses dropped have been taught a total of 7 times over the past 5 years; 4 of these sections were taught by a faculty member who retired in 2018 and whose faculty line was swept by the university. Therefore, our maximum possible faculty reallocation is one course per year that will not be taught as a result of program closure. Faculty responsible for teaching these closed courses will be assigned to teach one of the three general education courses in the program: GEO 100, 110, or 210.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
	New Course (Parts II, IV)	College	CoS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	B.S. Mathematics
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	12/1/20	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

To make it more explicit that courses do not count for multiple requirements within the major. To clarify that only students in the Teaching concentration must take the Praxis exam.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Students have been confused by the current wording, and the DegreeWorks programming was also incorrect.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: no impact

Operating Expenses Impact: no impact

Equipment/Physical Facility Needs: no change

Library Resources: no change

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Bachelor of Science (B.S.)
MATHEMATICS
CIP Code: 27.0101

UNIVERSITY GRADUATION REQUIREMENTS

- General Education ..... 36 hours
- Student Success Seminar (SCO 100M; waived for transfers with 30+ hrs.) ..... 1 hour
- Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives categories)
- Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
- ACCT – Mathematics majors will fulfill ACCT requirements with any of the following: CED 499, a 349 Co-op experience in any subject area, a program-approved service-learning course, a program-approved undergraduate scholarly or creative activity, HON 420 with a program-approved thesis topic, a program-approved leadership experience, or a program-approved study abroad experience. (Credit hours may be incorporated into Major or Supporting Course requirements.)

Total Hours University Graduation Requirements ..... 37 hours

MAJOR REQUIREMENTS

Core Courses ..... 24 hours

a. MAT 234(4), MAT 239; MAT 244(4), MAT 254(4), MAT 301, 308, and 315.
b. At least five upper division courses which satisfy the major requirements must be completed at EKU.
c. Only courses completed with a grade of at least "C" will count toward the major requirements.

Concentrations:

General Mathematics ..... 16-18 hours

a. MAT 408 or 415; MAT 498(1) or STA 498W.
b. One additional MAT course chosen from 408, 415, or any course numbered 505 or above (507 only with departmental approval).
c. Select nine hours from ~~CSC 300,~~ 320, any MAT course numbered 300 or above (except for 301, 303, 308, 315, and 349), or any STA course numbered 300 or above (except for 349 and 500). No more than six hours of STA courses may be used to fulfill this requirement.

No course may be used to satisfy more than one category above.

Mathematics Teaching ..... 15-18 hours

The student must meet the 2.75 GPA requirement listed in the College of Education section under The Office of Teacher Education Services.

MAT 306, 334, 380, MAE 475 and one of the following combinations:

General Combination: three additional hours of courses chosen from ~~CSC 300~~, 320; any MAT course numbered 300 or above (except for 301, 303, 306, 308, 315, 334, 349, and ~~349~~ 380), or any STA course numbered 300 or above (except for 349 and 500).

Statistics Combination: STA 340 and one of STA 470 or 520.

Supporting Course Requirements ..... 4 hours

CSC 170, 174, 189, or 190; STA 270(4) (3 hours count toward [G]Element 2).

Professional Education Requirements (Required for Mathematics Teaching concentration) ..... 37 hours

EDC 300, EDF 203, 204(2), 219, 413, EMS 300W, 474, and 490; ESE 550 or MAE 550; SED 104 ([G]Element 6), and 11 credit hours of Clinical Experiences: CED 100(0), 200(0), 300(0.5), 400(0.5), 450(1), 499(9). Appropriate PRAXIS exams must be completed for each area of certification being recommended.

Free Electives ..... 0-39 hours

Students planning to attend a graduate school in mathematics are strongly encouraged to select an in-depth study of a single foreign language as a part of their program.

EXIT REQUIREMENT ..... 0 hours

PRAXIS EXAMINATION

Students in the Mathematics Teaching concentration must register for and take the PRAXIS exam which correlates to their degree program, per College of Education requirements. The PRAXIS exam must be taken prior to student teaching.

TOTAL HOURS TO COMPLETE DEGREE ..... 120 hours

[G] = Course also satisfies a General Education element. Hours are included within the 36 hours in General Education.

V.1.26.16

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	**B.S. IN STATISTICS**
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Revise the title of the degree, drop required course MAT 254, and add supporting courses for data science component.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The rapid increase in large, complex data sets has resulted in a great demand for professionals who are trained to manage and analyze them. "Data Scientist" is third on Glassdoor's list of the 50 Best Jobs in America for 2020. According to the U.S. Bureau of Labor Statistics (https://www.bls.gov/emp/tables/fastest-growing-occupations.htm), both statistician and data scientist are among the fastest growing occupations. On recent job searches, listings ask for data scientist and statistician. The job market has changed dramatically. The proposed changes meet the recommended curriculum for data science and statistics from the American Statistical Association (AMSTAT). Statisticians of today should have data science experience to be competitive in the job search.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: all courses are currently offered and require no increase in faculty

Operating Expenses Impact: no impact

Equipment/Physical Facility Needs: no impact

Library Resources: no impact

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Bachelor of Science (B.S.)
DATA SCIENCE AND STATISTICS
CIP Code: 27.0501
Program Objectives
Upon successful completion of this program, the graduate will: (1) understand the applications and use of data science and statistics in everyday life; (2) be able to apply a wide variety of statistical techniques; (3) be able to analyze large, complex data sets; (4) ~~be familiar with~~use computer packages ~~which~~to perform statistical analysis~~es~~; (~~4~~5) be well qualified for employment in industry, government, and the actuarial profession; and (~~5~~6) be prepared to pursue graduate work in data science or statistics.

UNIVERSITY GRADUATION REQUIREMENTS
General Education..... 36 hours
Student Success Seminar (SCO 100M; waived for transfers with 30+ hrs.)..... 1 hour
Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category)
Upper division courses (42 hours distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
ACCT – Data Science and Statistics majors will fulfill ACCT with STA 498W. (Credit hours are incorporated into Major requirements.)

Total Hours University Graduation Requirements.... 37 hours

MAJOR REQUIREMENTS

~~**Core Courses..... 42 hours**~~
~~**a) STA 270(4), 340, 498W, 520, 521, and 585.**~~
~~**b) Six hours from STA 375, 380, 470, 570, 575, or 580 (must include at least one of STA 575 or 580).**~~
~~**c) MAT 239; MAT 244(4); MAT 254(4).**~~
~~**d) Six hours from CSC/MAT/STA courses numbered 300 or above (excluding: any 349 courses, CSC 306, MAT 303, 501, 502, STA 500). STA 480 will count for only approved topics. Courses cannot count for both point b and point d.**~~
~~**e) Only courses completed with a grade of at least a "C" will count toward the major requirements.**~~

~~**Supporting Course Requirements..... 4 hours**~~
~~**CSC 170, 174, 177189, or 190; MAT 234(4) (^{G}3 hours count toward ^{G}Element 2)**~~
~~**^{G} = Course also satisfies a General Education element. Hours are included within the 36 hours in General Education.**~~

Core Courses……29 hours

MAT 239; MAT 244(4); STA 270(4), 340, and 498W. Nine hours from DSC 390, 580, STA 375, 380, 470, 520*, 521*, 570, 575, 580, or 585 (must include at least one of DSC 580 or STA 575 or 580). Three additional hours from CSC/DSC/MAT/STA courses numbered 300 or above (excluding: any 349 courses, MAT 303, STA 500). STA 480 will count for only approved topics.

Only courses completed with a grade of at least a "C" will count toward the major requirements.

*requires a pre-requisite course

Major Electives……6 hours

Choose one of the following combinations:

- **Data Science Combination:** CSC 210 and 581
- **Discrete Mathematics Combination:** MAT 306 and STA 470
- **Statistics Combination:** STA 521* and 585

Courses will not count in both the Core and Major Electives categories.

Supporting Course Requirements..... ~~4 hours~~13-15 hours

CSC 170, 174, 189, or 190; ENG 300 or 300S; MAT 234(4) ([G]3 hours count toward [G]Element 2[G]); PHI 130 ([G]Element 3B[G]) or 130S ([G]Element 3B[G]) or 362

Domain Knowledge Component:

Select two courses from one of the following categories:

a) Anthropology and Sociology
   ANT 371, SOC 232, 395, or 465

b) Biology and Environmental Health Sciences
   EHS 280 and 370, BIO 315*(4) and 533, or BIO 316*(4) and 532

c) Computer Information Systems
   CIS 335* and 430

d) Computer Science and Informatics
   CSC 310*, 313*, or INF 314*

e) Government
   POL 280*, 400W*, or 440

f) Geosciences
   GEO 351*, 353, 453, 456, or 458

g) Physics
   PHY 315*(4), 406*, or 460*(4)

h) Psychology
   PSY 240*, 315 or 315L, 340W, or 590

i) Two advisor-approved courses from a department other than the Department of Mathematics and Statistics

[G] = Course also satisfies a General Education element. Hours are included within the 36 hours in General Education.

Free Electives..... ~~37~~ 33-35 hours

TOTAL HOURS TO COMPLETE DEGREE..... 120 hours

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Master of Arts in Applied Mathematics
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add DSC 780 and STA 721 to the Concentration in Applied Mathematics and Statistics. DSC 780 will be cross-listed with STA 780, which is already in the concentration.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

STA 721 is an appropriate course for an applied graduate program in mathematics. This change will give students more flexibility and may contribute to departmental efficiency. DSC 780 will be cross-listed with STA 780.

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 III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Applied Mathematics Program

Core Requirements .....12 hours
MAT 720 or STA 720; MAT 865 and 866; MAE 704 or STA 775. No course may be counted under both core requirements and concentration requirements.

Concentration in Secondary Mathematics

Concentration Requirements .....9 hours
MAT 735; six hours from MAE 750, 843, 850, or 872.
Electives .....6 hours
Six hours of advisor-approved electives selected from 700- or 800-level courses with DSC, MAE, MAT, STA, or CSC prefixes.
Exit Requirement
Capstone.....3 hours
MAT 898
Total Curriculum Requirements .....30 hours

Concentration in Applied Mathematics and Statistics

Concentration Requirements .....9 hours
Nine hours from DSC 780, MAT 706, 727, 740, 750, 755, 765, 777, 853, 856, 871, 880, STA 721, 770, 775, 780, 785, 835, 840, or 880.
Electives .....6 hours
Six hours of advisor-approved electives selected from 700- or 800-level courses with DSC, MAE, MAT, STA, or CSC prefixes.
Capstone.....3 hours
MAT 898
Total Curriculum Requirements.....30 hours

IV. EXIT REQUIREMENTS

Capstone — Students are required to complete 3 hours of MAT 898 (Capstone). Each student must apply 15 or more hours from 800-level courses toward the M.A. degree.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Mathematics & Statistics
	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	
	Hybrid Course ("S," "W")	∗Course Title (full title±)	
	New Minor (Part III)	∗Program Title	Certificate in Applied Data Science
	Program Suspension (Part III)		
X	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add Physics strand to Domain Knowledge section of Certificate in Applied Data Science

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

To provide students with another option under Domain Knowledge in the Certificate in Applied Data Science. To encourage Physics majors to gain more data science skills via the certificate.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: The Physics courses and POL 400W are already being offered, so there are sufficient faculty resources to teach the curriculum. DSC 390 has been offered as a special topics course.

Operating Expenses Impact: No change

Equipment/Physical Facility Needs: No change

Library Resources: No change

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use strikethrough for deletions and underlines for additions.)

