Rec. # 2013-10-02R   UNIVERSITY SENATE RECOMMENDATION TO THE PROVOST

The University Senate recommends the Undergraduate Curriculum Committee Report (contingent upon revisions as follows), dated Sept. 26, 2013, to the Provost for endorsement. Although this report was approved by the Senate in its current form, there are two items that require revision. 1) Under "Delete a Course," the Certificate in Advanced Accounting Studies is actually a program deletion and should have been listed under a separate heading for "Delete a Program." 2) The final item on UCC Guidelines was remanded back to the UCC Steering Subcommittee at the September 26th UCC meeting due to conflicts between proposed procedure and the current University Senate charter. The "Guidelines" item should have been removed from this report prior to submission to the SEC and Senate and is therefore withdrawn from final Senate approval of this report. Both of the identified changes will be made clear to both the SEC and Senate in the forthcoming November meetings.

Approved as amended
10/23/2013

Undergraduate Curriculum Committee
Western Kentucky University

Report to the University Senate
Date: September 26, 2013
From: Ashley Fox, Chair

The Undergraduate Curriculum Committee submits the following items from the 26 September 2013, meeting for approval by the University Senate:

Information Item Report:

I.   Delete a Course
        Certificate in Advanced Accounting Studies
        GC 209
        MT 317

II.   Suspend a Course
        ACCT 410
        ACCT 451
        NUR 256

III.   Revise Course Prerequisites/Corequisite
        ECON 480
        LEAD 200
        NUR 155
        NUR 165
        NUR 166
        NUR 208
        NUR 209
        NUR 215
        NUR 216
        NUR 254
        NUR 255
        AMS 120
        AMS 217
        AMS 328

AMS 342
AMS 352
AMS 356
AMS 371
AMS 394
AMS 396
IV.   Revise Course Number
GEOG 424
GEOG 444

Consent Item Report

I.   Make Multiple Revisions to a Course
NUR 156
NUR 257
POP 498
GEOG 464
II.   Create a New Course
NUR 157
GEOG 226
GEOG 227
III.   Revise a Program
273 Associate Degree in Nursing
707 Hospitality Management & Dietetics
702 International Affairs Major
506 Advanced Manufacturing
1718 Food Processing and Technology

Steering Committee New Proposals

I.   Create a New Minor Program
II.   Create a New Major Program
III.   Create New Certificate
IV.   Revise Program

UCC Policies / Procedures

I.   Bylaws
II.   Guidelines

Proposal Date: August 21, 2013

Gordon Ford College of Business
Department of Accounting
Proposal to Delete a Program
(Consent Item)

Contact Person: Steve Wells; steve.wells@wkku.edu; (270) 745-3895

1.   Identification of program:
　　　1.1   Program reference number: 215
　　　1.2   Program title: Certificate in Advanced Accounting Studies
　　　1.3   Credit hours:12

2.   Rationale for the program deletion: This certificate program was intended to meet the needs of accounting majors who needed to earn 150 credit hours as part of the requirements for becoming a Certified Public Accountant. The Master of Accountancy program is now available for this purpose. Only one student has pursued the program during the past five years. The student demand does not justify keeping the program.

3.   Effect on current students or other departments, if known: None. There are no students currently pursuing the program.

4.   Proposed term for implementation: Spring 2014 or as soon as possible.

5.   Dates of prior committee approvals:

　　　Accounting Department: August 21, 2013

　　　GFGB Curriculum Committee   September 3, 2013_____

　　　Undergraduate Curriculum Committee   September 26, 2013

　　　University Senate   _____

Ogden College of Science and Engineering
Department of Architectural & Manufacturing Sciences
Proposal to Delete a Course
(Consent Item)

Contact Person: Dr. Greg Arbuckle, greg.arbuckle@wku.edu, 745-6592

1.   Identification of course:
     1.1   Current course prefix (subject area) and number: GC 209
     1.2   Course title: Graphical Analysis
     1.3   Credit hours: 1.5

2.   Rationale for the course deletion: This course has not been offered in over 10 years. All other courses with this prefix were either deleted many years ago or were incorporated into the AMS prefix. Somehow this one course persisted. This is a "housekeeping" issue.

3.   Effect of course deletion on programs or other departments, if known:
     None

4.   Proposed term for implementation:
     Spring 2014

5.   Dates of prior committee approvals:

     AMS Department/Division: July 11, 2013_____

     Ogden Curriculum Committee   September 05, 2013____

     Undergraduate Curriculum Committee   September 26, 2013

     University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural & Manufacturing Sciences
Proposal to Delete a Course
(Consent Item)

Contact Person: Dr. Greg Arbuckle, greg.arbuckle@wku.edu, 745-6592

1.   Identification of course:
        1.1   Current course prefix (subject area) and number: MT 317
        1.2   Course title: Metal Process I
        1.3   Credit hours: 3

2.   Rationale for the course deletion: This course has not been offered in over 10 years. All other courses with this prefix were either deleted many years ago or were incorporated into the AMS prefix. Somehow this one course persisted. This is a "housekeeping" issue.

3.   Effect of course deletion on programs or other departments, if known:
        None

4.   Proposed term for implementation:
        Spring 2014

5.   Dates of prior committee approvals:

        AMS Department/Division: July 11, 2013_____

        Ogden Curriculum Committee   September 05, 2013___

        Undergraduate Curriculum Committee   September 26, 2013

        University Senate   _____

Attachment: Course Inventory Form

Gordon Ford College of Business (GFB)
Department of Accounting
Proposal to Suspend a Course
(Consent Item)

Contact Person: Steve Wells; steve.wells@wku.edu; (270) 745-3895

1.   **Identification of course:**
       1.1   Current course prefix (subject area) and number: ACCT 410
       1.2   Course title: Advanced Managerial Cost Accounting

2.   **Rationale for the course suspension:** Course was part of offering for the Certificate of Advanced Accounting and as an undergraduate elective for accounting majors desiring to take additional hours in accounting to meet the 150 hour requirement for the CPA exam. Upon implementing the Master of Accountancy (MAcc) program, the course is no longer offered. Course enrollment was very low prior to the implementation of the MAcc.

3.   **Effect of course suspension on programs or other departments, if known:** None

4.   **Proposed term for implementation:** Spring 2014 or as early as possible.

5.   **Dates of prior committee approvals:**

Department of Accounting: August 21, 2013

GFCB Curriculum Committee: September 3, 2013

University Curriculum Committee: September 26, 2013

University Senate:

Gordon Ford College of Business
Department of Accounting
Proposal to Suspend a Course
(Consent Item)

Contact Person: Steve Wells; steve.wells@wku.edu; (270) 745-3895

1. **Identification of course:**
   1.1   Current course prefix (subject area) and number: ACCT 451
   1.2   Course title: Advanced Auditing and Assurance Services

2. **Rationale for the course suspension:** Course was part of offering for the Certificate of Advanced Accounting and as an undergraduate elective for accounting majors desiring to take additional hours in accounting to meet the 150 hour requirement for the CPA exam. Upon implementing the Master of Accountancy (MAcc) program, the course is no longer offered. Course enrollment was very low prior to the implementation of the MAcc.

3. **Effect of course suspension on programs or other departments, if known:** None

4. **Proposed term for implementation:** Spring 2014 or as early as possible

5. **Dates of prior committee approvals:**

Department of Accounting	August 21, 2013
GFCB Curriculum Committee	September 3, 2013
Professional Education Council (if applicable)	
General Education Committee (if applicable)	
Undergraduate Curriculum Committee	September 26, 2013
University Senate	

College of Health & Human Services
School of Nursing
Proposal to Suspend a Course
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. **Identification of course:**
   1.1   Current course prefix and number: NUR 256
   1.2   Course title: Nursing Seminar

2. **Rationale for the course suspension:** Course content is proposed to combine within NUR 257.

3. **Effect of course suspension on programs or other departments, if known:** none

4. **Proposed term for implementation:** Spring 2014

5. **Dates of prior committee approvals:**

   Associate Degree Nursing Program: August 22, 2013_____

   CHHS Undergraduate Curriculum Committee   _Sept. 9, 2013_____

   Undergraduate Curriculum Committee   September 26, 2013

   University Senate   _____

Attachment: Course Inventory Form

Enter College Name Here
Department of Economics
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Catherine Carey, cathy.carey@wku.edu, 5-6401

1.   **Identification of course:**
        1.1   Course prefix (subject area) and number: ECON 480
        1.2   Course title: Economic Forecasting
        1.3   Credit hours: 3

2.   **Current prerequisites/corequisites/special requirements:** Prerequisites are MATH 116 or higher and ECON 202, 203, and 206.

3.   **Proposed prerequisites/corequisites/special requirements:** Prerequisites are ECON 202, 203 and 465 or permission of the instructor.

4.   **Rationale for the revision of prerequisites/corequisites/special requirements:** We are proposing to make this course a follow-up course for ECON 465. Requiring ECON 465 before ECON 480 would reduce course material overlap since many foundations of forecasting are similar to those in ECON 465.

5.   **Effect on completion of major/minor sequence:** This is an elective course, so it will not affect completion of the major.

6.   **Proposed term for implementation :** Spring 2014

7.   **Dates of prior committee approvals:**

        Department/Division: _____8/23/13_____

        Curriculum Committee   _____9/03/13_____

        Undergraduate Curriculum Committee   September 26, 2013

        University Senate   _____

Attachment: Course Inventory Form

University College
School of Professional Studies
Proposal to Revise Course Prerequisite
(Consent Item)

Contact Person: John Baker, john.baker1@wku.edu, 745-5149

1.   **Identification of course:**
                        1.3.1.1 Course prefix (subject area) and number: LEAD 200
                        1.3.1.2 Course title: Introduction to Leadership Studies

2.   **Current prerequisites:** Sophomore standing

3.   **Proposed prerequisite:** No prerequisites.

4.   **Rationale for the revision of prerequisites:** LEAD 200 is appropriate for freshmen students. A study conducted by Leadership Studies during the fall 2012 and spring 2013 terms allowed a limited number of freshmen students (17) to take LEAD 200. Freshmen completing LEAD 200 performed favorably (average GPA was 3.11) to students in other levels who completed LEAD 200 (average GPA was 2.72). Allowing freshmen to enroll in LEAD 200 would provide first time students an opportunity to either continue leadership education begun in high school or begin studying leadership curricula.

5.   **Effect on completion of major/minor sequence:** None

6.   **Proposed term for implementation:** Spring 2014

7.   **Dates of prior committee approvals:**

School of Professional Studies	August 30, 2013
University College Curriculum Committee	September 9, 2013
Professional Education Council (if applicable)	N/A
General Education Committee (if applicable)	N/A
Undergraduate Curriculum Committee	September 26, 2013
University Senate	

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1.   **Identification of course:**
         1.4   Course prefix and number: NUR 155
         1.5   Course title: Medical-Surgical Nursing I
         1.6   Credit hours: 5.5

2.   **Current prerequisites/corequisites/special requirements:**
         Prerequisites: NUR 104, 105, 106
         Corequisite: NUR 156
         Prerequisite or corequisite: CHEM 109 / CHM 109C

3.   **Proposed prerequisites/corequisites/special requirements:**
         Prerequisites: NUR 104, 105, 106
         Prerequisite or corequisite: CHEM 109 / CHM 109C

4.   **Rationale for the revision of prerequisites/corequisites/special requirements:**
         The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Removal of the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

5.   **Effect on completion of major/minor sequence:** None

6.   **Proposed term for implementation:** Spring 2014

7.   **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   _Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. **Identification of course:**
   1.1   Course prefix and number: NUR 165
   1.2   Course title: Mental Health Nursing
   1.3   Credit hours: 2.5

2. **Current prerequisites/corequisites/special requirements:**
   Prerequisites: NUR 104, 105, 106
   Corequisite: NUR 166
   Prerequisite or corequisite: CHEM 109 / CHM 109C

3. **Proposed prerequisites/corequisites/special requirements:**
   Prerequisites: NUR 104, 105, 106
   Prerequisite or corequisite: CHEM 109 / CHM 109C

4. **Rationale for the revision of prerequisites/corequisites/special requirements:**
   The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Removal of the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

5. **Effect on completion of major/minor sequence:** None

6. **Proposed term for implementation:** Spring 2014

7. **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. **Identification of course:**
   1.1   Course prefix and number: NUR 166
   1.2   Course title: Mental Health Nursing Clinical
   1.3   Credit hours: 1.5

2. **Current prerequisites/corequisites/special requirements:**
   Prerequisites: NUR 104, 105, 106
   Corequisite: NUR 165
   Prerequisite or corequisite: CHEM 109 / CHM 109C

3. **Proposed prerequisites/corequisites/special requirements:**
   Prerequisites: NUR 104, 105, 106
   Prerequisite or corequisite: NUR 165, CHEM 109 / CHM 109C

4. **Rationale for the revision of prerequisites/corequisites/special requirements:**
   The AND (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Changing the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

5. **Effect on completion of major/minor sequence:** None

6. **Proposed term for implementation:** Spring 2014

7.   **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   _Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. **Identification of course:**
    1.1   Course prefix and number: NUR 208
    1.2   Course title: Medical-Surgical Nursing II
    1.3   Credit hours: 5

2. **Current prerequisites/corequisites/special requirements:**
    Prerequisites: NUR 155, 156, 165, 166
    Corequisite: NUR 209
    Prerequisite or corequisite: ENG 100 / ENGL 100C, BIOL 207 / BIO 207C

3. **Proposed prerequisites/corequisites/special requirements:**
    Prerequisites: NUR 155, 156, 165, 166
    Prerequisite or corequisite: ENG 100 / ENGL 100C, BIO 207C /BIOL 207

4. **Rationale for the revision of prerequisites/corequisites/special requirements:**
    The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Removal of the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

5. **Effect on completion of major/minor sequence:** None

6. **Proposed term for implementation:** Spring 2014

7.   Dates of prior committee approvals:

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   _Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. **Identification of course:**
   1.1   Course prefix and number: NUR 209
   1.2   Course title: Medical-Surgical Nursing II Clinical
   1.3   Credit hours: 3

2. **Current prerequisites/corequisites/special requirements:**
   Prerequisites: NUR 155, 156, 165, 166
   Corequisite: NUR 208
   Prerequisite or corequisite: ENG 100 / ENGL 100C, BIOL 207 / BIO 207C

3. **Proposed prerequisites/corequisites/special requirements:**
   Prerequisites: NUR 155, 156, 165, 166
   Prerequisite or corequisite: NUR 208, ENG 100 / ENGL 100C, BIOL 207 / BIO 207C

4. **Rationale for the revision of prerequisites/corequisites/special requirements:**
   The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Changing the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

5. **Effect on completion of major/minor sequence:** None

6. **Proposed term for implementation:** Spring 2014

7.   **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

Proposal Date: August 22, 2013

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1.   Identification of course:
      1.1   Course prefix and number: NUR 215
      1.2   Course title: Maternal-Newborn Nursing
      1.3   Credit hours: 2.5

2.   Current prerequisites/corequisites/special requirements:
      Prerequisites: NUR 155, 156, 165, 166
      Corequisite: NUR 216
      Prerequisite or corequisite: ENG 100 / ENGL 100C, BIOL 207 / BIO 207C

3.   Proposed prerequisites/corequisites/special requirements:
      Prerequisites: NUR 155, 156, 165, 166
      Prerequisite or corequisite: ENG 100 / ENGL 100C, BIOL 207 / BIO 207C

4.   Rationale for the revision of prerequisites/corequisites/special requirements:
The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Removal of the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

5.   Effect on completion of major/minor sequence: None

6.   Proposed term for implementation: Spring 2014

7. **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1.   **Identification of course:**
        1.1   Course prefix and number: NUR 216
        1.2   Course title: Maternal-Newborn Nursing Clinical
        1.3   Credit hours: 1.5

2.   **Current prerequisites/corequisites/special requirements:**
        Prerequisites: NUR 155, 156, 165, 166
        Corequisite: NUR 215
        Prerequisite or corequisite: ENG 100 / ENGL 100C, BIOL 207 / BIO 207C

3.   **Proposed prerequisites/corequisites/special requirements:**
        Prerequisites: NUR 155, 156, 165, 166
        Prerequisite or corequisite: NUR 215, ENG 100 / ENGL 100C, BIOL 207 / BIO 207C

4.   **Rationale for the revision of prerequisites/corequisites/special requirements:**
        The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Changing the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

5.   **Effect on completion of major/minor sequence:** None

6.   **Proposed term for implementation:** Spring 2014

7. **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. **Identification of course:**
    1.1   Course prefix and number: NUR 254
    1.2   Course title: Pediatric Nursing
    1.3   Credit hours: 2

2. **Current prerequisites/corequisites/special requirements:**
    Prerequisites: NUR 208, 209, 215, 216
    Prerequisite or corequisite: SOCL 100 / SOC 100C, BIOL 207 / BIO 207C

3. **Proposed prerequisites/corequisites/special requirements:**
    Prerequisites: NUR 208, 209, 215, 216
    Prerequisite or corequisite: SOCL 100 / SOC 100C, MATH 109 / MA 109C or MATH 116 / MA 116C, Category B elective

4. **Rationale for the revision of prerequisites/corequisites/special requirements:**
    The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the corequisite hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Removal of the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course. Math 109 or 116 and a category B elective are also to be taken in the same semester as NUR 254, and adding as corequistes assists with the registration process.

