

**MINUTES OF THE UNIVERSITY SENATE**

The May 5, 1998 meeting of the University Senate was called to order by Chairperson Alarcon at 3:15 p.m. in the Alumni Auditorium.

The following Senators were excused from the meeting: Ault, Brown, Ender, Ferro, Gearhart, Hanrahan, Kincade, Leonard, McDevitt, Nunn, Rafoth, Sadler, Shiring, Stonebraker, Twal, Witchel, Zimny.

The following Senators were absent from the meeting: Abrams, Aguirrezabal, Baker, Berish, Bevington, Bishop, Black, Bukartec, Burns, Bynum, Camp, Carranza, Chefuta, Christensen, Cojocar, Condino, Dahlheimer, DeCoster, Giardullo, Halstead, Hulings, Kassulke, Knouse, Lord, Lyons, Miller, Moore, D. Morris, S. Morris, R. Mutchnick, Nahouraii, Nardi, Niebauer, Numan, Orchard, Outerbridge, Pakstis, Palko, Popp, Rafoth, Ready, Receski, Rivera, Rivosecchi, Ruffner, Russel, Sehring, K. Smith, Sordelet, K. Stonbraker, Taiani, Taylor, Treaster, Trimble, Vella, Villa, Villalobos, Vold, Waid, G. Walz, Wheatley, M. T. Williamson, Wingard, Woan, Woolcock, Wyrick, Yirenkyi.

The minutes of the April 7, 1997 senate meeting were ACCEPTED.

Agenda items were APPROVED.

**REPORTS AND ANNOUNCEMENTS**

**PRESIDENT'S REPORT (Dr. Pettit)**

No report.

**PROVOST'S REPORT (Dr. Staszkiwicz)**

No report.

**VICE CHAIRPERSON'S REPORT (Unfilled Position--No report)**

No report.

**CHAIRPERSON'S REPORT (Dr. Alarcon)**

Chairperson Alarcon made the following announcements:

Let me remind everyone about the dates for next year's Senate Meetings:

MEETING	AGENDA DUE
Sept 15, 1998	Sept 2, 1998
Oct 6	Sept 23
Nov 3	Oct 21
Dec 1	Nov 18
Feb 2, 1999	Jan 20, 1999
Mar 2	Feb 17
April 6	Mar 24
May 4	April 21

Shortly you will be receiving via campus mail a ballot for the second phase of the Senate

elections. Please complete it as soon as possible and return it to Peter Broad of the Rules Committee.

I would like to thank all of you for your continued trust and support in allowing me to serve as Chair of the University Senate for the last two years. In particular I would like to thank those individuals who have served as chair of committees. You all know that most of the work of the Senate takes place at the committee level. The responsibility for the committees to work as efficiently as they do falls on the chair of the committee

Academic Committee: Diane Duntley  
Awards Committee: Annie Laurie Wheat and Joe Domaracki  
Curriculum: Jody Kuzneski  
Graduate: Mike Williamson  
Library and Educational Services: Steve Jackson  
Non-Credit: Ed Nardi and Ralph Grove  
Research: Phil Neusius  
Rules: Fran Stineman and Peter Broad  
Student Affairs: Sam Barker and Scott Trump  
University Development and Finance: Janice Heckroth

Ramesh Soni, the Senate Secretary has been really efficient and great to work with. Finally, Terry Ray will not be serving in the Senate next year. For the last six years he has served as Parliamentarian. Probably none of the previous chairs have had as many questions for him as I had! Thank you Terry!

Finally I hope we will all have a productive and enjoyable summer!

**OLD BUSINESS** (carryover from April 7, 1997 meeting)

There was no old business.

**STANDING COMMITTEE REPORTS**

**RULES COMMITTEE--CHAIRPERSON BROAD**

No report.

**ACADEMIC COMMITTEE--CHAIRPERSON DUNTLEY**

Chairperson Duntley presented the following for Senate information:

At the January 20, 1998, meeting of the Academic Committee there was a review of the proposed ED389, focusing specifically on the academic policy issue of P/F grading. Understanding the nature of the course as an option when intervention is needed during the student teaching experience, it was deemed not only appropriate to use pass/fail, but desirable to keep this from impacting the student's average. By a vote of 8-0-2 the committee approved the motion to allow the course to be taught using the P/F option. The committee also agreed to bring this forward for Senate information at the time Curriculum Committee was bringing forward the course.

**AWARDS COMMITTEE--CHAIRPERSON DOMARACKI**

No report.

**CURRICULUM COMMITTEE**--CHAIRPERSON KUZNESKI

Chairperson Kuzneski presented the following for Senate information:

1. The UWUCC accepted the following report from the Liberal Studies Committee:

A. A change in the liberal studies requirements for the BS Earth and Space Science Education program: add PY 111 to specified LS electives.

B. A change in the liberal studies requirements for the BS Music Education program: add CO/BE/IM 101 to specified LS electives.

2. The UWUCC accepted the following report from the Honors College Committee:

The Honors College Committee has approved an honors section of an existing course, AN 110 Contemporary Anthropology.

3. A course number change from the Department of Office Systems and Business Education:

From BE 134 Keyboarding to BE 130 Keyboarding

The Senate **APPROVED** the following new course:

1. Department of Safety Sciences--New Course Proposal

SA 465 Right-To-Know Legislation                      3c-01-3sh

Prerequisites: SA 301, SA 311, or permission of instructor  
This course covers both the federal and selected state right-to-know laws and related legislation. The scope, application and enforcement of the various laws including specific legal and moral obligations are discussed. Strategies are explored and developed to identify the means by which employers can gain compliance with regulatory requirements.

The Senate **APPROVED** the following new course:

2. Department of Professional Studies in Education

ED 389 Field Experience Intervention                      3c-01-3sh

Prerequisites: Permission of department and instructor;  
Elementary Education or Early Childhood Education major

This course is designed to assist the student in achieving the competencies within the major necessary for performance in student teaching. Teaching skills will be developed through one-on-one tutoring and a field experience. Each student will work in collaboration with the instructor to develop a personal learning contract that provides a means for demonstrating those competencies identified by the instructor and student. Students are expected to show commitment to self development and teaching. This course is only offered pass/fail.

The Senate **APPROVED** the following Course Title and Description revision:

Revision of Course Title and Description Proposal in cooperation with the Department of Human

Development and Environmental Studies

Current

ED 431 Student Teaching in Home Economics var.-6sh

Prerequisite: Admission to Student Teaching  
Experience in teaching home economics at the secondary level.

Proposed

ED 431 Student Teaching in Family and Consumer Sciences var.-6sh

Prerequisite: Admission to Student Teaching  
Experience in teaching family and consumer sciences at the secondary level.

The Senate **APPROVED** (67 for, 27 against, 5 abstention) the following program revision:  
[The motion made by Duntley/Domarcki to explicitly add EX301 in the new program was defeated before the approval of the program revision]

3. Department of Geoscience: BS in Education--Earth and Space Science

Proposal for Program Revision

**OLD**

Liberal Studies: As outlined in Liberal Studies section **55-56**

with the following specifications:

**Mathematics:** MA 121

**Natural Science:** CH 111- 112

**Social Science:** PC 101

**Liberal Studies electives:** BE/CO/IM 101, no courses with GS prefix

certification in the catalog section on Academic Policies, "Admission to Teacher Education."

(1) Special Education Competency Requirement: Revision pending will eliminate exam option and will require EX301 (2sh).

\*\* This course no longer exists

**College:**

**Professional Education Sequence: (1) 30**

CM 301 Technology for Learning and Instruction	3sh
ED 242 Pre-student Teaching Clinical Experience I	1sh
ED 342 Pre-student Teaching Clinical Experience II	1sh
ED 441 Student Teaching	12sh
ED 442 School Law	1sh
ED 451 Teaching Science in the Secondary School	3sh
EP 202 Educational Psychology	3sh
EP 377 Educational Tests and Measurements	3sh
FE 202 American Education in Theory and Practice	3sh

**Major: 39**

**Required courses:**

BI 103 General Biology I	4sh
GS 121 Physical Geology	3sh
GS 122 Physical Geology I Laboratory	1sh
GS 131 Historical Geology	3sh
GS 132 Historical Geology Laboratory	1sh
GS 341 Solar System	3sh
GS 342 Stellar Astronomy	3sh
GS 350 Operation of the Planetarium	1sh
GS 361 Physical Oceanography	3sh
GS 371 Meteorology I	3sh
PY 111 Physics I	3sh
PY 112 Physics II	3sh
PY 121 Physics I Laboratory	1sh
PY 122 Physics II Laboratory	1sh

**Controlled electives:**

Geology electives (not GS 110\*\* , 141) 6sh

**Other Requirements: 0**

**Free Electives: 0**

**Total Degree Requirements: 124-125**

(\*) See requirements leading to teacher

**NEW**

Liberal Studies: As outlined in Liberal Studies section **55-56**

with the following specifications:

**Mathematics:** MA 121

**Natural Science:** CH 111-112

**Social Science:** PC 101

**Liberal Studies electives:** BE/CO/IM 101, PY 111, no courses with GS prefix

**College:**

**Professional Education Sequence: (1) 30**

CM 301 Technology for Learning and Instruction		3sh	
ED 242 Pre-student Teaching Clinical Experience I	1sh		
ED 342 Pre-student Teaching Clinical Experience II	1sh		
ED 441 Student Teaching	12sh		
ED 442 School Law	1sh		
ED 451 Teaching Science in the Secondary School	3sh		
EP 202 Educational Psychology	3sh		
EP 377 Educational Tests and Measurements	3sh		
FE 202 American Education in Theory and Practice		3sh	

**Major: 39**

**Required courses:**

BI 103 General Biology I	4sh
GS 121 Physical Geology	3sh
GS 122 Physical Geology I Laboratory	1sh
GS 131 Historical Geology	3sh
GS 132 Historical Geology Laboratory	1sh
GS 341 Solar System	3sh
GS 342 Stellar Astronomy	3sh
GS 350 Operation of the Planetarium	1sh
GS 361 Physical Oceanography	3sh
GS 371 Meteorology I	3sh
PY 112 Physics II	3sh
PY 121 Physics I Laboratory	1sh
PY 122 Physics II Laboratory	1sh

**Controlled electives:**

Geology electives (*not GS101, 103, 105, 111, 113, 141*) 9sh

**Other Requirements: 0**

**Free Electives: 0**

**Total Degree Requirements: 124-125**

\*) See requirements leading to teacher certification in the catalog section on Academic Policies, "Admission to Teacher Education."