UNIVERSITY CERTIFICATE IN APPLIED DATA SCIENCE
CIP Code: 27.999

Introductory Statistics Requirement.....3-4 hours
STA 270(4) or STA 215

Core Requirements.....13 hours
MAT 234(4), DSC 580 or STA 580, CSC 170 or 174 or 189 or 190, and MAT 239 or STA 340

Statistics/Data Science Elective.....3 hours
Select from DSC 390, STA 375, 480 (approved topics), 570, or 575

Domain Knowledge Electives.....6-7 hours
Select two courses from one of the following categories:
a) Anthropology and Sociology
ANT 371, SOC 232, 395, or 465
b) Biology and Environmental Health Sciences
EHS 280 and 370, BIO 315(4)* and 533, or BIO 316(4)* and 532
c) Computer Information Systems
CIS 335* and 430
d) Computer Science and Informatics
CSC 310*, 313*, 581, or INF 314*
e) Government
POL 280*, 400W*, or ~~and~~ 440
f) Geosciences
GEO 351*, 353, 453, 456, or 458
g) Physics
PHY 315*, 406*, or 460*
h) Psychology
PSY 240*, 315 or 315L, 340W, or 590

Total Curriculum Requirements.....~~26~~25-27 hours
*requires a pre-requisite course

EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

College of Science
Office of the Associate Dean
Academic and Student Affairs
karin.sehmann@eku.edu

1228 Science Building
521 Lancaster Avenue
Richmond, KY 40475-3102
(859) 622-8140

TO: Council on Academic Affairs

FROM: Dr. Karin Sehmann, Associate Dean, College of Science

DATE: 2/3/21

SUBJECT: Request to create a new course prefix

The College of Science would like to create a new course prefix (DSC) for use in the Bachelor of Science in Data Science and Statistics and the Certificate in Applied Data Science programs.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
X	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	DSC 390
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Sports Analytics
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	NA
General Education Committee*	NA	Board of Regents**	NA
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

To approve the new course DSC 390

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

This course has been offered in the past as a seminar course in statistics (STA 480). This course may count as an elective in the Bachelor of Science in Data Science and Statistics.

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.)

DSC 390 Sports Analytics. (3) A. Prerequisite: STA 340. Sports-related research questions; acquisition of appropriate data; data wrangling; data cleansing; analysis of large, complex data sets; use of statistical software to apply appropriate statistical tools; discovering insight; and clear communication of results.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
DSC	390	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC x	MTST

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 27

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	Normal, Audit	FR ____ JR ____
	3	(for all schedule types)	SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	Prerequisite: STA 340
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

DEPARTMENT OF MATHEMATICS AND STATISTICS
DSC 390 Sports Analytics CRN XXXXX 3 credit hours
Time & Location
Fall XXX Syllabus

Instructor Information	
Prerequisites	STA 340 or departmental approval
Required Text	Winston, Wayne L. *Mathletics: How Gamblers, Managers, and Sports Enthusiasts Use Mathematics in Baseball, Basketball, and Football*. Princeton University Press, 2012. (paperback edition): ISBN 978-0-691-15458-9. Available on Amazon.
Additional Resources	*Statistical Reasoning in Sports* by Josh Tabor and Christine Franklin *Analytic Methods in Sports* by Thomas Severini *Scorecasting* by Tobias Moskowitz & L. Werthem
Course Description	Sports-related research questions; acquisition of appropriate data; data wrangling; data cleansing; analysis of large, complex data sets; use of statistical software to apply appropriate statistical tools; discovering insight; and clear communication of results.
Student Learning Outcomes	Students who successfully complete DSC 390 will demonstrate the ability to . . . 1. Use critical thinking and problem solving skills to pose and investigate sports-related questions; 2. Wrangle sports data obtained from the internet; 3. Merge, clean, and visualize data sets; 4. Analyze large, complex data sets; 5. Apply statistical concepts to issues in the sports world; 6. Independently learn new statistical analysis procedures; and 7. Use written and oral communication skills to summarize statistical results.
Department of Mathematics and Statistics Goal I	To continue offering high-quality courses and teaching in baccalaureate and graduate programs in Mathematics, Mathematics/Teaching, and Statistics; general education and any courses and auxiliary services in the program areas needed to support other programs of the University at all levels; and developmental education.
Statistics Program Learning Objectives	1. Students will be able to apply statistical techniques to industrial problems and communicate results to a diverse audience. 2. Students will demonstrate mastery of at least one statistical computing package routinely in use in the community and interpret its output. 3. Students will demonstrate mastery of a broad range of intermediate-level statistical techniques of the type they will likely encounter in graduate work in statistics.
Inclement Weather Plan	On inclement weather days, this class will meet **XXXXXX**.
Student Progress	Mid-term grades should be viewable online on XXXXXX.
Official E-mail	An official EKU e-mail address 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.
Note	It is expected that each DSC 390 student will spend on the average a minimum of **three hours** outside study for each hour of class time
Attendance Policy	Success in understanding statistics is closely related to regular class participation. Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work and will be held responsible for announcements made in class.

<table>
<tr><td>Tentative Course Outline</td><td>Week 1: Review of Statistical methodology and application to sports data
Week 2: Review of Statistical methodology and application to sports data
Week 3: Review of Statistical methodology and application to sports data
Week 4: Review of Statistical methodology and application to sports data
Week 5: Baseball Decision Making: Chapters 1 - 2
Week 6: Baseball Decision Making: Chapters 3-4
Week 7: Baseball Decision Making: Chapters 5-6
Week 8: Football Decision Making: Chapters 18-19
Week 9: Football Decision Making: Chapters 20-21
Week 10: Presentations
Week 11: Football Decision Making: Chapters 22-23
Week 12: Basketball Decision Making: Chapters 28-29
Week 13: Basketball Decision Making: Chapters 30-31
Week 14: Basketball Decision Making: Chapter 37
Week 15: Rating Sports Teams: Chapter 40
Week 16: Rating Sports Teams: Chapter 43
Week 17: Presentations</td></tr>
<tr><td>Course Requirements and Grading Policy</td><td>The following weight scheme will be used to compute the course grade:

Assignments/Homework 40%
Midterm Project 20%
Final Project 20%
Quizzes 20%

Assignments/Homework: Students are encouraged to work together on assignments and homework. However, each student must write up their analysis on their own. You can expect at least one assignment or homework to be due each week.

Projects: The class will be divided into groups or individuals to complete two projects during the semester related to a sports question. Note: groups can change for subsequent projects. Each group will formulate their sports related question, obtain/collect and organize the appropriate data, determine the appropriate statistical methodology needed, analyze the data, write a report, and present a PowerPoint presentation. The projects will require work throughout the semester.

Quizzes: Quizzes will be given throughout the semester to assess students' understanding of the material. The quizzes may be in class or take home.

The grading scale for the course is
<table><tr><td>%</td><td>< 60</td><td>60-69</td><td>70-79</td><td>80-89</td><td>90-100</td></tr><tr><td>Grade</td><td>F</td><td>D</td><td>C</td><td>B</td><td>A</td></tr></table></td></tr>
<tr><td>Add/Drop
Withdrawal</td><td>• Last day to drop this class with no tuition charge and no record of the course on the transcript: XXXXX
• Last day to withdraw from this course with no withdrawal fee: XXXXX. After that, students withdrawing from the class may incur a $150 fee.
• Last day to withdraw from this class: XXXXX

For additional information, consult the Colonel's Compass: XXXX</td></tr>
<tr><td>Make-Up Policy</td><td>Make-up tests will only be given only for university excused absences or absences the instructor deems reasonable; documentation should be provided. Arrangements to make up a missed quiz should be made within one week of the quiz if possible. Five percent per day will be deducted for late assignments, homework, and paper/project. Note: the instructor will not accept late assignments, homework, or paper/project after the instructor has discussed the answers in class.</td></tr>
</table>

Disability Accommodation Statement from the Center for Student Accessibility	Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.
Department Policies	• During class, cell phones and other devices must be turned off or set to silent mode. Silencing a cell phone includes silencing the ringer, alarms, and notifications. Instructors may give exceptions to this rule. • During resource-limited activities (such as in-class exams), students may not use the calculator function of any wireless device. This includes cell phones and smart watches. • Grades are not given out over the phone. They may be posted on Blackboard. • Any student enrolling in a multiple section course for which s/he has already received a grade of D, F, or W from the instructor who is teaching the section may change to a section taught by a different instructor by seeing the Chair of the Department of Mathematics and Statistics. This change must be completed by the end of the drop/add period.
Academic Honesty and Responsibility	1. Anyone violating the usual standards for academic honesty, for example, anyone attempting to obtain or exchange information regarding any quiz or test, or anyone using a fraudulent excuse to qualify for a make-up, may receive a course grade of F. Cheating includes buying, selling, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations it includes receiving information from other students or other students' exams and referring to unauthorized notes or other written information in any form including electronic (e.g., information stored in graphing calculators). 2. Copying or working together **is not** acceptable for computer assignments. If you are caught copying or working together, you will definitely get a zero for the assignment, and you may get an F for the course. This includes the person who allows another person to copy his or her assignment as well as the person who copied, or all students working together. Working together includes, but is not limited to, discussing wording of an answer, discussing any computations or numerical answers, etc. If you have **any** questions regarding a computer assignment, you should ask your instructor. **Do not ask other students for help.** 3. The following are **not permitted** for calculators that are to be used on quizzes or exams: enhancing the calculator's abilities beyond the factory settings, uploading documents or downloading software onto the calculator, and saving course content to the calculator. 4. Anyone behaving in a disruptive manner or refusing to follow the usual standards for academic behavior may be barred from attending class and may receive a course grade of F. 5. Students are expected to solve problems independently, using the knowledge gained from course materials. This precludes the use of problem-solving services (including but not limited to Chegg or similar services), as well as collaborative work with other students unless specifically authorized by the instructor. If an instructor has not explicitly permitted the use of resources other than your knowledge, you should assume that it is not permitted. Please consult your instructor if you are unsure as to permitted resources and tools. 6. **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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards. For current University policies and regulations, please go to EKU's Policy Website.

Non-Discrimination and Harassment, Title IX, and Prevention Statement	EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/. EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available at https://policies.eku.edu/policies/d. Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to: Lindsey A. Carter Director of the Office of Institutional Equity & Title IX Coordinator Jones 416 Lindsey.Carter@eku.edu 859-622-8020

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
X	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	DSC 580
	Hybrid Course ("S," "W")	∗Course Title (full title±)	R and Introductory Data Mining
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Cross-list STA 580 as DSC 580.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

R and Introductory Data Mining provides students with data science skills, and the DSC prefix reflects the nature of the course content.

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 ~~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.)

DSC 580 R and Introductory Data Mining. (3) A. Cross-listed as STA 580. Prerequisite: STA 270 with a minimum grade of "C" or STA 215 with a minimum grade of "B" and CSC 170 or 174 or 189 or 190. Data set manipulation, application of statistical techniques in R, statistical programming, and data mining skills. Credit will not be awarded to students who have credit for STA 580.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
DSC	580	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	MTST

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 27

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	Normal, Audit	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	STA 270 with a minimum grade of "C" or STA 215 with a minimum grade of "B" and CSC 170 or 174 or 189 or 190.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	STA 580
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
X	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	DSC 780
	Hybrid Course ("S," "W")	∗Course Title (full title±)	R and Introductory Data Mining
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Cross-list STA 780 as DSC 780.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

R and Introductory Data Mining provides students with data science skills, and the DSC prefix reflects the nature of the course content.

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 ~~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.)

