

**UNIVERSITY SENATE AGENDA**  
**EBERLY AUDITORIUM**

October 3, 2017  
3:30 – 5:00 p.m.

**Approval of Order**

- A. Approval of minutes from the September 12, 2017 Senate Meeting.
- B. Approval of current agenda items and order.

**Reports and Announcements**

**Appendix**

**Page(s)**

- A. President Driscoll
- B. Provost Moerland
- C. Chairperson Piper
- D. Vice Chairperson Nicholas

**Standing Committee Reports**

**Chairperson**

- |   |                     |   |       |
|---|---------------------|---|-------|
| A. Rules Committee                                    | Korns               | A | 2     |
| B. University-Wide Undergraduate Curriculum Committee | Sechrist/Greenawalt | B | 3-17  |
| C. University-Wide Graduate Committee                 | Moore/Frenzel       | C | 18-20 |
| D. Academic Affairs Committee                         | Dugan/ Witthöft     |   |       |
| E. Awards Committee                                   | Lipinski            |   |       |
| F. Noncredit Committee                                | O’Neil              |   |       |
| G. Library and Education Services Committee           | McLaughlin          | D | 21-23 |
| H. Research Committee                                 | Sciulli             |   |       |
| I. Student Affairs Committee                          | Stocker             |   |       |
| J. University Development and Finance Committee       | Wick                |   |       |

**Senate Representative Reports**

**Representative**

- |   |         |
|---|---------|
| A. University Planning Council                  | Stocker |
| B. Presidential Athletic Advisory Council       | Castle  |
| C. Academic Computing Policy Advisory Committee | Schaney |
| D. University Budget Advisory Committee         | Soni    |

**New Business**

**Adjournment**

**Appendix A  
Rules Committee  
Chair Korn**

**FOR INFORMATION:**

**Senate Bylaws Change Request**

**Proposal:** Amend Bylaws I. H. 1., V. B. 2., V. C. 2., V. C. 3., V. D. 2., & V. D. 3. to eliminate gender-specific pronouns.

**Rationale:** There were several instances in the bylaws where gender-specific pronouns “he”, “she”, “his”, “her” were used. This amendment is to change those pronouns to “they” and “their” as appropriate within those articles in the Bylaws.

**Appendix B**  
**University-Wide Undergraduate Curriculum Committee**  
**Co-Chairs Sechrist and Greenawalt**

**FOR INFORMATION:**

**The following courses were approved by the UWUCC to be offered as distance education courses:**

**Note that the provost is the final signature on these proposals.**

BLAW 336 Law of Business Organizations

HOSP 470 Hospitality Business Model

PLSC 355 Intergovernmental Relations

HOSP 343 Fund-Raising for Special Events

THTR 281 Basic Stage Audio

**FOR ACTION:**

**1. Department of Hospitality Management—Course Revisions, Course Title Changes, Course Number Changes, Modification of Prerequisites, Change in Credits, New Courses, New Minors, Program Revision, and Program Catalog Description Change**

**a. New Courses**

**i. HOSP 352 Destination Management**

**3c-01-3cr**

**Prerequisite:** HOSP 235

Provides an overview of the key challenges and constraints facing convention and visitors bureaus and how destination management can be planned, implemented and evaluated to achieve successful destination competitiveness.

**Rationale:** Destination management is a growing competitive segment of the tourism industry. This course provides students with an expanded view of the unique governance, planning, and marketing tactics involved in the organization of convention and visitors bureaus. This topic was recommend by a member of our industry advisory board that serves in an executive role for VisitPittsburgh and was further supported by other industry professionals, faculty, and students. This course will be one of the elective options for the Special Event/Tourism Minor.

**ii. HOSP 494 Internship**

**var-3cr**

**Prerequisite:** HOSP 493

Provides practical experience in the hospitality industry with approved internship sites. May be scheduled only after consultation with the department internship coordinator. Requirements include rotating through three industry appropriate departments, specific to

their career interests that give students a broad view of the various management systems in the organization, a work diary, and final report. See internship coordinator for more information.

**Rationale:** This course is being added as a component of the current Hospitality Management Department curriculum revision. Students are expected to have two working experiences within the Hospitality Industry. The two experiences have different expected outcomes, this is the reason for creating HOSP 494. The course requires students to rotate through at least three departments within their approved HOSP internship to gain a broad view of the organization. These three departments will differ depending upon the organization. Students will work with their internship supervisor to determine which departments will meet the individual student's career objectives. Students are required to keep a work diary and submit a final report detailing their experience and how they were able to meet their individual learning objectives.

## **b. Course Revision, Catalog Description Change, and Change in Credit Hours**

### **Current Catalog Description:**

#### **HOSP 101 Introduction to the Hospitality Industry 3c-01-3cr**

Examines the development and current status of the hospitality industry. Major hotel, restaurant, and related area employers are profiled. Career opportunities are discussed. Guest speakers from various hospitality industry segments are featured. Students are required to complete 10 hours of service learning.

### **Proposed Catalog Description:**

#### **HOSP 101 Introduction to the Hospitality Industry 1c-01-1cr**

Examines the development and current status of the hospitality industry. Profiles major hotel, restaurant, and related area employers. Discusses career opportunities. Features guest speakers from various hospitality industry segments.

**Rationale:** This course is being revised from 3 credits to 1 credit due to the overall curriculum revision. The course will focus on careers available in the hospitality management industry featuring professional guest speakers. Additionally the service hours are being removed because the department has decided to remove all of the service hour requirements in the courses.