1) Special Education Competency Requirement: Revision will eliminate exam option and will require EX 301 (2sh).

Summary of Proposed Changes:

- a. Move an already existing required course (PY 111) from the heading of Major/Required to the heading of Liberal Studies Electives
- b. Add an additional geology controlled elective to the program.

These changes will not alter the total number of credits required for graduation. The change will alter the total number of science credits required for the major, increasing it by three.

Rationale: This change is necessitated to comply with national standards from National Science Teachers Association which have been adopted by NCATE for accreditation.

The Senate **APPROVED** the following program revision:

4. Department of History--Program Revision

BS in Education--Social Science Education/History Track

**CURRENT PROGRAM**

Bachelor of Science in Education--Social Science  
Education/History Track (\*)

Liberal Studies As outlined in Liberal Studies section with the following specifications: 51-52 Humanities-History Fulfilled by required courses in major Social Science ED 121, PC 101 and AN 110 Liberal Studies electives ED 122, GE 230 and either SO337 or 362 to courses with III prefix

Colleges	30
Professional Education Sequence (1)	
CM301 Technology for Learning and Instruction	3sh
ED242 Pre-student Teaching and Clinical Experience I	1sh
ED342 Pre-student Teaching and Clinical Experience II	1sh
ED441 Student Teaching	12 sh
ED455 Teaching of Social Science in Secondary Schools	3sh
EP202 Educational Psychology	3sh
EP377 Educational Tests and Measurements	3sh
FE202 American Education in Theory and Practice	3sh

Majors (2)	27
Required History courses:	
HI200 Introduction to History	3sh
HI201 Western Civilization Before 1600	3sh (3)
HI202 Western Civilization Since 1600	3sh (3)
HI203 United States History for Historians	3sh (3)
HI480 Senior Seminar in History	3sh

Controlled History elective:  
One course from the fields of Middle East, Africa, Asia or Latin America at the 300 level or higher 3sh  
History elective:  
Three history courses at the 300 level or higher, one to be from United States history 9sh

Required Social Sciences distribution:	
GEXXX 300-level or higher Geography course	3sh
PS111 American Politics	3sh
PS280 Comparative Government I: Western Political Systems or	3sh
PS283 Comparative Government II: Non-Western Political Systems	3sh
SO231 Contemporary Social Problems	3sh (4)

Free Electives 3-7

Total Degree Requirements: 124

(\*) See requirements leading to teacher certification in the catalog section on Academic Policies, Admission to Teacher Education.

(1) Special Education Competency Requirement Revision

pending will eliminate exam option and will require EX301 (2 sh).

(2) Students entering secondary social studies education must present the following in order to gain admission:

- a. A 2.75 QPA with grades of C or better in history and social science courses required for certification
- b. A letter of admission to teacher certification from the College of Education.

(3) For students who have taken HI195, 210, 212 or 214 prior to becoming History majors, this course may not be appropriate. Consult History advisor before scheduling.

(4) SO231 required only if SO237 or 362 are not taken as Liberal Studies electives.



**PROPOSED PROGRAM**

Bachelor of Science in Education--Social Sciences  
Education/History Track (\*)

(\*) See requirements leading to teacher certification in the catalog section on Academic Policies, "Admission to Teacher Education."

Liberal Studies: As outlined in Liberal Studies section with the following specifications:

Humanities-History: Fulfilled by required courses in major  
Social Science: EC 121, PC101 and AN110  
Liberal Studies electives: EC122, GE230, and either SO337 or 362; no courses with HI prefix.

50152 Students entering secondary social studies education must present the following in order to gain admission, to remain active, and to student teach:

- a. A 2.75 QPA with grades of C or better in history and social science courses required for certification
- b. A letter of admission to teacher certification from the College of Education, for admission Acts 34 and 151 must be current at all times.

College:

Professional Education sequence: (1)  
CM301 Technology for Learning and Instruction 3 sh  
ED242 Pre-student Teaching and Clinical Experience I

(2) For students who have taken HI195, 210, 212 or 214 prior to becoming History majors, this course may not be appropriate. Consult History advisor before scheduling.

ED342 Pre-student Teaching and Clinical Experience II

(3) SO331 required only if SO337 or 362 are not taken as Liberal Studies electives.

ED441 Student Teaching

1sh

ED442 School Law

12 sh

ED455 Teaching of Social Science in  
Secondary Schools

1sh

3 sh

EP202 Educational Psychology

3sh

EP377 Educational Tests and Measurements 3 sh

FE202 American Education in Theory and Practice

3sh

EX301 Education of Students with Disabilities in  
Inclusive Secondary Programs

2 sh

Major: (1)

27

Required History courses:

HI200 Introduction to History

3sh

HI201 Western Civilization Before 1600

3sh(2)

HI202 Western Civilization Since 1600

3sh(2)

HI203 United States History for Historians

3sh(2)

HI480 Senior Seminar in History

3sh

Controlled History elective:

One course from the fields of Middle East, Africa, Asia, or Latin America at the 300 level or higher

3sh

History electives:

Three history courses at the 300 level or higher, one to be from United States history

9sh

Required Social Science distribution:

9-12

GEXXX 200-level or higher Geography course

3sh

PS111 American Politics

3sh

PS280 Comparative Government I:

Western Political Systems or

3sh

PS 285 Comparative Government II:

Non-Western Political Systems

3sh

SO231 Contemporary Social Problems

3sh(3)

Free Electives:

1-5

Total Degree Requirements:

124

Summary of Proposed Changes

These changes will replace the current EX 300 3 credit course/Special Education Competency Test with EX 301, a 2 credit course. The proposed change will increase the number of credits in the professional education sequence from 30 to 32.

Rationale: This change is being made to allow a more appropriate course to be provided for teacher education majors who will work with secondary school students or students within a subject-mater specific classroom.

The Senate **APPROVED** the following program revision:

Summary of Proposed Changes

This change will replace the current 3 credit EX 300 course/Special Education Competency Test with the 2 credit EX 301 course. The proposed change will increase the number of credits in the professional education sequence from 30-32.

Rationale: This change is being made to allow a more appropriate course to be provided for teacher education majors who will work with secondary school students or students within a subject-mater specific classroom.

Table Comparing Old and New Programs (Next Page)

Old Program

Bachelor of Science in Education--Social Science Education/Geography Track 53-55  
 Liberal Studies: As outlined in Liberal Studies section with the following specifications:  
 Social Science: GE 102, PC 101, EC 121  
 Liberal Studies electives: EC 122, SO 337, and one of the following AN 271-274 (SO 271-274)

College: 30  
 Professional Education Sequence:  
 CM 301 Technology for Learning and Instruction  
 ED 242 Pre-student Teaching Clinical Experience I 1sh  
 ED 342 Pre-student Teaching Clinical Experience II 1sh  
 ED 441 Student Teaching 12sh  
 ED 442 School Law 1sh  
 ED 455 Teaching of Social Science in Secondary Schools 3sh  
 EP 202 Educational Psychology 3sh  
 EP 377 Educational Tests and Measurement  
 FE 202 Am. Ed. in Theory and Practice 3sh

Major: 24

Required courses:  
 GE 230 Cultural Geography 3sh  
 GE 241 Physical Geography 3sh

Controlled Electives:  
 At least one course from each of the following three groups:  
 Environmental Geography: GE340, 341, 342, 440  
 Human Geography: GE231, 331, 332, 333, 334, 336, 337, 431  
 History, Tools, and Techniques: GE213, 314, 411, 412, 415  
 Two of the following regional geography courses:

GE 251, 252, 253, 254, 255, 256, 257  
 Geography Electives 3sh

Social science distribution requirements: 15-18  
 The following courses are required:  
 PS 280 Comparative Government I: Western Political Systems  
 HI 203 U.S. History for Historians 3sh

Plus one of the following options: 9-12sh  
 1. 6 additional hours in one social science field (history recommended) and three semester hours in another.  
 2. 9-12 additional hours in one social science

field (history recommended), sufficient to meet the requirements for a minor.