DSC 780 R and Introductory Data Mining. (3) A. Cross-listed as STA 780. Data set manipulation, application of statistical techniques in R, statistical programming, and data mining skills. It is strongly recommended that students have completed a course in applied statistics and an introductory course in computer programming. Credit will not be awarded to students who have credit for STA 780.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
DSC	780	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	MTST

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory ____ Other ____	CIP Code (first two digits only) 27

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	Normal, Audit	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	STA 780
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

DEPARTMENT OF MATHEMATICS AND STATISTICS
DSC/STA 580/780 R and Introductory Data Mining
CRN XXXXX/XXXXX/XXXXX/XXXXX 3 credit hours
MW 5:00-6:15 PM Wallace XXX
Fall 2021 Syllabus

Instructor Information	**Name:** _____ **Office:** TBD **Phone:** **e-mail**: XXXX.XXXX@eku.edu **Office Hours:** Other hours by appointment	
Prerequisite	DSC/STA 580	STA 270 with a minimum grade of "C" or STA 215 with a minimum grade of "B" and CSC 170 or 174 or 189 or 190.
	DSC/STA 780	It is strongly recommended that students have completed a course in applied statistics and an introductory course in computer programming.
Course Description	Data set manipulation, application of statistical techniques in R, statistical programming, and data mining skills.	
Note	Credit will not be awarded for both DSC 580 and STA 580. Credit will not be awarded for both DSC 780 and STA 780.	
Required Materials	**(1) TEXT : a. Required: R For Data Science** (Grolemund and Wickham) http://r4ds.had.co.nz/ **b. Introduction to Statistical Learning with Applications in R** http://faculty.marshall.usc.edu/gareth-james/ISL/ **c. Recommended: An Introduction to R**. (Venables and Smith) https://cran.r-project.org/doc/manuals/R-intro.pdf **d. The R Inferno (Burns)** http://www.burns-stat.com/pages/Tutor/R_inferno.pdf **e. Internet access** **f. R (>= 4.0.2)** **g. R Studio (>= 1.1.1335)** **h. pandoc (>= 1.17.2)**	
Purpose of the Course	Computing with data is an essential part of statistical research and practice. The R language provides a rich computing environment for working with data. R not only offers an abundance of packages that allow users the access to well-established statistical techniques, but also provides great flexibility for users to create their own methods to handle the data. Backed by the detailed documentation and support from both inside and outside of the statistical community, R has become an indispensable tool for statistical computing and therefore an integral part of a statistics program. This course will help students develop the basic skills of conducting statistical analysis using R. A student from this course is expected to be comfortable with the R environment, be proficient to conduct data set manipulation and to apply various statistical techniques. A student is also expected to write simple programs to implement his/her idea of building statistical models.	

Student Learning Outcomes	Students who successfully complete DSC 580 or STA 580 or DSC 780 or STA 780 will demonstrate the ability to use R to: 1. Perform basic programming. 2. Make use of literate programming. 3. Conduct operations on numbers, vectors, arrays and matrices. 4. Apply basic statistical models and interpret the output. 5. Write simple functions to implement statistical methods. 6. Utilize basic skills of statistical data mining. Students who successfully complete DSC 780 or STA 780 will also demonstrate the ability to: 1. Analyze data using advanced statistical models. 2. Implement intermediate data mining skills. 3. Develop efficient computational algorithms. 4. Explore and adopt R packages for statistical analysis in different areas.
<u>Tentative</u> Course Outline	**List of Topics** **I. Introduction to R (1 week)** **a.** Put R to work(download and installation; start and end an R session) **b.** Get help and find R documentation **c.** R environment **d.** R Markdown **II. Working with Data Frames (2.5 weeks)** **a.** Data Import **b.** Basic Transformations **c.** Summarizing Categorical and Numerical Data **III. Cleaning Data (3 weeks)** **a.** Character strings **b.** Dates **c.** Factors **d.** Exploratory Data Analysis **e.** Graphics with R **IV. Functions and Loops (4 weeks)** **a.** Conditional Operators **b.** While Loops **c.** For Loops **d.** Random Number Generation **e.** Simulation **V. Statistical Learning (4 weeks)** **a.** Implementing basic statistical methods in R **a.** Confidence interval and hypothesis testing **b.** Linear regression **c.** Analysis of variance (ANOVA) **d.** Logistic regression **e.** Random forest **b.** Model evaluation a. Model diagnostics d. Cross validation e. Bootstrapping
Inclement Weather Plan	On inclement weather days, this class will meet at the usual time, 5:00-6: 15 p.m. Check email to see whether the class will meet in person or online.
Note	It is expected that each DSC/STA 580 student will spend on the average a minimum of **three hours** outside study for each hour of class time. It is expected that each DSC/STA 780 student will spend on the average a minimum of **four hours** outside study for each hour of class time.

Attendance Policy	Success in understanding statistics is closely related to regular class participation. Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work and will be held responsible for announcements made in class.
Student Progress	Mid-term grades should be viewable online on Tuesday, October 6, 2020.
Add/Drop **Withdrawal**	• Last day to drop this class with no tuition charge and no record of the course on the transcript: Sunday, August 23, 2020. • Last day to withdraw from this course with no withdrawal fee: Monday, October 12, 2020. After that, students withdrawing from the class may incur a $150 fee. • Last day to withdraw from this class: Sunday, November 8, 2020. • For additional information, consult the Colonel's Compass: https://colonelscompass.eku.edu/fall-2020-deadlines-adddrop-refunds.
Make-Up Policy	While students should make every effort to complete projects and exams at the regularly scheduled times, students are encouraged to stay home when they feel ill. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Arrangements to make up a missed project or exam should be made within one week of the project or exam if possible.
EKU Standard Syllabus Statements	http://www.academicaffairs.eku.edu/syllabi/
Disability Accommodation Statement from the Center for Student Accessibility	Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services. If you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933. The Americans with Disabilities Act Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Institutional Equity, Lindsey Carter, Director, Office of Institutional Equity, Title IX Coordinator, Jones 416, (859) 622-8020, Lindsey.Carter@eku.edu.
Assistance for Students	Some of the following services are available 24/7. **Student Assistance Fund for Eastern:** https://retentiongraduation.eku.edu/student-assistance-fund-eastern **EKU Student Health Center:** (859) 622-1761 or www.healthservices.eku.edu **EKU Counseling Center:** (859) 622-1303 or www.counselingcenter.eku.edu **Madison County Health Department:** (859) 623-7312 **Ampersand Sexual Violence Resource Center of the Bluegrass:** 1-800-656-4673 **Hope's Wings Domestic Violence Program:** (859) 623-4095 **EKU Police:** (859) 622-1111 **Richmond City Police:** (859) 623-1162 **National Suicide Prevention Lifeline:** 1-800-784-2433 (for you or someone you know) **Crisis Hotline:** 1-800-273-8255 **Local Crisis Hotline:** 1-800-928-8000 **Colonel's Cupboard (Emergency Food):** www.communityservice.eku.edu/Cupboard

Department Policies	• During class, cell phones and other devices must be turned off or set to silent mode. Silencing a cell phone includes silencing the ringer, alarms, and notifications. Instructors may give exceptions to this rule. • During resource-limited activities (such as in-class exams), students may not use the calculator function of any wireless device. This includes cell phones and smart watches. • Grades are not given out over the phone. They may be posted on Blackboard. • Any student enrolling in a multiple section course for which s/he has already received a grade of D, F, or W from the instructor who is teaching the section may change to a section taught by a different instructor by seeing the Chair of the Department of Mathematics and Statistics. This change must be completed by the end of the drop/add period.
Non-Discrimination and Harassment, Title IX, and Prevention Statement	EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/. EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available at https://policies.eku.edu/policies/d. Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to: Lindsey A. Carter Director of the Office of Institutional Equity & Title IX Coordinator Jones 416 Lindsey.Carter@eku.edu 859-622-8020

<table>
<tr>
<td>Course Requirements and Grading Policy</td>
<td>
Scoring: Homework 20%
Midterm Exam/projects 3 @20% each
Final Exam/project 20%

Scoring Details:
<u>Homework</u>: Homework will be assigned every one or two weeks. All the homework assignments are strictly individual and will be given in the assignment section of Blackboard.

<u>Midterm Exam/projects</u>: The projects will be take-home and are to be completed individually. They will be announced during the lecture. The instructions for the projects will be posted in the assignment section of Blackboard.

<u>Final Exam/project</u>: The final exam/project will be announced at least two weeks before the end of classes and will be completed in the week of final exams.

Programming is an exercise in structured problem solving. Each homework assignment and exam/project will be submitted as a fully reproducible .Rmd file and must be e-mailed to the instructor before the date and time it is due. With each exercise, the student will provide a written description of how they have deconstructed the problem. This may be in the form of a list of tasks that need to be completed to complete the objective of the exercise. The file student will then demonstrate completion of those tasks within their code.

<u>Grading Scale</u>: The grading scale for the course is

<table>
<tr><td>%</td><td>< 60</td><td>60-69</td><td>70-79</td><td>80-89</td><td>90-100</td></tr>
<tr><td>Grade</td><td>F or FN</td><td>D</td><td>C</td><td>B</td><td>A</td></tr>
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<tr>
<td>Additional Requirements For DSC/STA 780 Students</td>
<td>
DSC/STA 780 students will be held to a higher standard than those enrolled in DSC/STA 580. They will be expected to develop stronger programming skills and to implement more advanced statistical techniques in R. They will also be required to explore more topics in data mining than DSC/STA 580 students.

Extra problems will be assigned to students enrolled for DSC/STA 780 on some of the homework assignments and projects. On exams, there will be different problems for DSC/STA 580 and DSC/STA 780 students.

DSC/STA 780 students will also be required to complete an extra project that requires them to explore and implement one topic in data mining that is related to the course materials but not covered in lectures. The extra project will be due in the last week of class.
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</table>

Academic Honesty and Responsibility	1. Anyone violating the usual standards for academic honesty, for example, anyone attempting to obtain or exchange information regarding any quiz or test, or anyone using a fraudulent excuse to qualify for a make-up, may receive a course grade of F. Cheating includes buying, selling, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations it includes receiving information from other students or other students' exams and referring to unauthorized notes or other written information in any form including electronic (e.g., information stored in graphing calculators). 2. Copying **is not** acceptable for computer assignments. If you are caught copying code, you will definitely get a zero for the assignment, and you may get an F for the course. This includes the person who allows another person to copy his or her assignment as well as the person who copied, or all students working together. 3. While each student must produce their own code, it is acceptable for students to discuss and compare strategies and errors returned by the program. It is also acceptable for students to use online question and answer forums for assistance with debugging code. These are valuable skills to develop for becoming an experienced programmer, but their use should be limited to debugging and strategizing, not to implementing actual written code. 4. Anyone behaving in a disruptive manner or refusing to follow the usual standards for academic behavior may be barred from attending class and may receive a course grade of F. 5. Students are expected to solve problems independently, using the knowledge gained from course materials. This precludes the use of problem-solving services (including but not limited to Chegg or similar services), as well as collaborative work with other students unless specifically authorized by the instructor. If an instructor has not explicitly permitted the use of resources other than your knowledge, you should assume that it is not permitted. Please consult your instructor if you are unsure as to permitted resources and tools. 6. **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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards. For current University policies and regulations, please go to EKU's Policy Website.
Official E-mail	An official EKU e-mail address 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.
Assistance for Students	Some of the following services are available 24/7. **Student Assistance Fund for Eastern:** https://retentiongraduation.eku.edu/student-assistance-fund-eastern **EKU Student Health Center:** (859) 622-1761 or www.healthservices.eku.edu **EKU Counseling Center:** (859) 622-1303 or www.counselingcenter.eku.edu **Madison County Health Department:** (859) 623-7312 **Bluegrass Rape Crisis Center:** 1-800-656-4673 **Ampersand Sexual Violence Resource Center of the Bluegrass:** 1-800-656-4673 **Hope's Wings Domestic Violence Program:** (859) 623-4095 **EKU Police:** (859) 622-1111 **Richmond City Police:** (859) 623-1162 **National Suicide Prevention Lifeline:** 1-800-784-2433 (for you or someone you know) **Crisis Hotline:** 1-800-273-8255 **Local Crisis Hotline:** 1-800-928-8000 **Colonel's Cupboard (Emergency Food):** www.communityservice.eku.edu/Cupboard

