

## MINUTES OF THE UNIVERSITY SENATE

The April 15, 1986 meeting of the University Senate was called to order by Chairman Anthony DeFurio at 3:25 p.m. in Beard Auditorium, Stouffer Hall.

The following Senators were excused from the meeting: Lynch, Welty, Newkerk, Elliott, Cignetti, Gates, Tiger, Gordon, DeCoster, Tackett and Dakak. Also absent were Senators Bahn, Stacy, Knowlton, Norberg, Abrams, Ford, LeBlanc, Receski, Ryan, Washington, Woolcock, Quirk, Halapin, Thibadeau, Shirey, Voelker, Godlasky, Gates, Mlecko, Russell, Wilson, Adams, Pavloski, Lipsky, Andrew, Bright, Moore-Armitage, Scroxton, Wegener, Solak, H. Cunningham, Forbes, Tompkins, Welker, Penrod, Brady, Dixon, Fitzpatrick, J. Johnson, Schloeffel, Pavlock, Van de Werken, Gentile, R. Johnson, Crooks, Turetsky, Morris, Poli, Baker, Stewart, McCartney and Kinneer.

Due to the loss of a quorum at the March 18, 1986 meeting of the Senate, the meeting was adjourned in the midst of consideration of a Proposed Cooperative Education Program. Discussion continued on this proposal, and because of the many unanswered questions, Senator Cunningham moved to table action on it. His motion was seconded by Senator Keller, but defeated by a vote of 41 No, 26 Yes and 10 Abstentions. Various "friendly amendments" were also made to the proposal, shown as Attachment A, and it was subsequently approved by the Senate.

The following items were considered by the Senate, as recommended by the Curriculum Committee:

1. Program Proposal for the Associate of Arts Degree with a Specialization in Computers and Office Information Systems in the College of Business --approved (see Attachment B).
2. Proposal for a B. S. in Biochemistry, including seven new courses as described in the proposal--approved (see Attachment C).
3. Criminology course: CR 390 - Women and Crime - 3c-01-3sh  
A study of the nature and extent of women's crime, theories of female criminality, processing of women offenders through the criminal justice system, the criminal justice system, the response of police and court officials to women as victims of crime, and opportunities for women as employees in criminal justice agencies.--approved
4. Changes in the Theater Department Program for both the B.A. in Theater and the B.F.A. in Theater--approved (see Attachment D).

The Research, Library and Educational Services Committee announced that they had completed ranking of the Research and Creative Teaching proposals and had submitted them to Dr. David Lynch, Interim Dean of the Graduate School.

Chairman DeFurio noted that the two items of New Business listed on the March 18, 1986 agenda had been referred to the Committee on Finance and Development for disposition.

(This completes the March 18, 1986 agenda.)

President Welty was attending a scheduled meeting of the SSHE Board of Governors in Harrisburg, whose agenda included several items which directly affect IUP-- associate of arts degree in general studies; the approval of the B.A. degree in religious studies, action on the transfer of the property of the Armstrong County Campus to the University, and the possibility of the authorization of a System short-term bond issue which would allow IUP to finance a small number of major projects.

In his absence, Senator Como read his report, which consisted of the following items:

1. Rep. Wass has introduced a budget amendment calling for the amount which would be saved by the Governor's proposal to reduce taxes to be authorized for basic and higher education. The effect would authorize a 7% increase for the SSHE. If approved, this bill would only require a tuition increase of \$90 per year to achieve the system's budget request.
2. A decision has been made to pilot the use of placement testing in mathematics and English for entering freshmen, effective with the summer of 1986. The individuals who will be participating include new students at the Punxsutawney Campus, students entering through the Learning Assistance Center for Summer 1986, and 200-300 students entering the Indiana campus in the fall. Dr. Steven Ender has been assigned responsibility for coordinating this pilot program. He will work with a special committee which represents the major offices and departments involved in this effort, which is consistent with recommendations made earlier by the Academic Affairs Committee of the Senate. The pilot will allow a careful evaluation of this process so that a decision can be made concerning the full adoption of placement testing for students entering for the 1987-88 academic year.
3. A decision has been made to authorize the purchase of the equipment necessary to implement a telephone registration system. This system will be designed to make registration more convenient for the student, to provide immediate feedback to the student, to provide up-to-date information for chairpersons and registration administrators and allow for full usage of the present registration system software. According to the schedule developed by the ad hoc committee, the pilot of this telephone registration would occur in October, 1987 with a sample of students registering for Spring, 1988. Full use of the system would begin in March 1988 for Fall, 1988 classes.
4. On a recommendation from the Athletic Department staff, Vice President DeCoster and the Athletic Policy Committee, the intercollegiate wrestling program has been suspended for three years. A full report detailing the rationale for this decision can be found in the current issue of the Faculty News and Drum Sounds.
5. Expressed his thanks and appreciation to all members of the Senate and the University Community for their hard work this year. Major progress has been made in a number of areas and feels we can be proud of what has been achieved this year.

As empowered by the Senate at the March 18 meeting, Chairman DeFurio appointed a committee to meet with the Council of Trustees to deal with the issues relating to the Senate Constitution. This committee has met, and Chairman DeFurio has had a couple of discussions with Senator Stapleton. A meeting with the Council of Trustees will be forthcoming. Any action on the Senate Constitution will be tabled until this committee has a chance to function.

On a motion by Senator Ali, seconded by Senator Chamberlin, the minutes of the March 18, 1986 meeting were approved as published.

The Rules Committee made the following announcements:

- |                           |                    |                   |
|---------------------------|--------------------|-------------------|
| 1. 1986-87 Meeting Dates: | September 16, 1986 | January 27, 1987  |
|                           | October 14, 1986   | February 17, 1987 |
|                           | November 11, 1986  | March 10, 1987    |
|                           | December 9, 1986   | April 14, 1987    |

2. Rules Committee will meet on Tuesday, April 22 to complete the work on the Research, Library and Educational Services Committee so that it can be brought to the floor of the Senate in September.
3. Committee election ballots will be sent out this week and are due back to Senator Chamberlin by April 25, 1986.