5. **Effect on completion of major/minor sequence:** None

6.   **Proposed term for implementation:** Spring 2014

7.   **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013 _____

CHHS Undergraduate Curriculum Committee   _Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise Course Prerequisites/Corequisites
(Consent Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1.   **Identification of course:**
        1.1   Course prefix and number: NUR 255
        1.2   Course title: Medical-Surgical Nursing III
        1.3   Credit hours: 3

2.   **Current prerequisites/corequisites/special requirements:**
        Prerequisites: NUR 208, 209, 215, 216
        Corequisites: NUR 256, 257
        Prerequisite or corequisite: SOCL 100 / SOC 100C, BIOL 207 / BIO 207C, Category B elective

3.   **Proposed prerequisites/corequisites/special requirements:**
        Prerequisites: NUR 208, 209, 215, 216
        Prerequisite or corequisite: SOCL 100 / SOC 100C, MATH 109 / MA 109C or MATH 116 / MA 116C, Category B elective

4.   **Rationale for the revision of prerequisites/corequisites/special requirements:**
        The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate registers approximately 75% of enrolled nursing students due to the corequisite listing. Removal of the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course. . Math 109 or 116 and a category B elective are also to be taken in the same semester as NUR 255, and adding as corequistes assists with the registration process.

5.   **Effect on completion of major/minor sequence:** None

6.   **Proposed term for implementation:** Spring 2014

7.   **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   ___Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1.   **Identification of course:**
        1.1   Course prefix (subject area) and number: AMS 120
        1.2   Course title: Basic Electricity
        1.3   Credit hours: 3

2.   **Current prerequisites: MATH 118**

3.   **Proposed prerequisites: Eligibility for MATH 116**

4.   **Rationale for the revision of prerequisites:** MATH 118 is no longer taught by the Math Department. It has been determined that if the student has the appropriate training in functions, graphs and fundamental concepts of algebra, the student will have the prerequisite knowledge to grasp the concepts in AMS 120.

5.   **Effect on completion of major/minor sequence: None**

6.   **Proposed term for implementation: Spring 2014**

7.   **Dates of prior committee approvals:**

        Architectural and Manufacturing Sciences Department   _____8-21-2013_____

        OCSE Curriculum Committee   _____9-05-13_____

        Undergraduate Curriculum Committee   September 26, 2013

        University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1. **Identification of course:**
    1.1   Course prefix (subject area) and number: AMS 217
    1.2   Course title: Industrial Materials
    1.3   Credit hours: 3

2. **Current prerequisites: None**

3. **Proposed prerequisites: MATH 116 or Higher**

4. **Rationale for the revision of prerequisites:** Students coming into this class need background in graphs, absolute values, radicals and logarithmic functions in order to better understand the tensile/ compressive properties of materials during the testing procedures that are covered in this course.

5. **Effect on completion of major/minor sequence: None**

6. **Proposed term for implementation: Spring 2014**

7. **Dates of prior committee approvals:**

    Architectural and Manufacturing Sciences Department: _____8-21-2013_____

    OCSE Curriculum Committee   _____9-05-13_____

    Undergraduate Curriculum Committee   September 26, 2013

    University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1.   **Identification of course:**
        1.1   Course prefix (subject area) and number: AMS 328
        1.2   Course title: Robotics & Machine Vision
        1.3   Credit hours: 3

2.   **Current prerequisites: AMS 227**

3.   **Proposed prerequisites: none**

4.   **Rationale for the revision of prerequisites**: Upon review by members of the Industrial Advisory Board, AMS 328 has been deemed to be an in depth course on the topic of robotics and machine vision, and no prior requirements or knowledge other than the ability to do college-level work is needed to matriculate successfully through the course.

5.   **Effect on completion of major/minor sequence: None**

6.   **Proposed term for implementation: Spring 2014**

7.   **Dates of prior committee approvals:**

        Architectural and Manufacturing Sciences Department   ____8-21-2013_____

        OCSE Curriculum Committee   ____9-05-13_____

        Undergraduate Curriculum Committee   September 26, 2013

        University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1.   Identification of course:
        1.1   Course prefix (subject area) and number: AMS 342
        1.2   Course title: Manufacturing Operations
        1.3   Credit hours: 3

2.   Current prerequisites: AMS 271

3.   Proposed prerequisites: none

4.   Rationale for the revision of prerequisites: Upon review by members of the Industrial Advisory Board, it has been decided that this course does not need the prerequisite skills sets that the AMS 271 (Industrial Statistics) class offers.

5.   Effect on completion of major/minor sequence: None

6.   Proposed term for implementation: Spring 2014

7.   Dates of prior committee approvals:

        Architectural and Manufacturing Sciences Department   _____8-21-2013_____

        OCSE Curriculum Committee   _____9-05-2013_____

        Undergraduate Curriculum Committee   September 26, 2013

        University Senate   _____

Attachment: Course Inventory Form

Proposal Date: 8-20-2013

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1.   Identification of course:
    1.1   Course prefix (subject area) and number: AMS 352
    1.2   Course title: Food Processing: Unit Operations
    1.3   Credit hours: 3

2.   Current prerequisites: AMS 301

3.   Proposed prerequisites: none

4.   Rationale for the revision of prerequisites: This course deals with the techniques of processing in food industries. The current prerequisite deals with the biological aspects of processing which are not necessary for the success of students in AMS 352.

5.   Effect on completion of major/minor sequence: None

6.   Proposed term for implementation: Spring 2014

7.   Dates of prior committee approvals:

Architectural and Manufacturing Sciences Department: 8-21-2013

OCSE Curriculum Committee   9-05-13

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1. **Identification of course:**
    1.1   Course prefix (subject area) and number: AMS 356
    1.2   Course title: Systems Design & Operations
    1.3   Credit hours: 3

2. **Current prerequisites: MATH 118 or MATH 116 or MATH 117 or AMS 271**

3. **Proposed prerequisites: AMS 271**

4. **Rationale for the revision of prerequisites:** MATH 116 is a prerequisite to AMS 271 therefore it does not need to be listed here.

5. **Effect on completion of major/minor sequence: None**

6. **Proposed term for implementation: Spring 2014**

7. **Dates of prior committee approvals:**

    Architectural and Manufacturing Sciences Department   8-21-2013_____

    OCSE Curriculum Committee   9-05-2013_____

    Undergraduate Curriculum Committee   September 26, 2013

    University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1.   Identification of course:
    1.1   Course prefix (subject area) and number: AMS 371
    1.2   Course title: Quality Assurance
    1.3   Credit hours: 3

2.   Current prerequisites: MATH 183 or AMS 271

3.   Proposed prerequisites: None

4.   Rationale for the revision of prerequisites: AMS 371 is a qualitative course dealing with quality organizations and standards. The statistical prerequisites courses are not needed for students to understand the structure of the course material.

5.   Effect on completion of major/minor sequence: None

6.   Proposed term for implementation: Spring 2014

7.   Dates of prior committee approvals:

Architectural and Manufacturing Sciences Department	_____8-21-2013_____
OCSE Curriculum Committee	_____9-05-13_____
Undergraduate Curriculum Committee	September 26, 201
University Senate	_____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1.   **Identification of course:**
        1.1   Course prefix (subject area) and number: AMS 394
        1.2   Course title: Lean Manufacturing
        1.3   Credit hours: 3

2.   **Current prerequisites: AMS 356**

3.   **Proposed prerequisites: None**

4.   **Rationale for the revision of prerequisites:** The topics covered in Lean Manufacturing deal with production systems in market characterization, aggregate planning and just-in-time philosophy. Although the topics taught in AMS 356 are tangentially related to all of these, they are not required as a prerequisite skill set for students to matriculate successfully through AMS 394.

5.   **Effect on completion of major/minor sequence: None**

6.   **Proposed term for implementation: Spring 2014**

7.   **Dates of prior committee approvals:**

        Architectural and Manufacturing Sciences Department: ____8-21-2013_____

        OCSE Curriculum Committee   _____9-05-13_____

        Undergraduate Curriculum Committee   September 26, 2013

        University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise Course Prerequisites
(Consent Item)

Contact Person: Bryan Reaka, bryan.reaka@wku.edu 270.745.7032

1.   **Identification of course:**
        1.1   Course prefix (subject area) and number: AMS 396
        1.2   Course title: Intro Supply Chain Management
        1.3   Credit hours: 3

2.   **Current prerequisites: AMS 356 and AMS 371**

3.   **Proposed prerequisites: None**

4.   **Rationale for the revision of prerequisites:** The topics covered in Supply Chain Management deal with logistics, the value of information and decision support systems. Although the topics taught in AMS 356 and AMS 371 are related to all of these, they are not required as a prerequisite skill set for students to matriculate successfully through AMS 396.

5.   **Effect on completion of major/minor sequence: None**

6.   **Proposed term for implementation: Spring 2014**

7.   **Dates of prior committee approvals:**

        Architectural and Manufacturing Sciences Department   _____8-21-2013_____

        OCSE Curriculum Committee   _____9-05-13_____

        Undergraduate Curriculum Committee   September 26, 2013

        University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Geography and Geology
Proposal to Revise Course Number
(Consent Item)

Contact Person: Greg Goodrich, 745-5986, gregory.goodrich@wku.edu

1. **Identification of proposed course**
   1.1   Course prefix (subject area) and number: GEOG 424
   1.2   Course title: Weather Analysis and Forecasting

2. **Proposed course number: GEOG 324**

3. **Rationale for revision of course number:** GEOG 424 was one of the higher-level courses of the original B.S. in Geography – Land, Weather, Climate track. With the creation of the B.S. in Meteorology degree in 2008, GEOG 424 became the prerequisite for the rest of the newly created upper-division meteorology courses. This renumbering from 424 to 324 better reflects the course progression of the B.S. in Meteorology degree.

   NOTE: A proposal has been submitted to change the prefix for Meteorology courses from GEOG to METR, so in Fall 2014 this course will change from GEOG 424 to METR 324.

4. **Proposed term for implementation:** Fall 2014

5. **Dates of prior committee approvals:**

Department of Geography and Geology	8/21/2013
Ogden College Curriculum Committee	9/05/13
Undergraduate Curriculum Committee	September 26, 2013
University Senate	

Ogden College of Science and Engineering
Department of Geography and Geology
Proposal to Revise Course Number
(Consent Item)

Contact Person: David Keeling (david.keeling@wku.edu), 5-4555

1. **Identification of course:**
   1.1   Current course prefix (subject area) and number: GEOG 444
   1.2   Title: Environmental Ethics in Geography
   1.3   Credit hours: 3

2. **Proposed course number:** GEOG 344

3. **Rationale for the revision of course number:** The Department is revising its course sequencing as part of its move to ensure a four-year program completion cycle and to make sure that connections between foundation and capstone courses are rational and meaningful. Environmental Ethics should be taken in the Junior year before taking senior-level courses in environment and sustainability.

4. **Proposed term for implementation: 201430**

5. **Dates of prior committee approvals:**

   Department of Geography and Geology   _____8/21/2013_____

   Ogden College Curriculum Committee   _____9/05/13_____

   Undergraduate Curriculum Committee   September 26, 2013

   University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Make Multiple Revisions to a Course
(Action Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. Identification of course:
    1.1   Current course prefix and number: NUR 156
    1.2   Course title: Medical-Surgical Nursing I Clinical

2. Revise course title:
    2.1   Current course title: n/a
    2.2   Proposed course title: n/a
    2.3   Proposed abbreviated title: n/a
    2.4   Rationale for revision of course title: n/a

3. Revise course number:
    3.1   Current course number: n/a
    3.2   Proposed course number: n/a
    3.3   Rationale for revision of course number: n/a

4. Revise course prerequisites/corequisites/special requirements:
    4.1   Current prerequisites/corequisites/special requirements:
            Prerequisites: NUR 104, 105,106
            Corequisites: NUR 155
            Prerequisite or corequisite: CHEM 109 / CHM 109C
    4.2   Proposed prerequisites/corequisites/special requirements:
            Prerequisites: NUR 104, 105,106
            Prerequisite or corequisite: NUR 155, CHEM 109
    4.3   Rationale for revision of course prerequisites/corequisites/special requirements:
            The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to take the didactic component and the corresponding clinical course together during the same semester prior to advancing to the next semester. The nursing courses within a given semester are currently listed as corequisites. The program is now offering nursing courses during summer term allowing students to take one nursing course in the summer and the course's corresponding clinical course in the fall semester. Separating these courses benefits the students because taking a summer course decreases student course load for fall semester and increases academic success of our working non-traditional students. Also, licensed practical nurses (LPNs) have the opportunity to clep certain nursing courses so they will not need to register for both courses as outlined in the curriculum. Since all of the nursing courses are listed as corequisites, the student is not able to register for classes due to the co-req hold. The program's office associate

registers approximately 75% of enrolled nursing students due to the corequisite listing. Removal of the corequisite distinction will allow students and or faculty to register students independently. By maintaining the prerequisite distinction to the subsequent nursing courses, the students will still have to complete the appropriate nursing courses prior to advancing to the next level nursing course.

4.4   Effect on completion of major/minor sequence: none

5.   Revise course catalog listing:
5.1   Current course catalog listing: n/a
5.2   Proposed course catalog listing: n/a
5.3   Rationale for revision of course catalog listing: n/a

6.   Revise course credit hours:
6.1   Current course credit hours: 3.5 credit hours
6.2   Proposed course credit hours: 2.5 credit hours
6.3   Rationale for revision of course credit hours: The previous NUR 156 course included both a clinical component and a nursing skills lab component. The clinical component is 2.5 credit hours and the lab component makes up the other 1 credit hour. This proposal allows for the division of the two components into separate courses. NUR 156 will be the 2.5 credit hour clinical course. The proposed NUR 157 course will contain the removed nursing skills lab component and be a 1 credit hour course.

7.   Revise grade type:
7.1   Current grade type: n/a
7.2   Proposed grade type: n/a
7.3   Rationale for revision of grade type: n/a

8.   Proposed term for implementation: Spring 2014

9.   Dates of prior committee approvals:

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Make Multiple Revisions to a Course
(Action Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1.   Identification of course:
        1.1   Current course prefix and number: NUR 257
        1.2   Course title: Nursing Practicum

2.   Revise course title:
        2.1   Current course title: Nursing Practicum
        2.2   Proposed course title: Nursing Seminar & Practicum
        2.3   Proposed abbreviated title: Nursing Seminar & Practicum
        2.4   Rationale for revision of course title: Nursing Seminar and Practicum can be easily
                 interwoven in that students already document practicum clinical experiences in
                 seminar. In addition, students must register for the same faculty member for both
                 practicum and seminar. Combination of these courses will eliminate registration errors.