Selected Resources for R	• *Advanced R* by Hadley Wickham (http://adv-r.had.co.nz/) • *R packages* by Hadley Wickham (http://r-pkgs.had.co.nz/) • *The R Graphics Cookbook* by Winston Chang (O'Reilly, 2013; ISBN 978-1449316952) • *Software for Data Analysis: Programming with R* by John M. Chambers (Springer, 2008) • *Introductory Statistics with R*, 2nd Edition by Peter Dalgaard (Springer, 2008) • *Data Analysis and Graphics Using R*, 2nd Edition by John Maindonald and John Braun (Cambridge, 2003) • *Using R for Introductory Statistics* by John Verzani (Chapman & Hall/CRC, 2005) • *The R Book* by Michael J. Crawley (Wiley, 2007) • *Statistics: An Introduction using R* by Michael J. Crawley (Wiley, 2005) • *A Handbook of Statistical Analyses Using R* by Brian Everitt and Torsten Hothorn (Chapman & Hall/CRC, 2006) • *Statistical Computing with R* by Maria L. Rizzo (Chapman & Hall/CRC, 2008) • *A First Course in Statistical Programming with R* by W. John Braun and Duncan J. Murdoch (Cambridge, 2007) • *Data Manipulation with R* by Phil Spector (Springer, 2008) • *Introduction to Probability with R* by Kenneth Baclawski (Chapman & Hall/CRC, 2008) • *Probability and Statistics with R* by María Dolores Ugarte, Ana F. Militino, and Alan T. Arnholt (Chapman & Hall/CRC, 2008) • *R: A language for data analysis and graphics*, by Ross Ihaka and Robert Gentleman, Journal of Computational and Graphical Statistics, 5(3):299-314, 1996 • *Data Analysts Captivated by R's Power*, by Ashlee Vance, New York Times, January 6, 2009 • *R for SAS and SPSS Users*, by Robert A. Muenchen (Springer, 2008)

COVID-19 Precautions	Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy On Campus initiatives. These initiatives include properly wearing a face covering at all times while in face-to-face class meetings, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to the Office of Student Conduct and Community Standards. It is incumbent upon each of us to do our part to create a safe and healthy environment to live and learn. If you are going to be in a public setting or could potentially be in a setting where you will be near others, even for a moment, a face covering is required. In addition, maintaining a distance of six feet from others is required. This simple act can have a tremendously positive impact on mitigating the spread of the COVID-19 virus. Your wellbeing is our primary concern. Following established health guidelines is critical and appreciated. The university is following the most current CDC guidelines available in conjunction with the Governor's executive orders and the direction of the Madison County Health Department. At a minimum, each of us should do the following: • Wash your hands often with soap and water. • Stay at least six feet from others (social distancing) and avoid close contact. • Cover your nose and mouth with a cloth face covering when around others unless the cloth face covering presents a safety/health issue for the wearer. • Cover coughs and sneezes. • Clean and disinfect surfaces in your environment. • Monitor your health for the symptoms of COVID-19 and seek medical attention if needed. • Self-isolate if you meet the most current guidelines for isolation or o if you have been identified as having a positive COVID-19 test. o if you have been identified by a health department official as being a primary contact. o if you are a Person Under Investigation (PUI) for COVID-19. The university's response to COVID-19 is fluid and dynamic. Please refer to our website for the latest guidance and university protocols. Students requiring an accommodation for face coverings should contact the Center for Student Accessibility.

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
	New Course (Parts II, IV)	College	COS
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	STA 580
	Hybrid Course ("S," "W")	∗Course Title (full title±)	R and Introductory Data Mining
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Cross-list STA 580 as DSC 580.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

R and Introductory Data Mining provides students with data science skills, and the DSC prefix reflects the nature of the course content.

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 ~~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.)

STA 580 R and Introductory Data Mining. (3) A. Cross-listed as DSC 580. Prerequisite: STA 270 with a minimum grade of "C" or STA 215 with a minimum grade of "B" and CSC 170 or 174 or 189 or 190. Data set manipulation, application of statistical techniques in R, statistical programming, and data mining skills. Credit will not be awarded to students who have credit for DSC 580.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
STA	580	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	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)
1	3		FR ____ JR ____
	3		SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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.	No change
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	DSC 580
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
	New Course (Parts II, IV)	College	COS
X	Course Revision (Parts II, IV)	∗Course Prefix & Number	STA 780
	Hybrid Course ("S," "W")	∗Course Title (full title±)	R and Introductory Data Mining
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	
General Education Committee*	NA	Board of Regents**	
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	1/22/21		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Cross-list STA 780 as DSC 780.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

R and Introductory Data Mining provides students with data science skills, and the DSC prefix reflects the nature of the course content.

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 ~~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.)

STA 780 R and Introductory Data Mining. (3) A. Cross-listed as DSC 780. Data set manipulation, application of statistical techniques in R, statistical programming, and data mining skills. It is strongly recommended that students have completed a course in applied statistics and an introductory course in computer programming. Credit will not be awarded to students who have credit for DSC 780.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

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 Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
STA	780	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	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)
1	3		FR ____ JR ____
	3		SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit)
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites 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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	DSC 780
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
X	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MAT 111A
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Quantitative Support: MAT 112A
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	NA
General Education Committee*	NA	Board of Regents**	NA
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Replace MAT 112AP with MAT 111A (This form is accompanied by a drop of MAT 112AP)

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

This should eliminate the confusion between MAT 112A labs and the separate support course, and help students and advisors recognize that these are separate classes, with assignments and attendance needed in both.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: no change

Operating Expenses Impact: no change

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 ~~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.)

MAT 111A Quantitative Support: MAT 112A (.5) I, II. Formerly MAT 112AP. Corequisite: MAT 112A. Corequisite support for students in MAT 112A. Emphasis placed on prerequisite skills such as real number sense and operations, problem solving, analyzing graphs, factoring, exponents, mathematical modeling, and critical reading and thinking. Credit will not be awarded to students who have credit for MAT 112AP. 2 Lab

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MAT	111A	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	MTST

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
0.5	Lecture ____ Laboratory ____ Other ____ 2	CIP Code (first two digits only) 27

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
0	1	S/U	FR ____ JR ____ SO ____ SR ____

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit) Quantitative Support: MAT 112A
		Thesis	
		Internship	
		Independent Study	
		Practicum	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	Corequisite: MAT 112A.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	MAT 112AP
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

Substantial Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MTST
X	New Course (Parts II, IV)	College	COS
	Course Revision (Parts II, IV)	∗Course Prefix & Number	MAT 111B
	Hybrid Course ("S," "W")	∗Course Title (full title±)	Quantitative Support for MAT 112B
	New Minor (Part III)	∗Program Title	
	Program Suspension (Part III)		
	Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
		∗ Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	Date		Date
Departmental Committee	11/2/2020	Council on Academic Affairs	
College Curriculum Committee	11/16/20	Faculty Senate**	NA
General Education Committee*	NA	Board of Regents**	NA
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Replace MAT 112BP with MAT 111B.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2021

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

This should eliminate the confusion between MAT 112B labs and the separate support course, and help students and advisors recognize that MAT 112B and MAT 111B are separate classes, with assignments and attendance needed in both.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: no change

Operating Expenses Impact: no change

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 ~~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.)

MAT 111B Quantitative Support: MAT 112B (.5) I, II. Formerly MAT 112BP. Corequisite: MAT 112B. Corequisite support for students in MAT 112B. Emphasis on prerequisite skills including real number sense and operations, problem solving, graphs, factoring, exponents, logarithms, matrices, sequences, mathematical modeling, and critical reading and thinking. Credit will not be awarded to students who have credit for MAT 112BP. 2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2016)	College/Division:	Dept. (4 letters)*
MAT	111B	Fall 2021	BT ____ HS ____ CL ____ JS ____ ED ____ SC X	MTST

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
0.5	Lecture ____ Laboratory ____ Other ____ 2	CIP Code (first two digits only) 27

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
0	1	S/U	FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	Course Title Abbreviation:(30 character limit) Quantitative Support: MAT 112B
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	Corequisite: MAT 112B.
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 will not be awarded for both…; or formerly…)	
Course Prefix and No.	MAT 112BP
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)	Wellness
1A (3)	2 (3)	3A (3)	4(6)	5A (3)	6 (6)	
1B (3)		3B (3)		5B (3)		
1C (3)		*or* 3A/B Integrated A&H(6)				

DEPARTMENT OF MATHEMATICS AND STATISTICS
MAT 111A Quantitative Support: MAT 112A
Fall, 202x, First 8 Week Syllabus for CRN _____

Instructor Information	**Name:** **Office:** Wallace _____ **Office Phone:** **Email:** Student **Hours:** Other hours available by appointment.
Class Meetings	**Usual meeting times:** **Inclement weather meeting times:**
Co-Requisite	MAT 112A
Course Description	**MAT 111A Quantitative Support: MAT 112A (.5) I, II.** Formerly MAT 112AP. Corequisite: MAT 112A. Corequisite support for students in MAT 112A. Emphasis placed on prerequisite skills such as real number sense and operations, problem solving, analyzing graphs, factoring, exponents, mathematical modeling, and critical reading and thinking. Credit will not be awarded to students who have credit for MAT 112AP. 2 Lab
Required Materials	**(1) MyLab Math:** MyLab Math is an online homework system which also includes an electronic copy of the textbook. This is not a separate purchase since it is the same one you have for MAT 112A. **(2) Calculator:** Every student must have a graphing calculator. A TI-84 is strongly recommended. A different graphing calculator may be used, but the instructor will use a TI-84 for demonstrations. This is not a separate purchase since it is the same one you have for MAT 112A. **(3) Text (optional):** College Algebra in Context by Harshbarger and Yocco, 5th edition. Students may choose to use the electronic copy of the textbook that comes with MyLab Math. **(4) Students should bring their MAT 112A Lecture Notes to the MAT 111A class meetings to use as a reference.** **(5)** There is a $15 course fee for this course. This covers the use of the computer equipment in this course. The schedule of repayment if a student drops the course is the same as the schedule for tuition repayment. If a student needs to repeat the course, the course fee will be charged again.
Student Learning Outcomes	Students who successfully complete MAT 111A will demonstrate the ability to . . . 1. Evaluate expressions using order of operations and fractions, evaluate functions 2. Solve equations in one variable 3. Factor polynomials 4. Solve problems involving modeling and graphing. 5. Use critical reading strategies to interpret mathematical problems. 6. Interpret and communicate findings using correct mathematical notation and terminology. 7. Collaborate with peers on different problem solving techniques.
Course Expectations	Homework should be completed by the specified deadlines. Each week, students should expect to spend a minimum of 3 hours on this class. This includes any in-person or online meetings.