The Curriculum Committee listed the following for Senate Information:

1. Proposal Schedule - see Attachment E.
2. Health and Physical Education Special Approvals  
HP 481 - Special Topics - approved  
HP 482 - Independent Study - approved
3. Chemistry Change: CH 331 - Organic Qualitative Analysis  
TO: CH 331 - Organic Molecular Structure Determination
4. Elementary Education Changes:  
EL 482 - Independent Study - approved  
EL 462 - Innovations in Elementary Education  
TO:EL 462 - Issues and Innovations in Education
5. Economics Changes: Change the prerequisite on EC 336 - State and Local Finance and EC 345 - International Economics I TO include:  
"EC 122 or Permission of the Instructor"
6. The Undergraduate Curriculum Committee has asked the Rules Committee to replace two members of the Committee because of lack of attendance.

On the recommendation of the Curriculum Committee, the following new Vocational Education course was approved:

VO 010 - Industrial Electrical Technology - Var. (1-18 s.h.)

Prerequisite: Center/Department Permission/Institutional Credit

(The credits earned in this course may not be used toward degree requirements.)

Emphasis on comprehensive industrial electrical technology through training in specialty concentrations applied to design, development, and testing of electrical circuits, devices, and systems for generating electricity, and the distribution and utilization of electrical power.

Senator Duntley, Chairman of the Academic Affairs Committee, moved that, in reference to discussion at the March 18, 1986 meeting on the limit of application of credits from internships and cooperative education, the following policy be identified and published:

"Of the minimum number of credits (124) for an undergraduate degree, no more than 12 may be earned through internships and/or cooperative education."

A motion to amend by the inclusion of "student teaching" between "internships" and "and/or" was approved by a vote of 36 Yes, 31 No and 18 Abstentions. The policy, as amended to include student teaching, was then passed by the Senate.

The Academic Affairs Committee moved adoption of the policy and implementation plan concerning Institutional Credit as outlined in Attachment F. On a motion by Senator Buterbaugh, seconded by Senator Reynolds, Item #5 was added. The entire policy, as amended, was then approved by the Senate. (See Attachment F).

Senate members applauded Chairman DeFurio for his tenure as Chair of the Senate and expressed their appreciation to him.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

*A. J. Nastase*  
Anthony J. Nastase

Secretary, University Senate

## PROPOSAL FOR COOPERATIVE EDUCATION AT IUP

## I. PROPOSAL

This proposal is for approval of a Cooperative Education Program rather than an individual course. Each department that wishes to participate in Cooperative Education must submit individual course approval forms through the regular University channels.

## II. DEFINITION

Cooperative Education is an opportunity for students to incorporate work experience with their academic program. Recognition of the vast range of career aspirations among students in the various degree programs necessitates a flexible, student-centered posture towards Cooperative Education. The goal of the Cooperative Education Program is to place students in work situations designed to complement and enrich their creative, intellectual, emotional, social, and professional development. Placements may be arranged with: government, industry, education, business, the arts, and social sciences. The program will be available to students who meet the criteria set forth by his/her department and who believes he/she can benefit from a cooperative experience. Cooperative Education has purposely been structured in a flexible manner to maximize the opportunities for meaningful employment related directly to the student's major area of study.

## III. IMPLEMENTATION

Job development/coordinators will be hired with grant funds (100%). Selection will be jointly made by the Co-op Ed office and the department they will service. The development/coordinators will be responsible for developing Cooperative Education job sites for students and for advising, placing and evaluating students in their respective department assignments.

Existing faculty Cooperative Education coordinators will be paid with grant funds and will be assigned coordinating duties as 25% of their regular load. Coordinators will be responsible for recruiting, advising students, assisting with and finalizing the placement of students and evaluating the Cooperating Education experience.

## IV. OPERATIONAL PROCEDURES

## A. Administration and Coordination

Primary responsibility and accountability for the operation of the Cooperative Education Program rests with the Director of Cooperative Education, subject to the approval of the Director of Professional Laboratory Experiences, and the Vice President of Academic Affairs. The program of Cooperative Education operates within the Professional Laboratory Experience Office and works cooperatively with each of the academic departments, Chairpersons, Deans and advisors, as well as the Office of the Registrar, Career Services and Financial Aid. Placements may be facilitated through cooperating organizations, faculty or students.



B. Student Eligibility for Participation

Student participation in the Cooperative Education Program is voluntary. The Program is open to any qualified student who meets the criteria and approval of their department. The Cooperative Education Program requires that the student complete an Application for Cooperative Work Experience, and complete an interview with a faculty coordinator and/or the Director of Cooperative Education.

C. Registration

Co-op students are required to register for the appropriate course listed in the Catalog and Schedule of Classes. Appropriate notations describing the cooperative assignments are recorded on official college transcripts.

D. Fees and Credits

A fee only shall be charged for Co-op placement and registration for students selecting the 0 credit option. Students participating in full-time Cooperative Education shall be afforded the same college privileges as other IUP students doing internships or student teaching. All students registered for credit will pay the current tuition. Each placement will be limited to a maximum of three credits.

E. Time Schedule

Cooperative Education at IUP is a flexible, student-centered program and every effort will be made to arrange co-op work experiences to coincide with the student's academic calendar and time schedule. Part/full-time alternating options will be available. Students whose work assignments do not precisely conform to the University's academic calendar will be required to register during the semester which most nearly approximates the dates of the work assignment. Students must have at least two cooperative placements.

F. The Contract

Each Cooperative Work Experience is documented with a formal Cooperative Agreement which defines student, employer and university responsibilities. The document is signed by an authorized representative of the employer and the Director of Cooperative Education. The agreement must be signed and on file before the student registers for any Cooperative Work Experience course.

G. Cooperative Work Experience Site Approval

Each Cooperative Work Experience site must be approved by the Director of Cooperative Education and the appropriate faculty coordinator. The minimal criteria for site approval is:

1. The applicability of the work to the students' academic preparation and professional goals.
2. A level of job responsibility that is commensurate with the students' ability.
3. An acceptable job description and mutually determined criteria for evaluation.

Work sites are continually reviewed on the basis of criteria developed by the Director of Cooperative Education in cooperation with the faculty who place or coordinate students at the site. Students already working may petition the Director of Cooperative Education to have their place of employment approved as a cooperative job site. Determination will be made by the Coordinator of Cooperative Education with advice of the appropriate faculty coordinator.