3.   Revise course number:
        3.1   Current course number: n/a
        3.2   Proposed course number: n/a
        3.3   Rationale for revision of course number: n/a

4.   Revise course prerequisites/corequisites/special requirements:
        4.1   Current prerequisites/corequisites/special requirements:
                 Prerequisites: NUR 208, 209, 215, 216
                 Corequisites: NUR 255, 256
                 Prerequisite or Corequisite: SOCL 100/SOC 100C, BIOL 207/BIO 207C, Category B
                 elective
        4.2   Proposed prerequisites/corequisites/special requirements:
                 Prerequisites: NUR 208, 209, 215, 216
                 Prerequisites or Corequisites: NUR 255, SOCL 100/SOC 100C, MATH 109/MA 109C or
                 MATH 116/MA 116C, Category B elective
        4.3   Rationale for revision of course prerequisites/corequisites/special requirements:
                 The ADN (Associate of Science Degree in Nursing) curriculum is outlined for students to
                 take the didactic component and the corresponding clinical course together during the
                 same semester prior to advancing to the next semester. The nursing courses within a
                 given semester are currently listed as corequisites. NUR 256 is proposed for suspension
                 thus it is being removed as a corequisite. Math 109 or 116 are also to be taken in the

same semester as NUR 257, and adding as corequistes assists with the registration process.

4.4   Effect on completion of major/minor sequence: none

5.   **Revise course catalog listing:**
    5.1   Current course catalog listing:
        Exploration of issues and policies related to the profession of nursing including preparation for licensure.
    5.2   Proposed course catalog listing:
        Capstone clinical experience with exploration of issues and policies related to the profession of nursing.
    5.3   Rationale for revision of course catalog listing: Combining two nursing courses (NUR 256 & 257) into one course

6.   **Revise course credit hours:**
    6.1   Current course credit hours: 3 credit hours
    6.2   Proposed course credit hours: 4 credit hours
    6.3   Rationale for revision of course credit hours: Four credit hours is proposed because the course combines NUR 257 which is a 3 credit hour course and NUR 256 which is a 1 credit hour course.

7.   **Revise grade type:**
    7.1   Current grade type: n/a
    7.2   Proposed grade type: n/a
    7.3   Rationale for revision of grade type: n/a

8.   **Proposed term for implementation:** Spring 2014

9.   **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

Potter College of Arts & Letters
Proposal to Make Multiple Revisions to a Course
(Action Item)

Contact Person: Tony Harkins, Anthony.harkins@wku.edu, 5-3149

1.   Identification of course:
   1.7   Current course prefix (subject area) and number: POP 498
   1.8   Course title: Senior Seminar in Popular Culture Studies

2.   Revise course title: N/A
   2.5   Current course title:
   2.6   Proposed course title: n/a
   2.7   Proposed abbreviated title:n/a
   2.8   Rationale for revision of course title: n/a

3.   Revise course number: N/A
   3.4   Current course number:
   3.5   Proposed course number: n/a
   3.6   Rationale for revision of course number: n/a

4.   Revise course prerequisites/corequisites/special requirements:
   4.1   Current prerequisites/corequisites/special requirements: (indicate which): POP
           101 and at least 21 credit-hours in major and senior standing, or permission of
           instructor
   4.2   Proposed prerequisites/corequisites/special requirements: POP 201 and at least 21
           credit hours in major and senior standing, or permission of instructor
   4.3   Rationale for revision of course prerequisites/corequisites/special requirements:
           POP 101 has previously been renumbered POP 201 and wording of prerequisites
           should reflect this change
   4.4   Effect on completion of major/minor sequence: None

5.   Revise course catalog listing: N/A
   5.4   Current course catalog listing:
   5.5   Proposed course catalog listing: n/a
   5.6   Rationale for revision of course catalog listing:

6.   Revise course credit hours:
   6.4   Current course credit hours: 4
   6.5   Proposed course credit hours: 1
   6.6   Rationale for revision of course credit hours: Course meets for 1 hour/week so
           credit change will match new CPE standards for minutes per credit hour.
           Reduced total credit hours in major will also be an added incentive for students
           who wish to double major in Popular Culture Studies.

7. **Revise grade type: N/A**
   7.1   Current grade type:
   7.2   Proposed grade type: n/a
   7.3   Rationale for revision of grade type: n/a

8. **Proposed term for implementation: 201410**

9. **Dates of prior committee approvals:**

Popular Culture Studies Curriculum Committee   <u>August 23, 2013</u>

Potter College Curriculum Committee   <u>September 6, 2013</u>

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Geography and Geology
Proposal to Make Multiple Revisions to a Course
(Action Item)

Contact Person: David Keeling (david.keeling@wku.edu), 5-4555

1. **Identification of course:**
    1.1   Current course prefix (subject area) and number: GEOG 464
    1.2   Course title: Geography of Europe

2. **Revise course number:**
    2.1   Current course number: GEOG 464
    2.2   Proposed course number: GEOG 364
    2.3   Rationale for revision of course number: The Department is re-sequencing upper-division courses to fit the level at which students should be taking them. Regional courses are best taken at the junior level, thus the proposed 300-level designation.

3. **Revise course prerequisites/corequisites/special requirements:**
    3.1   Current prerequisites: None
    3.2   Proposed prerequisites: GEOG 110
    3.3   Rationale for revision of course prerequisites: GEOG 110 is the required introductory cultural geography course for the program, it meets general education requirements, and it provides a logical foundation for more advanced regional geography coursework.
    3.4   Effect on completion of major/minor sequence: None, as GEOG 110 is already a required foundational course.

4. **Proposed term for implementation: 201430**

9. **Dates of prior committee approvals:**

Department of Geography and Geology	8/21/2013
Ogden College Curriculum Committee	9/05/13
Undergraduate Curriculum Committee	September 26, 2013
University Senate	

College of Health & Human Services
School of Nursing
Proposal to Create a New Course
(Action Item)

Contact Person: Kim Green, <u>kim.green@wku.edu</u>, 745-8960

1. **Identification of proposed course:**
    1.1   Course prefix and number: NUR 157
    1.2   Course title: Medical-Surgical Nursing I Skills Lab
    1.3   Abbreviated course title: Med-Surg Nursing I Skills Lab
    1.4   Credit hours: 1 credit hour Variable credit - No
    1.5   Grade type: pass/fail
    1.6   Prerequisites/corequisites: Prerequisites: NUR 104, NUR 105, NUR 106
            Prerequisite or Corequisite: NUR 155, CHEM 109/CHM 109C
    1.7   Course description: Application of medical-surgical nursing concepts, principles and
            skills.

2.   **Rationale:**
    2.1   Reason for developing the proposed course:
            Licensed Practical Nurses (LPNs) are required to complete a medical-surgical nursing
            clinical course. Currently LPNs are required to take Nursing 156, Medical-Surgical
            Nursing I Clinical, because this course contains an essential nursing skills lab component
            that LPNs need. It was identified during program evaluation the need to increase the
            level of medical-surgical clinical experience for LPNs to include Nursing 209, Medical-
            Surgical Nursing II. However, it is remains essential that LPNs either take the nursing
            skills lab component of NUR 156 or demonstrate competency of those skills via a
            proficiency check-off. The proposal to split the current Nursing 156 into its clinical
            component (NUR 156) and a separate skills lab component (NUR 157) would
            accommodate the need for LPNs to have a higher level medical-surgical clinical
            experience and still require the essential nursing skills lab component proposed in this
            new course.
    2.2   Projected enrollment in the proposed course:
            Approximately 60 students per semester as current enrollment will not change. All
            associate degree nursing students will be required to take this course. LPNs will have
            the opportunity to demonstrate proficiency of identified nursing skills to receive
            academic credit for this course or be required to take course.
    2.3   Relationship of the proposed course to courses now offered by the department:
            This proposal will split the current NUR 156 course into its two components: clinical
            experience at healthcare facility and nursing skills lab experience.
    2.4   Relationship of the proposed course to courses offered in other departments:
            The School of Nursing offers medical surgical nursing clinicals and skills lab components
            similar to the skills lab course being proposed; however, the proposed clinical utilizes

the philosophical framework of the WKU Associate Degree Nursing (ADN) Program and therefore is unique to the ADN Program.

    2.5   Relationship of the proposed course to courses offered in other institutions: Other nursing programs throughout the country have separate didactic, clinical, and skills laboratory courses. An example benchmark institution with a separate nursing skills laboratory course is Eastern Illinois University's NUR 3303 Advanced Nursing Health Assessment course (2 credit hours).

3.   Discussion of proposed course:

    3.1   Schedule type: A

    3.2   Learning Outcomes:

•Function within the ANA (American Nursing Association) Scope and Standards of Practice, code of ethics,
licensing laws and established policies and procedures.

•Apply the nursing process in providing nursing care to promote and maintain health for selected populations within their environment.

•Utilize critical thinking skills in nursing practice.

•Initiate therapeutic communication with clients.

•Develop awareness of one's own values and culture on nursing practice.

•Utilize caring behaviors and therapeutic nursing interventions to assist clients to achieve an optimal level of functioning.

•Develop organization and priority-setting skills to effectively manage multiple demands utilizing instructor guidance.

•Seek appropriate resources when encountering situations beyond one's knowledge and experience.

•Demonstrate accountability for nursing care.

•Interact with other healthcare providers.

    3.3   Content outline:

- Sterile wound care
- Wound culture
- Removing staples and sutures
- Intravenous Therapy
    - Monitoring
    - Regulating and calculating gtt/min
    - Changing the bag/bottle
    - Introduction of the controller/pump
    - Discontinuing
    - Changing IV to a saline lock
    - Hanging a secondary set
    - Flushing a saline lock
- Nasogastric tube insertion
    - Assessing placement
    - Decompression/suction
    - Monitoring setup/secretions
    - Flushing

- o Discontinuing the tube
- Enteral Feedings
  - o Bolus
  - o Intermittent
  - o Continuous
- G-tube/J-tube care
- Medications through NG/G-tube
- Oxygen delivery devices
  - o Cannula
  - o Face masks
  - o Face tent
  - o Incentive spirometry
- TCDB
- Pulse oximetry
- Collecting sputum specimens
- Colostomy care
- Blood Administration
- Peripheral IV insertion
- Medication Administration: IV push
- Central line care
- Blood glucose monitoring
- Insulin mixing and administration
- Tracheostomy care and suctioning (tracheal, nasotracheal, oropharyngeal)
- Total Parental Nutrition

3.4 Student expectations and requirements:
NUR 157 is a pass/fail course. Students must achieve a satisfactory clinical evaluation to pass NUR 157. Satisfactory performance is based on faculty evaluation in the laboratory setting. If a student is unsuccessful in either NUR 155, NUR 156, or NUR 157 all three courses must be successfully repeated before the student is allowed to progress in the program.

3.5 Tentative texts and course materials:
Mosby's web-based skills videos

4. **Resources:**
   4.1 Library resources: None needed.
   4.2 Computer resources: None needed.

5. **Budget implications:**
   5.1 Proposed method of staffing: The course will be taught utilizing existing faculty. The same faculty will teach both NUR 156 and 157; the proposed one hour reduction in NUR 156 (from 3.5 credit hour to a 2.5 credit hour course), is balanced by the creation of the one hour NUR 157.
   5.2 Special equipment needed: The course will utilize existing nursing skills laboratory equipment.

5.3 Expendable materials needed: The cost of student expendable skills laboratory supplies is included in the course fee.

5.4 Laboratory materials needed: None

6. Proposed term for implementation: Spring 2014

7. Dates of prior committee approvals:

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

Attachment: Course Inventory Form

Ogden College of Science and Engineering
Department of Geography and Geology
Proposal to Create a New Course
(Action Item)

Contact Person: Greg Goodrich, gregory.goodrich@wku.edu, 5-5986

1. **Identification of proposed course:**
    1.1   Course prefix (subject area) and number: GEOG 226
    1.2   Course title: Our Dangerous Planet
    1.3   Abbreviated course title: Our Dangerous Planet
    1.4   Credit hours and contact hours: 3
    1.5   Type of course: L – Lecture
    1.6   Prerequisites: None
    1.7   Course catalog listing: Introduction to how normal Earth processes concentrate their energies to create devastating impacts to humans and the built environment, with emphasis on survival techniques.

2. **Rationale:**
    2.6   Reason for developing the proposed course: The Department of Geography and Geology has previously offered several bi-term courses focused on individual natural hazards and disasters (GEOG 204, 205, 207, 208, 209). The new GEOG 226 – Our Dangerous Planet would cover all tectonic, oceanic, and atmospheric natural hazards and disasters and would emphasize the spatial dimensions of risk for each hazard as well as survival techniques. This course will be proposed to the Colonnade Program under the Connections – Systems category.
    2.7   Projected enrollment in the proposed course: At other universities where natural hazards courses are offered enrollment is generally very robust, with some schools having as many as 5,000 students per year. We expect 50-100 students per semester it is offered.
    2.8   Relationship of the proposed course to courses now offered by the department: The individual hazard bi-term courses that were previously offered will be deleted to make way for this new course that will summarize all Earth natural hazards and disasters.
    2.9   Relationship of the proposed course to courses offered in other departments: No other department at WKU offers a natural hazards course.
    2.10   Relationship of the proposed course to courses offered in other institutions: Numerous other universities offer general education courses focused on natural hazards and disasters, including Tulane University (EENS 3050), San Diego State University (GEOL 303), and Baylor University (GEO 1401).

3. **Discussion of proposed course:**

3.6 Course objectives: Students in GEOG 226 – Our Dangerous Planet will understand the physical processes behind and the spatial dimension of Earth's natural hazards and disasters with a special emphasis on surviving them. These disasters include tectonic, oceanic, and atmospheric hazards. The semester will conclude with a discussion of how climate change may affect the risk and severity of some of these hazards.

3.7 Content outline: Each week the focus will be on a different natural hazard.
- Tornado
- Hurricane
- Avalanche/snow/ice/cold
- Drought/heat wave
- Volcano
- Earthquake
- Landslide
- Flood
- Lightning
- Tsunami
- Forest Fire
- Paleodisaster
- Climate Change

3.8 Student expectations and requirements: Grades will be determined by mid-term exams and a final exam based on textbook readings and class discussions, homework assignments and in-class projects, and quizzes. Students will also create a research project based on one of the hazards covered in the semester.

3.9 Tentative texts and course materials:

*Abbott, P. L., 2013: *Natural Disasters*, 9th ed., McGraw Hill, 512 pp.

*Hyndman, D. and Hyndman, D., 2013: *Natural Hazards and Disasters*, 4th ed., Brooks Cole, 576 pp.

*Keller, E. A., and DeVecchio, D. E., 2011: *Natural Hazards*, 3rd ed., Prentice Hall, 528 pp.

4. Resources:
4.3 Library resources: See attached form
4.4 Computer resources: None

5. Budget implications:
5.5 Proposed method of staffing: Existing faculty will teach this course
5.6 Special equipment needed: None
5.7 Expendable materials needed: None
5.8 Laboratory materials needed: None

6. Proposed term for implementation: Fall 2014

7. **Dates of prior committee approvals:**

Department of Geography and Geology:	_____8/21/2013_____
Ogden Curriculum Committee	_____9/05/13_____
General Education Committee	_____
Undergraduate Curriculum Committee	September 26, 2013
University Senate	_____

Attachment: Bibliography, Library Resources Form, Course Inventory Form

Ogden College of Science and Engineering
Department of Geography and Geology
Proposal to Create a New Course
(Action Item)

Contact Person: Greg Goodrich, gregory.goodrich@wku.edu, 5-5986

1.   **Identification of proposed course:**
    1.1   Course prefix (subject area) and number: GEOG 227
    1.2   Course title: Our Vulnerable Planet
    1.3   Abbreviated course title: Our Vulnerable Planet
    1.4   Credit hours: 3
    1.5   Type of course: L - Lecture
    1.6   Prerequisites: None
    1.7   Course catalog listing: Explore how anthropogenic processes such as climate change, pollution, urban sprawl, deforestation, and desertification impact the people on Earth and its ecosystems.