<table>
<tr><td>Class Embedded Consultants (CEC)</td><td>The CEC will provide support and feedback on math homework and activities throughout the course. They will attend in-person classes, support in-class activities, and may provide individualized one-on-one consultations outside regular class time, as part of the services in the tutoring center.
The CEC is not a course instructor, so you should direct all questions about grading, assignments, and course requirements to the instructor. The CEC will provide specific feedback on a variety of assignments and issues that will help you gain a better understanding of the mathematical concepts.</td></tr>
<tr><td>Diagnostic Quizzes and Tutoring Consultations</td><td>• There will be two Diagnostic Quizzes given throughout the semester. One purpose of each diagnostic quiz is to allow the student to determine what needs to be studied before the next exam. Because the diagnostic quiz must be scheduled early enough to allow for the tutoring consultations, there may be questions on a diagnostic quiz that come from sections that have not yet been addressed in MAT 112A, though they will be on the next exam. That is ok, as it simply means that those concepts will be flagged as needing to be learned, which is correct if they haven't been referenced in class yet.
• Students must attend a 30-60 minute tutoring consultation after each Diagnostic Quiz. This is in addition to any MAT 111A class meetings.
• The instructor may set a cutoff score so that the consultation is waived if the diagnostic quiz score is above that score. It is the student's responsibility to schedule and attend an in-person or online tutoring consultation after each diagnostic quiz, unless the consultation is waived. At this time appointments are required for both in-person tutoring as well as online; more details can be found by visiting www.mathtutor.eku.edu or calling (859) 622-6508. In-person consultations will be held in the Mathematics and Statistics Tutoring Center in Wallace 342.
• After each consultation, the tutor will provide you with a record of consultation. Be sure to keep all records of consultation as proof of completion and turn in a copy to your instructor in a timely manner.</td></tr>
<tr><td>Tutoring Center</td><td>The Mathematics and Statistics Tutoring Center is located in Wallace 342. This service is provided free of charge by the Department of Mathematics and Statistics. At this time appointments are required for both in-person tutoring as well as online; more details can be found by visiting www.mathtutor.eku.edu or calling (859) 622-6508. The staff will help students to complete homework, improve study skills, decrease mathematics anxiety, and prepare for exams. Students are encouraged to take advantage of this facility. Hours, locations, and phone numbers for additional tutoring facilities on campus are found at https://successcenter.eku.edu/tutoring.</td></tr>
<tr><td>Course Requirements and Grading Policy</td><td>The following weight scheme will be used to compute the course grade:<table><tr><td>Diagnostic Assessments/Records of Consultations</td><td>30%</td></tr><tr><td>Instructor Assignments</td><td>70%</td></tr></table>
The grading scale for the course is<table><tr><td>%</td><td>< 70</td><td>70-100</td></tr><tr><td>Grade</td><td>U (FAIL)</td><td>S (PASS)</td></tr></table>
If you have earned a U because you stopped coming to class or have a very low attendance rate, your grade will be recorded as an UN (Unsatisfactory / Nonattendance.) This may negatively impact your financial aid.</td></tr>
<tr><td>Student Progress</td><td>Mid-term grades will be viewable on EKUDirect on September x, 202x. Student Progress reports (S/U) will be available at the beginning of the 3rd week of classes.</td></tr>
</table>

Attendance Policy	Success in understanding mathematics is closely related to regular class participation. Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work and will be held responsible for announcements made in class.
Make-Up Policy	While students should make every effort to complete quizzes at the regularly scheduled times and attend every in-person class meeting, students are encouraged to stay home when they feel ill. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Arrangements to make up a missed quiz or class activity should be made within one week of the quiz or exam if possible. Points may be deducted for late Diagnostic Quizzes or Homework at the discretion of the instructor.
Withdrawal	• The last day to drop this class with no tuition charge and no record of the course on the transcript is Thursday, August x, 202x. • The last day to withdraw from this course with no withdrawal fee is Friday, September x, 202x. After that, students withdrawing from the class may incur a $75 fee. • The last day to withdraw from this class is Sunday, September x, 202x. • For additional information about dates for partial refunds, consult the Colonel's Compass, http://colonelscompass.eku.edu/.
Official E-mail	An official EKU e-mail address 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.
The Student Success Center	The Student Success Center, located on the ground floor of the library and online, provides free assistance for all EKU students. Students can request tutoring in over 150 subjects, as well as other services including mentoring, workshops, advising, studying, computer use, and with any questions related to your college experience. The Chellgren Success Series features workshops and video workshops to help with study skills, time management, stress management, and more. To make an online appointment or for more information, visit www.successcenter.eku.edu or email successcenter@eku.edu.

COVID-19 Precautions	Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy On Campus initiatives. These initiatives include properly wearing a face covering at all times while in face-to-face class meetings, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to the Office of Student Conduct and Community Standards.
	
	It is incumbent upon each of us to do our part to create a safe and healthy environment to live and learn. If you are going to be in a public setting or could potentially be in a setting where you will be near others, even for a moment, a face covering is required. In addition, maintaining a distance of six feet from others is required. This simple act can have a tremendously positive impact on mitigating the spread of the COVID-19 virus. Your wellbeing is our primary concern. Following established health guidelines is critical and appreciated. The university is following the most current CDC guidelines available in conjunction with the Governor's executive orders and the direction of the Madison County Health Department.
	
	At a minimum, each of us should do the following:
	• Wash your hands often with soap and water.
	• Stay at least six feet from others (social distancing) and avoid close contact.
	• Cover your nose and mouth with a cloth face covering when around others unless the cloth face covering presents a safety/health issue for the wearer.
	• Cover coughs and sneezes.
	• Clean and disinfect surfaces in your environment.
	• Monitor your health for the symptoms of COVID-19 and seek medical attention if needed.
	• Self-isolate if you meet the most current guidelines for isolation or
	  ○ if you have been identified as having a positive COVID-19 test.
	  ○ if you have been identified by a health department official as being a primary contact.
	  ○ if you are a Person Under Investigation (PUI) for COVID-19.
	
	The university's response to COVID-19 is fluid and dynamic. Please refer to our website for the latest guidance and university protocols. Students requiring an accommodation for face coverings should contact the Center for Student Accessibility.

Assistance for Students	Some of the following services are available 24/7. • **Student Assistance Fund for Eastern:** https://retentiongraduation.eku.edu/student-assistance-fund-eastern • **EKU Student Health Center:** (859) 622-1761 or www.healthservices.eku.edu • **EKU Counseling Center:** (859) 622-1303 or www.counselingcenter.eku.edu • **Madison County Health Department:** (859) 623-7312 • **Bluegrass Rape Crisis Center:** 1-800-656-4673 • **Ampersand Sexual Violence Resource Center of the Bluegrass:** 1-800-656-4673 • **Hope's Wings Domestic Violence Program:** (859) 623-4095 • **EKU Police:** (859) 622-1111 • **Richmond City Police:** (859) 623-1162 • **National Suicide Prevention Lifeline:** 1-800-784-2433 (for you or someone you know) • **Crisis Hotline:** 1-800-273-8255 • **Local Crisis Hotline:** 1-800-928-8000 • **Colonel's Cupboard (Emergency Food):** www.communityservice.eku.edu/Cupboard

Academic Honesty and Responsibility	1. Anyone violating the usual standards for academic honesty, for example, anyone attempting to obtain or exchange information regarding any quiz or test, or anyone using a fraudulent excuse to qualify for a make-up, may receive a course grade of F. Cheating includes buying, selling, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations it includes receiving information from other students or other students' exams and referring to unauthorized notes or other written information in any form including electronic (e.g., information stored in graphing calculators). 2. The following are **not permitted** for calculators that are to be used on quizzes or exams: enhancing the calculator's abilities beyond the factory settings, uploading documents or downloading software onto the calculator, and saving course content to the calculator. 3. Anyone behaving in a disruptive manner or refusing to follow the usual standards for academic behavior may be barred from attending class and may receive a course grade of F. 4. Students are expected to solve problems independently, using the knowledge gained from course materials. This precludes the use of problem-solving services (including but not limited to Chegg or similar services), as well as collaborative work with other students unless specifically authorized by the instructor. If an instructor has not explicitly permitted the use of resources other than your knowledge, you should assume that it is not permitted. Please consult your instructor if you are unsure as to permitted resources and tools. 5. **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 the policy website. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards. For this and other current University policies and regulations, please go to http://www.policies.eku.edu/.
Department Policies	• During class, cell phones and other devices must be turned off or set to silent mode. Silencing a cell phone includes silencing the ringer, alarms, and notifications. Instructors may give exceptions to this rule. • During resource-limited activities (such as exams), students may not use the calculator function of any wireless device. This includes cell phones and smart watches. • Grades are not given out over the phone. They may be posted on Blackboard. • Any student enrolling in a multiple section course for which s/he has already received a grade of D, F, or W from the instructor who is teaching the section may change to a section taught by a different instructor by seeing the Chair of the Department of Mathematics and Statistics. This change must be completed by the end of the drop/add period.
If you need further information concerning this course, please contact your instructor or the MAT 112 Coordinator, Dr. Margaret Yoder (margaret.yoder@eku.edu).	

EKU Standard Syllabus Statements
http://www.academicaffairs.eku.edu/syllabi/

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Non-Discrimination and Harassment, Title IX, and Prevention Statement	EKU is committed to maintaining a respectful and inclusive environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu/. EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity. If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available at https://policies.eku.edu/policies/d. Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to: Lindsey A. Carter Director of the Office of Institutional Equity & Title IX Coordinator Jones 416 Lindsey.Carter@eku.edu 859-622-8020

MAT 111A TENTATIVE SCHEDULE FALL 202x
August x – October x

Week	Section Meetings Content	Homework Content
1	• Syllabus • SQ3R or alternate reading method • Daily Assignment: Study Schedule • Calculator 1 ○ Graph, zoom, window, zeroes • Week 1 Homework	❖ Absolute value ❖ Calculate with real numbers ❖ Properties of real numbers
2	• Growth Mindset • Calculator 2 ○ Linear Models • Critical reading in math: linear models • Week 2 Homework	❖ Inequalities ❖ Identify polynomials and their degrees, coefficients, and constants ❖ Simplify algebraic expressions ❖ Evaluate algebraic expressions ❖ Graph ordered pairs ❖ Solve basic linear equations
3	• Test Taking Strategies • Midterm Review • Diagnostic Quiz 1 (1st class meeting of this week) • Week 3 Homework • Some students will have their first tutoring consultation.	❖ Fraction review ❖ Expressions vs. equations ❖ Solve linear equations
4	• Factoring mini-lesson ○ GCF, grouping • Week 4 Homework • Tutoring Consultation 1 due no later than Wednesday of Week 4	❖ Evaluate formulas for given values ❖ Solve linear inequalities ❖ Multiply polynomials ❖ Factor GCF ❖ Factor by grouping
5	• Factoring mini-lesson ○ AC method, difference of squares • Week 5 Homework	❖ Factor trinomials ❖ Factor difference of squares ❖ Solve quadratic equations by factoring ❖ Simplify radical expressions
6	• Calculator 3 ○ Quadratic and power models • Critical reading in math: quadratic and power models • Week 6 Homework	❖ Chapter 1 Supplemental Review ❖ Chapter 2 Supplemental Review ❖ Preview of Chapter 6 terminology

7	• Critical reading: direct and inverse variation • Curve sorting • Diagnostic Quiz 2 (1st class meeting of this week) • Week 7 Homework	❖ Chapter 3 Supplemental Review ❖ Chapter 4 Supplemental Review
8	• Tutoring Consultation 2 due no later than Tuesday of Week 8 • Review for final Exam • Week 8 Homework	❖ Chapter 6 Supplemental Review

Tutoring Consultations are scheduled outside of class time.

Tutoring Consultation 1 (to be held after the 1st diagnostic quiz and before the end of the 4th week of class; preferably BEFORE the student takes their midterm exam.)

- Bring all class materials to meeting.
- Review and correct the errors on Diagnostic Quiz 1.
- Discuss the study plan for midterm and final.
- Discuss other student questions.

Tutoring Consultation 2 (to be held after the 2nd diagnostic quiz and before the end of the last week of class; preferably BEFORE the student takes their final.)

- Bring all class materials to meeting.
- Review and correct the errors on Diagnostic Quiz 2
- Discuss the study plan for the final.
- Discuss other student questions.

DEPARTMENT OF MATHEMATICS AND STATISTICS
MAT 111B Quantitative Support: MAT 112B
Fall, 202x, First 8 Week Syllabus for CRN _____

Instructor Information	**Name:** **Office:** Wallace _____ **Office Phone:** 622- **Email:** **Student Hours:** Other hours available by appointment.
Class Meetings	**Usual meeting times:** **Inclement weather meeting times:**
Co-Requisite	MAT 112B
Course Description	**MAT 111B Quantitative Support: MAT 112B (.5) I, II.** Formerly MAT 112BP. Corequisite: MAT 112B. Corequisite support for students in MAT 112B. Emphasis on prerequisite skills including real number sense and operations, problem solving, graphs, factoring, exponents, logarithms, matrices, sequences, mathematical modeling, and critical reading and thinking. Credit will not be awarded to students who have credit for MAT 112BP. 2 Lab.
Required Materials	**(1) MyLab Math:** MyLab Math is an online homework system which also includes an electronic copy of the textbook. This is not a separate purchase since it is the same one you have for MAT 112B. **(2) Calculator:** Every student must have a graphing calculator. A TI-84 is strongly recommended. A different graphing calculator may be used, but the instructor will use a TI-84 for demonstrations. This is not a separate purchase since it is the same one you have for MAT 112B. **(3) Text (optional):** College Algebra in Context by Harshbarger and Yocco, 5th edition. Students may choose to use the electronic copy of the textbook that comes with MyLab Math. **(4) Students should bring their MAT 112B Lecture Notes to the MAT 111B class meetings to use as a reference.** **(5)** There is a $15 course fee for this course. This covers the use of the computer equipment in this course. The schedule of repayment if a student drops the course is the same as the schedule for tuition repayment. If a student needs to repeat the course, the course fee will be charged again.
Student Learning Outcomes	Students who successfully complete MAT 111B will demonstrate the ability to . . . 1. Evaluate expressions and functions containing logarithms and exponents. 2. Calculate with matrices. 3. Solve equations containing matrices, exponents, and logarithms. 4. Solve problems involving modeling and graphing. 5. Use critical reading strategies to interpret mathematical problems. 6. Interpret and communicate findings using correct mathematical notation and terminology. 7. Collaborate with peers on different problem solving techniques.