H. Evaluation

Both student and employers submit periodic evaluations of the student's performance to the Office of Cooperative Education and the respective faculty coordinator. Criteria for evaluation are mutually determined by the student, employer and the faculty coordinator and are recorded on the job description. Cooperative Education work will be noted on the transcript.

I. Salary

The salary paid to students on cooperative assignments is determined by the cooperating employer based upon market demands. In compliance with State and Federal laws, all Co-op students must be paid minimum wage.

J. Academic Credits

1. No credits will be given for work completed before the cooperative work experience has been approved.
2. Credits earned by students on cooperative assignments will not exceed one credit for every 60 hours worked.

PROGRAM PROPOSAL  
College of Business  
Associate of Arts Degree  
Specialization: Computer and Office Information Systems

The College of Business is proposing that a second specialization in COMPUTER AND OFFICE INFORMATION SYSTEMS be added to the existing Associate of Arts in Business Degree that is currently being offered at the Punxsutawney Branch Campus. This Associate Degree program will also be reinstituted at the Armstrong County Campus. A copy of the University Catalog description of the Associate Degree program is shown in Attachment C of this proposal.

#### BACKGROUND

The fact that the "information age" has arrived is well documented in recent literature. The U.S. labor force dealing primarily in information has doubled in the past decade, rising from 20% of the total work force to 40% between 1975 and 1985. In addition to coping with the vast amounts of information being generated, modern organizations must be concerned with the technological innovations that have occurred in the computer and communications fields. Collectively, these factors will have a major impact upon future office environments. The following statement from the Office of the Future by Uhlig, Farber, and Bair illustrates this point:

The rapidly decreasing cost of computers and computer communication, combined with developments in computer software to support what Peter Drucker calls "knowledge workers" make the personal computer a good candidate for increasing productivity in the office of the future. The personal computer will put computer tools into the hands of knowledge workers, in the offices where they work, to aid them in doing their jobs. Because the commodity they deal in is information, these computers need to be highly interactive, and they need to function as friendly extensions to individual brain power. This is the "new frontier" of computing today.

Persons who will be working in the environments that are being described as the "Automated Office of the Future" will require training that is significantly different from those who are now working in traditional office and organizational settings. Skills in problem solving, decision making, communications, and personnel relationships must be integrated with those involving computer and other technical skills. Education for these careers is not itself in the evolutionary stage. IUP has an opportunity for developing and implementing a curriculum which will meet the needs of both the individuals preparing for careers in the offices of the future and the organizations that they will be serving.

#### NEED FOR THE AA DEGREE

The need for the AA degree in Business with a concentration in computers and office information systems exist on two levels. First, there is the obvious need based upon technological advances and job opportunities for graduates of such a program. The Data Processing Management Association (DPMA) in describing this need for Associate-level programs states "...This is a growing field that should see thousands of new job opportunities created every year. In a sense, persons who operate microcomputers for the processing of business transactions and financial reporting applications are successors

to traditional bookkeepers. For many decades, bookkeepers who posted and accumulated business transactions and status data through manual entries represented a kind of labor elite. Now, microcomputers and standard application packages are eclipsing and obsoleting the earlier techniques. In turn, new jobs are being generated at a rapid pace" (The DPMA Associate-Level Model Curriculum in Computer Information Systems; October, 1985).

This trend in increased job opportunities is also expected in Western Pennsylvania. According to the IUP Planning Directions for the Eighties and Nineties, it is anticipated that job opportunities will be very significant in the geographic service area surrounding IUP. Not only is there a potential for attracting recent high school graduates, there is also the possibility of attracting non-traditional students who have lost their jobs in such depressed areas as coal and steel.

The second level upon which to base program need is that potential student pool. The program may be viewed as terminal, in that students may exit after two years and enter the job market. Consequently, it is appealing to several audiences. First, high school graduates who come from a family history of entering the labor force in coal or steel should find this an attractive program since it can be completed in two years rather than four years. Second, individuals who have lost their jobs due to the economy can develop the skills necessary to reenter the labor force. Third, students who would normally attend a proprietary school to earn a diploma or a certificate in a computer-related discipline may find the possibility of a degree much more appealing. It is interesting to note that the number of students attending junior colleges and proprietary schools in Pennsylvania has increased by 66% and 171% since 1972, respectively.

Students who receive the AA in Business with a concentration in computers and Office Information Systems will also have the option to continue, with the four year MIS program.

It appears that the potential student demand will easily support such a program. Discussions with current College of Business students at the Branch Campuses suggest that many would like to receive the AA enroute to the BS. In addition, each Branch Campus Director has made presentations to local groups; enthusiasm for the program was very high. In fact, eight students sought to enroll in the program at Kittanning even without Senate approval and without any advertising.

In summary, such a program is needed to meet the employment demands created through technological change and to meet the training needs of students and workers in the region.

#### PROPOSED SPECIALIZATION

The proposed specialization in Computer and Office Information Systems is an attempt to meet the needs of the persons who will be employed in careers where information processing and computer skills will be essential in meeting the goals of the organization. The proposed list of courses appears on Attachment B of this proposal. It includes courses in the following areas:

1. General Education	16 credits
2. Business Core	32 credits
3. Specialization Area	12 credits
4. Free Electives	3 credits
TOTAL CREDITS	63 credits

The suggested courses attempt to provide a balance between general, problem solving, and technical education. The curriculum should be of interest to both students entering higher education from the secondary schools and those who are already working in office environments where computers are being utilized and retraining is needed.

It is felt the greatest need will be for workers who will staff small business organizations and professional firms where microcomputer systems are already installed or are being contemplated. In many cases, these information processing systems will not be utilized effectively because the personnel lack training and do not fully understand the potential for developing computerized information processing and office systems.

#### PROGRAM OBJECTIVES

The Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:

1. To provide a general education as a basis for life long decision making and problem solving.
2. To provide business occupational education with an opportunity for specialization in computer and office information systems.
3. To train the student in computer hardware, software, and technology concepts.
4. To train the student in the concepts related to basic business disciplines and applications.
5. To train the student in concepts and skills required in the area of office administration.
6. To prepare the student for an entry-level employment opportunity in a career that will combine the training provided in the various disciplines that are represented in the curriculum.

#### CONCLUSION

Therefore, it is recommended that the University Senate approve this proposal to add a specialization in computer and information systems to the existing Associate Degree program within the College of Business. This program will be made available at both the Armstrong and Punxsutawney Campuses and it will be implemented in September, 1986, when approved.