## **c. Course Revision, Course Number Change, and Modification of Prerequisites**

### **Current Catalog Description:**

#### **HOSP 420 Hotel Sales 3c-01-3cr**

A practical approach to understanding the functions and activities of the sales department within a hotel property. A thorough review of the organizational structure of a typical hotel sales department and documentation used by the department is made. Identification of and approaches to securing typical hotel market segments are covered.

**Proposed Catalog Description:**

**HOSP 325 Hotel Sales**

**3c-01-3cr**

**Prerequisite:** HOSP 260

Identifies the functions and activities of the sales department within a hotel property. Provides a thorough review of the organizational structure of a typical hotel sales department and the documentation used. Covers identification and approaches to securing typical hotel market segments.

**Rationale:** This course is being revised to reflect a change in prerequisites. There are currently no prerequisites for this course. It was found that students need to pass HOSP 260 prior to taking other courses in the concentration/minor for proper skill development. HOSP 260 Hotel Operations Management provides students with the fundamental knowledge of hotel operations management. Hotel Sales focuses on the important role sales and marketing divisions have in the overall revenue stream and profitability of a lodging operation. The course is being renumbered from a 400 level to a 300 level course after a review of the curriculum by department faculty determined course content was better suited at a 300 level. Students will apply skills from this course in HOSP 400 Hotel Revenue Management. The old course outcomes were too extensive; they have been rewritten to be more concise.

**d. Course Revision, Prerequisite Change, and Credit Hour Change**

**Current Catalog Description:**

**HOSP 330 Applications of Food Production and Service**

**1c-6l-4cr**

**Prerequisite:** HOSP 313 or FDNT 150/151

Training for the hospitality management student in advanced fundamentals of technique, timing, and management skills through laboratory experiences, as well as the operation of the Allenwood Restaurant facility.

**Proposed Catalog Description:**

**HOSP 330 Applications of Food Production and Service**

**4c-01-4cr**

**Prerequisite:** HOSP 220, or FDNT 150/151, and Proof of ServSafe

Training for the hospitality management student in advanced fundamentals of technique, timing, and management skills through laboratory experiences, as well as the operation of the Allenwood Restaurant facility.

**Rationale:** This course provides training in advanced fundamentals of technique, timing, and management skills through laboratory experiences, as well as the operation of the Allenwood Restaurant facility. This course is being revised to 0 class hours, 10 lab hours, and 4 credits. Prerequisites are changed due to the overall program revisions. This course provides experiential learning and application of key concepts that are developed throughout the curriculum, particularly concepts learned in the HOSP 220 lecture course. FDNT 150 and 151 are also acceptable prerequisites to the course, to meet the needs of Food and Nutrition/Dietetics students. Students will learn basic commercial food service techniques through HOSP 220. Students will need to obtain their ServSafe certification

prior to enrolling in this course. They can do this by completing HOSP 130 Sanitation and Security (which will be offered on a regular basis to meet this need), through their current employer, or on their own through an online certification process. The Allenwood facility is scheduled to re-open for the Spring 2018 semester.

**e. Course Number Change, Catalog Description Change, and Modification of Prerequisite**

**Current Catalog Description:**

**HOSP 270 Professional Wedding Planning and Consulting 3c-01-3cr**

An introduction to wedding planning and consulting in the hospitality industry. Examines the methodologies involved in planning all aspects of weddings, including venue selection, ceremony alternatives and protocol, reception considerations, budget development, vendor selection, contract negotiation, and other related topics.

**Proposed Catalog Description:**

**HOSP 341 Professional Wedding Planning and Consulting 3c-01-3cr**

**Prerequisite:** HOSP 280

Focuses on the application of hospitality management practices to the planning and implementation of successful wedding events. Emphasizes: an analysis of the factors involved in the social, political, economic, cultural, religious and historical influences on wedding planning decision-making and business strategies, negotiation of contracts, selection of vendors, and preparation of comprehensive wedding event proposals. Highlights the unique application of wedding planning and consultation in the hospitality industry.

**Rationale:** The overall Hospitality Management curriculum is being revised to include a concentration in special events/tourism management. Professional Wedding Planning and Consulting will be considered an optional elective for this concentration to meet growing student interest and demand. HOSP 280 is being added as a prerequisite to foster student success. HOSP 280 introduces students to the fundamental skills associated with event planning. Students build upon these fundamental skill in HOSP 341 and apply them to the wedding planning and consulting segment of event planning. Since students are required to exhibit higher level critical thinking and application skills in this course, the course number has been changed to reflect the actual workload and outcomes expected in this course. After a review of the curriculum the current course number, HOSP 270, does not accurately reflect the level of development and application of course content.

**f. Catalog Description Change, Modification of Prerequisite and Course Number Change**

**Current Catalog Description:**

**HOSP 272 Meeting and Convention Management 3c-01-3cr**

An introduction to the management and economic impact of the convention, meeting, and exposition industry. Focuses on the development of strategies used to manage conferences,

meetings, and trade shows to include the methodologies unique to each property and group served.

**Proposed Catalog Description:**

**HOSP 347 Meeting and Convention Management**

**3c-01-3cr**

**Prerequisite:** HOSP 280

Analyzes the management and economic impact of the convention, meeting, and exposition industry. Examines the development of strategies used to manage conferences, meetings and trade shows to include the methodologies unique to each property and group served.