Other Requirements: 0

Free Electives: 0-14

(1) Total Degree Requirements: 124

(1) Students who do not pass a special education competency exam must take EX 300; this will increase graduation requirements to 126 credits.  
 3sh

New Program

Bachelor of Science in Education--Social Science Education/Geography Track 54-55  
 Liberal Studies: As outlined in Liberal Studies Section with the following specifications:  
 Social Science: GE 102, PC 101, EC 121  
 Liberal Studies electives: EC 122, SO 337, and one of the following AN 271-274 (SO 271-274)  
 3sh

College: 32  
 Professional Education Sequence:  
 CM 301 Technology for Learning & Instruction 3sh  
 ED 242 Pre-student Teaching Clinical Experience I 1sh  
 ED 342 Pre-student Teaching Clinical Experience II 1sh  
 ED 441 Student Teaching 12sh  
 ED 442 School Law 1sh  
 ED 455 Teaching of Social Science in Secondary School 3sh  
 EP 202 Educational Psychology 3sh  
 EP 377 Educational Tests & Measurement 3sh  
 FE 202 American Education in Theory and Practice 3sh  
 EX 301 Education of Students with Disabilities in Inclusive Secondary Programs 2sh

Major: 24

Required courses:  
 GE 230 Cultural Geography 3sh  
 GE 241 Physical Geography 3sh

Controlled Electives:  
 At least one course from each of the following three groups:  
 Environmental Geography: GE 341, 342, 343, 440  
 Human Geography: GE 231, 331, 332, 333, 334, 336, 337, 431  
 History, Tools, and Techniques: GE 213, 314, 411, 412, 415  
 Two of the following regional geography courses:  
 GE 251, 252, 253, 254, 255, 256, 257

Geography Electives	3sh	field (history recommended), sufficient to meet the requirements for a minor.	
Social science distribution requirements:	15-18		
The following courses are required:		Other Requirements:	0
PS 280 Comparative Government I: Western Political Systems	3sh	Free Electives:	0
HI 203 U.S. History for Historians	3sh	Total Degree Requirements:	125-129

Plus one of the following options: 9-12sh  
 1. 6 additional hours in one social science field (history recommended) and three semester hours in another.

2. 9-12 additional hours in one social science

The Senate **APPROVED** the following program revision:

B. BS in Regional Planning/Town Manager Track

a. Table Comparing Old and New Programs

**Old**

**Bachelor of Science--Regional Planning/  
Town Manager Track**  
 Liberal Studies: As outlined in Liberal Studies section with the following specifications with the following specifications: **54-58**

PS 251 State & Local Political Sys. recommend  
**Total Degree Requirements 124**

(1)Intermediate-level Foreign Language may be included in Liberal Studies Electives.

**Mathematics:** MA 121 or MA 217  
**Liberal Studies electives:** GE 230, CO/IM/BE 101 recommended, no courses with RP prefix  
**College:**  
 Foreign Language Intermediate Level **0-6**

**Major: 39**  
**Required Courses in Planning:**  
 RP 213 Cartography I 3sh  
 RP 316 Intro. to Geog. Info. Sys. 3sh  
 RP 350 Introduction to Planning 3sh  
 RP 352 Planning Methods 3sh  
 RP 354 Planning Design 3sh  
 RP 412 Research Seminar 3sh  
 RP 458 Land Use Law 3sh  
 RP 464 Land Use Policy 3sh  
 RP 468 Planning Theory 3sh

**Track Courses: Four of the following:**  
 GE 231 Economic Geography 3sh  
 RP 332 Urban Geography 3sh  
 PS 354/355 Metropolitan Problems/  
 Intergovernmental Relations 3sh  
**or**  
 PS 370/371 Intro. to Public Admin./  
 Issues in Public Administration 3sh

**Other Requirements:**  
 Internship (RP 493) strongly recommended 3-12

**Free Electives: 27-31**

**New**  
**Bachelor of Science--Regional Planning/  
 Town Manager Track**

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

with the following specifications:

**Mathematics:** MA 121 or MA 217

**Liberal Studies electives:** GE 230, CO/IM/BE 101 recommended, no courses with RP prefix

**College:**

Foreign Language Intermediate Level

**Major:**

**Required Courses in Planning:**

- RP 213 Cartography I
- RP 316 Intro. to Geog. Info. Sys.
- RP 350 Introduction to Planning
- RP 352 Planning Methods
- RP 354 Planning Design
- RP 412 Research Seminar
- RP 458 Land Use Law

- RP 464 Land Use Policy 3sh
- RP 468 Planning Theory 3sh

**Track Courses:**

**Either:**

- ~~54P~~60354 & 355 Metropolitan Problems & Intergovernmental Relations 3sh

**or**

- PS 370 & 371 Intro to Public Admin & Issues in Public Administration 3sh

**And Two of the following:**

- GE 231 Economic Geography 3sh
- RP 332 Urban Geography 3sh
- ~~RP~~6333 Trade & Transportation 3sh

**Free Electives:**

**19-31**

- PS 251 State & Local Polt. Sys. recommend 3sh
- ~~RP~~h493 Internship strongly recommended 1-12sh

**Total Degree Requirements**

**124**

3sh

~~3sh~~ Intermediate-level Foreign Language may be included in Liberal Studies electives 3sh

Summary of Changes

- a. Addition of RP 333 Trade and Transportation to the Town Manager Track.
- b. Correction of LS and Foreign Language credit totals.

Rationale: All town managers must work closely with all levels of highway planning in considering its impact on the region.

The Senate **APPROVED** the following program revision:

**C. BS in Regional Planning/Environmental Planner Track**

Summary of changes:

- a. Addition of GE 335 Geography of Energy to the Environmental Planner Track
- b. Correction of LS and Foreign Language credit totals.

Rationale: Previously inactive, GE 335 is now being placed in active status and the content of the course is appropriate for this track.

- a. Table Comparing Old and New Program

Old	New
<b>Bachelor of Science--Regional Planning/ Environmental Planner Track</b>	<b>Bachelor of Science--Regional Planning/ Environmental Planner Track</b>
<b>Liberal Studies:</b> As outlined in Liberal Studies section with the following specifications: <b>54-58</b>	<b>Liberal Studies:</b> As outlined in Liberal Studies section with the following specifications: <b>53-58</b>
<b>Mathematics:</b> MA 121 or MA 217	<b>Mathematics:</b> MA 121 or MA 217
<b>Liberal Studies electives:</b> CO/IM/BE 101 recommended, no courses with RP prefix	<b>Liberal Studies electives:</b> CO/IM/BE 101 recommended, no courses with RP prefix
<b>College:</b> Foreign Language Intermediate Level(1) <b>0-6</b>	<b>College:</b> Foreign Language Intermediate Level <b>0-6</b>
<b>Major:</b> <b>39</b>	<b>Major:</b> <b>39</b>
<b>Required Courses in Planning:</b>	<b>Required Courses in Planning:</b>
RP 213 Cartography I 3sh	RP 213 Cartography I 3sh
RP 316 Introduction to GIS 3sh	RP 316 Introduction to GIS 3sh
RP 350 Introduction to Planning 3sh	RP 350 Introduction to Planning 3sh
RP 352 Planning Methods 3sh	RP 352 Planning Methods 3sh
RP 354 Planning Design 3sh	RP 354 Planning Design 3sh
RP 412 Research Seminar 3sh	RP 412 Research Seminar 3sh
RP 458 Land Use Law 3sh	RP 458 Land Use Law 3sh
RP 464 Land Use Policy 3sh	RP 464 Land Use Policy 3sh
RP 468 Planning Theory 3sh	RP 468 Planning Theory 3sh
<b>Track Courses: Four of the following:</b>	<b>Track Courses: Four of the following:</b>
RP 314 Map & Photograph Interpretation 3sh	RP 314 Map & Photograph Interpretation 3sh
GE 340 Geog. of Fresh Water Resources 3sh	GE 335 Geography of Energy 3sh
GE 341 Climatology 3sh	GE 341 Climatology 3sh
GE 342 Physiography 3sh	GE 342 Physiography 3sh
RP 415 Remote Sensing 3sh	GE 343 Geog. of Fresh Water Resources 3sh
GE 440 Conservation: Environ. Anal. 3sh	RP 415 Remote Sensing 3sh
	GE 440 Conservation: Environ. Analysis 3sh
<b>Other Requirements:</b>	<b>Free Electives:</b> <b>21-32</b>
Internship (RP 493) strongly recommended 3-12	RP 493 Internship strongly recommended <b>1-12</b>
<b>Free Electives:</b> <b>27-31</b>	<b>Total Degree Requirements</b> <b>124</b>
<b>Total Degree Requirements</b> <b>124</b>	

The Senate **APPROVED** the following program revisions (all three tracks):

- D. BA in Geography--Program revision in the three tracks
  - General Geography Track
  - GIS & Cartographer Track
  - Economic Geographer Track

## a. Table Comparing old and new programs.

## Old

**B.A.--Geography/General Geography Track**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: **54-58**

**Mathematics:** MA 121 or MA 217

**Liberal Studies electives:** No courses with GE prefix

**College:**

Foreign Language Intermediate Level (1) **0-6**

**Major:** **36**

**Required Courses:**

GE 213 Cartography I 3sh

GE 230 Cultural Geography 3sh

GE 231 Economic Geography 3sh

GE 241 Physical Geography 3sh

GE 411 History of Geography 3sh

GE 412 Research Seminar 3sh

**Controlled Electives:**

One course from GE 251-257 3sh

Five courses (15 sh) from any GE courses  
[only one GE 100 level permitted] 15sh