2.   **Rationale:**
    2.1   Reason for developing the proposed course: GEOG 227 – Our Vulnerable Planet is being developed as a companion course to the newly proposed GEOG 226 – Our Dangerous Planet. Where the theme of GEOG 226 is "How the Earth can kill humans", the theme of GEOG 227 is "How humans are killing the Earth". GEOG 227 would cover the physical processes behind various anthropogenic hazards and would emphasize the spatial dimensions of risk for each hazard. Contemporary and predicted future global change will be placed into context with how humans have responded to past global change. This course will be proposed to the Colonnade Program under the Connections – Systems category.
    2.2   Projected enrollment in the proposed course: Enrollment is predicted at 30-50 students per semester.
    2.3   Relationship of the proposed course to courses now offered by the department: The Department of Geography and Geology offers GEOG 455 – Global Environmental Change, which focuses on contemporary issues of environmental change at the global level with an emphasis on policy formation, implementation, and assessment. GEOG 455 is an upper-division course geared towards departmental majors and graduate students. GEOG 227 would be geared towards non-major students and will be proposed as part of the new Colonnade Program – Connections category under Systems.
    2.4   Relationship of the proposed course to courses offered in other departments: ENV 280 – Environmental Science is offered by the Department of Public Health. ENV 280 provides a general understanding of the application of science to the solution of contemporary environmental problems. GEOG 227 will examine the spatial dimensions of anthropogenic environmental issues from a hazards perspective with an emphasis on the implications of expected future change.

2.5 Relationship of the proposed course to courses offered in other institutions: Many universities offer similar courses to GEOG 227, including Arizona State University (GPH 314), Harvard (PH 278), and Portland State University (UNST 232).

3. Discussion of proposed course:

3.1 Course objectives: Students in GEOG 227 – Our Vulnerable Planet will understand the physical processes behind and the spatial dimension of anthropogenic hazards with a special emphasis on how the hazards affect the seven billion people on earth and the ecosystems that support them. The semester will conclude with a discussion of how predicted global change may affect the risk and severity of some of these hazards in the future.

3.2 Content outline: Each week the focus will be on a different anthropogenic hazard.
- Globalization
- Paleodisasters
- Population growth/urban sprawl
- Energy resources/biofuels
- Climate change
- Future climate change
- Urban heat island
- Air pollution/ozone/acid rain
- Drought/desertification/forest fires
- Water resources
- Agriculture/pollution/biogenetics
- Deforestation/biodiversity
- Exotic species

3.3 Student expectations and requirements: Student expectations and requirements: Grades will be determined by mid-term exams and a final exam based on textbook readings and class discussions, homework assignments and in-class projects, and quizzes. Students will also create a research project based on one of the anthropogenic hazards covered in the semester.

3.4 Tentative texts and course materials:
Botkin, D. B. and Keller, E. A., 2010: *Environmental Science: Earth as a Living Planet*. Wiley, 656 pp.

*Easton, T., 2012: *Taking Sides: Clashing Views on Environmental Issues*. McGraw-Hill/Dushkin, 448 pp.

Hernan, R. E., 2010: *This Borrowed Earth: Lessons from the Fifteen Worst Environmental Disasters around the World*. Palgrave McMillan, 256 pp.

*Raven, P. H., Hassenzahl, D. M., and Berg, L. R., 2011: *Environment, 8th ed*. Wiley, 592 pp.

*Turekian, K. K., 1996: *Global Environmental Change: Past, Present, and Future*. Prentice Hall, 200 pp.

4. Resources:
  4.1   Library resources: See attached library resources form
  4.2   Computer resources: None

5. Budget implications:
  5.1   Proposed method of staffing: Existing faculty will teach this course
  5.2   Special equipment needed: None
  5.3   Expendable materials needed: None
  5.4   Laboratory materials needed: None

6. Proposed term for implementation: Fall 2014

7. Dates of prior committee approvals:

  Department of Geography and Geology: _____8/21/2013__

  Ogden Curriculum Committee   _____9/05/13____

  General Education Committee   _____

  Undergraduate Curriculum Committee   September 26, 2013

  University Senate   _____

Attachment: Bibliography, Library Resources Form, Course Inventory Form

College of Health & Human Services
School of Nursing
Proposal to Revise A Program
(Action Item)

Contact Person: Kim Green, kim.green@wku.edu, 745-8960

1. **Identification of program:**
   1.1   Current program reference number: 273
   1.2   Current program title: Associate Degree in Nursing
   1.3   Credit hours: 43

2. **Identification of the proposed program changes:**
   - Adding NUR 157 and reflecting the revision of credit hours in NUR 156
   - Deleting NUR 256 and reflecting the revision of credit hours in NUR 257

3. **Detailed program description:**

| Current Program | | | | Proposed Program | | | |

Prefix	#	Course Title	Hrs.	Prefix	#	Course Title	Hrs.
First Semester				First Semester			
NUR	104	Calculations for Nursing	1	NUR	104	Calculations for Nursing	1
NUR	105	Fundamentals of Nursing	6.5	NUR	105	Fundamentals of Nursing	6.5
NUR	106	Fundamentals of Nursing Clinical	1.5	NUR	106	Fundamentals of Nursing Clinical	1.5
PSYC	199C	Developmental Psychology	3	PSYC	199C	Developmental Psychology	3
BIO	131C	Anatomy & Physiology	4	BIO	131C	Anatomy & Physiology	4
Second Semester				Second Semester			
NUR	155	Medical-Surgical Nursing I	5.5	NUR	155	Medical-Surgical Nursing I	5.5
NUR	**156**	**Medical-Surgical Nursing I Clinical**	**3.5**	**NUR**	**156**	**Medical-Surgical Nursing I Clinical**	**2.5**
				NUR	**157**	**Medical-Surgical Nursing I Skills Lab**	**1**
NUR	165	Mental Health Nursing	2.5	NUR	165	Mental Health Nursing	2.5
NUR	166	Mental Health Nursing	1.5	NUR	166	Mental Health Nursing	1.5

		Clinical						Clinical	
CHM	109C	Chemistry for Health Science	4		CHM	109C	Chemistry for Health Science	4
Third Semester					**Third Semester**			
NUR	208	Medical-Surgical Nursing II	5		NUR	208	Medical-Surgical Nursing II	5
NUR	209	Medical-Surgical Nursing II Clinical	3		NUR	209	Medical-Surgical Nursing II Clinical	3
NUR	215	Maternal-Newborn Nursing	2.5		NUR	215	Maternal-Newborn Nursing	2.5
NUR	216	Maternal-Newborn Nursing Clinical	1.5		NUR	216	Maternal-Newborn Nursing Clinical	1.5
ENGL	100C	Intro to College Writing	3		ENGL	100C	Intro to College Writing	3
BIO	207C	Microbiology	3		BIO	207C	Microbiology	3
Fourth Semester					**Fourth Semester**			
NUR	254	Pediatric Nursing	2		NUR	254	Pediatric Nursing	2
NUR	255	Medical-Surgical Nursing III	3		NUR	255	Medical-Surgical Nursing III	3
NUR	**256**	**Nursing Seminar**	**1**					
NUR	**257**	**Nursing Practicum**	**3**		**NUR**	**257**	**Nursing Seminar &Practicum**	**4**
SOC	100C	Sociology	3		SOC	100C	Sociology	3
Cat B Elective		Humanities Elective	3		Cat B Elective		Humanities Elective	3
MA	109C or 116C	General Mathematics or College Algebra	3		MA	109C or 116C	General Mathematics or College Algebra	3
TOTALS		Credit Hours	69		TOTALS		Credit Hours	69

4. **Rationale for the proposed program change:**

- Licensed Practical Nurses (LPNs) are required to complete a medical-surgical nursing clinical course. Currently LPNs are required to take Nursing 156, Medical-Surgical Nursing I Clinical, because this course contains an essential nursing skills lab component that LPNs need. A need to increase the level of medical-surgical clinical experience for LPNs to Nursing 209, Medical-Surgical Nursing II, was identified during program evaluation. However, it is remains essential that LPNs either take the nursing skills lab component of NUR 156 or demonstrate competency of those skills via a proficiency check-off. The proposal to split the current Nursing 156 into its clinical component (NUR 156) and a separate skills lab component (NUR 157) would accommodate the need for LPNs to have a higher level medical-surgical clinical experience and still require the essential nursing skills lab component proposed in this new course.

- Nursing Seminar and Practicum are interwoven in that students document practicum clinical experiences in seminar.

5.   **Proposed term for implementation and special provisions:** Fall 2014

6.   **Dates of prior committee approvals:**

Associate Degree Nursing Program: August 22, 2013_____

CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

Undergraduate Curriculum Committee   September 26, 2013

University Senate   _____

College of Health and Human Services
Department of Family and Consumer Sciences
Proposal to Revise a Program
(Action Item)

Contact Person: Dr. Rich Patterson, rich.patterson@wku.edu, 5-4031

1. **Identification of program:**
   1.1   Current program reference number: 707
   1.2   Current program title: Hospitality Management & Dietetics
   1.3   Credit hours: 67-68

2. **Identification of the proposed program changes:**

   Hotel, Restaurant and Tourism Management concentration
   - Replace FACS-313 with HMD-313
   - Replace FACS-410 with HMD-410

3. **Detailed program description:**
   Proposed changes are **bolded:**

Hospitality Management and Dietetics Common Core			
Current Curriculum	**Hrs**	**Proposed Curriculum**	**Hrs**
HMD 151 Food Science	3	HMD 151 Food Science	3
HMD 152 Food Service Sanitation	1	HMD 152 Food Service Sanitation	1
HMD 211 Human Nutrition	3	HMD 211 Human Nutrition	3
HMD 251 Commercial Food Prep	3	HMD 251 Commercial Food Prep	3
HMD 252 Hospitality Information Systems	3	HMD 252 Hospitality Information Systems	3
FACS 311 Family Relations	3	FACS 311 Family Relations	3
HMD 351 Human Resource Management in the Hospitality Industry	3	HMD 351 Human Resource Management in the Hospitality Industry	3
HMD 353 Menu Planning and Purchasing	3	HMD 353 Menu Planning and Purchasing	3
HMD 354 Cost Control and Financial Analysis	3	HMD 354 Cost Control and Financial Analysis	3
HMD 452 Quality and Service Management	3	HMD 452 Quality and Service Management	3
HMD 459 Senior Seminar in HMD	1	HMD 459 Senior Seminar in HMD	1
ACCT 200 Introductory Accounting	3	ACCT 200 Introductory Accounting	3
MGT 210 Organization and Management	3	MGT 210 Organization and Management	3
Total Hours	35	Total Hours	35

Change Hotel, Restaurant and Tourism Management Concentration Curriculum			
Current Curriculum	**Hrs**	**Proposed Curriculum**	**Hrs**
HMD 171 Intro to Mgt. in the Hospitality Industry	3	HMD 171 Intro to Mgt. in the Hospitality Industry	3
HMD 271 Tourism Planning and Development	3	HMD 271 Tourism Planning and Development	3
HMD 275 Restaurant Management	3	HMD 275 Restaurant Management	3
HMD 276 Lodging Operations	3	HMD 276 Lodging Operations	3
FACS 313 Practicum in Human Environment	**3**	**HMD 313 Practicum in Hospitality Mgt.**	**3**
HMD 373 Hospitality and Tourism Marketing	3	HMD 373 Hospitality and Tourism Marketing	3
HMD 378 Legal Environment of Hospitality and Tourism	3	HMD 378 Legal Environment of Hospitality and Tourism	3
FACS 410 Internship	**3**	**HMD 410 Internship in Hospitality Mgt.**	**3**
HMD 470 Advanced Lodging Management	3	HMD 470 Advanced Lodging Management	3
HMD 471 Catering and Beverage Mgt.	3	HMD 471 Catering and Beverage Mgt.	3
HMD 472 Strategic Management in the Hospitality Industry	3	HMD 472 Strategic Management in the Hospitality Industry	3
Total Hours	33	Total Hours	33

4. **Rationale for the proposed program change:**
   - Replace FACS-313 and FACS-410 with new courses – HMD-313 and HMD-410:
     The Hospitality Management and Dietetics course prefix was previously changed from FACS (Family and Consumer Sciences) to HMD (Hospitality Management and Dietetics). The practicum course (FACS-313) and the internship course (FACS-410) were being used by other disciplines in the department which required new course proposals for these courses. This program change proposal moves both of those new courses (HMD-313 and HMD-410) into the Hotel, Restaurant and Tourism Management concentration in place of FACS-313 and FACS-410.

5. **Proposed term for implementation:** Fall 2014

6. **Dates of prior committee approvals:**

   Family & Consumer Sciences Department   ___May, 3, 2013___

   CHHS Undergraduate Curriculum Committee   __Sept. 9, 2013_____

   Undergraduate Curriculum Committee   September 26, 2013

   University Senate   _____

Attachment: Program Inventory Form

Potter College of Arts & Letters
Department of Political Science
Proposal to Revise A Program
(Action Item)

Contact Person: Roger Murphy, roger.murphy@wku.edu, 270-745-2890

1.   **Identification of program:**
        1.1   Current program reference number: 702
        1.2   Current program title: International Affairs Major
        1.3   Credit hours: 45

2.   **Identification of the proposed program changes:**
        - Change in program to add SOCL353 (Sociology of Modern Japan) and SOCL376 (International Sociology) as electives for the major.

3.   **Detailed program description:**

Current Program	Proposed Program
The remaining 15 hours of electives should be chosen from the following courses with no more than 6 semester hours from one academic discipline. Students should consult the appropriate department and course catalog for prerequisites. COMM 463; ECON 380, 385, 386, 496; FIN 433, 436; FLK 340, 350; FREN 323, 427; GERM 202, 335; GEOG 278, 425, 455, 464, 465, 466, 467, 485; HIST 299, 324, 335, 360, 365, 370, 425, 438, 439, 461, 462, 465, 471, 472, 494; JOUR 354; MGT 316, 403; MKT 324; RELS 302, 303, 304, 305, 306, 308, 324; SPAN 372, 373	The remaining 15 hours of electives should be chosen from the following courses with no more than 6 semester hours from one academic discipline. Students should consult the appropriate department and course catalog for prerequisites. COMM 463; ECON 380, 385, 386, 496; FIN 433, 436; FLK 340, 350; FREN 323, 427; GERM 202, 335; GEOG 278, 425, 455, 464, 465, 466, 467, 485; HIST 299, 324, 335, 360, 365, 370, 425, 438, 439, 461, 462, 465, 471, 472, 494; JOUR 354; MGT 316, 403; MKT 324; RELS 302, 303, 304, 305, 306, 308, 324; **SOCL 353, 376;** SPAN 372, 373

4.   **Rationale for the proposed program change:**
        - The International Affairs major is designed to prepare students for success in a global society. It integrates the information, techniques and skills of several disciplines to study and understand the complexity of the international environment. It is important to update the elective course options for the students to take advantage of new courses offered at WKU. International Sociology and the Sociology of Modern Japan are valuable additions to students pursuing an International Affairs major for the opportunities to examine and evaluate human behavior across societies and cultures.