**Rationale:** The overall Hospitality Management curriculum is being revised to include a concentration in special events/tourism management. Meeting and Convention Management will be considered a required elective for this concentration to meet growing student interest and demand. HOSP 280 is being added as a prerequisite to foster student success. HOSP 280 introduces students to the skills associated with event planning. Students build upon these fundamental skills in HOSP 347 and apply them to the unique needs of the meeting and convention industry.

**g. Course Revision, Catalog Description Change, Modification of Prerequisite and Course Title and Number Change**

**Current Catalog Description:**

**HOSP 255 Housekeeping Management**

**3c-01-3cr**

Examines the operational responsibilities of the housekeeping department as found within hotel and lodging operations. Staffing, planning, cost management, purchasing, and cleaning responsibilities of hotel and lodging guestrooms, public areas, recreational areas, and other operational areas are addressed.

**Proposed Catalog Description:**

**HOSP 372 Housekeeping and Facilities Management**

**3c-01-3cr**

**Prerequisite:** HOSP 260

Provides an overview of hotel housekeeping and facilities management. Special attention placed on proper staffing and scheduling techniques, housekeeping cost control, facilities management tools and techniques, sustainability management, and facility design.

**Rationale:** This course is being revised based off a program revision in hospitality management. This course is a revision of HOSP 255 Housekeeping Management and HOSP 365 Hospitality Physical Plant Management. It was determined that course content from these two courses could be streamlined into one course. This course will address the operational role of a housekeeping and facility manager in a hotel facility.

**h. Course Revision, Catalog Description Change, Modification of Prerequisite and Course Title Change**

**Current Catalog Description:**

**HOSP 400 Restaurant Revenue Management**

**3c-01-3cr**

**Prerequisite:** Junior standing

Promotes an understanding of the management of revenue in restaurant operations through the application of analytical tools to formulate and implement strategies in response to daily operational complexities and constraints to achieve budgetary objectives.

**Proposed Catalog Description:**

**HOSP 400 Hotel Revenue Management**

**3c-01-3cr**

**Prerequisite:** HOSP 260

Provides an overview of organizational decision making in reference to hotel revenue management. Examines evolving trends of revenue management, best approaches to building profitable pricing strategies, and data analytics.

**Rationale:** This course is being revised to reflect the needs of skill development due to the proposed curriculum change. Revenue management is a key component of today's hotel management. Students will learn various revenue management and hotel pricing strategies, especially trends with social media, to make profitable decisions for a hotel organization. The original course, restaurant revenue management course content will be covered through the Allenwood application courses.

**i. Course Title Change:**

**Current Course Title: HOSP 408 Hospitality Contract Operations**

**Proposed Course Title: HOSP 408 Hospitality Strategic Management**

**Rationale:** The title "Hospitality Strategic Management" accurately reflects the content of the course versus the previous title. The course content has not changed. The course outcomes focus on implementing strategic management concepts in the management of various hospitality operations.

**j. New Minors**

**i. Restaurant and Food Service Minor**

The Restaurant and Food Service Management Minor prepares students with the skills to be a successful food service manager. This minor prepares students to manage and operate the Allenwood Restaurant by developing skills in food sanitation, food preparation skills, menu planning, front and back of the house operations, and responsible alcohol service.

**Minor—Restaurant and Food Service Management**

**18**

**Required Courses:**

HOSP	130	Food Service Sanitation	1cr
HOSP	220	Food Service Operations	3cr
HOSP	330	Applications of Food Production and Service	4cr (1) (2)



HOSP	402	Beverage Management	3cr
HOSP	403	Wine and Wine Service	3cr
HOSP	413	Restaurant Food Production and Service	4cr (1) (2)

(1) Department-specified kitchen food preparation uniform and knife kit are required for lab courses.

(2) Students are required to show proof of approved safe food handling certification.

**Rationale:** A minor in Restaurant and Food Service management is an excellent option for many students in the University that wish to broaden their skills set for employment. This minor can be applied to a variety of disciplines across campus. Students interested in entrepreneurship food service operations, will benefit from this minor by developing industry specific skills and gaining access to the current accredited program network of professionals.

### ii. Special Event/Tourism Management Minor

The special event/tourism management minor introduces students to the planning, organizing, and controlling of special event functions and the social, cultural, environmental and economic processes linked to the tourism industry. This minor provides the option to select industry specific courses that meet their individual career goals in areas of professional wedding planning, fund-raising, catering, festivals, destination management, international tourism, and event management.

**Minor—Special Event/Tourism Management** **18**

**Required Courses:** 9

HOSP 235 Tourism Management 3cr

HOSP 280 Special Event Management 3cr

HOSP 347 Meeting and Convention Management 3cr

**Controlled Electives:** 9

HOSP courses approved by department chair totaling at least 9cr with at least 3cr being 300 level or higher.

**Rationale:** A minor in special event/tourism management is an excellent option for many students in the University that wish to broaden their skills set for employment. This minor can be applied to a variety of disciplines across campus. The hospitality industry remains the largest employer in the world. Growth for private and corporate travel continues to exceed demand of trained employees.

### iii. Hotel and Lodging Management Minor

The Hotel and Lodging Minor prepares students with industry specific skills required of today's hotel professional. Students will learn how to lead front office operations, housekeeping and facilities management, industry standard pricing strategies, revenue management, the role of a hotel sales department, and how to lead with a focus on service management.