ATTACHMENT A -- Course Descriptions for new and revised courses.

The following courses are being added, revised or renumbered in conjunction with the proposed specialization in computer and office information systems:

A. New Courses

AD 221 BUSINESS TECHNICAL WRITING 3c-01-3sh

Prerequisite: EN 101 and EN 102 English I and II

Catalog Description: Application of business and technical writing styles, letters, memos, reports, procedures, and manuals are some areas of concern. Emphasis on clear, concise writing style.

BE 250 ELECTRONIC OFFICE PROCEDURES 3c-01-3sh

Prerequisite: BE 131 Principles of Typewriting

Catalog Description: A study of the theory and practice of the systems in an electronic office: records management, office environment, communication transmittal systems, reprographics, and office procedures.

FS 220 ESSENTIALS OF FINANCE 3c-01-3sh

Prerequisite: AG 202 Accounting Principles II

Catalog Description: Provides students with a survey of three fundamental areas of Finance: 1) Corporate Finance, 2) Basic Investments, and 3) Financial Intermediation and the Monetary System. Students will be introduced to financial analysis, planning, and control; to the management (the acquisition and allocation) of funds; and to the fundamentals of the time value of money and capital budgeting. Students will be familiarized with basic investment markets, fundamental and technical analysis, and portfolio analysis. Students will also consider the influence of government and financial institutions on interest rates, sources of finance, investment of funds and finance in general.

FS 245 INTRODUCTION TO MICROCOMPUTERS 3c-01-3sh

Prerequisite: FS 241 Introduction to MIS

Catalog Description: This course demonstrates how to utilize the micro-computer in business. Topics will include hardware, operating systems, word processing, spreadsheets, database and BASIC.

FS 260 BUSINESS COMPUTER APPLICATION PROJECT 3c-01-3sh

Prerequisite: FS 255 Business Applications in COBOL

Catalog Description: Business Computer Application Project is a course that will provide each student an opportunity to utilize skills and concepts presented in previous courses in the planning, design, and implementation of a comprehensive case study involving computerized business applications. Students will work in teams and individually in performing the tasks that are necessary to solve each problem assigned. These tasks will include systems analysis, systems design, programming, testing, implementing and documenting simulated business problems.



B. Revised Existing Courses

FS 251 BUSINESS SYSTEMS ANALYSIS AND DESIGN

3c-01-3sh

Prerequisite: FS 241 Introduction to MIS

Catalog Description: This course involves teaching the tools and techniques required for the analysis and the design of business systems. Along with in class discussions of the principles and techniques for analyzing, designing, and constructing the system, the students will also formulate system teams in order to analyze a business information system, and to design an improved system.

TO: Dr. Dennis Tiger, Chairman  
Senate Curriculum Committee

FROM: Kenneth L. Shildt, Chairman  
Finance/MIS Department

DATE: February 15, 1985

The existing course, FS 352 Business Applications in COBOL, is being renumbered to FS 255. The title and course content will be unchanged. The reason for this renumbering is to make the course more in keeping with the standard numbering system of the College of Business.

This course will be included in the proposed Computer and Office Information Systems Specialization that will be available at the off campus centers. It will continue to be a requirement for College of Business minors in the MIS field.

ATTACHMENT B

ASSOCIATE OF ARTS IN BUSINESS  
Proposed Specialization Summary  
February, 1985

General Education (16 Credits)

	CRS	ACCTG	COIS	SEM
EN 101 English I	4	X	X	1
EN 102 English II	3	X	X	2
PC 101 General Psychology	3	X	X	3
EC 101 Basic Economics	3	X	X	3
Social Science/Humanities Elective	3	X	X	4

Common Business Core (32 Credits)

BE 111 Foundations of Business Mathematics	3	X	X	1
BE 131 Principles of Typewriting	2	X	X	1
AD 101 Business Organization & Management	3	X	X	2
AD 235 Introduction to Business Law	3	X	X	2
*AD 221 Business Technical Writing	3	X	X	4
*BE 250 Electronic Office Procedures	3	X	X	3
AG 201 Accounting Principles I	3	X	X	1
AG 202 Accounting Principles II	3	X	X	2
*FS 220 Essentials of Finance	3	X	X	3
FS 241 Introduction to MIS	3	X	X	1
*FS 245 Introduction to Microcomputers	3	X	X	2

Accounting Specialization (12 Credits)

AG 301 Intermediate Accounting I	3	X	-	3
AG 302 Intermediate Accounting II	3	X	-	4
AG 311 Cost Accounting	3	X	-	4
AD 336 Law of Business Organizations	3	X	-	3

Computer and Office Specialization (12 Credits)

**FS 251 Business Systems Analysis & Design	3	-	X	4
***FS 255 Business Applications in COBOL	3	-	X	3
*FS 260 Business Computer Application Project	3	-	X	4
AD 273 Word Processing	3	-	X	2

Free Electives (3 Credits)	3	X	X	4
----------------------------	---	---	---	---

Total AA Degree Credits 63

\*New Course Proposal

\*\*Revised Course - FS 351 will be removed from catalog

\*\*\*Renumbered Course - FS 352 to FS 255

KEY: ACCTG - Revised Accounting Specialization

COIS - Computer and Office Information Systems Specialization

SEM - Semester when courses in each specialization are taught

ATTACHMENT C -- catalog description

ASSOCIATE OF ARTS DEGREE (Major in Business)

(Offered at the Punxsutawney Campus) The Associate of Arts Degree in Business is designed to be a two year curriculum with these objectives:

1. To provide business occupational education with the opportunity for specialization in accounting.
2. To enable the student to enter accounting positions in business and government.
3. To enable the student to upgrade his/her skills and knowledge to qualify for higher positions in business and government.