5.   **Proposed term for implementation and special provisions (if applicable):**

- Spring 2014

6. **Dates of prior committee approvals:**

Department of Political Science	<u>March 21, 2013</u>
Potter College Curriculum Committee	<u>May 2, 2013</u>
Undergraduate Curriculum Committee	September 26, 2013
University Senate	_____

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise a Program
(Action Item)

Contact Person: Bryan Reaka bryan.reaka@wku.edu 745-7032

1.   Identification of program:
1.4   Current program reference number: 506
1.5   Current program title: Advanced Manufacturing
1.6   Credit hours: 74

2.   Identification of the proposed program changes:

Changes for all concentrations
- Remove all concentrations

Changes to Advanced Manufacturing Major
- Technical Core - Add the option for students of MKT 220 or FIN161 as well as keeping the option of ACCT 200
- Technical Core – Add the option for students of UC 400 as well as keeping AMS 398 as an option
- Management Core – Remove ENG 306 or ENG 307
- Management Core - Add the option for students of BUS 214C or COMM 346 or COMM 349 or COMM 362 or MGT 361 as well as keeping COMM 345 as an option
- Management Core – Add the option of MGT 200 or MGT 333 as well as keeping the option of MGT 301
- Management Core – Reduce number of hours from 30 to 27
- Advanced Manufacturing Core – Change name of the concentration to core
- Advanced Manufacturing Core – Add the option for students of CM 337 as well as keeping the option of AMS 217
- Advanced Manufacturing Core – Add AMS 352 to the core
- Advanced Manufacturing Core – Adjust the advisor-approved electives from 10 to 11/12
- Advanced Manufacturing Core – Adjust hours needed in the core from 25 to 28/29
- General Education – Adjust hours needed in General Education from 46 to 44/45
- General Education – Remove requirement of ECON 202 and replace with Category C elective
- General Education – Change the math from MATH 117, or MATH 118 or Higher to MATH 117 or higher
- General Education – Remove requirement of CHEM 116/106 to a Cat D course

- General Education – Remove requirement of PHYS 201 to a Category D Lab course
- General Education – Remove requirement of SFTY 171 to a Category F course

3.   Detailed program description:

Advanced Manufacturing (Old) 74 Manufacturing & Industrial Distribution				Advanced Manufacturing (New) 74 No Concentration		
Technical Core: 19hrs				*Technical Core: 19hrs*		
Introductory Accounting - Financial	**ACCT200**	**3**		**Introductory Accounting or Basic Marketing Concepts or Personal Finance**	**ACCT200 or MKT 220 or FIN 161**	**3**
Basic Electricity	AMS120	3		Basic Electricity	AMS120	3
Architectural Drafting or CADD for Manufacturing	AMS 163/205	3		Architectural Drafting or CADD for Manufacturing	AMS 163/205	3
Industrial Statistics	AMS271	3		Industrial Statistics	AMS271	3
Internship I	**AMS398**	**1**		**Mentored Research Experience or Internship I**	**UC 400 or AMS398**	**1**
Senior Research	AMS490	3		Senior Research	AMS490	3
Robotics and Machine Vision	AMS 328	3		Robotics and Machine Vision	AMS 328	3
Management Core: 30hrs				*Management Core: 27hrs*		
Work Design/Ergonomics	AMS310	3		Work Design/Ergonomics	AMS310	3
Systems Design and Operation	AMS356	3		Systems Design and Operation	AMS356	3
Project Management	AMS390	3		Project Management	AMS390	3
Technology Mgmt./Sup./Team Blding	AMS430	3		Technology Mgmt./Sup./Team Blding	AMS430	3
Business Writing or Technical Writing	**ENG 306 or 307**	**3**				
Advanced Public Speaking	**COMM345**	**3**		**Basic Business Communications or Advanced Public Speaking or Persuasion or Interpersonal Communication or Group Decision Making or Organizational Communication or**	**BUS 214C or COMM 345 or COMM 346 or COMM 349 or COMM**	**3**

				Business Communication Fundamentals	362 or MGT 361	
Business Law	MGT301	3		Legal Environment of Business or Business Law or MGMT of Nonprofit Org	MGT 200 or MGT301 or MGT 333	3
Quality Assurance	AMS371	3		Quality Assurance	AMS371	3
Lean Manufacturing	AMS 394	3		Lean Manufacturing	AMS 394	3
Intro to Supply Chain Management	AMS 396	3		Intro to Supply Chain Management	AMS 396	3
Manufacturing & Industrial Distribution Conc: 25hrs				**_Advanced Manufacturing Core:_**		**_28-29hrs_**
Industrial Materials	**AMS217**	**3**		**Industrial Materials or Applied Strength of Materials**	**AMS217 or CM337**	**3**
Manufacturing Methods	AMS227	3		Manufacturing Methods	AMS227	3
Manufacturing Operations	AMS342	3		Manufacturing Operations	AMS342	3
Automated Systems	AMS343	3		Automated Systems	AMS343	3
				Food Processing: Unit Operation	**AMS352**	**3**
Computer Numeric Control	AMS370	3		Computer Numeric Control	AMS370	3
Advisor Approved Electives		**10**		**Advisor Approved Electives**		**11-12**
General Education (Old)	**_46 hrs_**			**_General Education (New)_**	**_44-45 hrs_**	
Category A	ENG100	3			ENG100	3
	ENG300	3			ENG300	3
	Foreign Lang	3			Foreign Lang	3
	Public Speaking	3			Public Speaking	3
Category B	Lit. Elective	3			Lit. Elective	3
	Category B-II	3			Category B-II	3
	Category B-II	3			Category B-II	3
Category C	HIST119 /120	3			HIST119/ 120	3
	ECON202	**3**			**Category C**	**3**

	Category C	3			Category C	3
Category D	**MATH 117, or MATH 118 OR HIGHER**	3			**MATH 117, or HIGHER**	3
	CHEM 116	3			**Category D**	3
	CHEM 106	1				
	PHYS201	4			**Category D Lab**	3-4
Category E	Category E	3			Category E	3
Category F	**SFTY171**	1				
	Category F	1			**Category F**	2
Program Grand Total Hours:		120		**Program Grand Total Hours:**		120

Advanced Manufacturing		(Old)	74	
Food Processing and Technology			(New)None	
Technical Core: 19hrs				
Introductory Accounting - Financial	ACCT200	3		
Basic Electricity	AMS120	3		
Architectural Drafting or CADD for Manufacturing	AMS 163/205	3		
Industrial Statistics	AMS271	3		
Internship I	AMS398	1		
Senior Research	AMS490	3		
Robotics and Machine Vision	AMS 328	3		
Management Core: 30hrs				
Work Design/Ergonomics	AMS310	3		

Systems Design and Operation	AMS356	3	
Project Management	AMS390	3	
Technology Mgmt./Sup./Team Blding	AMS430	3	
Business Writing or Technical Writing	ENG 306 or 307	3	
Advanced Public Speaking	COMM345	3	
Business Law	MGT301	3	
Quality Assurance	AMS371	3	
Lean Manufacturing	AMS 394	3	
Intro to Supply Chain Management	AMS 396	3	
Food Processing and Technology Conc: 25hrs			
Science of Food Processing	AMS 301	3	
Food Laws and Regulations	AMS 303	3	
Automated Systems	AMS 343	3	
Food Processing: Unit Operations	AMS 352	3	
Fundamentals of HACCP	AMS 395	3	
Food Quality Assurance	AMS 381	3	
Food Packaging	AMS 443	3	
Commodity Food Processing	AMS 462	3	
Advisor Approved Electives		1	
General Education (OLD)	46 hrs		
Category A	ENG100	3	
	ENG300	3	
	Foreign Lang	3	
	Public Speaking	3	
Category B	Lit. Elective	3	
	Category B-II	3	
	Category B-II	3	
Category C	HIST119/120	3	
	ECON202	3	
	Category C	3	
Category D	MATH 117, or MATH 118 OR HIGHER	3	
	CHEM 105	3	

	CHEM 106	1	
	BIO 207	3	
	BIO 208	1	
Category E	Category E	3	
Category F	SFTY171	1	
	Category F	1	
Program Grand Total Hours:		**120**	

Advanced Manufacturing (Old) 74			
Quality Systems		(New) NONE	
Technical Core: 19hrs			
Introductory Accounting - Financial	ACCT200	3	
Basic Electricity	AMS120	3	
Architectural Drafting or CADD for Manufacturing	AMS 163/205	3	
Industrial Statistics	AMS271	3	
Internship I	AMS398	1	
Senior Research	AMS490	3	
Robotics and Machine Vision	AMS 328	3	
Management Core: 30hrs			
Work Design/Ergonomics	AMS310	3	
Systems Design and Operation	AMS356	3	
Project Management	AMS390	3	
Technology Mgmt./Sup./Team Blding	AMS430	3	
Business Writing or Technical Writing	ENG 306 or 307	3	
Advanced Public Speaking	COMM345	3	
Business Law	MGT301	3	
Quality Assurance	AMS371	3	
Lean Manufacturing	AMS 394	3	
Intro to Supply Chain Management	AMS 396	3	
Quality Systems Conc: 25hrs			
Industrial Materials	AMS217	3	
Manufacturing Operations	AMS342	3	

Computer Numeric Control	AMS370	3	
Reliability & Probability	AMS 391	3	
Quality Management	AMS392	3	
Design of Industrial Experiments	AMS471	3	
Advisor Approved Electives		7	
General Education (OLD)	**44 hrs**		
Category A	ENG100	3	
	ENG300	3	
	Foreign Lang	3	
	Public Speaking	3	
Category B	Lit. Elective	3	
	Category B-II	3	
	Category B-II	3	
Category C	HIST119/120	3	
	ECON202	3	
	Category C	3	
Category D	MATH 117, or MATH 118 OR HIGHER	3	
	Category D-II	3	
	Category Dl-l	3	
Category E	Category E	3	
Category F	SFTY171	1	
Category F		1	
Electives			
Electives		**2**	
Program Grand Total Hours:		**120**	

4.   Rationale for the proposed program change:
Changes for all concentrations

- Remove all concentrations This is being done due to low enrollments in some of the concentrations in the program. We are consolidating to lower the number of required course offerings in the program.

Changes to Advanced Manufacturing Major

- Technical Core - Add the option for students of MKT 220 or FIN161 as well as keeping the option of ACCT 200.
  This will allow students to have different options for courses that are offered by the College of Business.
- Technical Core – Add the option for students of UC 400 as well as keeping AMS 398 as an option.

UC 400 is required of students who are completing a FUSE grant with the University.

- Management Core – Remove ENG 306 or ENG 307
Writing across all levels of coursework has been initiated in the Advanced Manufacturing Program. This includes sessions on resume writing and technical memos for the students.
- Management Core - Add the option for students of BUS 214 or COMM 346 or COMM 349 or COMM 362 or MGT 361 as well as keeping COMM 345 as an option.
This allows students more scheduling options for courses in the business/ advanced communication areas.
- Management Core – Add the option of MGT 200 or MGT 333 as well as keeping the option of MGT 301.
This allows students more scheduling options for courses in the business law area.
- Management Core – Reduce number of hours from 30 to 27
This reduction occurs due to the removal of ENG 306/307 from list of required courses.
- Advanced Manufacturing Core –Change name of the concentration to Core
The core name will be the same as the major since the concentrations no longer exist.
- Advanced Manufacturing Core – Add the option for students to take CM 337 as well as keeping the option of AMS 217.
This allows students more scheduling options for courses.
- Advanced Manufacturing Core – Add AMS 352 to the core
Approximately 15 percent of the graduates from the Advanced Manufacturing Program have gone to work in the foods industries. With the removal of the Food Processing and Technology Concentration, the food industry has suggested that AMS 352 Food Processing: Unit Operations be added to the curriculum.
- Advanced Manufacturing Core – Adjust the advisor-approved electives from 10 to 11/12
This is due to an adjustment in the General Education hours which allows more freedom in the advisor-approved electives.
- Advanced Manufacturing Core – Adjust hours needed in the core from 25 to 28/29
This is due to an adjustment in the General Education hours which allows more freedom in the advisor-approved electives.
- General Education – Adjust hours needed in General Education from 46 to 44/45
This is due to the removal of prescribed classes in Category D.
- General Education – Remove requirement of ECON 202 and replace with Category C elective
Many students transfer into the program with the Category C general education completed.
- General Education – Change the math from MATH 117, or MATH 118 or higher to MATH 117 or higher.
MATH 118 is no longer taught by the Math Department.
- General Education – Remove requirement of CHEM 116/106 to a Cat D course.

With the consolidation of the program, the diversity of students' career goals will be addressed during advising as to which course they should take in this area.

- General Education – Remove requirement of PHYS 201 to a Category D Lab course
  With the consolidation of the program the diversity of students' career goals will be addressed during advising as to which course they should take in this area.
- General Education – Remove requirement of SFTY 171 to a Category F course. This will allow students who come to the program with this category already completed to not have to take an additional course. Almost all companies include safety and first aid training in their orientation of new employees.

5.   **Effective Catalog Year:** 2014-2015

6.   **Dates of prior committee approvals:**

Architectural and Manufacturing Sciences Department	_____8-21-2013_____
OCSE Curriculum Committee	_____9-05-2013_____
Undergraduate Curriculum Committee	September 26, 2013
University Senate	_____

Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Revise A Program
(Action Item)

Contact Person: John Khouryieh, hanna.khouryieh@wku.edu, 270-745-4126

1. **Identification of program:**
   1.7   Current program reference number: 1718
   1.8   Current program title: Food Processing and Technology
   1.9   Credit hours: 18

2. **Identification of the proposed program changes:**
   Reduce the certificate total credit hours from 18 to 12.
   -   Remove AMS443
   -   Remove AMS462
   -   Remove AMS381
   -   Remove AMS271

3. **Detailed program description:**

Food Processing and Technology		(OLD)		Food Processing and Technology		(NEW)
Core Courses (9 credits)						
Introduction to Food Science & Technology	AMS 301	3		Introduction to Food Science & Technology	AMS 301	3
Food Laws and Regulations	AMS 303	3		Food Laws and Regulations	AMS 303	3
Food Processing: Unit Operations	AMS 352	3		Food Processing: Unit Operations	AMS 352	3
Elective Courses (choose 9 credits)						
Fundamentals of HACCP	AMS 395	3		Fundamentals of HACCP	AMS 395	3
Food Packaging	**AMS 443**	**3**				
Commodity Food Processing	**AMS 462**	**3**				
Food Quality Assurance	**AMS 381**	**3**				
Industrial Statistics	**AMS 271**	**3**				
Program Total Hours:		**18**		**Program Total Hours:**		**12**

4.   **Rationale for the proposed program change:**
The purpose of the certificate is to provide students and professionals working in the food industry with the necessary knowledge in food processing, quality assurance and food safety to advance their careers. The previous courses are not necessary for the success of students in this certificate. Only the core courses (AMS 301, 303, 352 and 395) are needed to provide students with necessary knowledge to succeed in the food processing industry. In addition, the enrollment is currently low in the certificate so by removing those extra courses we are expecting the enrollment will be increased and the certificate will become more attractive to students and professionals as they will finish it in as many as two semesters.

5.   **Proposed term for implementation and special provisions (if applicable):** Fall 2014

6.   **Dates of prior committee approvals:**

Architectural and Manufacturing Sciences Department   08/21/2013

OCSE Curriculum Committee

Undergraduate Curriculum Committee   September 26, 2013

University Senate

General Guidelines for
Proposals to Create a New Minor Program

- This form is used to create a new minor program. A minor is a secondary area of study that is separate from the major and is defined by a set of course and/ or credit hour requirements within a specified discipline or with a clearly defined multi-disciplinary focus.

- Proposals to create new minor programs are **action items**.

- Note that while internally there is a separate form to create a new minor program, the CPE New Undergraduate Program form must be submitted if any undergraduate program is at least 24 hours. Thus, for a proposal to create a new minor requiring 24 or more hours, the UCC requires both the UCC and CPE forms.

- If the proposed minor includes courses offered by another department/ unit, the head of that department/ unit must be consulted regarding staffing and other resources.

- The reference number for the new minor program will be assigned by the University Registrar after the program receives final approval.

- **Item 1.3** should indicate any special information about the proposed minor (e.g., is inter-disciplinary, will be administered in college dean's office, is intended for a particular population of students).

- The catalog description in **item 1.4** should be written in complete sentences. Include the total number of hours required, distinguish among core, elective, and restricted elective courses, and indicate the suggested sequence of courses. Additional relevant information may be included.

- In **Item 1.5** the CIP code program designation is determined by the faculty in consultation with the Associate Vice President for Planning and Development.

- **Item 2.1** should discuss the reasons for developing the proposed minor, including how the proposed minor might provide service to students in other programs, if known. For example, what societal trends or changes in the academic discipline suggest a need for this proposed minor? What is the proposed minor intended to do? How will completion of the proposed minor affect a student's education and potential employment? Has the proposed minor been developed in response to student demand? Employer or alumni demand?

- **Item 2.2** should state the basis for the projected enrollment in the proposed minor as well as the projection itself.