**Free Electives:** **30-34**

**Total Degree Requirements:** **124**

**B.A.--Geography/GIS & Cartographer Track**

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

**54-58**

**Mathematics:** MA 121 or MA 217

**Liberal Studies electives:** CO/IM/BE 101 recommended, no courses with GE prefix

**College:**

Foreign Language Intermediate Level (1) **0-6**

**Major:** **36**

**Required Courses:**

GE 213 Cartography I 3sh

GE 230 Cultural Geography 3sh

GE 231 Economic Geography 3sh

GE 241 Physical Geography 3sh

GE 411 History of Geography 3sh

GE 412 Research Seminar 3sh

**Controlled Electives:**

One course from GE 251-257 3sh

**Track Courses:**

GE 313 Cartography II 3sh

GE 314 Map & Photo. Interpretation 3sh

GE 316 Introduction to GIS 3sh

GE 415 Remote Sensing 3sh

GE 417 GIS Applications Development 3sh

**Free Electives:** **30-34**

**Total Degree Requirements:** **124**



**New**

**B.A.--Geography/General Geography Track**  
**Liberal Studies:** As outlined in Liberal Studies section with the following specifications:  
**Mathematics:** MA 121 or MA 217  
**Liberal Studies electives:** No courses with GE prefix  
**College:**  
 Foreign Language Intermediate Level (1)  
**Major:**  
**Required Courses:**  
 GE 213 Cartography I  
 GE 230 Cultural Geography  
 GE 231 Economic Geography  
 GE 411 History of Geography  
 GE 412 Research Seminar  
**Controlled Electives:**  
 One course from GE 251-257  
 One course from GE 341-342  
 Five courses (15 sh) from any GE courses  
 [only one GE 100 level permitted]  
**Free Electives:**  
**Total Degree Requirements**

**B.A.--Geography/GIS & Cartographer Track**  
**Liberal Studies:** As outlined in Liberal Studies section with the following specifications:  
**Mathematics:** MA 121 or MA 217  
**Liberal Studies electives:** CO/IM/BE 101 recommended, no courses with GE prefix  
**College:**  
 Foreign Language Intermediate Level  
**Major:**  
**Required Courses:**  
 GE 213 Cartography I  
 GE 230 Cultural Geography  
 GE 231 Economic Geography  
 GE 411 History of Geography  
 GE 412 Research Seminar  
**Controlled Electives:**  
 One course from GE 251-257  
 One course from GE 341-342  
**Track Courses:**  
 GE 313 Cartography II  
 GE 314 Map & Photo. Interpretation  
 GE 316 Introduction to GIS  
 GE 415 Remote Sensing  
 GE 417 Technical Issues in GIS  
**Free Electives:**  
**Total Degree Requirements:**

**Old (cont.)**

**Bachelor of Arts--Geography/Economic Geographer Track**  
**Liberal Studies:** As outlined in Liberal Studies section with the following specifications:  
**Mathematics:** MA 121 or MA 217  
**Social Sciences:** EC 121  
**Liberal Studies electives:** EC 122, 0-6 courses with GE prefix  
**College:**  
 Foreign Language Intermediate Level  
**Major:**  
**Required Courses:**  
 GE 213 Cartography I  
 GE 230 Cultural Geography  
 GE 231 Economic Geography  
 GE 241 Physical Geography  
 GE 411 History of Geography  
 GE 412 Research Seminar  
**Controlled Electives:**  
 One course from GE 251-257  
**Track Courses:**  
 GE 331 Population Geography  
 GE 332 Urban Geography  
 GE 333 Trade and Transportation  
 GE 334 Political Geography  
 GE 464 Land Use Policy  
**Free Electives:**  
 EC 383 Urban/Regional Economics recommended  
**Total Degree Requirements**

53-58

0-6

36

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

24-35

124

0-6

36

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

3sh

30-34

124

**New (cont.)**

**Bachelor of Arts--Geography/Economic Geographer Track**

**Liberal Studies:** As outlined in Liberal 54-60

Studies section with the following specifications:

**Mathematics:** MA 121 or MA 217

**Social Sciences:** EC 121

**Liberal Studies electives:** EC 122, no courses with GE prefix

**College:**

Foreign Language Intermediate Level  
0-6

**Major:** 36

**Required Courses:**

GE 213 Cartography I

GE 230	Cultural Geography	3sh
GE 231	Economic Geography	3sh
GE 411	History of Geography	3sh
GE 412	Research Seminar	3sh

**Controlled Electives:**

One course from GE 251-257	3sh
One course from GE 341-342	3sh

**Track Courses:**

GE 331	Population Geography	3sh
GE 332	Urban Geography	3sh
GE 333	Trade and Transportation	3sh
GE 334	Political Geography	3sh
GE 464	Land Use Policy	3sh

**Free Electives:**

EC 383 Urban/Regional Economics recommended	22-34
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**Total Degree Requirements 124**

Summary of Changes:

- a. GE 241 Physical Geography is removed from the core requirements
- b. GE 341 Climatology and GE 342 Physiography are being added to the Controlled Elective options.
- c. Correction of LS and Foreign Language credit totals.

Rationale for changes:

Students come into the major with better preparation in physical geography and no longer find it necessary to require GE 241. GE 341 and GE 342 are appropriate upper division courses for electives.

The Senate APPROVED the following program revision:

**E. BA in Geography/Environmental Geographer Track--Program Revision**

a. Table Comparing old and new programs

Old		New	
<b>Bachelor of Arts--Geography/Environmental Geographer Track</b>		<b>Bachelor of Arts--Geography/Environmental Geographer Track</b>	
<b>Liberal Studies:</b> As outlined in Liberal Studies 54-55		<b>Liberal Studies:</b> As outlined in Liberal Studies 53-58	
section with the following specifications:		Studies section with the following specifications:	
<b>Mathematics:</b> MA 121 or MA 217		<b>Mathematics:</b> MA 121 or MA 217	
<b>Liberal Studies electives:</b> CO/IM/BE 101 recommended,		<b>Liberal Studies electives:</b> CO/IM/BE 101 recommended,	
no courses with GE prefix		no courses with GE prefix	
<b>College:</b>		<b>College:</b>	
Foreign Language Intermediate Level(1)	0-6	Foreign Language Intermediate Level (1)	0-6
<b>Major: Required Courses:</b>	<b>36</b>	<b>Major: Required Courses:</b>	<b>36</b>
GE 213 Cartography I	3sh	GE 213 Cartography I	3sh
GE 230 Cultural Geography	3sh	GE 230 Cultural Geography	3sh
GE 231 Economic Geography	3sh	GE 231 Economic Geography	3sh
GE 241 Physical Geography	3sh	GE 411 History of Geography	3sh
GE 411 History of Geography	3sh	GE 412 Research Seminar	3sh
GE 412 Research Seminar	3sh	<b>Controlled Electives:</b>	
<b>Controlled Electives:</b>		One course from GE 251-257	3sh
One course from GE 251-257	3sh	One course from GE 341-342 (2)	3sh
<b>Track Courses: Five of the following:</b>		<b>Track Courses: Five of the following:</b>	
GE 314 Map & Photograph Interpretation	3sh	GE 314 Map and Photograph Interpretation	3sh
GE 316 Introduction to GIS	3sh	GE 316 Introduction to GIS	3sh
GE 340 Geography of Fresh Water Res.	3sh	GE 335 Geography of Energy	3sh
GE 341 Climatology	3sh	GE 341 Climatology	3sh
GE 342 Physiography	3sh	GE 342 Physiography	3sh
GE 415 Remote Sensing	3sh	GE 343 Geography of Fresh Water Resources	3sh
GE 440 Conservation: Envir. Analysis	3sh	GE 415 Remote Sensing	3sh
<b>Free Electives:</b>	<b>30-34</b>	GE 440 Conservation: Environmental Analysis	3sh
<b>Total Degree Requirements:</b>	<b>124</b>	<b>Free Electives:</b>	<b>24-35</b>
		<b>Total Degree Requirements:</b>	<b>124</b>
		(1) Intermediate-level Foreign Language may be included in Liberal Studies electives.	
		(2) The same course cannot also count in the track.	

Summary of Changes:

- a. GE 241 Physical Geography is removed from the core requirements.
- b. GE 341 Climatology and GE 342 Physiography are being added to the Controlled Elective options.
- c. GE 335 Geography of energy is added to the Environmental Geographer Track
- d. Correction of LS and Foreign Language credit totals.

Rationale: Students come into the major with better preparation in physical geography and no longer find it necessary to require GE 241. GE 341 and GE 342 are appropriate upper division courses for electives. Previously inactive, GE 335 is now being placed in active status and the content of the course is appropriate for this track.

The Senate **APPROVED** the following course revisions:

**F. Course Revisions**

Current Title & Description

RP 352 Planning Methods 3c-01-3sh

Prerequisite: RP 350

Research, analytical design, and plan-making techniques in urban and regional planning. Examines basic items necessary to prepare urban and regional comprehensive plans.

Proposed Title & Description

RP 352 Planning Methods 3c-01-3sh  
 Research, analytical design, and plan-making techniques in urban and regional planning.  
 Examines basic items necessary to prepare urban and regional comprehensive plans.

Current Title & Description

GE 411 History of Geography 3c-01-3sh  
 Prerequisites: GE 213, 230, 231, 241  
 Seminar dealing with history of the discipline, great ideas, leading problems, and unresolved issues.

Proposed Title & Description

GE 411 History of Geography 3c-01-3sh  
 Prerequisites: GE 213, 230, 231, and 341 or 342  
 Course dealing with history of the discipline, great ideas, leading problems, and unresolved issues.

**Course with Number & Description Change**Current Number & Description

GE 340 Geography of Fresh Water Resources 3c-01-3sh  
 Contributes to the students' understanding of fresh water as a resource. Fresh water is identified by its physical characteristics, by an inventory based on the types of storage within the hydrologic cycle, and by the values assigned to this resource by different cultures. Included in the course are problems relating to the consumptive and withdrawal uses of water, the role of water supply and water law, flooding and floodplain management, the sources of water contamination and pollution, and case studies of selected river basins.