**Minor—Hotel and Lodging Management 18**

**Required Courses: 12**

HOSP 260	Hotel Operations Management	3cr
HOSP 325	Hotel Sales	3cr
HOSP 372	Housekeeping and Facilities Management	3cr
HOSP 400	Hotel Revenue Management	3cr

**Controlled Electives: 6**

HOSP courses approved by department chair totaling at least 6cr 6cr

**Rationale:** This minor provides a supplemental skill set to a variety of disciplines across the University. Students within the College and across the University will now have the option to develop concentrated skills in a segment of the largest industry in the world, hospitality management. As the largest industry, electing a minor will provide students with additional employment options upon graduation. A minor in hotel and lodging management is an excellent option for many students in the University that wish to broaden their skills set for employment. This minor can be applied to a variety of disciplines across campus.

**k. Program Revision**

**Current Program:**

**Proposed Program:**

**Bachelor of Science—Hospitality Management**

**Bachelor of Science—Hospitality Management**

**Liberal Studies:** As outlined in Liberal Studies section 43-44 with the following specifications:  
**Mathematics:** MATH 101 or higher  
**Natural Science:** Option II  
**Social Science:** ECON 101 or 121  
**Liberal Studies Elective:** 3cr, no course with HOSP prefix

**Liberal Studies:** As outlined in Liberal Studies section 43 with the following specifications:  
**Mathematics:** MATH 217  
**Natural Science:** Option II  
**Social Science:** ECON 101 or 121 (1)  
**Liberal Studies Elective:** 3cr, no course with HOSP prefix

**Major: (1) 58**

**Major: (1) 57**

**Required Courses:**

FDNT 151	Foods Laboratory	1cr
HOSP 101	Introduction to the Hospitality Industry	3cr
HOSP 235	Tourism Management	3cr
HOSP 256	Human Resources in the Hospitality Industry	3cr
HOSP 259	Hospitality Purchasing	3cr
HOSP 260	Hotel Operations Management	3cr
HOSP 265	Hospitality Cost Management	3cr
HOSP 280	Special Event Management	3cr
HOSP 320	Hospitality Marketing	3cr
HOSP 335	Legal Issues in Hospitality	3cr
HOSP 365	Hospitality Physical Plant Management	3cr
HOSP 402	Beverage Management	3cr
HOSP 411	Contemporary Issues in Hospitality	3cr
HOSP 470	Hospitality Business Planning	3cr
HOSP 493	Internship (First Experience)	3cr (2)
HOSP 493	Internship (Second Experience)	3cr

**Required Courses:**

HOSP 101	Introduction to the Hospitality Industry	1cr
HOSP 150	Principles of Hospitality Management	3cr
HOSP 220	Food Service Operations	3cr
HOSP 256	Human Resources in the Hospitality Industry	3cr
HOSP 259	Hospitality Purchasing	3cr
HOSP 260	Hotel Operations Management	3cr
HOSP 265	Hospitality Cost Management	3cr
HOSP 310	Professional Development in the Hospitality Industry	3cr
HOSP 320	Hospitality Marketing	3cr
HOSP 330	Applications of Food Production and Service	4cr (2)
HOSP 335	Legal Issues in Hospitality	3cr
HOSP 413	Restaurant Food Production and Service	4cr (2)
HOSP 470	Hospitality Business Model	3cr
HOSP 493	Exploratory Hospitality Field Experience	3cr (3)
HOSP 494	Internship	3cr (3)

**Controlled Electives:** One 12cr concentration required: (3) 12cr

**Controlled Electives:** One 12cr concentration required: (4) 12cr

**Hotel and Lodging Concentration:**

**Hotel and Lodging Concentration:**

HOSP 250	Resort Management	3cr	HOSP 325	Hotel Sales	3cr
HOSP 255	Housekeeping Management	3cr	HOSP 372	Housekeeping and Facilities Management	3cr
HOSP 350	Introduction to the Casino Industry	3cr	HOSP 400	Hotel Revenue Management	3cr
HOSP 420	Hotel Sales	3cr		One course of non-required HOSP prefix	3cr
<b>Restaurant and Food Service Concentration:</b>			<b>Special Events/Tourism Management Concentration</b>		
HOSP 130	Food Service Sanitation	1cr	HOSP 235	Tourism Management	3cr
HOSP 285	Service, Menu Planning, and Facilities Design	3cr	HOSP 280	Special Event Management	3cr
HOSP 300	Critiquing Commercial Restaurants	1cr	HOSP 347	Meeting and Convention Management	3cr
HOSP 400	Restaurant Revenue Management	3cr		One course of non-required HOSP prefix	6cr
HOSP 413	Restaurant Food Production and Service	4cr	<b>Other Requirements:</b>		
<b>Service Events Management Concentration:</b>			ACCT 201	Accounting Principles I	3cr
HOSP 270	Professional Wedding Planning and Consulting	3cr	FNLG XXX	Foreign Languages	6-8cr
HOSP 272	Meeting and Convention Management	3cr	<b>Free Electives:</b>		
HOSP 343	Fund-Raising for Special Events	3cr			
HOSP 346	Catering for Special Events	3cr	<b>Total Degree Requirements:</b>		
			120		

**Free Electives: (2)** 18-19

**Total Degree Requirements:** 120

- (1) Department-specified kitchen food preparation uniform, knife kit are required for major lab courses.
- (2) Each student must complete a minimum of 120 hours in each of two supervised internship experiences. A minimum of 40 work hours for each scheduled credit within a professional hospitality industry operation, either within a single operating department or rotating among various unit departments. See department internship coordinator for detailed information.
- (3) Each student must complete on of the 12cr concentrations.

