

DEANS' COUNCIL MINUTES

December 5, 2016 – 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Bruce Howard, James Drury, Jason Ramirez, John Allred, Jim McDonald, Danielle Dubrasky, Bruce Tebbs, Julia Anderson, Christian Reiner, Richard Saunders, Matt Zufelt, Mark Atkinson, Carl Templin, Shauna Mendini, Robert Eves, Erik Kirby, James Sage, Johnny MacLean, Jacob Ward, Shawn Christiansen, Patrick Clarke, Aimee Uchman

Excused: Stephen Allen, John Taylor

I. Review of Minutes

A motion to approve the minutes from the November 21 Deans Council was made by Carl Templin, and seconded by Mark Atkinson. **APPROVED**

II. Visitors/Guests- Information & Discussion Items

Enrollment Updates (Eric Kirby)

Eric updated the Council on enrollment information. 85.2% Freshman, 86.7% Sophomores, 88.9% Juniors, and 87.3% Seniors who attended SUU in fall 2016 have enrolled for spring semester 2017. The additional students who enrolled but have not yet registered are being contacted via phone, email, text, and postcards. The top reason for withdrawing from SUU continues to be finances, followed by personal situations.

Eric distributed handouts with updates about high-demand classes for spring semester 2017. Advisors have requested increasing the cap on Psychology courses for the Human Services Emphasis courses. Eric reminded the Council that class registration is on a first-come, first-served basis.

Timing on Release of Wait List for Classes each Semester (Robert Eves, Eric Kirby)

Robert Eves has received requests from faculty members in his college to hold the waitlist for classes until the Monday after the first week of classes. Current practice is to “release” or delete the list on the first day of class. This has led to a rush to students showing up before class on the first day hoping to be signed in by the professor. Holding the list until the Monday after classes have begun would prevent this rush of students on the first day, and would allow students on the waitlist to get first priority. Students that are on the waiting list for the course would be encouraged to attend class as if they were enrolled, until they know if a seat is available, so that they don't fall behind on assignments.

The release of Wait List Classes on the Monday following the beginning of the semester will be implemented beginning Summer Semester 2017.

Festival of Excellence (Johnny MacLean & Jacob Ward)

Johnny MacLean and Jacob Ward distributed handouts about the 2017 Festival of Excellence goals. In 2017, the Festival will continue to focus on interdisciplinarity to help people learn about and discuss topics outside their discipline. If the Council has any feedback about the categories for presentations or the goals of the Festival, they should submit them to Johnny. A team of students will be reaching out to departments to discuss the Festival. Johnny requested that the Deans encourage their faculty and students to participate. The Festival is restructuring awards. 2017 awards will include a Distinguished Student Presentation award, a Distinguished Mentor Award, and a Pedagogy Award. Johnny asked the

Deans if they'd like to continue to participate in selecting Deans Honor Roll awards recipients, and the general consensus was that Deans have a difficult time viewing enough student presentations to make a fully-informed decision. Deans Honor Roll Awards will not be a part of the 2017 Festival. Shauna Mendini requested that in lieu of the Deans Honor Roll award, the Festival consider creating more "Distinguished Student/Mentor/Pedagogy" awards.

Patrick Clark announced that they keynote speaker for the Festival of Excellence Opening Gala on April 3 at 4pm will be Mary Helen Immordino-Yang.

Carl Templin requested that it be broadly publicized that classes will be suspended on the day of the Festival until 5pm, and that classes that occur after 5pm can still meet.

Semester in the Parks

Johnny MacLean reported that SUU had our first successful run of the Semester in the Parks initiative. 12 students signed up for the program and 11 completed it. The students worked at Ruby's Inn, visited more than 7 different national park units and earned 16 credits, 11 of which were GE. The students are completing an e-book about Bryce Canyon National Park for their group "signature assignment". The 2017 Semester in the Parks program will have 18-19 credits, 14 of which will be GE.