Proposed Number & Description

GE 343 Geography of Fresh Water Resources 3c-01-3sh  
 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.

## Courses with Description Change

Current Description

GE 341 Climatology 3c-01-3sh  
 Elements of weather and climate and the climatic regions of the earth are studied in relation to other aspects of the physical and biological environment.

Proposed Description

GE 341 Climatology 3c-01-3sh  
 Examines the elements of weather and climate on Earth. The location and causes of global climatic regions are examined in relation to moving pressure and wind systems. The course also considers the climatic history of the planet and recent human modifications of the atmospheric environment.

Current Description

GE 342 Physiography 3c-01-3sh  
 Focuses on the study of landforms and water features. Types, distribution, and processes of

formation are considered in relationship to the human landscape.

Proposed Description

GE 342 Physiography 3c-01-3sh

Focuses on landform types and their spatial distribution. Emphasis is placed on the tectonic forces that build landforms, and the weathering and erosional processes that erode and shape surface features. The relationship between human activities and landforms is also considered.

Course with Title Change

Current Title

GE /RP 417 GIS Applications Development

Proposed Title

GE/RP 417 Technical Issues in GIS

The Senate **APPROVED** the following program revision:

- 6. Department of Marketing
  - A. Program Revision BS in Marketing

Current listing of Controlled Electives:

Three courses from: DE 332, DE 333, EC 331, EC 345, MK 430, MK 431, MK 432, MK 433, MK 493 (3sh max)

Proposed listing of Controlled Electives:

Three courses from: MG/MK 350, MK 430, MK 431, MK 432, MK 433, MK 434, MK 435, MK 436, MK 437, MK 493 (3sh max), EC 331, EC 345

Rationale: MK 435, 436, and 437 are proposed as new courses, the DE courses are proposed deletions, MG/MK 350 is now a cross listed course.

The Senate **APPROVED** the following new course proposals:

B. New Course Proposals

MK 435 Professional Selling and Sales Management 3c-01-3sh

Prerequisite: MK 320

Introduces students to the role and nature of modern personal selling in marketing. Theory and practice of personal selling process, sales planning, delivering sales presentations, and relationship marketing are emphasized. Basics of managing sales force including territory management, recruiting, training, and compensating sales force are also covered.

MK 436 Retail Management 3c-01-3sh

Prerequisite: MK 320

Introduces students to all facets of retailing including the history of retailing, retail theories, and decision-making in retailing framework.

MK 437 Services Marketing 3c-01-3sh

Prerequisite: MK 320

Focuses on current theories and applications of marketing techniques in the fast growing area of services in the business, government and non-profit sectors. Emphasis placed on characteristics of services and their marketing implications, and formulation and implementation of marketing strategies for service firms.

The Senate **APPROVED** the following program revision:

7. Department of Office Systems and Business Education

BS in Education--Business Education Program Revision

**OLD PROGRAM**

IM 255 Business Applications in COBOL 3sh

**Bachelor of Science in Education**

**Liberal Studies: 53-55 sh**

**Business Requirements: 24 sh**

- AD 101 Introduction to Business 3sh
- AG 201 Accounting Principles II 3sh
- AG 202 Accounting Principles II 3sh
- BL 235 Intro. to Business Law 3sh
- AD 321 Business & Interpersonal Comm. 3sh
- MK 320 Principles of Marketing 3sh
- IM 300 Info. Systems: Theory & Prac. 3sh
- BL 337 Consumer Law 3sh

**Distributive Education Certification: 12sh**

- MK 433 Advertising 3sh
- MK 421 Marketing Research 3sh
- MK \_\_\_ Marketing Elective 3sh
- DE 413 Methods in Distributive Ed. II 3sh

**Marketing Certification: 9sh**

- DE 333 Principles of Selling 3sh
- DE 331 Modern Merchandising 3sh
- DE 332 Retail Management 3sh

**Professional Education Requirements: 32-36 sh**

- EP 202 Educational Psychology 3sh
- FE 202 American Ed. in Theory & Practice 3sh
- CM 301 Technology for Learning & Instruc. 3sh
- ED 441 Student Teaching 12sh
- ED 442 School Law 1sh
- ED 242 Pre-Student Teaching Exp. I 1sh
- ED 342 Pre-Student Teaching Exp. II 1sh
- BE 311 Meth. & Eval. in Bus. & Mkt. Ed. I 3sh
- BE 312 Methods & Eval in Bus. Ed. II 2-6sh
- EX 300 Ed. of the Excep. in Reg. Class. 3sh

**Free Electives 0sh**

Students have a choice of the following certification areas: accounting, data processing, marketing, office technologies, secretarial, and marketing/distributive education. They must select two or more areas of certification; one of the two areas must be office technologies.

**Accounting Certification: 9sh**

- AG 301 Intermediate Accounting I 3sh
- AG 421 Federal Taxes 3sh
- AG 300 Managerial Accounting 3sh

**Data Processing Certification: 9sh**

- OS 400 Telecommunications 3sh
- IM 251 Business Systems Anal. & Design 3sh

**NEW PROGRAM**

**Liberal Studies:**

**Business Requirements:**

AD 101 Introduction to Business  
 AG 201 Accounting Principles I  
 AG 202 Accounting Principles II  
 BL 235 Introduction to Business Law  
 AD 321 Business & Interpersonal Comm.  
 MK 320 Principles of Marketing  
 IM 300 Info. Systems: Theory & Practice  
BE 132 Computer Keyboarding & Format.

**Professional Education Requirements:**

EP 202 Educational Psychology  
 FE 202 American Ed. in Theory & Practice  
 CM 301 Technology for Learning & Instruc.  
 ED 441 Student Teaching  
 ED 442 School Law  
 ED 242 Pre-Student Teaching Exp. I  
 ED 342 Pre-Student Teaching Exp. II  
 BE 311 Methods & Eval in Bus & Mktg Ed I  
BE 312 Methods & Eval in Bus & Mktg Ed II  
EX 301 Ed of Stud w/Disabilities  
in Inc Sec Pr

**Free Elective**

According to Pennsylvania state guidelines, students must be certified in office technologies and at least one other area (accounting, data processing, marketing, secretarial). An exception to this is certification in marketing/distributive education area (distributive ed + marketing)

**Accounting Certification:**

AG 301 Intermediate Accounting I  
 AG 421 Federal Taxes  
 AG 300 Managerial Accounting

**Data Processing Certification:**

IM 251 Business Systems Analysis & Design  
IM 205 Foundations of MIS  
Programming Elective (Approved List)

**Distributive Education Certification:**

MK 433 Advertising  
 MK 421 Marketing Research  
 MK \_\_\_ Marketing Elective (Advisor Approved)  
 DE 413 Methods & Eval. in Distributive Ed.

**Marketing Certification:**

MK 435 Professional Selling & Sales Mgt.  
 DE 331 Modern Merchandising

**24 MK 436 Retail Management**

3sh  
 3sh  
 3sh  
 3sh

**OLD PROGRAM (Continued)**

**Office Technologies Certification:**

BE 132 Adv. Keyboard. & Document Form.  
BE 264 Office Procedures  
 OS 301 Advanced Microcomputer Appl. 3sh  
 OS 400 Telecommunications 3sh

**32 sh**

3sh  
 3sh

**Secretarial Certification:**

BE 260 Alphabetic Shorthand Theory  
BE 261 Shorthand Theory  
BE 262 Shorthand Dictation & Transcription

3sh  
 3sh  
 3sh

**Credit Requirements**

3sh

2sh

**0sh**

**9sh**

3sh

3sh

3sh

**12sh**

3sh

3sh

3sh

**9sh**

3sh

3sh

3sh

129-138

**NEW PROGRAM (Continued)**

Office Technologies Certification:  
 OS 301 Advanced Microcomputer Appl.  
OS 313 Office Systems Technologies  
 OS 400 Telecommunications  
BE 250 Electronic Office Procedures

**\*\*\* Secretarial Certification:** **9sh**  
~~BE 260~~ Alphabetic Shorthand Theory 3sh  
~~BE 261~~ Shorthand Theory 3sh  
~~BE 262~~ Shorthand Dictation & Transcription 3sh  
 \*3sh Students can transfer credit from another  
 regionally accredited institution..  
 3sh  
 Credit Requirements 130-132

Summary of Changes:

A list of all associated course changes follows (new or revised courses, number, title, or description changes and deletions).

Business Requirements:

BL 337 Consumer Law 3sh Deleted  
 BE 132 Computer Keyboarding & Formatting 3sh Added

Professional Education Requirements:

BE 312 Methods & Eval in Bus & Mtkg Ed II 3sh Added  
 EX 301 Ed. of the Student w/Dis in Incl Sec Prog 2sh Added  
 EX 300 Ed. of the Except. in the Reg. Classroom 3sh Deleted

Accounting Certification:

BE 312 Methods in Bus Ed II--Acctg 1sh Deleted

Data Processing Certification:

BE 312 Methods in Bus Ed II--Data Pro. 1sh Deleted  
 IM 255 Business Applications in COBOL 3sh Deleted  
 IM 205 Foundations of MIS 3sh Added  
 \_\_\_\_\_ Programming Elective 3sh Added  
 OS 400 Telecommunications 3sh Deleted

Marketing Certification:

BE 312 Methods in Bus Ed II--Marketing 1sh Deleted  
 DE 332 Retail Management 3sh Deleted  
 DE 333 Principles of Selling 3sh Deleted  
 MK 435 Professional Selling & Sales Mgmt. 3sh Added  
 MK 436 Retail Management 3sh Added

Office Technologies Certification:

OS 313 Office Systems Technologies 3sh Added  
 BE 264 Office Procedures 3sh Deleted  
 BE 250 Electronic Office Procedures 3sh Added  
 BE 132 Adv. Keyboarding & Doc. Formatting 3sh Deleted

Rationale for Change:

The technology in the field of business education is constantly changing. In order to help our students remain competitive in the job market and to be prepared to teach at the secondary level, curriculum revisions are necessary. In addition, these revisions are in line with the Pennsylvania Department of Education and National Association of Business Teacher Education requirements for teacher education.