(1) ECON 121 is required for those students completing a Business Minor.

(2) Department-specified kitchen food preparation uniform, knife kit, and proof of ServSafe certification are required for major lab courses.

(3) Each student must complete a minimum of 120 hours in each of the two supervised internship experiences (HOSP 493 and 494). See department internship coordinator for detailed information.

(4) Each student must complete one 12cr concentration, prior to applying for graduation.

**Rationale:** This program is being revised to reflect the needs of the industry based upon research and industry advisory board member suggestions. The curriculum revision reflects a strong core of courses that develop hospitality management skills with a focus on the application of those management skills through the Allenwood Restaurant. Students will then pick an area of concentration, either hotel and lodging management or special event/tourism management. Concentration courses develop industry-segment specific skills needed of a management professional.

## 2. Department of Information Systems and Decision Sciences—Modification of Prerequisite

### Current Catalog Description:

**IFMG 300 Management Information Systems: Theory and Practice** 3c-0l-3cr

**Prerequisites:** IFMG/COSC/BTED 101

Includes basic MIS concepts, fundamentals, and practices. Broad areas of coverage are principles, the computer as a problem-solving tool, computer based information systems (CBIS), organizational information systems, and information systems management.

### Proposed Catalog Description:

**IFMG 300 Management Information Systems: Theory and Practice** 3c-0l-3cr

**Prerequisites:** IFMG/COSC 101, or IFMG 110

Includes basic MIS concepts, fundamentals, and practices. Broad areas of coverage are

principles, the computer as a problem-solving tool, computer based information systems (CBIS), organizational information systems, and information systems management.

**Rationale:** ISDS Department recently proposed IFMG 110 as Liberal Studies elective that students can take in lieu of IFMG/COSC/BTED 101 (current prerequisites for IFMG 300). The prerequisites for IFMG 300 are being modified to include IFMG 110. BTED 101 is being dropped from the list of prerequisites as it is no longer being offered.

### **3. Department of Geography and Regional Planning—Course Title Changes, a Number Change, and Catalog Description Changes**

#### **a. Current Catalog Descriptions**

**GEOG 332 Urban Geography** **3c-01-3cr**

Basic concepts of urban geography including site, situation, function, urban land use, urban structure, and urban hierarchy are introduced. Relationships between urban geography and urban planning are explored. (Also offered as RGPL 332; may not be taken for duplicate credit.)

**RGPL 332 Urban Geography** **3c-01-3cr**

Basic concepts of urban geography including site, situation, function, urban land use, urban structure, and urban hierarchy are introduced. Relationships between urban geography and urban planning are explored. (Also offered as GEOG 332; may not be taken for duplicate credit.)

#### **Proposed Catalog Descriptions:**

**GEOG 232 Urban Landscapes** **3c-01-3cr**

Introduces basic concepts of urban morphology and landscapes including site, situation, function, urban land use, urban structure, and urban hierarchy. Explores relationships between urban structure and urban planning. (Also offered as RGPL 232; may not be taken for duplicate credit.)

**RGPL 232 Urban Landscapes** **3c-01-3cr**

Introduces basic concepts of urban morphology and landscapes including site, situation, function, urban land use, urban structure, and urban hierarchy. Explores relationships between urban structure and urban planning. (Also offered as GEOG 232; may not be taken for duplicate credit.)

**Rationale:** The name of the course is being changed from "Urban Geography" to "Urban Landscapes." The number of the course is being changed from GEOG/RGPL 332 to GEOG/RGPL 232. The faculty determined that the revised course number and name were more consistent with the structure of BA Geography and BS Regional Planning programs, as the course will be encountered earlier in a student's career, based on curriculum changes.

#### **b. Current Catalog Descriptions:**

**GEOG 343 Geography of Fresh Water Resources** **3c-01-3cr**

Students learn about surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins. (Also offered as RGPL 343; may not be taken for duplicate credit.)

**RGPL 343 Geography of Fresh Water Resources**

**3c-01-3cr**

Students learn about surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins. (Also offered as GEOG 343; may not be taken for duplicate credit.)

**Proposed Catalog Descriptions:**

**GEOG 343 Fresh Water Resources**

**3c-01-3cr**

Focuses on surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins. (Also offered as RGPL 343; may not be taken for duplicate credit.)

**RGPL 343 Fresh Water Resources**

**3c-01-3cr**

Focuses on surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins. (Also offered as GEOG 343; may not be taken for duplicate credit.)

**Rationale:** The name of the course is being changed from "Geography of Fresh Water Resources" to "Fresh Water Resources." Geography and Regional Planning faculty determined that the revised course name was more consistent with the structure of the department's undergraduate programs. The undergraduate catalog description is being revised slightly to match the graduate version and the current undergraduate catalog style.

**4. Department of Political Science—New Courses and New Track**

**a. New Courses**

**i. PLSC 270 Fundamentals of Homeland Security**

**3c-01-3cr**

Presents fundamental concepts of homeland security and the complexity of this area of

government activity and academic study. Explores emergency management and homeland defense, the two main fields of study and practice within homeland security, through a collaborative and integrated foundation involving multiple disciplines of the homeland security enterprise.

**Rationale:** This course will serve as a key required course for a new major track, Political Science/Homeland Security, which is also being proposed at this time. This course will be the unifying course which introduces students to the two fields of homeland security – emergency management and homeland defense.