ASSOCIATE OF ARTS IN BUSINESS

General Education: According to the following specifications 15-16  
English: EN 100 or EN 101, EN 102  
Social Science: PC 101, EC 101 or EC 121  
Social Science or Humanities elective: 3 sh additional

Major: Business (Associate) Core 20

Required Courses:

BE 111 Foundations of Business Mathematics	3sh
BE 131 Principles of Typewriting	3sh
BE 335 Machine Mathematics	3sh
AD 101 Business Organization & Management	3sh
AD 235 Introduction to Business Law	3sh
AD 321 Business Communications	3sh
AG 201 Accounting Principles I	3sh

Other Requirements: Specialization: Accounting 27

AG 202 Accounting Principles II	3sh
AG 301 Intermediate Accounting I	3sh
AG 302 Intermediate Accounting II	3sh
AG 311 Cost Accounting	3sh
AD 336 Law of Business Organizations	3sh
FS 292 Business Data Processing	3sh
FS 351 Management Information Systems	3sh
BE 364 Office Procedures	3sh

Controlled Electives:

BE 433 or 3 business electives	3sh
--------------------------------	-----

TOTAL DEGREE REQUIREMENTS	62sh
---------------------------	------

## Catalog Description

## B.S. in Biochemistry

The program leading to the B.S. in Biochemistry degree is a concentrated curriculum with two seemingly disparate goals. The first is to prepare students for entry into graduate and professional schools; and, second, to provide background and experience for those wishing to enter industrial or government biochemistry directly. The required and limited elective courses are chosen to provide a firm theoretical and practical foundation while free electives, seminars, and independent study courses serve to provide flexibility for students to follow their interests.

This program is administered jointly by the Biology and Chemistry Departments. No minor is offered.

Proposed Curriculum for Bachelors of Science Degree in Biochemistry

Courses	Credits
I. General Education Requirements	
A. English I, II, and III	10
B. Fine Arts - Introduction to Art, Music or Theater	3
C. Humanities - Foreign Languages III and IV	6
D. Social Sciences	15
E. Health and Physical Education	4
F. Science - Math	
1. Calculus I (MA 123)	4
2. Either Problems in Statistics (MA 216) or Introduction to Computer Science (CO 110)	3
II. Major Requirements in Biochemistry	
* A. Biochemistry Lecture I (BC 301) and II (BC 302)	6
* B. Biochemistry Laboratory I (BC 311) and II (BC 312)	2
* C. Special Topics in Biochemistry (BC 390)	3
D. Laboratory Methods in Biology and Biotechnology (BI 401)	3
* E. Independent Research in Biochemistry (BC 480)	2
* F. Biochemistry Seminar (BC 490/491)	2
III. Other Requirements	
A. Biology	
1. Cell Biology (BI 105)	4
2. Genetics (BI 263)	3
3. Microbiology (BI 361)	3
4. Advanced Course from either Comparative Animal Physiology (BI 352), Cell Physiology (BI 350), Plant Physiology (BI 453), Immunology (BI 364), or Animal Developmental Biology (BI 331)	3
B. Chemistry	
1. General Chemistry I (CH 113) and II (CH 114)	8
2. Organic Chemistry I (CH 231) and II (CH 232)	8
★ 3. Physical Chemistry (CH 340)	3
4. Analytical Methods (CH 323)	4

Biochemistry Curriculum Proposal cont'd

C. Mathematics - Calculus II (MA 124)	4
D. Physics	
1. Physics I-C (PY 131)	3
2. Physics I-C Lab (PY 131-1)	1
3. Physics II-C (PY 132)	3
4. Physics II-C Lab (PY 132-1)	1
IV. Free Electives	<u>13</u>
Total	124

Course Sequence for the Proposed Bachelor of Science Degree in  
Biochemistry

(Total Credits: 124)

<u>1st Semester</u>	<u>Cr.</u>	<u>2nd Semester</u>	<u>Cr.</u>
Gen Chem I	- 4	Gen Chem II	- 4
English I	- 4	Cell Biology	- 4
Intro. to Art, Music or Theater	- 3	Social Science Elec.	- 3
Calculus I	- 4	Calculus II	- 4
Health and PE	-1 or 2	Health and PE	- 1
	<u>16 or 17</u>		<u>17</u>
<u>3rd Semester</u>	<u>Cr.</u>	<u>4th Semester</u>	<u>Cr.</u>
Org Chem I	- 4	Org Chem II	- 4
Specified Statistics or Computer Course	3	English III	- 3
Physics I and Lab	- 4	Physics II and Lab	- 4
English II	- 3	Social Science Elec. or Foreign Language	
Social Science Elec. or Foreign Language III	- 3	IV	- 3
	<u>17</u>	Health and PE	-1 or 2
			<u>15 or 16</u>
<u>5th Semester</u>	<u>Cr.</u>	<u>6th Semester</u>	<u>Cr.</u>
Anal. Methods	- 4	★ Phys. Chem	- 3
Genetics	- 3	Microbiology	- 3
Free Elec.	- 3	Social Science Elec.	- 3
* Biochem. I and Lab	- 4	Free Elec.	- 3
	<u>14</u>	* Biochem. II and Lab	- 4
			<u>16</u>

# Biochemistry Proposal Course Sequence cont'd

<u>7th Semester</u>	<u>Cr.</u>	<u>8th Semester</u>	<u>Cr.</u>
Social Science Elec. or Foreign Language III	- 3	Social Science Elec. or Foreign Language IV-	3
* Seminar	- 1	* Seminar	- 1
Lab Methods and Biotech.	- 3	* Spec. Topics in Biochem.	- 3
* Independent Study	- 1	* Independent Study	- 1
Free Elec.	- 3	Social Science Elec.	- 3
Specified Advanced Biology Course	- 3	Free Elec.	- 4
	<u>14</u>		<u>15</u>

\* Courses indicated with an asterisk are new courses which are proposed as part of the B.S. in Biochemistry program and will bear the BC prefix.

★ Physical chemistry is an integral part of good Biochemistry curricula. However neither of the proposers of the B.S. in Biochemistry program is qualified to teach such a course. Consequently, the Chemistry Department faculty have been approached to offer a physical chemistry course as a service to the biochemistry program. The Chemistry Department faculty have agreed to do so and will provide a physical chemistry course with emphasis on biochemical phenomena. At present, the course proposal of this course has been approved by the Chemistry faculty and has been forwarded to the College Advisory Committee for its approval. This course will be a Chemistry Department course ( CH prefix) not a Biochemistry course.

## Course Descriptions of Proposed New Courses

BC 301 Biochemistry I

3 s.h.

prerequisite: permission of instructor

The study of proteins, vitamins, enzymes, bioenergetics, carbohydrate and lipid metabolism.