<table>
<tr><td>Course Expectations</td><td>Homework should be completed by the specified deadlines. Each week, students should expect to spend a minimum of 3 hours on this class. This includes any in-person or online meetings.</td></tr>
<tr><td>Class Embedded Consultants (CEC)</td><td>The CEC will provide support and feedback on math homework and activities throughout the course. They will attend in-person classes, support in-class activities, and may provide individualized one-on-one consultations outside regular class time, as part of the services in the tutoring center.
The CEC is not a course instructor, so you should direct all questions about grading, assignments, and course requirements to the instructor. The CEC will provide specific feedback on a variety of assignments and issues that will help you gain a better understanding of the mathematical concepts.</td></tr>
<tr><td>Diagnostic Quizzes and Tutoring Consultations</td><td>• There will be two Diagnostic Quizzes given throughout the semester. One purpose of each diagnostic quiz is to allow the student to determine what needs to be studied before the next exam. Because the diagnostic quiz must be scheduled early enough to allow for the tutoring consultations, there may be questions on a diagnostic quiz that come from sections that have not yet been addressed in MAT 112B, though they will be on the next exam. That is ok, as it simply means that those concepts will be flagged as needing to be learned, which is correct if they haven't been referenced in class yet.
• Students must attend a 30-60 minute tutoring consultation after each Diagnostic Quiz. This is in addition to any MAT 111B class meetings.
• The instructor may set a cutoff score so that the consultation is waived if the diagnostic quiz score is above that score. It is the student's responsibility to schedule and attend an in-person or online tutoring consultation after each diagnostic quiz, unless the consultation is waived. At this time appointments are required for both in-person tutoring as well as online; more details can be found by visiting www.mathtutor.eku.edu or calling (859) 622-6508. In-person consultations will be held in the Mathematics and Statistics Tutoring Center in Wallace 342.
• After each consultation, the tutor will provide you with a record of consultation. Be sure to keep all records of consultation as proof of completion and turn in a copy to your instructor in a timely manner.</td></tr>
<tr><td>Tutoring Center</td><td>The Mathematics and Statistics Tutoring Center is located in Wallace 342. This service is provided free of charge by the Department of Mathematics and Statistics. At this time appointments are required for both in-person tutoring as well as online; more details can be found by visiting www.mathtutor.eku.edu or calling (859) 622-6508. The staff will help students to complete homework, improve study skills, decrease mathematics anxiety, and prepare for exams. Students are encouraged to take advantage of this facility. Hours, locations, and phone numbers for additional tutoring facilities on campus are found at https://successcenter.eku.edu/tutoring.</td></tr>
<tr><td>Course Requirements and Grading Policy</td><td>The following weight scheme will be used to compute the course grade:
<table>
<tr><td>Diagnostic Assessments/Records of Consultations</td><td>30%</td></tr>
<tr><td>Instructor Assignments</td><td>70%</td></tr>
</table>
The grading scale for the course is
<table>
<tr><td>%</td><td>< 70</td><td>70-100</td></tr>
<tr><td>Grade</td><td>U (FAIL)</td><td>S (PASS)</td></tr>
</table>
If you have earned a U because you stopped coming to class or have a very low attendance rate, your grade will be recorded as an UN (Unsatisfactory / Nonattendance.) This may negatively impact your financial aid.</td></tr>
</table>

Student Progress	Mid-term grades will be viewable on EKUDirect on September x, 202x. Student Progress reports (S/U) will be available at the beginning of the 3rd week of classes.
Attendance Policy	Success in understanding mathematics is closely related to regular class participation. Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work and will be held responsible for announcements made in class.
Make-Up Policy	While students should make every effort to complete quizzes at the regularly scheduled times and attend every in-person class meeting, students are encouraged to stay home when they feel ill. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Arrangements to make up a missed quiz or class activity should be made within one week of the quiz or exam if possible. Points may be deducted for late Diagnostic Quizzes or Homework at the discretion of the instructor.
Withdrawal	• The last day to drop this class with no tuition charge and no record of the course on the transcript is Thursday, August x, 202x. • The last day to withdraw from this course with no withdrawal fee is Friday, September x, 202x. After that, students withdrawing from the class may incur a $75 fee. • The last day to withdraw from this class is Sunday, September x, 202x. • For additional information about dates for partial refunds, consult the Colonel's Compass, http://colonelscompass.eku.edu/.
Official E-mail	An official EKU e-mail address 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.
The Student Success Center	The Student Success Center, located on the ground floor of the library and online, provides free assistance for all EKU students. Students can request tutoring in over 150 subjects, as well as other services including mentoring, workshops, advising, studying, computer use, and with any questions related to your college experience. The Chellgren Success Series features workshops and video workshops to help with study skills, time management, stress management, and more. To make an online appointment or for more information, visit www.successcenter.eku.edu or email successcenter@eku.edu.

COVID-19 Precautions	Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy On Campus initiatives. These initiatives include properly wearing a face covering at all times while in face-to-face class meetings, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to the Office of Student Conduct and Community Standards.
	It is incumbent upon each of us to do our part to create a safe and healthy environment to live and learn. If you are going to be in a public setting or could potentially be in a setting where you will be near others, even for a moment, a face covering is required. In addition, maintaining a distance of six feet from others is required. This simple act can have a tremendously positive impact on mitigating the spread of the COVID-19 virus. Your wellbeing is our primary concern. Following established health guidelines is critical and appreciated. The university is following the most current CDC guidelines available in conjunction with the Governor's executive orders and the direction of the Madison County Health Department.
	At a minimum, each of us should do the following:
	• Wash your hands often with soap and water.
	• Stay at least six feet from others (social distancing) and avoid close contact.
	• Cover your nose and mouth with a cloth face covering when around others unless the cloth face covering presents a safety/health issue for the wearer.
	• Cover coughs and sneezes.
	• Clean and disinfect surfaces in your environment.
	• Monitor your health for the symptoms of COVID-19 and seek medical attention if needed.
	• Self-isolate if you meet the most current guidelines for isolation or
	  ○ if you have been identified as having a positive COVID-19 test.
	  ○ if you have been identified by a health department official as being a primary contact.
	  ○ if you are a Person Under Investigation (PUI) for COVID-19.
	The university's response to COVID-19 is fluid and dynamic. Please refer to our website for the latest guidance and university protocols. Students requiring an accommodation for face coverings should contact the Center for Student Accessibility.

Assistance for Students	Some of the following services are available 24/7. • **Student Assistance Fund for Eastern:** https://retentiongraduation.eku.edu/student-assistance-fund-eastern • **EKU Student Health Center:** (859) 622-1761 or www.healthservices.eku.edu • **EKU Counseling Center:** (859) 622-1303 or www.counselingcenter.eku.edu • **Madison County Health Department:** (859) 623-7312 • **Bluegrass Rape Crisis Center:** 1-800-656-4673 • **Ampersand Sexual Violence Resource Center of the Bluegrass:** 1-800-656-4673 • **Hope's Wings Domestic Violence Program:** (859) 623-4095 • **EKU Police:** (859) 622-1111 • **Richmond City Police:** (859) 623-1162 • **National Suicide Prevention Lifeline:** 1-800-784-2433 (for you or someone you know) • **Crisis Hotline:** 1-800-273-8255 • **Local Crisis Hotline:** 1-800-928-8000 • **Colonel's Cupboard (Emergency Food):** www.communityservice.eku.edu/Cupboard

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MAT 111B TENTATIVE SCHEDULE FALL 202x
August x – October x

Week	Content	Homework Content
1	• Syllabus • CEC Introductions • Daily Assignment: Study Schedule • Curve Sorting • Calculator 1 ○ Transformations • Week 1 Homework	❖ Library of Functions ❖ Transformations ❖ Adding, Subtracting, Multiplying Polynomials
2	• Working with formulas • Week 2 Homework	❖ Solving Literal Equations ❖ Chapter 4 Supplemental Review
3	• Diagnostic Quiz 1 (1st class meeting of this week) • Test Taking Strategies • Week 3 Homework	❖ Exponent Properties Review ❖ Chapter 5 Supplemental Review
4	• Midterm Review • Week 4 Homework • 1st tutoring consultation	❖ Chapter 5 Supplemental Review
5	• Matrices • Week 5 Homework	❖ Systems of equations review ❖ Chapter 7 Supplemental Review
6	• Calculator 2 ○ Matrices • Week 6 Homework	❖ Chapter 7 Supplemental Review
7	• Diagnostic Quiz 2 (1st class meeting of this week) • Week 7 Homework	❖ Chapters 7 & 8 Supplemental Review
8	• Final Exam Review • Week 8 Homework • 2nd tutoring consultation	❖ Final Exam Review

Tutoring Consultations are scheduled outside of class time.

Tutoring Consultation 1 (to be held after the 1st diagnostic quiz and before the end of the 4th week of class; preferably BEFORE the student takes their midterm exam.)

- Bring all class materials to meeting.
- Review and correct the errors on Diagnostic Quiz 1.
- Discuss the study plan for midterm and final.
- Discuss other student questions.

Tutoring Consultation 2 (to be held after the 2nd diagnostic quiz and before the end of the last week of class; preferably BEFORE the student takes their final.)

- Bring all class materials to meeting.
- Review and correct the errors on Diagnostic Quiz 2.
- Discuss the study plan for the final.
- Discuss other student questions.

Requirements for Readmission

All previously enrolled EKU undergraduate students who have not attended Eastern Kentucky University for a period longer than 24 months must apply and be approved for readmission to the University before being allowed to continue taking classes.

Students who wish to return to EKU, who do not meet the established institutional GPA (see Good Academic Standing table on page 47), will return on Academic Probation status. These students will be assigned an academic coach in the Office of University Advising, and will develop an academic success plan with their coach before being allowed to register for classes. Continued enrollment is contingent upon adherence to their signed academic Student Success Agreement and meeting EKU Academic Standards Policy.

Students who wish to return to EKU but ~~left~~ were academically suspended or dismissed with an institutional GPA of less than a 1.5 must appeal for readmission through the Admissions Appeal Committee, in addition to submitting an application for readmission to the Office of Admissions. The form and instructions for an appeal for readmission can be found on the EKU Registrar's website (http:// www.registrar.eku.edu/Forms; Academic Standing/Readmit Appeals Form).

If the student's appeal is approved he/she will be readmitted upon submitting an application for readmission. Both the application to the Office of Admissions, and the appeal to the Admissions Appeal Committee may be submitted simultaneously. The Admissions Appeal Committee may require an in-person interview during the appeal consideration process. If their appeal to return to EKU is approved these students will return on Academic Probation status. They will be assigned an academic coach in the Office of University Advising, and will develop an academic success plan with their coach before being allowed to register for classes. Continued enrollment is contingent upon adherence to their signed academic Student Success Agreement and meeting EKU Academic Standards Policy.

If a student has attended another institution since leaving EKU, and has been out of the University for longer than 24 months, his/her return to EKU will be considered under the readmission guidelines above instead of the student being considered a transfer student.