- ii. PLSC 372 Constitutional Issues in Homeland Security** **3c-0l-3cr**  
Explores constitutional issues raised by the U.S. government's post-9/11 efforts to battle terrorism abroad and domestically. Analyzes the laws and practices used to protect national security in the context of constitutional principles as articulated in the opinions of the U.S. Supreme Court and other published case law.

**Rationale:** This course will be offered as part of a new track, Homeland Security, being proposed by the Political Science Department. Similar programs at other universities include a course that considers the limitations on government powers of the U.S. government posed by the U.S. Constitution and consideration for individual liberties.

- iii. PLSC 375 Crisis Management and Decision Making** **3c-0l-3cr**  
Offers a broader perspective on the nature of crises, particularly international and national security-related crises from the perspective of policy makers and policy implementers. Examines the ways in which people behave and the decisions they make in crisis situations. Focuses on the ways policy and implementation practitioners can prepare and train for unanticipated events and their consequences. Included as a controlled elective in the Homeland Security major track.

**Rationale:** This course is designed for inclusion as a controlled elective in the Political Science department's newly created Homeland Security Track. Although included in the track it will be available to non-Homeland Security majors as well. The course focuses on the management of crises from the perspective of policy makers and administrators. It is chiefly concerned about reinforcing students' critical thinking, reading, writing, communication and team-work skills.

## **b. New Track**

### **Homeland Security Track**

Homeland security is the intersection of evolving threats, to include terrorism and other risks to national security, and natural and man-made hazards with traditional governmental and civic responsibilities. This multi-disciplinary track is built upon a political science core (required courses), with an emphasis on administration and policy (controlled electives). Students will choose between specializing in Homeland Defense or Emergency Management. The Homeland Defense specialization will focus on identifying risks to the homeland's security and essential infrastructure, and developing policy and strategy that

mitigate, if not obviate, these risks. The Emergency Management track will focus on the twin facets of program administration and emergency management, sometimes called disaster or crisis management. The Political Science/Homeland Security major track emphasizes critical and creative thinking, information literacy, oral and written communications, interpersonal relations and teamwork. The knowledge and skills students will gain will prepare them to work in private businesses; emergency and safety management; private security; airports and border patrol; local, state, and federal law enforcement; and military service.

## **Bachelor of Arts—Political Science/Homeland Security Track**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications 46-47

**Mathematics:** 3cr

**Social Science:** PLSC 111

**Liberal Studies Electives:** 6cr, no courses with PLSC prefix

### **College:**

Foreign Language Intermediate Level (1) 0-6

### **Major:**

33

#### **Required Courses:**

PLSC 101	World Politics (2)	3cr
PLSC 111	Power and Democracy in America	*cr (3)
PLSC 260	Contemporary Political Ideas	3cr
PLSC 270	Fundamentals of Homeland Security	3cr
PLSC 300	Research Methods in Political Science	3cr
	<b>Controlled Electives:</b>	9cr

Students must take three of the following controlled electives in the area of public policy/administration:

PLSC 250	Public Policy	3cr
PLSC 355	Intergovernmental Relations	3cr
PLSC 370	The Practice of Public Administration	3cr
PLSC 372	Constitutional Issues in Homeland Security	3cr
PLSC 375	Crisis Management and Decision Making	3cr

#### **Specializations:**

Students must take four courses in their specialization. At least two courses must have a prefix other than PLSC.

#### **Homeland Defense** (12cr)

BCOM 342	Intercultural Business Communication	3cr
COMM 101	Communications Media in American Society	3cr
COSC 316	Host Computer Security	3cr
COSC 356	Network Security	3cr
COSC 429	Digital Forensics	3cr
COSC 454	Information Assurance Administration	3cr
CRIM 205	Policing and the Community	3cr
CRIM 255	Law, Social Control, and Society	3cr
CRIM 321	Cybersecurity and Loss Prevention	3cr
CRIM 323	Cybersecurity and the Law	3cr
CRIM/PLSC 344	Terrorism	3cr
GEOG/RGPL 316	Introduction to Geographic Information Systems	3cr
HIST/PLSC 339	Jihad and the Origins of Islamist Movements in the Middle East	3cr
HIST/PLSC 348	Top Secret America: The Rise and Reach of the National Security State	3cr
PLSC 350	The Presidency	3cr
PLSC 388	Dimensions of National Security (4)	3cr

PLSC 465	Intelligence Process and Policy	3cr
SOC 337	Society, Globalization, and Risk	3cr
<b><i>Emergency Management</i> (12cr)</b>		
BIOL 107	Introduction to Forensic Biology	3cr
BIOL 119	Emerging Diseases	3cr
BIOL 221	Environmental Health and Protection	3cr
BCOM 342	Intercultural Business Communication	3cr
CHEM 105	The Forensic Chemistry of CSI	3cr
COMM 101	Communications Media in American Society	3cr
CRIM 205	Policing and the Community	3cr
CRIM 255	Law, Social Control, and Society	3cr
CRIM 374	Environmental Crime and Justice	3cr
CRIM 401	Contemporary Issues in Criminology	3cr
GEOG 101	Geography of Human Environment Interaction	3cr
GEOG/RGPL 232	Urban Landscapes	3cr
GEOG/RGPL 316	Introduction to Geographic Information Systems	3cr
GEOG/RGPL 341	Climatology	3cr
GEOG/RGPL 343	Fresh Water Resources	3cr
NMDT 430	Radiation Biology and Radiation Protection	3cr
NURS 101	Disaster Awareness	3cr
NURS 102	Disaster Preparedness and Related Health Issues	3cr
PHYS 101	Energy and Our Environment	3cr
PLSC 371	Issues in Public Administration	3cr
SOC 337	Society, Globalization, and Risk	3cr

**Free Electives:** 34-41

**Total Degree Requirements:** 120

- (1) Intermediate-level foreign language may be included in Liberal Studies electives.
- (2) PLSC 101 satisfies the global and multicultural awareness requirement.
- (3) Credits for PLSC 111 are counted in the Liberal Studies social science requirements.
- (4) PLSC 280 and/or 285 is recommended as a prerequisite for PLSC 388.