BC 302 Biochemistry II

3 s.h.

prerequisite: BC 301

The study of amino acids and nitrogen metabolism, hormones, nucleotides and nucleic acids, muscle the nervous system and blood.



- BC 311 Biochemistry Laboratory I 1 s.h.  
prerequisite: permission of instructor  
A laboratory course that includes experiments in photometry, chromatography, radioisotope use, ionic properties of amino acids, lipid isolation and characterization, membrane isolation, and kinetics.
- BC 312 Biochemistry Laboratory II 1 s.h.  
prerequisite: BC 311  
A laboratory course that includes experiments in enzyme purification, electron transport activity, photosynthesis, protein and RNA synthesis, and isotope dilution methods.
- BC 390 Special Topics in Biochemistry 3 s.h.  
prerequisites: BC 302, 312  
In-depth discussion of recent topics or those of unique interest. Topic and instructor to change annually.
- BC 480 Independent Research in Biochemistry 1 or 2 s.h.  
prerequisites: BC 302, 312  
Student investigates independently in any field of biochemistry. Work supervised by a faculty but does not involve regular class or laboratory hours. Enrollment by permission only.
- BC 490/491 Biochemistry Seminar 1 s.h.  
prerequisites: BC 302, 312  
Discussion of recent trends in biochemical thought and research. Students report, both oral and written, on assigned readings, library or laboratory research. Guest speakers.

Theater Department Curriculum Proposal  
Spring, 1986  
A RATIONALE.

The following curriculum proposal addresses several problems and deficiencies inherent in the Theater Department's present BA and BFA programs. If approved, this proposal would:

1. Address more fully the general competencies outlined in the guidelines for BA and BFA programs of the American Theater Association (ATA), The United States Institute for Theater Technology (USITT) and the National Association of Schools of Theater (NAST).
2. Provide options in the core requirements for both programs, where options do not presently exist.
3. Enable students to schedule courses and meet requirements more easily by breaking up four semester sequences into smaller groups of two semester sequences, and by reducing the number of prerequisites for certain courses.
4. Reorganizing courses in the performance and history sequences, addressing subject matter more discretely, and allowing faculty more effectively to teach to their strengths.
5. Afford the opportunity to take advanced technical courses in Stagecraft and Lighting Design.
6. Afford the opportunity to take advanced work in Stage Voice and Stage Movement.
7. Come closer to satisfying the minimum credits for a BA degree in Theater recommended by NAST, the national organization responsible for accrediting academic theater programs. NAST recommends a range in the BA program from a minimum of 30% of the curriculum (38 credits) to 45% of the curriculum (56 credits). Our present requirement of 36 credits would by this proposal, be raised by 4 credits to 40, thus putting us just below the minimum recommended by NAST and still within the range of 25-30% (31-41 credits) recommended by ATA. (USITT defines its standards in terms of competencies rather than credits.)
8. Strengthen both the BA and BFA programs in the area of theory and criticism by bringing our program into conformity with minimum standards in those areas unanimously recommended by ATA, USITT and NAST. In the present curriculum this need is addressed only in the performance concentration of the BFA program.

9. Strengthen both the BA and BFA programs by providing all students with an introduction to the principles of scene design and theater architecture from historical, aesthetic and functional perspectives, thus strengthening students work in all design and technical courses.
10. Strengthen both the BA and BFA programs by providing all students with introductory training in various strategies of script analysis, thus strengthening students readiness for and performance in acting, design and technical courses.
11. Strengthen both the BA and BFA programs by assuring that all students have the opportunity to take discrete work in directing.
12. Strengthen the BA program by assuring that no students are able to graduate without having a minimum of four semesters of applied practice in production.
13. Increase, at the suggestions of the Dean and Provost, the flexibility of the BFA program by providing greater overlap of course options in the two concentrations, thus enabling students greater flexibility in scheduling and providing them with more opportunity to take advanced work in several areas.
14. Increase, at the suggestions of the Dean and Provost, the attractiveness of the BA for recruitment purposes by creating more options and flexibility in the two programs.

NOTE:

Since this proposal comes before the Senate too late to allow the changes to be included in the 1986-87 catalogue, we have arranged for the new catalog to contain the following statement:

"Theater Department programs and courses are in revision as this catalogue goes to press. Continuing students and students entering in September, 1986 will be phased into the new program/courses through appropriate transitional substitutions. Students entering in 1987 will follow the revised program. Contact the Theater Department for changes and implementation dates."

# COMPARISON OF PRESENT CURRICULUM AND PROPOSED CURRICULUM:

## BACHELOR OF ARTS IN THEATER

### PRESENT

GENERAL EDUCATION: As outlined in  
General Education section with the  
following specifications:

Fine Arts: AH 101 or MU 101

Total: 52 credits

### MAJOR:

#### REQUIRED COURSES:

TH 110 Fundamentals of Theatre Practice	3 sh
TH 120 Stagecraft	3 sh
TH 122 Costume Workshop	3 sh
TH 130 Performance I	3 sh
TH 201 Theatre History I	3 sh
TH 202 Theatre History II	3 sh
TH 203 Theatre History III	3 sh
TH 204 Theatre History IV	3 sh
TH 221 Stage Lighting	3 sh
TH 223 Makeup for the Stage	3 sh
TH 230 Performance II	3 sh
TH 330 Performance III	3 sh
Total:	36 cr.

OTHER REQUIREMENTS: 0 cr.

FREE ELECTIVES: 36 cr.

Total Degree Requirements:  
124 cr.

### PROPOSED

GENERAL EDUCATION: As outlined in  
General Education section.

Total: 52 credits

### MAJOR:

#### REQUIRED COURSES:

TH 110 Script Analysis	3 sh
TH 115 Principles of Theatre Design & Architecture	3 sh
TH 201 Theatre History I	3 sh
TH 202 Theatre History II	3 sh
TH 301/302 Tragic Mask of Comic Mask	3 sh
TH 310 Theatre Criticism	3 sh
Subtotal	18 cr.
Choose any <u>three</u> of Following:	
TH 120 Stagecraft I	
TH 122 Costume Workshop	
TH 221 Basic Lighting	
TH 223 Makeup	
Subtotal	9 cr.

Choose any three of Following:

TH 130 Stage Voice I	
TH 131 Stage Movement I	
TH 240 Acting I	
TH 350 Directing	
Subtotal	9 cr.
Total	36 cr.