Former students with ACT subscores less than English 14, Mathematics 16, and/or Reading 14 who did not formerly complete academic readiness needs through EKU coursework will have to prove proficiency for entry into a credit-bearing Academic Readiness course.

Students who were dismissed under the former Developmental Dismissal policy must submit documentation (a transcript or official test scores) indicating that proficiency has been earned for any needed developmental coursework before they may be readmitted to the University.

See the "Stopping Out" procedure in Section Five for additional information.

Stopping Out and Returning to EKU

Students who either *stop out** or officially *withdraw*** and are academically eligible to return to the University, may return to the University without reapplying if they have been gone for 24 or fewer months ~~and meet the established institutional GPA (see the Good Academic Standing table on page 47)~~. ~~Students who have stopped out or withdrawn and who do not meet the established institutional GPA must apply for readmission and will be held to EKU readmission criteria (please refer to Requirements for Readmission section of the *Catalog*).~~ All regular registration deadlines apply to stop-out students, and they should contact their last assigned advisor, or department chair of their major, to schedule an advising appointment in preparation for their return to EKU. To register for classes, students can log in to their EKU Direct account. Students with a registration hold must contact the office that applied the hold and have the hold removed before they will be able to register.

Students who stop out or are withdrawn for more than 24 months must be formally readmitted to the University by submitting a readmission application to the Office of Admissions. Refer to Section Two of this Catalog for details regarding readmission. The academic record for withdrawn students must be reactivated before they can once again register for classes.

All students who have attended another college/university since attending Eastern Kentucky University, regardless the length of their absence, must submit college transcripts.

*A student who completes a semester at Eastern Kentucky University but does not return for the following term is considered to have "stopped out." ~~Students must be on good academic standing to qualify for stop out.~~ Students whose enrollment was terminated for academic reasons do not qualify for stop out.

**Students who have received a "W" grade in all classes during a semester are considered to have "withdrawn" from the University.

Consortium Agreement Instructions and Student Responsibilities

The purpose of this agreement is to establish procedures for the administration of Title IV Federal financial assistance for students concurrently attending Eastern Kentucky University and another accredited college or university. **Please carefully read all instructions, student responsibilities and important information.**

Instructions

- Complete the Student section of the consortium agreement form (a separate form must be completed for each visiting college/university you are attending.)
- Submit form to your EKU academic advisor for completion of the advisor section. **You are responsible for getting this section completed even if you are not physically attending EKU.**
- Submit form to the financial aid office of the school you are visiting for completion of the visiting school section.
- Once all sections of the form are completed, return it to EKU's Financial Aid office. **Your complete form must be received by EKU's Financial Aid office by the last day of the "drop/add" enrollment period at EKU for the current term or it cannot be processed.**

Student Responsibilities and Important Information

- **You must inform the EKU Financial Aid office if you drop a class, fail to start a class, or change your classes at the visiting school. If you change classes, the new class(es) must be approved by your EKU Advisor and you must submit a new consortium form for the new class(es). If you drop, withdraw, or fail a class you may be required to repay the financial aid you have received.**
- You must request an academic transcript of your grades earned at the visiting school to be sent to EKU once the term is over. A hold will be placed on your EKU financial aid record until the transcript is received and recorded at EKU. This hold will prevent you from receiving any future financial assistance at EKU. **You are responsible for informing the EKU Financial Aid office once the transcript has been received and your grades have been recorded by the EKU Registrar's Office.**
- You must successfully complete your classes at the visiting school or you may be denied future financial assistance (refer to EKU SAP policy: www.finaid.eku.edu/policies) and may be denied aid for future consortium agreements.
- You cannot receive financial assistance at both schools. You must pay for your classes at the visiting school with your refund from the aid you receive at EKU. EKU bears no responsibility regarding the payment of your tuition charges/fees at the visiting school.
- You must be a degree seeking student at EKU.
- You must be enrolled at EKU for at least 3 credit hours while attending your visiting school, but a consortium agreement will not be processed if you are enrolled full-time at EKU as you are already eligible for the maximum aid possible, based on your enrollment at EKU.
- Students are limited to two consortium agreements while at EKU. (Exception: If a student is in his/her last semester, and a required class is not offered at EKU, we will consider processing a third consortium.)
- EKU merit scholarship awards are for full-time enrollment at EKU only.
- A consortium agreement will not be processed for independent study or audited classes.
- You must meet all eligibility requirements for Title IV Federal Assistance as set by the U.S. Department of Education.

EKU CONSORTIUM AGREEMENT

Between

Eastern Kentucky University	and	
		(Visiting School)

STUDENT SECTION (please print in ink)
**** This COMPLETED form must be submitted to the EKU Financial Aid Office by the last day of EKU's drop/add period for the appropriate term or it will not be processed. ****

Name**:** _____ EKU ID# _____

Major/Degree Seeking _____ Phone _____

Term**:** _____ (Fall/Spring/Summer) Year**:** _____

Courses you plan to take at the Visiting School:

Name of Course & Course # (ex. BIO 100)	Credit Hours	EKU Equivalent Course Name & Course #

By signing this form, I certify that I have read and agree to the student responsibilities and instructions of this agreement. (See attached)

Student Signature: _____ **Date:** _____

EKU ADVISOR SECTION

Upon consulting the student's academic records, I certify that the courses above are **required** for the student's EKU degree and will transfer to EKU (list any exceptions here :_____)

EKU Advisor Printed Name Signature Date Phone Number

VISITING SCHOOL SECTION - MUST BE COMPLETED BY FINANCIAL AID ADMINISTRATOR

The student named above has registered for the courses listed in the student section of this form. I agree that if the student's enrollment status or classes change, I will notify Eastern Kentucky University. I further agree **NOT** to process financial aid for this student.

Term/Academic Year: _____ Beginning and ending dates: _____

Cost per credit hour: _____Total Tuition Cost this Term: _____

_____ _____
Printed Name of Financial Aid Administrator Title

_____ _____
FAA Signature Date

_____ _____
Phone Number Email Address

Return completed form to: **EKU Office of Student Financial Assistance**, Whitlock Bldg. CPO 59, Room 251, 521 Lancaster Ave., Richmond, KY 40475. You may also fax completed form to 859-622-2019.

Council on Academic Affairs

Registered Student Organization (RSO) / Academic Program Graduation Regalia Request

Effective Fall 2016: All RSOs, even those with previously approved regalia, must complete this form and be recertified before wearing organization specific regalia at Fall 2016 Commencement.

All regalia worn at University Commencement and/or College Convocations must be approved by the Council on Academic Affairs (CAA) prior to graduation. Special regalia worn at Commencement/Convocation is a privilege afforded to those individuals/groups who have met a distinctive academic expectation.

An RSO requesting to have members wear organization specific regalia (stoles, cords, etc.) must complete this form and submit to the Office of EKU Student Life. Student Life will present the request at the next available CAA meeting. The wearing of sashes may not be proposed as it is exclusively reserved for those students earning Latin Honors. A request by an academic program should be submitted to the Dean's Office of their relevant college. The request will then be brought forward to CAA by the Associate Dean of the college.

Forms should be submitted no later than the 2nd week in October to request an item be approved for a December ceremony, or the 2nd week in March for a May ceremony.

RSOs must complete the form and attach a color picture of the regalia for which they are proposing approval. Failure to receive approval will result in any unapproved regalia being confiscated at graduation.

SUBMITTED BY:

NAME John Palmer **PHONE CONTACT** (912) 844-3347 **DATE** 02/01/2021

EMAIL: john_palmer32@mymail.eku.edu

RSO/Academic Program Graduation Regalia Request

- [Required] Name of RSO/Program: Tau Sigma
- [Required] Contact Name: John Palmer [Required] Contact Email: john_palmer32@mymail.eku.edu [Required] Contact Phone Number: (912) 844-3347

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1. **Organizations can apply to CAA to have Commencement regalia approved in one of the following ways:**
   A. The RSO may request approval for all members to wear Commencement regalia because the organization has an academic membership requirement of a GPA of 2.5 or higher.
   B. The RSO may request approval for those individual members who have attained a 2.5 GPA or higher to be allowed to wear the approved regalia.
   C. A college may submit a request for regalia indicating completion of an academic minor; students who are Veterans may wear regalia as determined by the EKU Office of Military and Veteran Affairs; International Students may wear regalia approved and designated by the Office of International Student and Scholar Services.

2. **[Required]** Does your organization have a minimum grade point requirement for membership? If so, what is it?
   Please attach copies of official organization communications that relay these expectation to organization members.

   Yes. As our organization is an honor society for transfer students, students who have transfered to EKU, per chapter requirements, must meet or exceed a minimum 3.5 GPA for their first 12 credit hours.

3. **[Required]** Are you proposing that only those members who meet the 2.5 GPA academic threshold wear the regalia?

   No, however we will defer here to any university requirements.

4. **[Required]** Please describe the significance of wearing the stole at graduation. Why should your members wear graduation regalia?
   Being a member of an honor society is in achievement in itself, and as it has an academic requirement should be honored at graduation. With respect to other honor societies, I feel members of Tau Sigma are especially due to such recognition as we have shown at the academic excellence required for honor society membership as transfer students- something well known to be difficult to achieve as there are often very different instructional style and rubrics from the former university that was attended, so to adjust quickly mid-degree while maintaining superior grades is noteworthy. EKU is nationally recognized as a top university and thus transfering to it mid-degree while obtaining a 3.5 GPA or in the top 20% of transfer students is a feat deserving of recognition to the hard work it took to achieve. This can symbolically be done by wearing our stole at graduation, and that is why it's important.

5. **[Required] Please provide a brief description of the stole or cords you are requesting to be worn (and attach a color photo).**

   It is a white stole with maroon Tau Sigma greek letters on one end and the Tau Sigma name and symbol (wheat) on the other.