- **Item 2.3** should discuss the relationship of the proposed minor to other programs offered by the department involved. How will the proposed minor be related to other programs offered in that department? If the proposed minor is interdisciplinary, discuss the relationship between the proposed minor and minors offered in the participating departments. Note that it is not sufficient to state that there is not another minor like the proposed minor; instead, the relationship of the proposed minor to other programs in the department(s) should be described. What similarities are there, and how would the proposed minor, if approved, be different from existing programs in the department(s)?

- **Item 2.4** should discuss the relationship of the proposed minor other university programs. Steps taken to insure that there is no significant overlap with other university programs should be described. What similarities are there, and how would the proposed minor, if approved, provide knowledge and skills not available in programs offered elsewhere in the university?

- **Item 2.5** should describe similar minors offered at other in-state schools and benchmark schools. If the proposed minor appears to be unique, why does WKU need it when other institutions do not offer it? For example, is it on the "cutting edge" in the discipline? Will it give an advantage in recruiting students or in preparing students for employment or advanced study?

- **Item 2.6** should explain how the proposed minor is consistent with the objectives of the university as reflected in the mission and vision statements and/or various strategic planning documents.

- **Item 3** should describe the specific learning outcomes of the proposed minor. What set of skills and areas of knowledge will a student who completes this proposed minor have? Outcomes should be phrased using action words for student learning outcomes.

- **Item 4** should describe the curriculum, including course prefix, number, title, and credit hours for each course in the proposed minor.

- **Item 5** should discuss staffing and any other budgetary implications of the proposed minor. For example, will the proposed minor lead to increased enrollment in any of the courses that may be used to satisfy the requirements for the minor? If so, how will the increased enrollment be handled? Will any new faculty positions be requested?

College Name
Department Name
Proposal to Create a New Minor Program
(Action Item)

Contact Person: Name, email, phone

1.   Identification of program:
    1.10   Program title:
    1.11   Required hours in minor program:
    1.12   Special information:
    1.13   Catalog description:
    1.14   Classification of Instructional Program Code (CIP):

2.   Rationale:
    2.1   Reason for developing the proposed minor program:
    2.2   Projected enrollment in the proposed minor program:
    2.3   Relationship of the proposed minor program to other programs now offered by the
            department:
    2.4   Relationship of the proposed minor program to other university programs:
    2.5   Similar minor programs offered elsewhere in Kentucky and in other states (including
            programs at benchmark institutions):
    2.6   Relationship of the proposed minor program to the university mission and objectives:

3.   Learning outcomes of the proposed minor:

4.   Curriculum:

5.   Budget implications:

6.   Proposed term for implementation:

7.   Dates of prior committee approvals:

    Department/ Unit_____   _____

    _____College Curriculum Committee   _____

    Professional Education Council (if applicable)   _____

    Undergraduate Curriculum Committee   **September 26, 2013**_____

    University Senate   _____

    Board of Regents   _____

General Guidelines for
Proposals to Create a New Major Program

- The procedure for creating a new major program differs from other curricular change procedures in that the former must be reviewed by persons outside the institution as well as persons within.
- Proposals to create new major programs are **action items** on the UCC agenda.
- The format used to create a new major program is the form required by the Council on Postsecondary Education, which must approve all new undergraduate programs that require at least 24 hours and all new graduate programs that require at least 18 hours.
- Note that while internally there are separate forms to create a new minor program and to create a new certificate program, the CPE form must be submitted if any undergraduate program is at least 24 hours, regardless of whether the program is to be a major, minor, or certificate program. Thus, for a proposal to create a new major UCC requires only the CPE form.
- Detailed information about the CPE program development process and requirements is available at http://wku.edu/academicaffairs/pd/program_development.php . An early step in the proposal development state should be to contact the Associate VP for Planning and Program Development in the Office of the Provost/Vice President for Academic Affairs for an overview of the program development process. For the purposes of the UCC (only), the detailed budget spreadsheet is not required; however a short summary of budget implications should be included.
- A CPE Pre-Proposal could be submitted for posting on the CPE website prior to submission of the Proposal to Create a New Major program to the UCC. Guidelines for the preparation and submission of the Pre-Proposal are available at http://wku.edu/academicaffairs/pd/program_development.php.
- Programs at the sub-Associate Degree level (and including all lower division course work) require approval from the KCTCS Board of Regents before posting on the CPE site.
- If the proposed program includes courses offered by another department/unit, the head of that department/unit must be consulted regarding staffing and other resources.
- The CIP code program designation is determined by the faculty in consultation with the Associate Vice President for Planning and Development.
- The reference number for the proposed program will be assigned by the University Registrar after the program receives final approval.
- The general sequence of approvals/consultations for a new major program is as follows (consult the Associate VP for Planning and Program Development for the sequence that applies specifically to the proposed new program under development):
  - Consultation with Associate VP for Planning and Program Development
  - Development/approval by proposed academic program faculty
  - Approval by academic unit faculty
  - Approval by college curriculum committee
  - (*If proposed program will lead to initial or advanced teacher certification*) Approval by Professional Education Council, then submission/approval by Kentucky's Education Professional Standards Board (EPSB)
  - Submission of Pre-proposal to CPE for 45-day posting; receipt of feedback from CPE after review period
  - Approval by Undergraduate Curriculum Committee (UCC)
  - Approval by Senate
  - Approval by Provost
  - Approval by WKU Board of Regents
  - Submission/approval by CPE
- The proposed new program must not be advertised and new students will not be enrolled in the proposed new program prior to final approval by the CPE.

General Guidelines for
Proposals to Create a New Certificate Program

- This form is used to create a new certificate program. A certificate has the primary purpose of providing marketable skills. Certificates may qualify students to take external licensure, vendor-based, or skill standards examinations in the field.

- Proposals to create new certificate programs are **action items** on the UCC agenda.

- Note that while internally there is a separate form to create a new certificate program, the CPE New Undergraduate Program form must be submitted if the undergraduate certificate is at least 24 hours. Thus, for a proposal to create a new certificate requiring 24 or more hours, the UCC requires both the UCC and CPE forms.

- If the proposed certificate program includes courses offered by another department/unit, the head of that department/unit should be consulted regarding staffing and other resources.

- The reference number for the new certificate program will be assigned by the University Registrar after the program receives final approval.

- **Item 1.3** should indicate any special information about the proposed certificate program (e.g., is interdisciplinary, will be administered in college dean's office, is intended for a particular population of students).

- The catalog description in **item 1.4** should be written in complete sentences, include the total number of hours required, distinguish among core, elective, and restricted elective courses, and indicate the suggested sequence of courses. Additional relevant information may be included.

- In **Item 1.5** the CIP code program designation is determined by the faculty in consultation with the Associate Vice President for Planning and Development.

- **Item 2** should describe the specific learning outcomes of the proposed certificate program. What set of skills and areas of knowledge will a student who completes this proposed certificate program have? Outcomes should be phrased using action words for student learning outcomes.

- **Item 3.1** should discuss the reasons for developing the proposed certificate program, including the issue of value added. What is the proposed certificate program intended to do? How might the proposed certificate program provide service to students in other programs, if known? What societal trends or changes in the academic discipline suggest a need for this certificate program? How will completion of the proposed certificate program affect a student's education and potential employment? Has the proposed certificate program been developed in response to student demand? Employer or alumni demand?

- **Item 3.2** should discuss the relationship of the proposed certificate program to other programs offered by the departments involved. How will the proposed certificate program be related to other programs offered in those departments? Note that it is not sufficient to state that there is not another certificate program like the proposed certificate program; instead, the relationship of the proposed certificate program to other programs in the departments should be described. What

similarities are there, and how would the proposed certificate program, if approved, be different from existing programs in the departments?

- **Item 3.3** should discuss the relationship of the proposed certificate program to programs offered in other departments or colleges. Steps taken to insure that there is no significant overlap with other departments should be described. What similarities are there, and how would the proposed

  certificate program, if approved, provide knowledge and skills not available in programs offered in other departments?

- **Item 3.4** should state the basis for the projected enrollment in the proposed certificate program as well as the projection itself. Is the proposed certificate program expected to draw students from outside the department/unit?

- **Item 3.5** should describe similar certificate programs offered at other in-state schools and benchmark schools. If the proposed certificate program appears to be unique, why does WKU need it when other institutions do not offer it? For example, is it on the "cutting edge" in the discipline? Will it give WKU an advantage in recruiting students or in preparing students for employment or advanced study?

- **Item 3.6** should explain how the proposed certificate program is consistent with the objectives of the university as reflected in the mission and vision statements and/or various strategic planning documents.

- **Item 4** should describe the curriculum, including course titles, credit hours for each course, and new courses.

- **Item 5** should discuss staffing and any other budgetary implications of the proposed certificate program. For example, will the proposed certificate program lead to increased enrollment in any of the courses that may be used to satisfy the requirements for the proposed certificate program? If so, how will the increased enrollment be handled? Will any new faculty positions be requested?

College Name Here
Department Name
Proposal to Create a New Certificate Program
(Action Item)

Contact Person: Name, email, phone

1. **Identification of program:**
    1.15   Program title:
    1.16   Required hours in program:
    1.17   Special information:
    1.18   Catalog description:
    1.19   Classification of Instructional Program Code (CIP):

2. **Learning outcomes of the proposed certificate program:**

3. **Rationale:**
    3.1   Reason for developing the proposed certificate program:
    3.2   Relationship of the proposed certificate program to other programs now offered by the department:
    3.3   Relationship of the proposed certificate program to certificate programs offered in other departments:
    3.4   Projected enrollment in the proposed certificate program:
    3.5   Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
    3.6   Relationship of the proposed certificate program to the university mission and objectives:

4. **Curriculum:**

5. **Budget implications:**

6. **Proposed term for implementation:**

7. **Dates of prior committee approvals:**

    Department/ Unit_____   _____

    _____College Curriculum Committee   _____

    Contact with Office of Academic Affairs   _____

    Professional Education Council (if applicable)   _____

    Undergraduate Curriculum Committee   __**September 26, 2013**____

    University Senate   _____

    Board of Regents   _____

General Guidelines for
Proposals to Create a New Certificate Program

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- Note that while internally there is a separate form to create a new certificate program, the CPE New Undergraduate Program form must be submitted if the undergraduate certificate is at least 24 hours. Thus, for a proposal to create a new certificate requiring 24 or more hours, the UCC requires both the UCC and CPE forms.

- If the proposed certificate program includes courses offered by another department/unit, the head of that department/unit should be consulted regarding staffing and other resources.

- The reference number for the new certificate program will be assigned by the University Registrar after the program receives final approval.

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College Name Here
Department Name
Proposal to Create a New Certificate Program
(Action Item)

Contact Person: Name, email, phone

1.   Identification of program:
     1.20   Program title:
     1.21   Required hours in program:
     1.22   Special information:
     1.23   Catalog description:
     1.24   Classification of Instructional Program Code (CIP):

2.   Learning outcomes of the proposed certificate program:

3.   Rationale:
     3.7   Reason for developing the proposed certificate program:
     3.8   Relationship of the proposed certificate program to other programs now offered by the
              department:
     3.9   Relationship of the proposed certificate program to certificate programs offered in other
              departments:
     3.10   Projected enrollment in the proposed certificate program:
     3.11   Similar certificate programs offered elsewhere in Kentucky and in other states (including
              programs at benchmark institutions):
     3.12   Relationship of the proposed certificate program to the university mission and objectives:

4.   Curriculum:

5.   Budget implications:

6.   Proposed term for implementation:

7.   Dates of prior committee approvals:

     Department/ Unit_____   _____

     _____College Curriculum Committee   _____

     Contact with Office of Academic Affairs   _____

     Professional Education Council (if applicable)   _____

     Undergraduate Curriculum Committee   **September 26, 2013**   _____

     University Senate   _____

     Board of Regents   _____

General Guidelines for
Proposals to Create a New Certificate Program

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College Name Here
Department Name
Proposal to Create a New Certificate Program
(Action Item)

Contact Person: Name, email, phone

1.   **Identification of program:**
       1.25   Program title:
       1.26   Required hours in program:
       1.27   Special information:
       1.28   Catalog description:
       1.29   Classification of Instructional Program Code (CIP):

2.   **Learning outcomes of the proposed certificate program:**

3.   **Rationale:**
       3.13   Reason for developing the proposed certificate program:
       3.14   Relationship of the proposed certificate program to other programs now offered by the department:
       3.15   Relationship of the proposed certificate program to certificate programs offered in other departments:
       3.16   Projected enrollment in the proposed certificate program:
       3.17   Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
       3.18   Relationship of the proposed certificate program to the university mission and objectives:

4.   **Curriculum:**

5.   **Budget implications:**

6.   **Proposed term for implementation:**

7.   **Dates of prior committee approvals:**

       Department/ Unit_____   _____

       _____College Curriculum Committee   _____

       Contact with Office of Academic Affairs   _____

       Professional Education Council (if applicable)   _____

       Undergraduate Curriculum Committee   **September 26, 2013**   _____

       University Senate   _____

       Board of Regents   _____

BYLAWS OF THE
UNDERGRADUATE CURRICULUM COMMITTEE

Format Effective February 21, 2002.
Revised March, 2005; November 20, 2008

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INTRODUCTION

The Undergraduate Curriculum Committee (UCC) is a standing committee of the University Senate as defined in part IV-A of the University Senate Charter. Composed of regular and advisory members representing the faculty, administration, and student body, the Undergraduate Curriculum Committee makes recommendations "to the University Senate concerning university-wide [undergraduate] academic policies" and reviews "particular [undergraduate] programs and courses to determine whether they meet established standards" (Charter of the University Senate, 2001, p. 6). Specific functions of the Undergraduate Curriculum Committee are covered under UCC Bylaws Section IV. The Charter of the University Senate and the Bylaws of the Undergraduate Curriculum Committee govern operation of the Undergraduate Curriculum Committee. The mission of the UCC is not simply to consider passage of undergraduate curricular and academic proposals but to insure the development of high quality undergraduate courses, programs, and academic policies that will help the University fulfill its academic mission.

BYLAWS

I. **NAME**
    The name of the body is the Undergraduate Curriculum Committee (UCC).

II. **AFFILIATION**
    The Undergraduate Curriculum Committee is a standing committee of the University Senate and is subject to the regulations established in the University Senate Charter, Section IV-A-2.

III. **PURPOSE**
    As per section IV-A-2 of the University Senate Charter, the Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic policies, and 2) to review undergraduate programs and courses to determine whether they meet established standards.

IV. **FUNCTIONS OF THE UCC**
    The functions of the Undergraduate Curriculum Committee shall be:
    - to review existing undergraduate academic programs and new undergraduate academic program proposals in light of the university's mission statement.
    - to review any academic matter, such as undergraduate admission requirements, awarding of undergraduate academic credit, undergraduate degree and graduation requirements, undergraduate standards of scholastic achievement, and rules and regulations governing faculty-student relations.
    - to review existing and new undergraduate courses.
    - to study any undergraduate curricular matter it chooses.
    - to study undergraduate academic matters assigned to it by the Executive Committee of the University Senate.