**Rationale:** In the spring of 2014, the Political Science Department, with the encouragement of the Criminology Department, created a Homeland Security Minor. That minor, composed entirely of Political Science courses, has attracted more than 100 students primarily Political Science and Criminology majors since its creation three years ago.

Given the success of the Homeland Security Minor, the Political Science Department has decided to create a new major track in Political Science using many of the courses (with slight modifications) that already exist within its curriculum. The Department has also reached out to other departments to provide coursework in the creation of two specializations (Homeland Defense and Emergency Management). The Homeland Defense specialization will focus on identifying risks to the homeland's security and essential infrastructure, and developing policy and strategy that mitigate, if not obviate, these risks. The Emergency Management specialization will focus on the twin facets of program administration and emergency management, sometimes called disaster or crisis management.

Political Science is the natural locus for this major because the "prominent role of politics must remain central to any pragmatic development of the academic field of homeland security. This



recognition reflects not only the reality of funding for such research being centered in the government, but also the realization that the study of homeland security must confront political exigencies in policy positions and advocacy if it is to survive ... Those who study homeland security must study the political realities as well as the substantive concerns. Without such a self-conscious political awareness, homeland security will be rendered irrelevant at best and damaging at worst” (McDermott, p. 2). It is the Controlled Electives in public policy and public administration that ensure students learn how democratic governments and bureaucracies solve problems, and the challenges that such systems pose.

In addition to the disciplinary content in homeland security, emergency management, and security management, the courses in the Homeland Security degree track place a major emphasis in preparing students in the professional areas of critical and creative thinking, information literacy, oral and written communications, interpersonal relations and teamwork. Graduates of the Political Science/Homeland Security Track degree program will be prepared to work in a variety of settings and capacities such as private security and other businesses; emergency, disaster, and safety management; first responders; airports; law enforcement; and a variety of local, state, and federal government jobs, e.g., Federal Bureau of Investigation, Secret Service, the Drug Enforcement Agency, Federal Emergency Management Agency, Air Marshals, customs investigators, special agents, military service and border patrol.

**Appendix C**  
**University-Wide Graduate Curriculum Committee**  
**Co-Chairs Moore and Frenzel**

**FOR ACTION:**

**1. Revise Transfer Credit Policy**

Rationale: The SGSR does not pre-approve Transfer Credits. There is specific grade and time requirements that must be met that cannot be pre-approved through the SGSR. Departments must determine what course, if any, transfer credits would transfer in as, and present that to the SGSR with accompanying documentation. Pre-approval does not exist and should be removed from the Transfer Credit Policy content.

Current Transfer Credit Policy and Deletion/Addition

A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (1/3) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from ~~the School of Graduate Studies and Research and their~~ academic department, **for content**, prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

## 2. DEPARTMENT OF GEOGRAPHY AND REGIONAL PLANNING

### A. Course Title and Catalog Description Change

Course: GEOG/RGPL 343/543 Geography of Fresh Water Resources

Rationale: The name of the course is being changed from "Geography of Fresh Water Resources" to "Fresh Water Resources." Geography & Regional Planning faculty determined that the revised course name was more consistent with the structure of the department's undergraduate programs. The undergraduate catalog description is being revised slightly to match the graduate version and the current undergraduate catalog style.

	<b>Current Course Information</b>	<b>Proposed Course Information</b>
<b>GEOG 343</b>	<p>GEOG 343 Geography of Fresh Water Resources</p> <p>Students learn about surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins. (Also offered as RGPL 343; may not be taken for duplicate credit.)</p>	<p>GEOG 343 Fresh Water Resources</p> <p>Focuses on surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins. (Also offered as RGPL 343; may not be taken for duplicate credit.)</p>
<b>RGPL 343</b>	<p>RGPL 343 Geography of Fresh Water Resources</p> <p>Students learn about surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins. (Also</p>	<p>RGPL 343 Fresh Water Resources</p> <p>Focuses on surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplain management, sources of contamination and pollution, wetlands, and case studies of selected river basins.</p>

	offered as GEOG 343; may not be taken for duplicate credit.)	(Also offered as GEOG 343; may not be taken for duplicate credit.)
<b>GEOG 543</b>	<p>GEOG 543 Geography of Fresh Water Resources</p> <p>Focuses on surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplains management, sources of contamination and pollution, and wetlands, including case studies of selected river basins.</p>	<p>GEOG 543 Fresh Water Resources</p> <p>Focuses on surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplains management, sources of contamination and pollution, and wetlands, including case studies of selected river basins.</p>

**Appendix D**  
**Library and Education Services Committee**  
**Chair McLaughlin**

**FOR INFORMATION:**

**1) Meeting Summary**

In Fall 2016, LESC began discussions with the Dean of Libraries regarding proposed plans for deaccessioning books, journals, and other materials in the library. Those discussions continued at our recent September meeting. Specifically, the Dean of Libraries shared a document titled, “Guidelines for the Evaluation and maintenance of the Print Collection” (see document attached). At the meeting, he explained the document and noted that these guidelines are for deaccessioning in the future and do not apply to the current deaccessioning project.

