New Course Proposal Template

Steps to the approval process:

- 1. Complete the applicable template(s) and email them to the departmental or program curriculum committee chair.
- 2. The curriculum chair emails the proposal to the curriculum committee, then to the department/program faculty for a vote and finally to the department/program chair.
- 3. The department/program chair emails the proposal to curriculum-approval@iup.edu; this email will also serve as an electronic signature.
- 4. Curriculum committee staff will log the proposal, forward it to the appropriate dean's office(s) for review within 14 days and post it on the X Drive for review by all IUP faculty and administrators. Following the dean's review the proposal goes to the UWUCC/UWGC and the Senate.
- 5. Questions? Email <u>curriculum-approval@iup.edu</u>.

Contact	Lucinda Willis	Email	willisl@iup.edu
Person:		Address:	
Proposing	Adult and Community Education	Phone:	357-5689
Depart/Unit:	**		95000 90 2000000000

Course Prefix/Number	See the Registrar's list of Unavailable course numbers at http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=129323 , BTED 103				
Course Title	Advanced Microsoft Word Applications for Research Writing				
Dual/Cross Listed	Dual Listed = Courses listed at two levels, such as undergraduate and graduate, masters and doctoral, etc. Cross Listed = Course has more than one prefix such as GEOG/RGPL 233. Yes No If yes with: Click here to enter text.				
Number of Credits	(UG) Class Hours - 1 (UG) Lab Hours - 0 Credits - 1				
Prerequisite(s)	N/A				
Corequisite(s)	This means that another course must be taken in the same semester as the proposed course N/A				
Additional Information (Check all that apply. Note: Additional documentation will be required)	 □ Liberal Studies (please also complete Template C) □ Teacher Education (Is it Step 1 a prerequisite or is it part of the Professional Education Sequence If so please also complete Template D) ☑ Distance Education (Please also complete Template E) 				
Recommended Class Size (optional) (provide justification)	Are you recommending a class size: Yes No Number: Click here to enter text. If yes: (check one of the following reasons and provide a narrative explanation) Pedagogical Physical limitation of classroom Accreditation body standards/recommendations Other Explanation (required): Click here to enter text.				
Catalog Description	Guidelines: Do not include pre/co-requisite information here. The registrar prefers a concise description of course content, beginning with an active verb. An advanced course in Microsoft Word designed to provide students with a thorough understanding of software applications used in research paper development. An emphasis is placed on the use of formatting and structure and referencing for the standard research paper.				

Student Learning Outcomes	Course Outcomes: After completion of this course, the student should be able to:					
(These should be measurable, appropriate to the course level, and phrased in terms of student achievement, not instructional or content outcomes)	 Examine standard formatting requirements in acade with developing production-ready documents Demonstrate proficiency using advanced features Utilize advanced features that comprise documenta various types of research papers. 	of word processing software				
If dual listed, indicate additional learning objectives for the higher level course.						
Brief Course Outline: Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar, or	Introduction to Word Processing Software Applications Various Styles of writing – APA/MLA/etc Title Page Table of Contents Body of Paper Formatting Reference/Bibliography Appendices Footnotes/Endnotes Fundamental Process and Development File and folder maintenance Navigation with integrated interfaces Toolbars and ribbons	12 Hrs				
assignments.	Final Assessment Total Hrs	<u>1 Hrs</u> 15 Hrs				
	Rationale for Proposal					
To assist students in developing strong word processing production skills with regard to research papers; various styles will be investigated, and a final paper will be developed for assessment purposes. Students acquire basic Word skills in core classes; however, this course will build upon those skills to help students develop strong word processing production skills with regard to research papers. Various styles will be investigated, and a final paper will be developed for assessment purposes.						
How does it fit into the departmental	☐ Major Requirement ☐ Minor Requirement ☐ Required Elective ☐ Liberal Studies	☐ Core Requirement (Interdisciplinary core – e.g Business/Education) ☑ Open Elective				
curriculum? (Check all that apply)	☐ Other - Click here to enter text.	23 Open Elective				
Is a similar class offered in other departments?	☐ Yes Please provide comment: ☑ No					
Does it serve the college/university above and beyond the role it serves in the department?	 ✓ Yes Please provide comment: Students in all learning programs can benefit from this class, as the advanced applications are introduced to provide guidelines and best practices in creating production-ready documents. ☐ No 					

Template A

	☐ Course Designed for Majors (☐ Required☐ Not Required)						
WII - 1 - 1	☐ Course Designed for Minor			☐ Departmental Elective			
Who is the target audience for the course?	☐ Restricted to Majors/Minors		⊠ O	☐ Open to Any Student			
Course.	☐ Liberal Studies						
	□ Other -						
Implications for other departments	 A. What are the implications for other departments (For example: overlap of content with other disciplines, requirements for other programs)? N/A B. How have you addressed this with other department(s) involved? What was the outcome of that attempt? (Attach documents as appropriate) N/A 						
For Dean's Revie	ew						
Are resources	s available/sufficient for this course?	⊠ Yes	□ No	\square NA			
Is the proposa	al congruent with college mission?	⊠ Yes	□ No	\square NA			
Has the proposer attempted to resolve potential conflicts with other academic units? ☐ Yes ☐ No ☒ NA							
Comments:							