The Senate **APPROVED** the following course prefix changes and minor changes in course description:

**Course Prefix change and minor change in course description**

**Current:** BE 312 Methods and Evaluation in Business Education II variable 1-3 sh



Prerequisites: BE 311, EP 202

Covers three sections of special methods and evaluation in office technologies: secretarial, accounting, and data processing. Objectives, planning, evaluating, and skill building are studies. Media and facilities for instruction are examined. Students elect sections needed for certification

**Proposed:** BE 312 Methods and Evaluation in Business and Marketing Education II 3 sh

Prerequisites: BE 311, EP 202

Emphasis is placed on the development of methods and strategies for making effective classroom presentations and working with students in both the skill and cognitive areas. Students will be provided opportunities to undertake the many responsibilities assigned to the business classroom teacher.

**Current:** BE 132 Advanced Keyboarding and Document Formatting

Prerequisite: None

Emphasis on further development of speed, accuracy and production ability; includes use of electronic typewriter, business letters with special features, business reports, business forms, rough drafts and manuscripts.

**Proposed:** BE 132 Computer Keyboarding and Formatting

Prerequisite: Successful completion of proficiency exam or Be 130

This course focuses on the development of correct techniques in keyboarding; emphasis on proofreading, formatting tabulations, business letters, business reports, business forms, rough drafts, and manuscripts; additional emphasis on production, accuracy, and speed.

The Senate **APPROVED** the following course deletions:

### **C. Course Deletions**

DE 332 Retail Management

DE 333 Principles of Selling

The Senate **APPROVED** the following program revision:

### **8. Department of Music**

A. BS in Music Education Program Revision

a. Table comparing old and new programs

**Bachelor of Science in Education - Music Education (\*)**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: 53-55

**Mathematics:** MA101 recommended

**Fine Arts:** MH101 (Music Major section)

**Social Sciences:** PC101

**Liberal Studies electives:** HI305, MH301, no courses with MU prefix

Jury clearance in major instrument, minor instrument (if any) and piano C (unless major or minor) 0sh  
 Attendance at 8 recitals per semester (MU475, S grade, 7 semesters) 0sh

Old Requirements: 139-141sh

**Professional Education sequence:**

CM301 Technology for Learning and Instruction 3sh  
 ED242 Pre-student Teaching Clinical Experience I 1sh  
 ED342 Pre-student Teaching Clinical Experience II 1sh  
 ED421 Student Teaching Elementary Level 6sh  
 ED441 Student Teaching Secondary Level 6sh  
 ED442 School Law 1sh  
 EP202 Educational Psychology 3sh  
 FE202 American Education in Theory and Practice 3sh  
 MU331 Elementary Methods 3sh  
 MU333 Secondary Methods 3sh

**Total 30sh**

**Major:**

**Required courses:**

MU111 Theory Skills I 2sh  
 MU112 Theory Skills II 2sh  
 MU115 Theory I 3sh  
 MU116 Theory II 3sh  
 MU211 Theory Skills III 2sh  
 MU212 Theory Skills IV 2sh  
 MU215 Theory III 3sh  
 MU216 Theory IV 3sh  
 MU151 Class Voice I 1sh(3)  
 MU152 Class Voice II 1sh(3)  
 MU153 Class Piano I 1sh(3)  
 MU154 Class Piano II 1sh(3)  
 MU155 Class Strings I 1sh  
 MU157 Class Percussion I 1sh  
 MU159 Class Brass I 1sh  
 MU161 Class Woodwinds I 1sh  
 MU311 Fundamentals of Conducting 2sh

**Total 30sh**

**Controlled electives:**

One from list: MU312 or 313 2sh  
 Applied Music I through VII: private lesson in Performance area-2sh each of seven semesters 14sh  
 Major related: MH302 3sh

**Total 19sh**

**Other Requirements:**

7

Music Ensembles (MU 120-136) 7sh

**Bachelor of Science in Education - Music Education (\*)**

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

**Mathematics:** MA101 recommended

**Fine Arts:** MH101 (Music Major section)

**Social Sciences:** PC101

**Liberal Studies electives:** HI305, MH301, CO101/BE101/IM101, no courses with MU prefix

**Professional Education sequence:**

- MU240 *Technology in the Music Classroom*
- ED242 Pre-student Teaching Clinical Experience I  
1sh
- ED342 Pre-student Teaching Clinical Experience II  
1sh
- ED421 Student Teaching Elementary Level
- ED441 Student Teaching Secondary Level
- ED442 School Law
- EP202 Education Psychology
- FE202 Am. Education in Theory and Practice
- MU331 Elementary Methods
- MU333 Secondary Methods
- EX301 *Education of Students with Disabilities  
In Inclusive Secondary Settings*

**Total**

Major:

**Required courses:**

- MU111 Theory Skills I
- MU112 Theory Skills II
- MU115 Theory I
- MU116 Theory II

MU211 Theory Skills III	2sh
MU212 Theory Skills IV	2sh
MU215 Theory III	3sh
MU216 Theory IV	3sh
MU151 Class Voice I	1sh (3)
MU152 Class Voice II	1sh (3)
MU153 Class Piano I	1sh (3)
MU154 Class Piano II	1sh (3)
MU155 Class Strings I	1sh
MU157 Class Percussion I	1sh
MU159 Class Brass I	1sh
MU161 Class Woodwinds I	1sh
MU311 Fundamentals of Conducting	2sh
<b>Total</b>	<b>30sh</b>

**Controlled electives:**

Choose from list: MU312 or 313	2sh
Applied Music I through VII; private lesson in performance area-2sh each of seven semesters	14sh
Major related: MH302	3sh
<b>Total</b>	<b>19sh</b>

**Other Requirements:**

Music Ensembles (MU 120-136)	7sh
Jury clearance in major instrument, minor instrument (if any) and piano C (unless major or minor)	0sh
Attendance at 8 recitals per semester (MU475 5 grade, 7 semesters)	0sh

**Proposed Requirements:**

Proposed Requirements:	140-142sh
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Summary of Changes:

- a. Inclusion of EX 301 as a requirement in the Professional Education sequence
- b. Replace CM 301 Technology for Learning and Instruction (3sh) with MU 240 Technology in the Music Classroom (2 sh).

Rationale:

- a. This change is being made to allow a more appropriate course to be provided for teacher education majors who will work with secondary school students or students within a subject-mater specific classroom.
- b. MU 240 will meet the guidelines of the department=s accrediting agency, the National Association of Schools of Music.

The Senate APPROVED the following new course proposal:

**B. New Course Proposal**

MU 240 Technology in the Music Classroom                      2c-11-2sh

Prerequisite: Sophomore Standing, CO/BE/IM 101

Introduces the student to the technology resources available for use in the music classroom and with instructional technologies appropriate to their application in K-12 settings. Students will be exposed to a variety of media and will have the opportunity to gain familiarity in their use. Emphasis will be placed on the use of the computer in the classroom, Computer Based Instruction, and Musical Instrument Digital Interface (MIDI).

The following report was jointly presented by Chairpersons Kuzneski (Undergraduate Curriculum Committee) and Williamson (Graduate Committee).

The Senate APPROVED following policy:

**Approval Process for Courses Using a Distance Education Mode of Delivery**

The Undergraduate Curriculum Committee and the Graduate Committee move the approval of the Process for Courses Using a Distance Education Mode of Delivery (Appendix A).

**GRADUATE COMMITTEE--CHAIRPERSON WILLIAMSON**

Chairperson Williamson presented the following for Senate information:

**1.Revision to the Policy on Variability in Delivery of Graduate Programs**

**Rationale:** Revised to be consistent with the Approval Process for Courses Using a Distance Education Mode of Delivery. (Changes are in bolded and italicized.)

**Policy On Variability In Delivery Of Graduate Programs**

The Graduate Committee encourages and supports innovation in the delivery of graduate programs. A wealth of scholarship and practice exists at IUP in the area of graduate program delivery methods, including distance education, off-campus education, external degree programs, extension programs, non-traditional programs, and programs serving special graduate populations. The purpose of this policy on variability in delivery is to assure that proposed new methods of delivery are consistent both in quality and content with their original programs.

**All programs that involve any modification in the delivery of any course or component or their program must inform the Graduate Committee of their intention(s).** When a department plans to modify the delivery

of **33.33 percent or more of the required courses in** an approved program, the following procedure must be followed.

A. Method of Delivery

1. Submit a proposal to the Graduate Committee detailing the plans to modify the mode of delivery of an existing program in terms of:

a. Faculty

Identify how faculty will be selected and appointed in a manner that assures maintenance of academic quality of the program and its goals and objectives, including the proportion of tenure-track faculty involved in the delivery.

b. Facilities/Location

Describe the location and nature of facility requirements and availability.

c. Learning Resources/Equipment

List any needed additional resources or equipment (books, films, periodicals, computer equipment), stating the manner in which these needs will be addressed or met.

d. Course Schedule

When classes meet (weekends, intensive workshop, self-paced) and for how long (4 hrs. per day for six weeks, 8 hrs. per weekend for a semester, etc.).