#### OTHER REQUIREMENTS:

TH 486 Practicum for  
Production (minimum of  
1 sh for 4 semesters)

4 cr.

FREE ELECTIVES: 32 cr.

Total Degree Requirements:  
124 cr.

## BACHELOR OF FINE ARTS IN THEATRE

### PRESENT

GENERAL EDUCATION: Identical to B.A.  
Total: 52 cr.

#### MAJOR:

Required Courses: Identical to B.A.  
Total: 36 cr.

#### OTHER REQUIREMENTS: One Concentration

Area/Concentration: Performance

##### REQUIRED COURSES:

TH 310 Theatre Criticism 3 sh.  
TH 340 Performance IV 3 sh.  
TH 413 Acting Studio 3 sh.  
TH 484 Directing Studio 3 sh.  
TH 486 Practicum in Production 6 sh.  
(Minimum of 6 semesters  
at 1 cr. each) 9 sh.

From List: TH 220, 222, 399, }  
481, 482, 483, }  
484, 485, 486, }  
487, 488, 489, }  
Total 27 cr.

Concentration: Technical Theatre/  
Design

##### REQUIRED COURSES:

TH 220 Scene Design 3 sh.  
TH 222 Costume Design 3 sh.  
TH 487 Scenographic Problems 3 sh.  
TH 489 Technical Theatre Problems 3 sh.  
TH 486 Practicum in Production 6 sh.  
(Minimum of 6 semesters at 1 cr. each)  
Controlled Electives 9 sh.  
From List: TH 310, 330, 399  
481, 482, 483  
484, 486, 487  
488, 489  
Total: 27 cr.

FREE ELECTIVES: Total: 9 cr.

Total Degree Requirements: 124 cr.

### PROPOSED

GENERAL EDUCATION: Identical to B.A.  
Total: 52 cr.

#### MAJOR:

Required Courses: Identical to B.A.  
36 cr.

#### OTHER REQUIREMENTS:

BFA Required Courses: Choose One  
From Each Group

A. TH 220 Stagecraft II  
TH 320 Scene Design  
TH 321 Lighting Design  
TH 322 Costume Design 3 sh.  
B. TH 330 Stage Voice II  
TH 331 Stage Movement II  
TH 340 Acting II 3 sh.  
C. TH 301 Tragic Mask  
TH 302 Comic Mask 3 sh.

In addition:

TH 486 Practicum in Production 6 sh.  
(Minimum of 6 semesters  
at 1 cr. each)

TH 399 Internship 0-6 sh.  
Controlled Electives: 6-12 sh.\*  
From List: TH 120, 122, 130,  
131, 220, 221,  
223, 240, 320,  
321, 322, 330,  
331, 350, 481,  
482, 483, 484, 489  
Total: 27 cr.

FREE ELECTIVES: Total: 9 cr.

Total Degree Requirements: 124 cr.

\* Please note that no course can be used to satisfy more than one requirement toward the major.

## NEW COURSE DESCRIPTION

### TH 110-Script Analysis

No Prerequisite.

Course examines major as well as alternative systems by which dramatic texts may be analyzed, including classical plot construction, scene structure, tension and release, dramatic rhythms, and several contemporary and less conventional methods of dramatic orchestration. 3c-3sh

### TH 115-Principles of Theater Design and Architecture

No Prerequisite.

Surveys principle architectural forms, style, and periods providing a visual history of theatrical architecture and scenic design. Basic design principles will also be incorporated. 3c-3sh

### TH 120-Stagecraft I

No Prerequisite.

Exploration of the material, methods and procedures utilized in creating a scenic environment. Through instruction and practical application, students learn the basis of scenic instruction and develop competency with the basic materials and equipment used in a theatrical scene shop. 3c-3sh

### TH 130-Stage Voice I

No Prerequisite.

Instruction in basic development of the vocal instrument of the actor in performance. Emphasis is placed upon the resonance, quality, pitch and projection of the voice while perfecting the student's ability to articulate. Three class hours per week. 3c-3sh

### TH 131-Stage Movement I

No Prerequisite.

Instruction in basic stage movement and the physicalization of character. Includes work in character development through variety in movement, basic commedia technique, and the assessment, awareness, and correction of individual movement problems. 3c-3sh

### TH 201-Theater History I

No Prerequisite.

A comprehensive survey of the history, trends, and developments of theater and drama from their beginnings through the English Renaissance. 3c-3sh

### TH 202-Theater History II

No Prerequisite.

A comprehensive survey of the history, trends and developments of theater and drama from the English Restoration to the present. 3c-3sh

### TH 220-Stagecraft II

Prerequisite: TH 120 or permission.

Advanced exploration of materials, methods, and procedures involved in creating scenic environment. Students also receive intensive practical experience in shop planning and supervision to include problem-solving techniques. 3c-3sh



TH 221-Basic Stage Lighting

Prerequisites: TH 120

Introduction to lighting instruments, color media, control boards, physical laws of electricity and optics, graphics and conventional techniques used in lighting theatrical productions. 3c-3sh

TH 240-Acting I

No Prerequisite.

Study of the primary elements of the Stanislavski system of character development. Includes text analysis, and the development of physical action through a character's subtext, as well as motivational, and improvisational techniques. 3c-3sh

Th 301-Tragic Mask

No Prerequisite.

This course is an historical survey of theatrical conventions, traditions and production practices specifically associated with tragedy and its ensuing forms, drama and melodrama. It focuses on landmark dramatic texts, examining the changing faces of tragic masks and their implications for theatrical practice from ancient Greece to the 20th Century. 3c-3sh

TH 302-Comic Mask

No Prerequisite.

This course is an historical survey of theatrical conventions, traditions and production practices specifically associated with comedy and its related forms, farce, burlesque, etc. It focuses on landmark dramatic texts, examining the changing faces of comic masks and their conventions and their implications for theatrical practice from ancient Greece to the 20th Century. 3c-3sh

TH 321-Stage Lighting Design

Prerequisite: TH 221

Covers the design and execution of stage lighting with emphasis on script analysis, the collaborative role of the lighting designer, lighting theory and modern stage lighting practices. Practical applications include the conceptualization and designing of production lighting for Proscenium, Thrust, and Arena stages through class exercises. 3c-3sh

TH 330-Stage Voice II

Prerequisite: TH 130 Stage Voice I

Advanced voice training for the actor with particular emphasis on stage dialects and verse drama. 3c-3sh

TH 331-Stage Movement

Prerequisite: TH 131, Movement I

Instruction in advanced physicalization of character and specialized stage movement. Included will be advanced work in character development through movement, group movement, stage combat, physical comedy, and introductory mime and/or mask training. 3c-3sh

TH 340-Acting II

Prerequisite: TH 240 Acting I, TH 131 Stage Movement I and TH 130 Stage Voice I.