Subject: Fwd: BTED Courses

From: "Dr. David T. Smith" <dtsmith@iup.edu>

Date: 4/3/2015 3:16 PM

To: curriculum-approval@iup.edu

CC: "Pankaj (PC)" <pankaj@iup.edu>, "Fries, Terrence P" <t.fries@iup.edu>, "O'Neil, Therese

D" <Therese.ONeil@iup.edu>

Dear Committee Members,

The Computer Science department concurs with ISDS assessment of BTED 102, BTED 103, and BTED 104. Thus, the

Computer Science department joins with ISDS to formally object to these courses.

Best Regards, -dave smith

----- Original Message -----

Subject:BTED Courses

Date:Fri, 3 Apr 2015 12:27:28 -0400 From:Pankaj (PC) <pankaj@iup.edu>

Organization:Indiana University of Pennsylvania

To:<curriculum-approval@iup.edu>

CC:<ecob-im@iup.edu>, "'Dr. David T. Smith'" <dtsmith@iup.edu>,

<toneil@iup.edu>

Dear Committee Members,

This is Dr. Pankaj. I currently serve as the chair of the ISDS department. I just had a chance to review the BTED 102 proposal that is being proposed by ACE in College of ED. The ISDS formally objects to this course since this course is essentially same as the IFMG 101/COSC 101 course offered by ISDS Department in ECOB and COSC and NSM.

The ISDS Department would also formally like to object for BTED 104 and BTED 103 since the majority of the content there is again covered in IFMG 101/COSC 101.

Please request ACE to get formal letters of support from both ISDS and COSC for all of these courses.

Thanks and Regards

Pankai

From: Curriculum Approval [mailto:curriculum-approval@iup.edu]

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Sent: Thursday, March 26, 2015 4:28 PM

To: SEKHAR@iup.edu; GJDEAN@iup.edu; CMDUGAN@iup.edu; PHUN@iup.edu; GILLHAM@iup.edu; FCONDINO@iup.edu; BHARATHN@iup.edu; GRLONG@iup.edu; MPIWINSK@iup.edu; DTSMITH@iup.edu; CDANDEN@jup.edu; DMYERS@jup.edu; RJMUTCH@jup.edu; WUTSCH@jup.edu; MJENKINS@jup.edu; KARATJAS@iup.edu; LBLACK@iup.edu; DPIPER@iup.edu; PAGNUCCI@iup.edu; AFFANEH@iup.edu; RJOHNSON@iup.edu; MCDANIEL@iup.edu; JBENHART@iup.edu; HOVAN@iup.edu; EBLAIR@iup.edu; RSMOORE@iup.edu; JMILLER@iup.edu; FBOWERS@iup.edu; ZKYN@iup.edu; CCLOUSER@iup.edu; RGSONI@iup.edu; BHAGAT@iup.edu; FALARCON@iup.edu; JFREIDT@iup.edu; PANKAJ@iup.edu; SCAULDER@iup.edu; TGROPELL@iup.edu; MMACLEOD@iup.edu; MZNUMAN@iup.edu; JFSITTON@iup.edu; SRIEG@iup.edu; PAVLOSKI@iup.edu; TSMITH@iup.edu; FERGUSON@iup.edu; AHECKERT@iup.edu; JMBAKER@iup.edu; JLOWERY@iup.edu; BRJONES@iup.edu; KRIVOSEC@iup.edu

Cc: Karen Pizarchik

The state of

Subject: UWUCC Proposals for Department Chair Review

Dr. David T. Smith, Dr. Lucinda Willis - This email serves as official notification that curriculum submission from your department was received on: 3/26/15

Specifically what was received was:

14-162 COSC 430 Introduction to Systems Programming, course revision

14-163a BTED 102 Computer Literacy for Educators, new course

14-163b BTED 102 Computer Literacy for Educators, new course

14-163c BTED 104 Advanced Applications in Excel, new course

14-163d BTED 104 Advanced Applications in Excel, distance education

14-163e BTED 103 Advanced Microsoft Word Applications for Research Writing, new course

14-163f BTED 103 Advanced Microsoft Word Applications for Research Writing, distance education

All chairs - In accordance with the revised curriculum process, this email is to inform you that curriculum proposals have been submitted to the appropriate college Dean for approval.

The process indicates all Academic Chairs be informed so they can review the proposals as they deem appropriate. Any feedback/concerns should be submitted to the curriculum-approval@iup.edu email.

The above mentioned proposal is posted in the Curriculum Proposal folder on the X drive: (X-Public-**Academic Affairs Information-Curriculum Proposals)**

Chairs of the University-wide Curriculum Committees UWUCC - Gail Sechrist and John Lewis GCC - David Piper and Matt Baumer

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