V. **MEMBERSHIP OF THE UCC**
   A. COMPOSITION
      The membership of the Undergraduate Curriculum Committee is defined by the
      Senate Charter. Refer to the Senate Charter for specific guidelines.
   B. QUALIFICATIONS
      Faculty representatives and alternates must be full-time employees of the University
      who hold faculty rank, instructor and above, excluding visiting professors. The
      student representative and alternate must be full-time undergraduate students in good
      standing with at least one semester in residency at Western Kentucky University.
   C. TERMS OF OFFICE
      All voting representatives and alternates shall serve a one-year term from August 1
      through July 31 and may be elected or appointed to successive terms of office, not to
      exceed four consecutive years.
      1. Vacancies
         a. If a voting member of the Committee is absent from two regularly
            scheduled Committee meetings during an academic year and fails to
            provide an alternate, then the Chair may declare the member's position
            vacant.
         b. If the position of a senate or college curriculum committee representative
            is declared vacant, the respective University Senate college caucus or
            college curriculum committee, as appropriate, shall hold a new election.
         c. If the position of an at-large representative is declared vacant, the
            Executive Committee of the University Senate shall appoint a new at-large
            representative.
   D. OFFICERS AND THEIR FUNCTIONS
      1. **Chair**
         a. The Chair will be elected by the Undergraduate Curriculum Committee
            from among its University Senate Representatives and shall preside at the
            meetings of the Undergraduate Curriculum Committee, set meeting
            agendas, insure proper recording of the minutes of each meeting, create ad
            hoc committees as needed, and appoint members to ad hoc committees.
         b. The Chair shall oversee editing of curriculum proposals, prior to their
            being placed on the agenda. Oversight may include returning proposals to
            the college curriculum committees for further editing and formatting
            revisions.
         c. The Chair shall continue to serve until a new chair is elected.
      2. **Vice Chair**
         a. The Vice Chair, who need not be a Senator, will be elected by the
            Undergraduate Curriculum Committee from among its voting faculty
            members.
         b. The Vice Chair shall perform all of the duties of the Chair in the absence
            of the Chair and shall assume other duties at the request of the Chair.
      3. **Recorder**
         a. The Recorder, who need not be a member of the Undergraduate
            Curriculum Committee, will be appointed by the Chair from the faculty or
            staff of the University.

b. If the Recorder is not a member of the Undergraduate Curriculum Committee, he/ she shall not have voting privileges.

c. The Recorder shall ~~prepare meeting agendas,~~ keep the minutes for all meetings, ~~and notify the members of all meetings,~~ and shall assume other duties at the request of the Chair.

4. **Parliamentarian**

   a. The Parliamentarian, who need not be a member of the Undergraduate Curriculum Committee, will be appointed by the Chair.

   b. If the Parliamentarian is not a member of the Undergraduate Curriculum Committee, he/ she shall not have voting privileges.

   c. The Parliamentarian shall insure that meetings are conducted according to standard parliamentary procedure *and these Bylaws*.

VI. **ELECTIONS**

A. University Senate representatives to the Undergraduate Curriculum Committee (and alternates) will be elected at the college caucuses as scheduled by the University Senate Executive Committee.

B. College curriculum committee representatives to the Undergraduate Curriculum Committee (and alternates) will be elected by the end of the spring semester.

C. The student representative to the Undergraduate Curriculum Committee (and alternate) will be named by the Student Government Association prior to the August meeting of the Undergraduate Curriculum Committee.

VII. **SUBCOMMITTEES**

A. STEERING SUBCOMMITTEE
The Steering Subcommittee is a standing subcommittee and shall be appointed by the Chair from the membership of the Committee to interpret the Bylaws of the Committee, to consider suggested changes in the Bylaws and make recommendations to the Committee, and to advise the Chair on other matters related to the operation of the Committee.

B. ACADEMIC POLICY SUBCOMMITTEE
The Academic Policy Subcommittee is a standing subcommittee and shall be appointed by the Chair from the membership of the Committee to review proposals regarding academic requirements and regulations that do not originate from an undergraduate college or the Graduate Council. The *University* Registrar shall serve as a voting member of the Academic Policy Subcommittee.

C. OTHER SUBCOMMITTEES
The Chair of the Undergraduate Curriculum Committee may create other subcommittees as needed and may appoint members to subcommittees from the membership and from outside the membership as appropriate.

VIII. **MEETINGS AND RULES OF PROCEDURE FOR THE UCC AND SUBCOMMITTEES**

A. Regular meetings of the Undergraduate Curriculum Committee shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the UCC. Special meetings of the Undergraduate Curriculum Committee may be called at the discretion of the Chair.

B. Meetings and agendas of the subcommittees shall be arranged by their respective chairs. The subcommittee chair shall notify members of the subcommittee of meetings and agendas.

C. If a college curriculum or college Senate representative or an alternate cannot attend a UCC meeting, that representative may send any member of his/ her college curriculum committee or college Senate caucus to the UCC meeting.

D. The agenda for each Undergraduate Curriculum Committee meeting shall be prepared by the Chair. ~~and the Recorder~~. Agenda items must be submitted to the Office of Academic Affairs according to the schedule established by the Chair.

E. The UCC agenda shall be made available on the UCC website at least seven days prior to the meeting.

F. A quorum shall consist of a simple majority of the voting members of the Undergraduate Curriculum Committee. *Once quorum has been met, it shall be presumed for the remainder of the meeting, unless questioned by a member.*

G. Sturgis' *Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Undergraduate Curriculum Committee and its subcommittees.

H. All meetings of the UCC shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the UCC at the discretion of the Chair.

I. On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If at least three members object to making a decision electronically, a meeting shall be called at a time announced by the Chair.

J. The procedures for proposal routing and formats, types and formats of agenda items, deadlines, and other procedures not specified herein but deemed necessary for carrying out the mission of the UCC as defined in these Bylaws shall be governed by the UCC Guidelines, which shall be posted on the UCC website.

K. Changes to the Bylaws of the UCC require a 2/3 majority vote. Changes to the Guidelines, proposals formats, forms, and operation procedures require a simple majority vote.

GUIDELINES OF THE

UNDERGRADUATE CURRICULUM COMMITTEE

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I. INTRODUCTION

The Undergraduate Curriculum Committee (UCC) is a standing committee of the University Senate as defined in part IV-A of the University Senate Charter. Composed of regular and advisory members representing the faculty, administration, and student body, the UCC makes recommendations "to the University Senate concerning university-wide [undergraduate] academic policies" and reviews "particular [undergraduate] programs and courses to determine whether they meet established standards" (Charter of the University Senate, 2001, p. 6). Specific functions of the UCC are covered under UCC Bylaws Section IV. The Charter of the University Senate and the Bylaws of the UCC govern operation of the Undergraduate Curriculum Committee. The mission of the UCC is not simply to consider passage of undergraduate curricular and academic proposals but to insure the development of high quality undergraduate courses, programs, and academic policies that will help the University fulfill its academic mission *and are appropriate and consistent with good educational practices in higher education, regardless of format or mode of delivery.*

As part of that, the UCC operates under the general idea that the consideration and facilitation of proposals and the implementation of academic courses, programs, and policies are its paramount concerns.

II. SERVING EFFECTIVELY ON THE UNDERGRADUATE CURRICULUM COMMITTEE (UCC)

Being an effective member of the UCC requires an awareness of the university's curriculum approval process and an understanding of the role UCC members are expected to play in that process. The UCC is governed by its Bylaws as approved by this Committee and the University Senate. Meetings of the UCC occur at a place and time agreed upon by the Committee at its initial August meeting and is published on the UCC webpage (http://www.wku.edu/ucc). In general meetings occur on the fourth Thursday of each month during the regular academic year.

As noted above, the UCC is a standing committee of the University Senate; it considers academic matters related to undergraduate education (courses, programs, degree requirements, most academic policies, etc., except General Education requirements) and makes recommendations to the University Senate for approval. All curricular actions approved by the Senate go to the Provost for approval; in some cases the Board of Regents and the Council on Postsecondary Education must also approve curricular actions. Proponents should take this timeline into consideration when developing proposals for inclusion in the catalog.

The heaviest burden of responsibility for reviewing and editing curricular and other proposals falls on the departmental and college curriculum committees, whose members are most likely to have the relevant discipline knowledge to ensure that curricular or other academic proposals:
- meet appropriate standards for the discipline, college, or university;
- address the academic and professional needs of students;
- appropriately address the resources necessary for implementation;
- are supported by appropriate scholarship;
- follow "best practices" for the discipline;
- are consistent with state and institutional standards and requirements;
- follow the established formats for curricular or other proposals;
- reflect careful consideration of existing courses and programs; and
- are models of polished writing.

(The order of this paragraph and the following paragraph were switched.) Program-specific proposals for courses, programs, and policies must first be approved by program and departmental/unit curriculum committees (if any) and by the faculty in the department/unit that offers the program or is administratively responsible for the program. Next, the proposal is reviewed by the appropriate college curriculum committee. The subsequent step in the process is determined by the nature of the proposal; some are sent to the General Education Committee, some are sent to the Professional Education Council, some are sent to the Graduate Council, and some are sent to the UCC. The criteria for determining which proposals go to which curricular committee next are explained in Section III.C.

The main purposes of curricular review at the university level are to provide an additional check on the above criteria by persons less closely connected with the discipline from which the proposal originated; to offer opportunities for collaboration across departments/units and colleges; to develop awareness of interconnections among disciplines, programs, courses, faculty, and students; and to prevent undue duplication.

A. PREPARING FOR AND ATTENDING UCC MEETINGS

After receiving notification from the UCC Chair that agenda items have been posted to the website, members should carefully read all proposals prior to the meeting, reviewing for both form and substance. Members may contact proponents directly to ask questions about the proposals; they should, however, copy the UCC Chair on all email messages. The more that is resolved in advance, the better the proposals are and the more smoothly meetings go. If members have serious objections regarding proposals, they should notify the Chair in advance of the meeting.

Things to consider when reviewing proposals:

FORMAT

- Does the proposal follow the format required by the Undergraduate Curriculum Committee? Is the proposer contact information listed? Are all outline items addressed in the proposal? Are the outline headings complete and accurate?
- Are the outline numbers correct?
- Is information (other than lists and catalog course descriptions) written in complete and grammatically correct sentences?
- Does this proposal present the complete information specified in the guidelines for the format followed?
- Are all appropriate committees listed in the section for committee approval dates?

COURSE REVISION PROPOSALS

- Is the length of the abbreviated title 30 characters/spaces or less?
- Are prerequisite/corequisite courses clearly described and distinguished from each other?
- Are courses preceding the prerequisite/corequisite courses omitted (as they should be)?
- Is the course catalog listing concise (aim for 25 words or less and incomplete sentences)?
- Is the special information about the course included in the course catalog listing?
- Is an appropriate implementation date indicated?
- Are all the prior committee approval dates indicated?
- Are the revisions proposed substantive enough that a new course proposal should be submitted instead?

NEW COURSE PROPOSALS

- Is the length of the abbreviated title 30 characters/spaces or less?
- Are prerequisite/corequisite courses clearly described and distinguished from each other?
- Are courses preceding the prerequisite/corequisite courses omitted (as they should be)?
- Is the course level appropriate to the topic and course objectives?

- Are the course credit hours appropriate to the content, topic, course objectives, and requirements?
- Are the catalog course description, course objectives, course content, and proposed text materials consistent with each other?
- Is the course catalog listing concise (aim for 25 words or less and incomplete sentences)?
- Is the special information about the course included in the course catalog listing?
- In items 2.3, 2.4, and 2.5, does the proposal discuss the relationship of the course to the other specific courses, which are identified by prefix, number and title? That is, does the proposal say more than just that the course doesn't duplicate others, but rather discusses its relationship to other courses, as indicated in the guidelines for these sections?
- Has an appropriate justification for the enrollment estimate been provided?
- Are complete citations provided for tentative texts?
- Is an appropriate implementation date indicated?
- Are all the prior committee approval dates indicated?
- Does the proposed course overlap or affect courses in other programs and colleges? If so, is there evidence that this has been addressed?

PROGRAM REVISION PROPOSALS

- Are the credit hours listed in item 1.3 those for the major/minor/certificate only (*not* the total hours for the entire degree program)?
- If the revisions involve courses in other departments, have the department heads been consulted?
- Is item 2 presented as a bulleted summary list of the proposed revisions?
- Are the complete current and complete proposed programs presented in item 3 (preferably in adjacent columns), with changes indicated in bold or italics so that comparisons are easily made?
- Are course titles and credit hours listed (not just prefixes and numbers)?
- Is a rationale included for *each* proposed change?
- Is an appropriate implementation date indicated?
- Are all the prior committee approval dates indicated?
- Are the revisions proposed substantive enough *(more than 50%)* that a new program proposal should be submitted instead?

NEW PROGRAM (MAJOR, MINOR, CERTIFICATE) PROPOSALS

- For new major programs: have arrangements been made in the Office of Academic Affairs for posting an overview of the new program on the CPE website?
- Is the CIP code included?
- If the program includes courses in other departments, have the department heads been consulted?
- For interdisciplinary programs: have other departments been consulted?
- Is the catalog description written in complete sentences?
- Does the catalog description include all required information, including admission or transfer criteria; core, elective, and restricted elective courses; total number of hours in the program; sequence of courses; and other relevant information?

- Is the proposed program compared to *specific* programs in the department, in other departments, and at other institutions?
- Are new and existing courses clearly distinguished in the curriculum description?
- Is an appropriate implementation date indicated?
- Are all the prior committee approval dates indicated?

<u>Attending UCC meetings</u>:
- Members who cannot attend a UCC meeting must arrange for *an alternate* ~~their elected/designated alternates~~ to attend.
- Members who must leave early should also arrange for *an alternate* ~~their elected/designated alternates~~ to replace them.
- Members should sit in the area designated for members.
- Members should bring copies of agenda materials, either electronic or paper, or notes regarding the proposals.
- Members or their alternates should mark the designated attendance sheet as directed by the Chair.

B. GENERAL GUIDELINES FOR MEETINGS AND PROPOSALS

- It is the responsibility of the department/ *unit* with an item on the action agenda of the Undergraduate Curriculum Committee to insure that a knowledgeable representative—in general the proponent or the head of the department/division housing that program—is present at the UCC meeting when the agenda item is being considered.
- Departments/ *units* with items on the consent agenda need not be represented at the UCC meeting. However, if an item is moved from the consent agenda to the action agenda and the affected department/ *unit* is not represented, that item may be postponed until the next meeting of the Undergraduate Curriculum Committee.
- Any action item not approved by the UCC will be returned to the college curriculum committee or other sponsoring unit. The unit will have the opportunity to revise its proposal and resubmit it to the UCC at a subsequent meeting. Substantive changes should be reviewed through the appropriate curricular bodies. If the proposal is rejected by the UCC a second time, the college curriculum committee or other unit shall have the right to appeal its case to the University Senate by submitting the proposal to the Chair of the University Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the college curriculum committee's or other unit's proposal, the proposal shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.
- Proposals may not be substantially revised between the agenda posting on the UCC website and the scheduled UCC meeting. If a proponent must make substantive revisions to a proposal after the agenda has been posted, the proponent is advised to withdraw the proposal and resubmit it on the appropriate college curriculum committee agenda for a future UCC meeting. Depending on the nature of the revisions, it may be necessary to resubmit revised proposals to preceding curricular bodies such as the college curriculum committee.
- With consent of the Chair, minor content or editorial revisions may be made between the posting and the UCC meeting at which the proposal is on the agenda. Proponents should bring

to the meeting sufficient copies of the revised sections indicating the changes *and provide the changes electronically to the Chair*.

- If any changes are made to the proposal after its original posting on the agenda, including any changes made at the UCC meeting, the proponent must submit a corrected electronic copy to the UCC Chair within the time period specified by the Chair.

C.   OTHER RESPONSIBILITIES OF MEMBERS

- Following each UCC meeting, representatives from the college curriculum committees should report announcements and information back to their respective curriculum committees and deans' offices.
- All members should communicate significant UCC actions, such as changes to university policies with widespread impact on undergraduate students, to their respective constituencies.

III. NAVIGATING THE UNDERGRADUATE CURRICULUM COMMITTEE (UCC)

These Guidelines are intended to help proponents navigate the UCC. Passed and approved by the UCC, the Guidelines establish the basic rules for proposal routing and formatting, as well as the other minutia of the committee. It may seem like a laborious process, but while it takes a few months because of meeting schedules it should not be all that difficult.

Keep in mind that the UCC exists to guide, advise, and recommend to the University Senate "university-wide *undergraduate* academic policies" and in "particular programs and courses to determine whether they meet established standards," as per the Senate Charter. That means that the proponent will have to do the majority of the work—and in some cases a great deal of work—to bring a new course to final fruition. It may be helpful to think of the process in terms of a grant application. That is, for any ~~new policy, new course, or revision of a course~~ *curricular change*, proponents should think in terms of how to justify that proposal to the University-wide community that is represented by the UCC and the Senate. So, particular care must be taken to get the process right and to present a proposal case in the best way possible. Additionally, UCC documents become part of the permanent record of the University, so proponents should take great care in their preparation.