The LESC Committee asked questions and shared concerns about the deaccessioning guidelines presented at the meeting, as well as how they relate to the current deaccessioning project. More specifically, the committee asked and expressed concerns related to both the guidelines and the current deaccessioning project regarding identifying books for deaccessioning (number, type, age, etc.), communicating about books identified for deaccessioning (i.e., scheduling during the semester, time to review/take books, etc.), **and replacing the deaccessioned books with other necessary resources (i.e., budget).**

**2) Guidelines for the evaluation and maintenance of the print collection**

Deaccessioning (weeding) and replacement of resources are essential components of collection evaluation and management. These procedures are intended to maximize the collections’ value and usefulness, therefore, ensuring that they continue to support the academic, pedagogical, and research missions of IUP. The Collection Development/E-Resources Librarian, bibliographers, and the Dean of Libraries share responsibility for these activities.

**Deaccessioning/Weeding**

Deaccessioning and/or **weeding** is an essential element of responsible collection management practice in which print materials are physically removed from the stacks and their records cleared from the Libraries’ on-line catalog and OCLC (Online Computer Library Center) database. Deaccessioned materials may be acquired by departments on campus, donated to another state agency, or surplused in compliance with state regulations. Departmental faculty will have a **consultative** role during the deaccessioning process to ensure that publications that support existing or anticipated curriculum, or are otherwise seen as having historical or research significance and value, are not discarded.

**Criteria for Deaccessioning or Weeding Library Collections (Guidelines of Best Practices)**

Library materials of all types (which include, but are not limited to books, journals, microforms, and maps) may be candidates for weeding if they fail to meet any of the following criteria:

- **Currency** - The content of library materials should be accurate and up-to-date. Materials that are superseded by newer, revised, or updated editions may be weeded. The library will take into consideration the need of faculty and students whose scholarship and teaching require the use of historical titles.
- **Usage** - Low or no usage will be a main indicator in weeding decisions, especially if the materials are available through Inter Library loan. Library personnel will consult circulation data and other reports.
- **Physical Condition** - Materials that are badly deteriorated or damaged will be weeded.
- **Duplicates** - Because of space limitations, the Libraries will deaccession duplicate copies of library materials. The Libraries will use circulation data when reviewing duplicate materials that are heavily used or are a part of a university-wide program before weeding duplicates.
- **Completeness** - Materials that are part of a multi-volume set of which the Libraries does not have all volumes may be weeded.
- **Uniqueness** - The library will pay special consideration to materials that are considered unique before deaccessioning these.
- **Format Obsolescence** - Materials in obsolete formats will be weeded if the content is available elsewhere through Inter Library Loan (ILL), on other formats, or if the material is in poor condition.

### **Replacements**

All Library materials which are identified as missing (irrespective of format), lost, damaged, or withdrawn are not automatically replaced. Replacement of these items is determined by the library bibliographers and the Collection Development Librarian based on: continuing value of the item, demand and recorded use of the item, items of intrinsic subject value to the collection, availability of newer or better materials in the field, and cost of replacement. These criteria are listed in the IUP Libraries Duplication and Replacement Policy

<http://www.iup.edu/library/collection-development/policies/duplication-and-replacement-policy/>

### **Journal Deaccessioning Procedures**

The Libraries subscribe to a core of subject-specific and general interest periodicals and journals that have academic and research value to the University's pedagogical and research missions. Subscriptions to leisure and recreational journals or periodicals will be maintained on a limited basis when faculty and bibliographers make a reasonable case for their research and curriculum related value. These may also be acquired as gifts. Electronic subscriptions are favored over print or microfilm formats though it is important to ensure that no content/mathematical formulae/graphics deemed necessary are lost in the transition to digital format. Departmental faculty **will be consulted** during the decision process to determine any loss of content value in the transition from paper to electronic version when needed.

Deaccessioning procedures for journals will be based on any of the following criteria:

- **Change in focus** - A change in focus by either the journal or the department(s) utilizing the journal may be grounds for cancellation of the subscription(s).
- **Coverage in electronic database(s)** - When a print journal becomes available in a full-text electronic format to which the Libraries have a subscription to and no content/mathematical formulae/graphics deemed necessary are lost in the transition to digital format, electronic delivery will be the access of preference and the print version of the periodical or journal subscription may be cancelled.

Final decision will rest with the Acquisitions/Serials and Collection Development/E-Resource Librarians, bibliographers, and the Dean of Libraries. When journals are being considered for deaccessioning, the following procedures will be followed:

- Once a journal has been selected for deaccessioning, all departments that are believed to utilize the journal will be notified.  
After a reasonable time and notification to the department(s), departments will have the option to take the journals for departmental and/or faculty in-house storage in their respective office(s).

#### **Book (and other materials) Deaccessioning Procedures**

Deaccessioning procedures for print books and other materials in the Libraries' collections will be based on circulation and usage records, relevance to current curriculum, research potential, and historical significance. Academic departments may request that print material selected for deaccessioning be sent to their departmental offices.