B. Impact of Program

Provide information relative to the intellectual values and community enhancement of the program in each of the following areas:

1. Student demand

2. Market environment

3. Impact on existing program

C. Compliance Requirements

The proposal should comply with all the relevant guidelines enumerated in the Collective Bargaining Agreement, Meet and Discuss agreements, the SSHE and IUP mission statements, and the Graduate Curriculum Handbook.

The Senate **APPROVED** the following new course:

2. **New Course:**

HP 620 Exercise Prescription for Chronic Diseases

3c-01-3sh

This course will examine the medical and therapeutic considerations for exercise prescriptions as defined by the American College of Sports Medicine, for individuals with chronic medical disorders. Competencies needed to function as clinical exercise specialist will be emphasized. Prerequisites: Permission.

The Senate **APPROVED** the following new cross-listed course:

3. **New Cross-Listed Course:**

BE/CM 614 Instructional Computing Basics

and

BE/CM 631 Interactive Multimedia

**Rationale:**

On November 7, 1995 the University Senate approved two new courses, CM 614, Instructional Computing Basics and CM 631, Interactive Multimedia. These courses were approved to be cross-listed with the Department of Business Education because of subject overlap. The mechanics of listing this as a cross-listed course were never implemented.

The Senate **APPROVED** following Minor Program Revision:

4. **Minor Program Revision in the Administration and Leadership Study, Human Services Track (Ph.D.)**

This revision involves some minor curriculum changes and two new course proposals.

*Rationale:*

- (1) Changes in the core. The original core included SO 610, SO 611, and SO 701, along with the three required Leadership courses. This core better meets the needs of students in the Administration and Leadership Studies program (Human Services track). The proposed core therefore includes the following courses: HS 701, HS 702, HS 703, SO 610, SO 611, SO 701.
- (2) Changes in the required block. Some of the courses included in this block either no longer exist or are not essential to the program. Additionally, to permit greater flexibility for students (those expressing interest in the program have indicated a diversity of interests), the required block would be reduced from 12 to 9 credits; this reduction would allow students to take an additional elective.
- (3) Changes in electives. The revised program includes an updated course list and retains the flexibility of the original program in allowing substitutions. Students will take three, rather than two, electives.
- (4) Changes in the research component. Students in human service administration need solid grounding in statistical methods in order to succeed in research and dissertation preparation. Because entering students will have varying levels of competence in this area, they are being required to take a statistics course at a level appropriate to their background. The methods courses in the original program are more appropriate for D.Ed. students than for Ph.D. students in human services. The proposed program therefore includes a new course, SO 764, Seminar in Applied Human Services Research, to meet the needs of human service administrators in areas such as program evaluation and needs assessment.
- (5) Change in the internship/field experience component. This course is being changed from Internship in Administration & Leadership Studies to Field Experience in Administration and Leadership Studies. A traditional internship is not appropriate for students at the doctoral level who have, in most cases, already had extensive experience in human service or administrative settings. The proposed course is designed to provide students with the opportunity to apply the knowledge they have gained from the program to the solution of practical problems in actual administrative situations.

**LEGEND:**

underline = course deleted or course number changed; **bold** = course added or course number changed

*Current Program:*

**Core Requirements 18 sh**

Nine (9) hours from:

- HS 701
- HS 702
- HS 703

Nine (9) hours from:

- SO 610
- SO 611
- SO 701
- LR 651
- LR 624
- EL 740
- EL 700
- ED 632
- ED 650
- ED 652
- EL 735

**Research**

**18 sh**

- EP 616 Seminar in Applied Research Methods 3 sh
- EP 715 Doctoral Seminar in Applied Research Methods 3 sh
- EP 716 Doctoral Seminar in Advanced Ed. Research Methods **or** 3 sh
- EL 780 Seminar in Advanced Research Methods **or** 3 sh
- SO 664 Research Seminar in Sociology 3 sh
- HS 950 Dissertation 9 sh

**Internship**

**6 sh**

- HS 798 Internship in Administration & Leadership

*Proposed Program:*

**Program Requirements Core**

**18 sh**

- HS 701 Leadership Theories 3 sh
- HS 702 Leadership: A Case Study Approach 3 sh
- HS 703 Leadership: Applied Practice 3 sh
- SO 610 Sociology of Human Services 3 sh
- SO 611 Human Service Administration 3 sh
- SO 701 Social Policy Issues 3 sh

**Research**

**18 sh**

- GR 681 Statistics for Human Services** 3 sh  
(under development)
- SO 664 Research Seminar in Sociology 3 sh
- SO 764 Seminar in Applied Human Services Research (new course)** 3 sh
- HS 950 Dissertation 9 sh

**Field Experience**

**6 sh**

- HS 798 **Field Experience in Administration and Leadership Studies (new course)**

Current Program:

<b><u>Human Services Administration</u></b>	<b>18 sh</b>
Students who enroll in the Human Services track are expected to take a minimum of twelve semester hours from the block of required courses listed below. (The graduate advisor, with the approval of the director and the advisory committee, can substitute an appropriate graduate level course(s) to better meet the program needs of the student.)	
<u>LR 621 Labor Relations in the Public Sector</u>	<u>3 sh</u>
<u>LR 631 Human Resource Management in the Public Sector</u>	<u>3 sh</u>
<u>LR 640 Negotiations</u>	3 sh
PS 668 Public Sector Financial Administration	3 sh
<u>PS 673 Regional Public Service Administration in Rural Areas</u>	<u>3 sh</u>
SO 654 Social Inequality	3 sh
SO 656 Social Change	3 sh
<u>SO 660 Sociology of Power</u>	<u>3 sh</u>
<u>SO 663 Issues in Racial Inequality</u>	<u>3 sh</u>
<u>CE 743 Planning Human Services</u>	<u>3 sh</u>
<u>CE 744 Organizing Human Services</u>	<u>3 sh</u>
<u>CE 751 Evaluation Principles</u>	<u>3 sh</u>

Proposed Program:

**Human Services Administration** **18 sh**  
*Students are expected to take a minimum of nine semester hours from the courses in Group A and nine additional hours from Group A, Group B, or other courses with the approval of the adviser. Selected courses should focus on the student's primary area of interest within the human service field, e.g., higher education; human resources; individual and family services; service organization; policy analysis; administration of justice. For example, a student interested primarily in human resources management in public administration might choose the following courses: PS 631, PS 668, PS 671, SO 654, LR 610, LR 621; a student interested primarily in individual and family services might choose: PS 666, SO 654, SO 656, SO 612, SO 636, SO 657; a student interested primarily in higher education administration might choose: PS 671, SO 654, SO 656, ST 627, AC 622, AC 623; a student primarily interested in policy making might choose: PS 666, SO 642, SO 654, SO 656, CR 740, LR 610. All courses should be selected in consultation with the student's adviser:*

**Group A:**

<b>PS 631 Human Resource Management</b>	<b>3 sh</b>
<b>PS 666 Public Policy Analysis</b>	3 sh
PS 668 Public Sector Financial Administration	3 sh
<b>PS 671 Seminar in Public Administration</b>	<b>3 sh</b>
<b>SO 612 Methods for Sociological Practice</b>	<b>3 sh</b>
<b>SO 642 Industrial Sociology</b>	3 sh
SO 654 Social Inequality	3 sh
SO 656 Social Change	3 sh



Current Program:

Human Services Administration

\*Prerequisite or permission required

(continued)

Six additional credit hours can be elected from the required block of courses, the following list of electives, or with the approval of the advisor. (The graduate advisor, with the approval of the director and the advisory committee, can substitute an appropriate graduate level courses(s) to better meet the program needs of the student.)

LR 610 Employee Rights Under Law	3 sh
LR 641 Contract Administration	3 sh
LR 632 Compensation and Benefit Administration	3 sh
LR 625 Processes of Collective Bargaining	3 sh
<u>GE 561 Planning: Basic Studies and Analysis</u>	<u>3 sh</u>
<u>GE 623 Regional Development</u>	3 sh
<u>MG 631 Management Theory</u>	3 sh
FI 630 Financial Management	3 sh
IM 640 Management Information Systems	3 sh
<u>MG 633 Organizational Analysis</u>	3 sh
AC 621 The Adult Learner	3 sh
AC 622 Program & Process Development in Adult & Community Education	3 sh
AC 623 Organization and Administration in Adult & Community Education	3 sh
<u>AC 625 Teaching and Learning in Adult and Community Education</u>	<u>3 sh</u>
CE 639 Group Procedures	3 sh
<u>CE 645 Human Relations and Communications</u>	<u>3 sh</u>
CE 646 Interpersonal Sensitivity	3 sh
<u>CE 652 Skills Approach to Decision Making</u>	<u>3 sh</u>
<u>PC 558 Social Psychology</u>	<u>3 sh</u>
<u>PC 654 Theory and Research in Organization Psychology</u>	<u>3 sh</u>
<u>SO 527 Spouse Abuse</u>	<u>3 sh</u>
<u>SO 542 Sociological &amp; Cultural Aspects of Health &amp; Medicine</u>	<u>3 sh</u>
SO 621 Sociology of Health Care	3 sh
SO 630 Seminar in Alcohol and Drug Abuse	3 sh
SO 632 Addiction and the Family	3 sh
SO 640 Community Development and Social Policy	3 sh
<u>SO 642 Industrial Sociology</u>	<u>3 sh</u>
SO 657 Aging and Society	3 sh
SO 662 Sociology of Deviance	3 sh
ST 626 History of Higher Education	3 sh
ST 627 Student Personnel Services in Higher Education	3 sh
<u>ST 630 Management of Student Personnel Services</u>	<u>3 sh</u>