ΤΣ
ΤΣ
TAU SIGMA

Forensic Science (BS) BIOLOGY OPTION Map **Forensic Science Education Programs Accreditation Commission (FEPAC) Standards**		~~4.1.1 General Curriculum: 1. Obtain a thorough grounding in the natural or computer sciences; 2. Build upon this background by taking a series of more advanced science classes; and~~	4.1a~~.1 General Curriculum:~~ Forensic Science Professional Practice Topics: 1. Courtroom testimony 2. Introduction to law 3. Quality assurance	4.1b Forensic Science Courses: 1. 3 semester hours in a survey of forensic science; 2. 6 semester hours that introduce students to methods, instrumetation, and concepts commonly associated with the	4.1c Forensic Science Capstone Experience: 3 semester hours that should result in a capstone presentation, publication, or similar scholarly project. This can be met in the following ways:
Core Courses					
CHE 111	General Chemistry I	~~1~~			
CHE 111L	General Chemistry Lab I	~~1~~			
CHE 112	General Chemistry II	~~1~~			
CHE 112L	General Chemistry Lab II	~~1~~			
CHE 361	Organic Chemistry	~~2~~			
CHE 361L	Organic Chemistry Lab	~~2~~			
CHE 362	Organic Chemistry II	~~2~~			
CHE 362L	Organic Chemistry Lab II	~~2~~			
CHE 430	Biochemistry of Macromolecules	~~2~~			
FOR 301	Introduction to Forensic Science	~~3~~	~~7~~	1	
~~FOR 331~~	~~DNA Profiling~~	~~3~~	~~6~~		
FOR 401	Forensic Professionals Practice	~~3~~	3, 4, 5		
FOR 431	DNA Profiling		6		
FOR 451	Forensic Microscopic Analysis	~~3~~	4,6		
FOR 451L	Forensic Microscopic Lab	~~3~~	4,6		
FOR 465W	Expert Witness Testimony	~~3~~	1, 2, 3, 4	2	
FOR 499	Forensic Science Capstone	~~3~~	1, 2, 3, 4	2	✓
CONCENTRATION-FORENSIC BIOLOGY					
~~BIO 112~~	~~Ecology and Evolution~~	~~3~~			
BIO 315	Genetics	~~3~~			
BIO 320	Principles of Microbiology	~~3~~			
BIO 331	Cell Biology				
BIO 531	Principles of Molecular Biology	~~3~~			
CHE 432	Biochemistry Laboratory	~~3~~			
FOR 330	Bloodstain Pattern Analysis				
~~FOR 331L~~	~~DNA Profiling Lab~~	~~3~~	~~6~~		
FOR 431L	DNA Profiling Lab		6		
FOR 432	Forensic Serology				
BIO OPTION ELECTIVES, ~~9~~7 HR REQUIRED					
CHE 325/352L	Analytical Chemistry				
CHE 431	Metabolic Biochemistry				
CHE 501	Chemtopics				
CHE 501L	Chemtopics Lab				
CHE 520 or 720	Mass Spectrometry				
BIO 307	Human Anatomy and Physiology I				
BIO 308	Human Anatomy and Physiology II				
BIO 348	Vertebrate Physiology				
BIO 527	Immunology	~~3~~			
BIO 528	Virology	~~3~~			
BIO 533	Bioinformatics: Principles and Applications	~~3~~			
BIO 535	Pathogenic Microbiology	~~3~~			
BIO 546	Histology	~~3~~			
FOR 310	Training for Forensic Internships	~~3~~	5		
FOR 349*	Applied Learning in Forensic Science	~~3~~	1,2,3,4,5,6~~,7~~		
FOR 349 A-N	Cooperative Study: Forensic Science	~~3~~	1,2,3,4,5,6~~,7~~		
FOR 411/411L or CHE 4	Instrumental Analysis	~~2,3~~			
FOR 412/412L	Trace Evidence				
FOR 442/442L	Drugs and Toxicology				
FOR 460	Selected Topics in Forensic Science	~~3~~	1,2,3,4,5,6~~,7~~		
FOR 490	Introduction to Research	~~3~~	3,4,5		
PLS 316	Criminal Evidence	~~3~~	1,2,5,6		
ANT 306	Human Evolution				
ANT 380	Forensic Anthropology				
ANT 385	Human Osteology				
SUPPORTING COURSE REQUIREMENTS					
BIO 111	Cell and Molecular Biology	~~1~~			
BIO 112	Ecology and Evolution				
MAT 234	Calculus I	~~1~~			
PHY 131 or 201	Physics I	~~1~~			
PHY 132 or 202	Physics II	~~1~~			
STA 215 or 270	Statistics	~~1~~			
OTHER					

~~4.1.1a~~ 4.2.2a Natural Science Core Courses Biology: at least ~~one~~ two course~~s~~, which	~~4.1.1a~~ 4.2.2a Natural Science Core Courses Physics: at least two courses~~,~~ ~~each of~~ which include~~s an associated~~ the co-requisite laboratory. Two of the	~~4.1.1a~~ 4.2.2a Natural Science Core Courses Chemistry: at least four courses, ~~each of~~ which include~~s an associated~~ the co-requisite laboratory. Two of the	~~4.1.1a~~ 4.2.2a Natural Science Core Courses Mathematics: at least one course in differential and integral calculus	~~4.1.1b~~ 4.2.2b Specialized Science Courses: A minimum of ~~12~~ 15 additional semester hours in more advanced	~~4.1.1c~~ 4.2.2c Forensic Science Courses: A minimum of ~~15~~ 6 additional semester hours in advanced, upper level forensic science	~~4.1.1d Additional Courses A minimum of 19 additional semester hours of advanced, upper level courses that provide greater depth in the student's area of specialization beyond an introductory level in~~
		✓				
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Forensic Science (BS) CHEMISTRY OPTION
Map
Forensic Science Education Programs Accreditation Commission (FEPAC) Standards

		4.1.1 General Curriculum: 1. Obtain a thorough grounding in the natural or computer sciences; 2. Build upon this background by taking a series of more advanced science classes; and 3. Develop an appreciation of issues specific to forensic science through course work and laboratory-based instruction.	4.1a 1 General Curriculum: Forensic Science Professional Practice Topics: 1. Courtroom testimony 2. Introduction to law 3. Quality assurance 4. Ethics 5. Professional practice 6. Evidence identification, collection, processing 7. Survey of forensic science	4.1b Forensic Science Courses: 1. 3 semester hours in a survey of forensic science; 2. 6 semester hours that introduce students to methods, instrumetation, and concepts commonly associated with the profesional practice of forensic science. At least three of the six semester hours must contain laboratory training.	4.1c Forensic Science Capstone Experience: 3 semester hours that should result in a capstone presentation, publication, or similar scholarly project. This can be met in the following ways: 1. Capstone course; 2. Internships; 3. Independent Research	4.1.1a 4.2.3a Natural Science Core Courses Biology: at least one two courses, which includes an associated the co-requisite laboratory, in biology for science majors (4 minimum 7 semester hours).	4.1.1a 4.2.3a Natural Science Core Courses Physics: at least two courses, each of which includes an associated the co-requisite laboratory, in physics for science majors (8 minimum 7 semester hours). Note: Calculus-based physics is preferred but not required.	4.1.1a 4.2.3a Natural Science Core Courses Chemistry: at least four courses, each of which includes an associated the co-requisite laboratory. Two of the courses shall be in general chemistry for science majors (8 minimum 7 semester hours), and two shall be in organic chemistry for science majors (8 minimum 7 semester hours).	4.1.1a 4.2.3a Natural Science Core Courses Mathematics: at least one course in differential and integral calculus (minimum 3 semester hours) and at least one course in statistics (minimum 3 semester hours).	4.1.1b 4.2.3b Specialized Science Courses: A minimum of 12 15 additional semester hours in more advanced coursework in chemistry or biology. At least two of the classes shall include the associated laboratory training.	4.1.1c 4.2.3c Forensic Science Courses: A minimum of 15 6 additional semester hours in advanced, upper level forensic science courseswork that provide greater depth in forensic applications of chemistry beyond an introductory level. The courses shall include laboratory training. must be covered in the curriculum. semester.	4.1.1d Additional Courses A minimum of 19 additional semester hours of advanced, upper level courses that provide greater depth in the student's area of specialization beyond an introductory level in the program are required. Students can use these additional courses to begin to specialize along a forensic science discipline track.
CORE													
CHE 111	General Chemistry I	1						✓					
CHE 111L	General Chemistry Lab I	1						✓					
CHE 112	General Chemistry II	1						✓					
CHE 112L	General Chemistry Lab II	1						✓					
CHE 361	Organic Chemistry	3						✓					
CHE 361L	Organic Chemistry Lab	3						✓					
CHE 362	Organic Chemistry II	3						✓					
CHE 362L	Organic Chemistry Lab II	3						✓					
CHE 430	Biochemistry of Macromolecules	3								✓			
FOR 301	Introduction to Forensic Science	3	7	1							✓		
FOR 331	DNA Profiling	3	6								✓		
FOR 401	Forensic Professionals Practice	3	3, 4, 5								✓		
FOR 431	DNA Profiling		6										
FOR 451	Forensic Microscopic Analysis	3	4,6								✓		
FOR 451L	Forensic Microscopic Lab	3	4,6								✓		
FOR 465W	Expert Witness Testimony	3	1, 2, 3, 4	2									✓
FOR 499	Forensic Science Capstone	3	1, 2, 3, 4	2	✓						✓		
CONCENTRATION-FORENSIC CHEMISTRY													
CHE 325	Analytical Chemistry	3								✓			
CHE 325L	Analytical Chemistry Lab	3								✓			
FOR 411 or CHE 42	Instrumental Analysis	3								✓			✓
FOR 411L or CHE 4	Forensic Instrumental Lab	3	3							✓			✓
FOR 412	Forensic Trace Evidence	3	6								✓		✓
FOR 412L	Forensic Trace Evidence Lab	3	6								✓		✓
FOR 442	Drugs & Toxicology	3	6								✓		✓
FOR 442L	Drugs & Toxicology Lab	3	6								✓		✓
CHE 520 or 720	Mass Spectrometry	3								✓			✓
CHE 570 or 770	Biophysical Chemistry	3								✓			
CHE OPTION ELECTIVES, 64 HR REQUIRED													
CHE 349	Applied Learning in Chemistry												✓
CHE 349 A-N	Cooperative Study: Chemistry												✓
CHE 432	Biochemistry Laboratory	3											✓
CHE 450	Inorganic Chemistry	3											✓
CHE 501	Chemtopics	3											✓
CHE 501L	Chemtopics Lab	3											✓
FOR 310	Training for Forensic Internships		5										✓
FOR 330	Bloodstain Pattern Analysis												
FOR 331L	DNA Profiling Lab	3	6										✓
FOR 349*	Applied Learning in Forensic Science	3	2,3,4,5,6,7										✓
FOR 349 A-N	Cooperative Study: Forensic Science	3	2,3,4,5,6,7										✓
FOR 431L	DNA Profiling Lab		6										
FOR 460	Selected Topics in Forensic Science	3	1,2,3,4,5,6,7										✓
FOR 490	Introduction to Research	3	3,4,5										✓
FSE 350	Fire Arson & Explosion Investigation I (FSE	3	3,5,6										✓
FSE 380	Analysis of Fire and Explosion Scenes	3	3,5,6										✓
PLS 316	Criminal Evidence	3	1,2,5,6										✓
SUPPORTING COURSE REQUIREMENTS													
BIO 111	Cell and Molecular Biology	1				✓							
BIO 112	Ecology and Evolution					✓							
MAT 234	Calculus I	1							✓				
PHY 131 or 201	Physics I	1					✓						
PHY 132 or 202	Physics II	1					✓						
STA 215 or 270	Statistics	1							✓				
OTHER													

Data Science and Statistics (BS) Program's Curriculum Objective Map I--Introduce learning objectives (update or initial reflection) R--Reinforce learning objectives M--Master learning objectives A--Assess learning objectives (assignments, etc.)		21-22 BS Data Science and Statistics, Learning Objective--Application & Communication: Students will apply data science and statistical techniques to industrial problems and communicate results to a diverse audience.	21-22 BS Data Science and Statistics, Learning Objective--Technology: Students will demonstrate mastery of at least one statistical computing package routinely in use in the data science or statistics community and interpret its output.	21-22 BS Data Science and Statistics, Learning Objective--Theory: Students will demonstrate mastery of a broad range of intermediate-level data science and statistical techniques of the type they will likely encounter in graduate work in data science or statistics.
CORE REQUIREMENTS				
MAT 234/234H	Calculus I/Honors Calculus I			I
MAT 239	Linear Algebra and Matrices			I
DSC 390	Sports Analytics	R	R	
MAT 244/244H	Calculus II/Honors Calculus II			I
STA 270	Applied Statistics	I	I	I
STA 340	Applied Regression Analysis	R, A	R, A	
STA 375	Sampling Methods	R	R	
STA 380	Nonparametric Statistics	R	R	
STA 470	Applied Probability		R	R
STA 498	Statistics Capstone	M, A	M	M, A
STA/MAT 520	Mathematical Statistics I		R	M
STA 521	Mathematical Statistics II		R	M, A
STA 570	Quality Control & Reliability	M	R	
STA 575	Statistical Methods Using SAS	R	M	
STA/DSC 580	R and Introductory Data Mining	R	M	
STA 585	Experimental Design	R	R, A	
MAJOR ELECTIVES				
CSC 210	Data Structures and Programming		R	
CSC 581	Machine Learning		M	
MAT 306	Discrete Mathematics			R
STA 470	Applied Probability		R	R
STA 521	Mathematical Statistics II		R	M, A
STA 585	Experimental Design	R	R, A	
ELECTIVES				
STA 270L	StatLab for STA 270	I	I	I
STA 480	Seminar in _____	Will vary		
STA 485	Probability for Actuaries			M
STA 495	Independent Work	Will vary		
STA 507	Seminar in Statistics: _____	Will vary		