Study and practice of acting skills with special emphasis on style and period. 3c-3sh

TH 350-Directing.

Prerequisite: TH 110 Script Analysis, and TH 240 Acting I or permission.

Introduction to basic directing skills: Casting, floor plans, blocking, rehearsal procedures and the applications of scene and character analysis.

Students will prepare short scenes for class presentation.

Senate Undergraduate Curriculum Committee  
Proposals

ATTACHMENT E

<u>No.</u>	<u>Course or Proposal</u>	<u>Committee Action</u>	<u>Senate Action</u>
84/85-3	Coop Ed	Approved 9/24/85	Scheduled 4/15/86
84/85-35	Change in English Requirement - Review	Approved 10/22/85	Approved 11/12/85
84/5-38	HP 335 Coaching & Managing of Athletic Programs	Approved 9/24/85	Approved 10/8/85
84/5-39A	HP 139 Aerobic Fitness Through Dance	Approved 9/24/85	Approved 10/8/85
84/5-40	RT 428 Essentials of ECG	Approved 12/3/85	Approved 1/21/85
84/5-41	RT 430 Pulmonary Function Studies	Approved 12/3/85	Approved 1/21/85
84/5-42	RT 437 Methods in Critical Care	Approved 12/3/85	Approved 1/21/85
84/5-43	RT 429 Respiratory Thereapy In Childrer	Approved 12/3/85	Approved 1/21/85
84/5-44	RT 331 Introduction to Ventilator Management	Approved 12/3/85	Approved 1/21/85
84/5-45	RT 337 Introduction to Pulmonary Functions	Approved 12/3/85	Approved 1/21/85
84/5-46	RT 438 Cardiopulmonary Rehabilitation	Approved 12/3/85	Approved 1/21/85
84/5-47	AA Degree in Business - Specialization in Computer and Office Information Systems	Approved 2/18/86	Scheduled 4/15/86
84/5-48	MG 496 Small Business Policy	Rescheduled 3/4/86	
84/5-49	BI 425 Herpetology	Approved 10/22/85	Approved 11/12/85
85/6-1	AA Degree (Cont. Education)	Approved 11/19/85	Approved 12/10/85
85/86-2	BS in General Studies	Approved 12/3/85	Approved 1/21/85
85/86-3A	Sign Language Courses	Approved 10/29/85	Approved 11/12/85
85/86-4A	Change in Fashion Merchandising Requirement	Approved 11/19/85	Approved 12/10/85
85/86-5	Credit Change CE 250	Withdrew	
85-86/6	BS in Biochemistry	Approved 2/18/86	Scheduled 4/15/86
85-86/7	CR 390 Women and Crime	Approved 2/4/86	Scheduled 4/15/86
85-86/8	Changes in Theater Program	Approved 2/26/86	Scheduled 4/15/86
85-86/9	VO 010 Industrial Electrical Technology	Approved 3/25/86	Scheduled 4/15/86

Proposals

Page 2

85-86/10	HP 481	Special Topics	Information	No Action
85-86/11	HP 482	Independent Study	Information	No Action
85-86/12	HP 375	Physiological Basis of Strength Training	Scheduled 4/22/86	
85-86/13	Theater	General Education Courses	Tabled 3/25/86	No Action
85-86/14	FN 399	Coop Ed in Food and Nutrition	Scheduled 4/8/86	
85-86/15	FN 150	Foods	Scheduled 4/8/86	
85-86/16	CS 399	Coop Ed in Consumer Services	Scheduled 4/8/86	
85-86/17	Cont. Ed.	- Television Assisted Courses	Scheduled 4/8/86	
85-86/18	Honors	Program	Scheduled 4/22/86	
85-86/19	HP 411	Physical Fitness Appraisal and Guidance	Scheduled 4/22/86	

4/2/86

## POLICY ON INSTITUTIONAL CREDIT

Rationale:

As the University seeks to respond to the needs of students for instruction in specific areas, there is need to offer for a form of credit work which falls outside the areas traditionally defined as eligible for degree credit. The mechanism of "institutional credit" is a common way to provide for scheduling, recording, and documenting the instructional load associated with these courses. The mechanism is common to many institutional record-keeping systems and provides for all of the advantages while differentiating the credit from degree credit.

Therefore, the Academic Committee moves that the following policy and implementation plan be adopted:

POLICY:

The category of credit called "Institutional Credit" provides for credit which is in excess of the minimum of 124 credits required for graduation. Such credits are recorded as follows:

1. Credits will NOT be calculated in meeting degree requirements or the qualitative standard; that is, these credits will not affect the QPA but the grades will appear on the transcript for recording purposes.
2. Credits will be calculated in meeting the quantitative standard; that is,
  - a. the credits registered and earned will be counted in percent of progress, and
  - b. the credits registered will be counted in establishing full-time status for financial aid eligibility.

IMPLEMENTATION:

1. It is recommended that courses for institutional credit carry numbers below 100 and that general degree credit courses now numbered below 100 be renumbered.
2. It is recommended that the effective date be established as no earlier than September 1, 1986, or such date as will permit operational aspects, especially computer re-programming, to be completed.
3. It is reaffirmed that courses offered for institutional credit must be proposed and considered through the Curriculum Committee in the regular manner, including justification of the institutional credit mechanism applicability.
4. It is recommended that the policy on required attendance in basic courses (ED 100, EN 100, MA 010/100, FLI, FLII) be extended to remedial courses as proposed if requested on a course-by-course basis when the course is submitted to Curriculum Committee.
5. Each academic department should have a course numbered 081 which will serve as a Special Topics course for Institutional Credit and will follow the same outline as the 481 Series.

Approved by the Senate Academic Committee --3/27/86

Approved by the University Senate--April 15, 1986