*Proposed Program:***Group B:**

AC 621 The Adult Learner 3 sh  
 AC 622 Program and Process Development 3 sh  
       in Adult and Community Education 3 sh  
 \*AC 623 Organization and Administration in 3 sh  
       Adult and Community Education  
 \*CE 639 Group Procedures 3 sh  
 CE 646 Interpersonal Sensitivity 3 sh  
**CR 730 Ethical and Philosophical Issues in 3 sh**  
       **Criminology**  
**CR 740 Advanced Criminal Justice Policy 3 sh**  
 \*FI 630 Financial Management 3 sh  
**GE 550 Introduction to Planning 3 sh**  
**\*GE 665 Plan Implementation 3 sh**  
 \*IM 640 Management Information Systems 3 sh  
 LR 610 Employee Rights Under Law 3 sh  
**LR 613 Fundamentals of American 3 sh**  
       **Industrial and Labor Relations**

**LR 621 Labor Relations Public Sector 3 sh**  
 LR 625 Processes of Collective Bargaining 3 sh  
 LR 632 Compensation Administration 3 sh  
**\*LR 640 Negotiations 3 sh**  
 \*LR 641 Contract Administration 3 sh  
**\*MG 613 Organizational Analysis 3 sh**  
**\*MG 630 Management Theory 3 sh**  
 SO 621 Sociology of Health Care 3 sh  
 SO 630 Seminar in Alcohol and Drug  
       Abuse 3 sh  
 SO 632 Addiction and the Family 3 sh  
**SO 636 Sociology of the Family 3 sh**  
 SO 640 Community Development and  
       Social Policy 3 sh  
 SO 657 Aging and Society 3 sh  
 SO 662 The Sociology of Deviance 3 sh  
**SO 681 Special Topics 3 sh**  
 ST 626 History of Higher Education 3 sh  
 ST 627 Student Affairs Functions in  
       Higher Education 3 sh

The Senate APPROVED the following new course:

**New Courses**

SO 764 - Seminar in Applied Human Services Research 01-3c-3sh

This course will emphasize the analytical tools and methodologies relevant to students in human services administration and is intended to serve as the foundation for the completion of the students field experience and dissertation research requirements. Projects will be assigned to facilitate an in-depth understanding and working knowledge of social science research processes, methodologies, and analytical tools, with emphasis on those especially applicable to program evaluation and needs assessment. In addition, by the end of the course, each student should have identified a dissertation topic and developed a preliminary dissertation research design. Prerequisites: SO 664 and GR 681: Statistics for Human Services.

The Senate APPROVED the following change in course title and description:

**Change in Course Title and Description**

**from**

HS 798 Internship in Administration and Leadership Studies

01-6c-6sh

**to**

HS 798 Field Experience in Administration and Leadership Studies

01-6c-6sh

This course is designed to provide the student with an opportunity to solve a practical problem associated with the leadership and administration of an organization. During the third summer of the doctoral program, each student will be required to undertake a policy/problem analysis process that integrates prior substantive and analytically oriented course work. Each student will present and discuss his/her work before a faculty review committee. Students with full-time employment responsibilities will be permitted to focus on a problem related to their own organization, if it is compatible with the students' area of concentration or interest. Alternatively, if the student wants to explore another area or organization, he/she may do so. This course may only be taken after a minimum of 36 hours of course work for the Administration and Leadership Studies program (Human Services Track) is completed.

The Senate APPROVED the following Minor Program Revision:

**MINOR PROGRAM REVISION:**

**Geography---M.A.**

**Rationale:** The proposed changes to the M.A. in Geography seek to strengthen the program through the addition of the portfolio requirement for non-thesis students and the expectation of cartographic proficiency in a student's portfolio or thesis. The total number of credits for the degree is being increased by three to keep it consistent with the M.S. and to strengthen enrollment in 600 level classes.

**List of proposed changes to the M.A.**

- 1)Increasing the total number of credits by 3 so thesis option is 33 and non-thesis is 39 credits.
- 2)Adding a portfolio requirement for the non-thesis option.
- 3)Expecting all M.A. students to demonstrate proficiency in cartography in their thesis or portfolio.

Table Comparing Current and Proposed Programs

<b>CURRENT</b>		<b>PROPOSED</b>	
<b><u>Master of Arts in Geography</u></b>		<b>Master of Arts in Geography</b>	
<b>I. Core Program</b>	<b>9 sh</b>	<b>I. Core Program</b>	<b>9 sh</b>
GE 610 Research in Geography and Regional Planning	3 sh	GE 610 Research in Geography and Regional Planning	3 sh
GE 612 Quantitative Techniques in Geography & Reg. Planning	3 sh	GE 612 Quantitative Techniques in Geography and Regional Planning	3 sh
GE 614 Thought and Philosophy in Geography and Reg. Planning	3 sh	GE 614 Thought and Philosophy in Geography and Regional Planning	3 sh
<b>II. Electives and/or Thesis</b>		<b>III. Electives and/or Thesis</b>	
<b>either</b>		<b>either</b>	
<b>A. Thesis Option</b>	<b>21 sh</b>	<b>A. Thesis Option</b>	<b>24 sh</b>
Electives in GE and related fields	15-20 sh	Electives in GE and related fields	18-23sh
GE 850 Thesis	1-6 sh	GE 850 Thesis	1-6 sh
<b>or</b>		<b>or</b>	
<b>B. Non-thesis Option</b>	<b>27 sh</b>	<b>B. Non-thesis Option</b>	<b>30 sh</b>
Electives in GE and related fields		Electives in GE and related fields	

The Senate **APPROVED** the following course revision:

**List of associated course revision:**

Making GE 543 Geography of Fresh Water Resources dual level.

GE 343/543 Geography of Fresh Water Resources

3c-01-3 sh

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 floodplains management, sources of contamination and pollution, wetlands and case studies of selected river basins.

**LIBRARY AND EDUCATIONAL SERVICES COMMITTEE-CHAIRPERSON JACKSON**

No report.

**NON-CREDIT COMMITTEE-CHAIRPERSON GROVE**

No report.

**RESEARCH COMMITTEE-CHAIRPERSON NEUSIUS**

No report.

**STUDENT AFFAIRS COMMITTEE-CHAIRPERSON BARKER**

No report.

**UNIVERSITY DEVELOPMENT & FINANCE COMMITTEE-CHAIRPERSON HECKROTH**

No report.

**NEW BUSINESS**

Senator Bob Curry brought the Sexual Harrassment Policy for the Senate endorsement. During the deliberation of the policy, the meeting exceeded the stipulated time period. Twice, the Senate approved the extension by 10 minutes (Radell/Dugan motions). Finally, the meeting was adjourned at 5:25pm due to lack of quorum.

The Meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Ramesh Soni  
University Senate

## APPENDIX A

### Approval Process for Courses Using a Distance Education Mode of Delivery

Distance education is defined in the CBA under Article 42 Section A 1. Given the recent development of these technologies and the likelihood of the availability of new technologies, it is necessary to define an efficient and effective approval process that will uphold the standards listed in the CBA.

The amount of distance education technology used for instruction varies from course to course. One faculty member, for example, might post supplemental material on the Internet or cite resources that are available to the students at their option, while another might use the Internet to interact with students instead of meeting with them in the classroom for one or two sessions. In view of the various degrees of use of alternative teaching methods, the committee has determined that when more than one-third of classroom hours are conducted via distance education technologies, the course must be approved as a distance education course, even though it is an established IUP course. If distance education technologies are used for less than one-third of classroom hours, a report to the department chair and the dean is sufficient. Furthermore, when more than one-third of the required courses in a graduate degree or certificate program are designated "distance education" courses, as defined above, a program revision proposal must be approved through the graduate peer review process.

#### Process

1. A faculty member prepares a proposal to change an existing course to one that uses distance education technologies for more than one-third of teaching contact hours. The Instructional Design Center shall be informed if support services will be needed from the Center. Also, monetary and/or staff support needed by the faculty member shall be included in the proposal, which is to be approved by the department chair and the dean.
2. As the adaptation of the course nears completion, the faculty member presents the syllabus, examples of uses of distance education technologies, etc. to his/her academic department for approval. The department shall conduct a complete review, using as a guide for its approval, the criteria listed under Article 42 Section B 2.
  - a) a qualified instructor;
  - b) use of suitable technology as a substitute for the traditional classroom;
  - c) suitable opportunity for interaction between instructor and student;
  - d) suitable evaluation of student achievement by the instructor; and integrity of the evaluation methods used.

If approved by the department, the course may be listed on the schedule as a distance education course. Notification shall be reported to local Meet and Discuss, the Instructional Design Center, and for graduate courses, to the Graduate Committee through the Dean of the Graduate School and Research as an information item.

3. Section F of the CBA requires the faculty member to submit, each semester, a written evaluation of his/her experiences in the distance education course, which includes suggestions for improvement. This evaluation shall be shared with the chairperson, department, and appropriate dean/ management supervisor and shall serve as a basis for moderate revisions.

#### New course

A new course proposal shall include steps 1 and 2 of the above process before the proposal is submitted to the college curriculum committee. If desired, the proposed course could be offered as a special topics course after step 2 has been completed while the full proposal process is underway.

**Approved at Meet and Discuss: April 15, 1998**

**Must be reviewed upon completion of third year of implementation.**