A. PREPARING PROPOSALS FOR SUBMISSION TO THE UNDERGRADIATE CURRICULUM COMMITTEE (UCC)

Revisions to existing courses are relatively straightforward in that the course has usually been taught recently and some faculty member has experience with the course. A faculty member who would like to develop a new course may wish to consider offering it the first time as a special topics course; most departments have course numbers for special topics courses or workshop courses. If the department does not have an appropriate special topics number, the course may also be offered as a temporary course. These two options are good ideas in that it allows someone to "test-drive" the course to gauge student interest, etc. However, the same course should not be taught repeatedly under the special topics number. Instead, a new course proposal should be submitted.

An important consideration for getting a proposal through the UCC is the type of item, which affects things like routing and the types of forms necessary for providing the committee with enough information so that it can properly consider a proposal. So, the first thing to do is to figure out the type of proposal, and then find out if it is an Information Item, Consent Item, or Action Item. The various proposals fall under the following categories:

INFORMATION ITEMS (no vote required)

- change course prefixes (subject areas)
- create temporary courses

CONSENT ITEMS (vote required)

- change course numbers *without changing level*
- change course titles
- change course prerequisites/corequisites/special requirements
- change catalog course listings (as long as course content is not changed)
- suspend courses
- delete courses
- reactivate courses
- create equivalent courses
- ~~suspend programs~~
- ~~delete programs~~
- ~~reactivate programs~~

ACTION ITEMS (vote required)

- change course credit hours
- *change course number (if level changes)*
- make multiple changes to existing courses
- create new courses
- re-offer temporary courses
- *discontinue course equivalency*
- *all program revisions (e.g., title, curriculum, deletion, suspension, reactivation, etc.)*
- ~~revise programs~~
- create new certificate programs
- create new minors
- create new ~~degree~~ *major* programs
- create academic policies and regulations
- revise academic policies and regulations
- create new academic degree type

The proposal formats and guidelines for using each format are provided on the UCC website. Proposal authors should read the proposal guidelines to determine whether a given form is the appropriate one for making the intended curricular change. Use of the wrong format may result in the proposal's return to the proponent for reworking and resubmission. The reason for this is that the correct proposal format is critical to ensure that the committee gets all the information it needs to consider the proposal. Not all forms have the same kind of information, but each has the information necessary to help the UCC understand that particular item.

Additionally, because submission of proposals to the UCC is done electronically, proponents should maintain an electronic copy of their proposals and maintain close contact with their department head and college dean's office until the proposal has been approved at all required levels.

B. PROPOSAL FORMATS

All proposals must follow exactly the format specifications indicated herein. Incomplete proposals and proposals that do not follow the designated format may be sent back to the sponsoring unit at the discretion of the Chair of the UCC.

All items in a proposal template must be included in a completed proposal; if a particular item is not applicable to the proposal, the item should still be included with the notation "not applicable." The only instances when it is appropriate to delete items from proposal formats are the following:

- In the Proposal to Make Multiple Revisions to a Course, ~~delete the unused sections~~ *write "N/A" in all sections not relevant to the proposed changes*.
- If General Education Committee (Gen Ed) approval is not required, delete that approval line from the committee approvals section.
- If Professional Education Council (PEC) approval is not required, delete that approval line from the committee approvals section.
- If UCC approval is not required, delete that approval line from the committee approvals section.
- ~~If Graduate Council approval is not required, delete that approval line from the committee approvals section.~~

Additional outline levels or items should not be added to a proposal. When listing items within a section, use bullets rather than numbers.

In completing a proposal, use of the first person should be avoided. ~~Underlining~~, Boldface *and strike-through* ~~spacing and other formatting~~ should be used to make the proposal easy to read. Unless asked for a specific piece of information (such as course title or course number), a list of information (such as course objectives or tentative texts), or a course catalog listing, complete sentences should be used in addressing the items in the proposal.

The different types of proposals will need the following completed forms, all of which can be found on the UCC website:

Type of Proposal	Forms to be Completed
Course Revisions	• The appropriate course revision form (see above) • Course Revision Inventory Form
New Courses	• Proposal to Create a New Course • New Course Inventory Form • Library Resources Form
Temporary Courses (electronic)	• Proposal to Create a Temporary Course • Temporary Course Inventory Form
Program Revisions	• The appropriate program revision form

New Programs	• The appropriate New Program Form
New Degree Types	• The appropriate New Degree Type Form
Academic Policies	• The appropriate academic policies form

C. PROPOSAL ROUTING

Curricular and policy proposals may originate from a number of university units, including departmental programs, departments, schools, institutes, colleges, interdisciplinary programs, the Office of the Registrar, and the Office of the Vice President for Academic Affairs. As a rule, curricular proposals are routed through college committees as specified in the Undergraduate Curriculum Committee Guidelines.

An undergraduate college curriculum committee must review interdisciplinary curricular proposals from units not part of the University College. Under ideal circumstances, the college whose programs are most closely related to the topic of the curriculum proposal needing review should review an interdisciplinary curricular proposal. If no college obviously seems most appropriate, then the Undergraduate Curriculum Committee Chair will assign the proposal to a college curriculum committee at his or her discretion or on a rotating basis.

The UCC Chair may refer non-curricular proposals to the Academic Policy Subcommittee of the Undergraduate Curriculum Committee.

Depending on the type of proposal, then, here are the routing guidelines for proposals. This routing includes the originating unit, the college curriculum committee, the UCC, the General Education Committee—which considers courses that have Gen Ed components—and the Professional Education Council—which considers courses and programs related to teacher certification.

1. New or Revised Course Proposals
    a. General Guidelines
        (1) Proposals to create or revise courses begin with the proponent, are approved by the originating unit (e.g., department, school, institute) and then are forwarded to the appropriate college curriculum committee. Contact the chair of the college curriculum committee for submission instructions.

        (2) After proposals are approved by the college curriculum committee, a staff member in the dean's office collects the various proposals, prepares an agenda, and submits that agenda electronically to the UCC Chair. ~~and Recorder~~. The dean's office also submits an electronic copy of each Course Inventory Form to the Office of the Registrar. In the case of new course proposals, a Library Resources Form must also be submitted to Academic Affairs.

b. Proposals with Professional Education Council (PEC) Component

    (1) Courses that require approval by the PEC are those that are required or restricted electives in programs leading to teacher certification.

    (2) Courses that require PEC approval begin with the proponent, are approved by the academic unit that will offer the course, and then are forwarded to the appropriate college curriculum committee.

    (3) A staff member in the dean's office of the college sends proposals electronically to the PEC.

    (4) After proposals are approved by the PEC, departments are responsible for working with their own college dean's offices to submit proposals to ~~the next approval body (generally to the UCC Chair or Graduate Council Chair as outlined above in point 2)~~ *the UCC.*

    (5) A staff member in the dean's office collects the various proposals, prepares an agenda, and submits that agenda to the UCC, while also submitting the completed Course Inventory Forms to the Office of the Registrar *and the Library Resources Form to Academic Affairs*.

c. Proposals with a Gen Ed Component

    (1) New courses to be considered for Gen Ed must first be approved through the curriculum process as explained in section A above, in addition to receiving final approval by the University Senate and Provost. Only then can the courses be considered for Gen Ed.

    (2) Existing courses to be considered for Gen Ed begin with the proponent, are approved by the department, and then are submitted to the appropriate college curriculum committee for endorsement.

    (3) The proponent sends the proposal to the Chair of the Gen Ed Committee for consideration; the Chair of the Gen Ed Committee sends the proposal, after approval, to the University Senate.

    (4) Course revisions requiring Gen Ed Committee approval may be submitted to the UCC and the Gen Ed Committee at the same time.

2. Proposals to Create or Revise Programs

    a. General Guidelines

        (1) Proposals to create new undergraduate academic programs require additional steps and approvals, including approvals from the Board of Regents (BOR) and, in some cases, the

Council on Postsecondary Education. Faculty members should consult the Associate VP for Planning and Program Development in the Office of the Provost/ Vice President for Academic Affairs for specific information about the routing process. In general, however, new undergraduate program proposals must be approved by the academic department/ unit, college curriculum committee, the UCC, the Senate, the Provost, and the Board of Regents. Additional steps may include review and approval by the Professional Education Council (if the proposed new program will lead to teacher certification), posting on the CPE website, approval by Kentucky's Education Professional Standards Board, and approval by the CPE.

(2) Proposals to revise an undergraduate academic program must be approved by the department/ unit, college curriculum committee, UCC, Senate, and Provost. If the program is one that leads to teacher certification, it must be approved by the Professional Education Council and Kentucky's EPSB. In addition, depending on the nature and extent of the program revision, the proposal to revise the program may also require BOR and CPE approval; consult the Associate VP for Planning and Program Development for assistance in determining whether BOR and/or CPE approval will be required.

(3) After proposals are approved by the college curriculum committee, a staff member in the dean's office collects the various proposals, prepares an agenda, and submits that agenda electronically to the UCC as directed by the chair.

b. Proposals with Professional Education Council (PEC) Component

(1) Program proposals that require PEC endorsement are those that lead to a recommendation for initial or advanced certification by Kentucky's Education Professional Standards Board (EPSB).

(2) New or revised program proposals begin with the program faculty and then are submitted for approval by the department/ unit, and by the respective college curriculum committee. After approval by the college curriculum committee, the proposal is forwarded to the PEC recorder for inclusion on the PEC agenda.

(3) After approval by the PEC, faculty in the originating department are responsible for working with their own dean's offices to submit proposals to the UCC.

3. Proposals to Revise or Create Academic Policies

    a. General Guidelines

        (1) Academic policy revisions or new academic policies may be proposed by academic departments, schools, institutes, interdisciplinary programs, college deans' offices, Office of the Vice President for Academic Affairs, and the Office of the Registrar.

(2) Academic Policy revisions or new academic policies begin with the proponent and are submitted to the UCC Chair, who forwards the proposal to the Chair of the UCC Academic Policies Subcommittee (APS) for review by that subcommittee.

(3) If the APS endorses the policy proposal, the APS Chair will forward the proposal to the UCC Chair to place on the agenda of the next UCC meeting.

(4) Academic policy proposals approved by UCC which also impact graduate students will be forwarded by the UCC Chair to the Chair of the Graduate Council for review by the Graduate Council Rules Committee and the full Graduate Council.

Any proposal rejected by the Undergraduate Curriculum Committee ~~or Graduate Council~~ goes back to the department.

In any of the above routing cases, if the Professional Education Council declines to endorse the proposal, the *department/* unit responsible for submitting the proposal may withdraw the proposal, make revisions, and re-submit it. The *department/* unit also has the option of sending the proposal to the Undergraduate Curriculum Committee ~~or Graduate Council~~ without the endorsement; however, courses not approved by the Professional Education Council may not be counted toward a program approved for certification by Kentucky's Educational Professional Standards Board.

Proposals revised in any way while under consideration by the UCC must be corrected by the department*/ unit*. Revised proposals must be re-submitted electronically; the UCC Chair ~~or Graduate Council Chair~~ will indicate the procedure and deadline for submitting them.

~~FINAL APPROVAL STEPS~~

UCC-approved proposals are forwarded by the UCC Chair to the University Senate as part of a consent agenda. Items approved by the University Senate are forwarded as recommendations to the Office of the Provost/ Vice President for Academic Affairs. Some proposals require approval by the Board of Regents and the Council on Postsecondary Education.

Representatives from the college Deans' Offices must be knowledgeable about the flow of the various proposals through the system.

Proposals should be submitted to the college curriculum committees. ~~The submission will almost always contain a proposal form and an inventory form.~~ Depending that the type of proposal, there may also be a library resources form. ~~and a bibliography~~. The Course Inventory Form *(sent to the Office of the Registrar)* and Library Resource Form *(sent to Academic Affairs)* for each *program and course* proposal should be submitted ~~with the curricular proposals, and sent to Academic Affairs~~. Departments*/ units* must submit electronic copies of each of the proposals to the respective college dean's offices.

Proposals should be bundled into an agenda, with the items arranged in the order of Information, Consent, and then Action. The cover sheet should be the first item, and within each category, the items should be arranged by "type" rather than by department. So, for instance, place in sequence all the Course Revisions, then the New Courses, Program Revisions, New Programs, etc. With one exception, the order of these is not as critical as placing the items together, which saves the committee and, more importantly, the Recorder, a great deal of time. The exception is that proposals to create or revise programs must follow proposals to create or revise the courses in the new or revised programs.

The cover sheet for the college agenda items should be in the following format, taken from a recent example:

Potter College of Arts & Letters

Office of the Dean

745-2345

REPORT TO THE UNIVERSITY CURRICULUM COMMITTEE

Date: March 26, 2011

The Potter College of Arts & Letters submits the following items for consideration:

I.   New Business

Type of Item	Description of Item & Contact Information
Information	**Temporary Course (Fall 2011)**

	COMM 200 Introduction to Communication Contact: Blair Thompson, Blair.Thompson@wku.edu, x55889
Information	**Temporary Course (Fall 2011)** COMM 451 Computer-Mediated Communication Contact: Kumi Ishii, Kumi.Ishii@wku.edu, x 55203
Information	**Temporary Course (Fall 2011)** PHIL 101 Enduring Questions: Truth and Relativism Contact: Eric Bain.Selbo, Eric.Bain-Selbo@wku.edu ,x55744
Consent	**Reactivate Course** COMM 474 Gender Communication Contact: Jenifer Lewis, Jenifer.Lewis@wku.edu, x53957
Consent	**Reactivate Suspended Course** PHIL 305 Aesthetics Contact: Eric Bain-Selbo, Eric.Bain-Selbo@wku.edu , x 55744
Action	**Multiple Revisions** FREN 450 Topics in Francophone Cinema Contact: Karin Egloff, Karin.Egloff@wku.edu , x 55905
Action	**Create Course** PHIL 101 Enduring Questions: Truth and Relativism Contact: Eric Bain.Selbo, Eric.Bain-Selbo@wku.edu. x 55744
Action	**Create Course** PHIL 102 Enduring Questions: The Good and the Beautiful Contact: Eric Bain.Selbo, Eric.Bain-Selbo@wku.edu, x 55744
Action	**Create Course** SOCL 353 Sociology of Modern Japan

	Contact: Kumiko Nemoto, Kumiko.Nemoto@wku.edu, 52199
Action	**Create Course** THEA 230 Stage Combat I: Unarmed Contact: Scott Stroot, Scott.Stroot@wku.edu, 55845
Action	**Revise Program** English & Allied Language Arts (Ref #547) Contact: Karen Schneider, Karen.Schneider@wku.edu, x 53046
Action	**Create Program (Minor)** Southern Studies Contact: Andrew McMichael, Andrew.McMichael@wku.edu, 57023

From there, create an agenda for consent/ information and one for action if needed. Paste the proposals into a Word file, in the order of the agenda, and send those files to the chair of the UCC. *with any additional forms, such as the Library Form, going to Academic Affairs*. *Send Course Inventory Forms to the Office of the Registrar and Library Resources Forms to Academic Affairs.* Make sure that the formatting is consistent throughout the document and that elements within each proposal are properly numbered and no excess spaces exist.

V. DEADLINES

The proposal submission schedule for the UCC will be provided on the UCC website (http://www.wku.edu/ucc/). Departmental and college deadlines for submission of curricular and non-curricular proposals vary, so proponents are encouraged to check with their individual departments and colleges. Proponents should consult with their college deans' offices regarding specific college-related requirements for proposal submission. Proponents should also consult with the Professional Education Council, the General Education Committee, and the Graduate Council regarding their submission requirements if the proposal requires review by one or more of these committees.

The UCC calendar, including meeting dates and deadlines for agenda submissions, is provided on the UCC website.

CAVEAT: Only those curricular and non-curricular changes approved by the University Senate and the Provost are published. Therefore, advanced planning is required to ensure that curricular and non-curricular proposals are approved by all committees in a timely manner.