Carl Templin recommended the program market to Hotel, Resort, & Hospitality Management majors, because they must complete 800 hours of work in a hospitality-related position as part of their major. Julia Anderson noted that Forever Resorts, the concessionaire at Bryce Canyon, has express interest in partnering with SUU. Bruce Howard said that faculty have relayed concerns about the cost of this program. Johnny explained that students pay additional funds into the program on top of the tuition they pay to SUU, to help fund logistics like vehicles for field trips and faculty commuting costs. The Provost has contributed funds to get the program up and running and compensate faculty that are involved. The uniqueness of Semester in the Parks is another way to distinguish SUU from other institutions of higher education. The program also serves as a professional development opportunity for faculty, as they work together to prepare and teach the courses. John Allred reminded the Council that financial aid for students doesn't not extend beyond 18 credits, that there will be an increase in tuition costs if the program moves to 19 credits.

CAST

The SUU Care and Support Team has trained 121 employees in only two semesters, and has 35 official team members. CAST have given a total of 8 trainings so far, and will provide 4 trainings during finals week and 2 additional training next semester. CAST hosts a reading group at The Grind every other Tuesday. It hopes to have more faculty as team members. Johnny MacLean requested that Deans invite their faculty to participate in this professional development opportunity.

Spring 2017 Convocations (Danielle Dubrasky)

Danielle distributed a preliminary schedule of Convocations for spring semester 2017. This schedule will be posted to the Convocations website and publicize once speakers and dates are confirmed. Danielle thanked the Council for their approving vote for Gary Nabhan as Eccles Visiting Scholar.

Patrick Clarke thanked Danielle for her work as the Convocations director and congratulated her on her new role as director of the Tanner Center. Lynn Vartan will be the new faculty Convocation director starting January 2017.

III. Reports

Provost

IDEA & Student Participation

Provost Brad Cook reminded the Council that IDEA is moving away from paper evaluations to digital. Faculty are concerned that response rates will drop with the digital method, and Brad asked the Council to consider how we can increase participation in the digital method. Suggestions included purchasing chromebooks/laptops/Ipads that faculty could check-out to conduct the digital evaluation during class time, finding a way to provide students with access to the evaluations through the MySUU portal or the SUU App, and having an administrative assistant or staff member in the room on the day of the evaluation to encourage students to complete it or to answer questions. Bruce Tebbs, the primary point-of-contact for the IDEA surveys, told the Council that one of the best practices, provided by IDEA to encourage participation, is to have faculty member assign a set amount of extra credit points for survey completion to the entire class. Points would be awarded to the entire class based on student participation rates. Brad asked Bruce Tebbs to head up a committee to map out how to increase participation and systemize the process. Committee members, so far, will include Bruce Tebbs, Matt Zufelt, Mark Atkinson, Barbara Rodriguez, Jacqueline Russell, Alison Adams, and Bill Heyborne.

This item will be placed on the Deans Council Agenda for follow up after the committee has assembled to come up with a scope and mission.

Academic Integrity – memo reminding faculty that they must follow university policy

We've had faculty move forward with an academic integrity sanction that doesn't follow policy. Some faculty include a statement in their syllabus that if a student is caught cheating they will automatically fail the class. This does not follow policy or procedure. Students need to have the opportunity to know what they violation they are being accused of and to tell their side of the story. According to policy, students must be notified within 5 days of when the faculty understands that a violation has taken place. Brad asked the Deans to pass this information along to their faculty. Bruce Howard will also share this information at the next Faculty Senate meeting.

Last week of classes and Final Exams – memo reminding faculty of university policy

Brad directed the Council's attention to the memo posted to Canvas about Final Exams. Faculty are required to convene at the time established for final exams. Some faculty that conduct finals during the scheduled date and time are being pressured by students to give the final earlier, because other professors have done so. If faculty are not holding a formal final exam on the designated day and time, they could conduct a reflection exercise in class. Information is provided in the online catalog and in Policy 6.28. The following questions were posed:

- How should faculty deal with final exams that are done in the testing center? The Testing Center does not have the resources to test all student in the course at the same time.
- If students are not allowed to take finals in the Testing Center on study day, could the Testing Center be closed for that day?

Bruce Howard will take this issue to Faculty Senate and find out if the Senate thinks there should be a more explicit policy about Final Exams. Patrick Clarke recommended research Final Exam policies at other institutions.

LRT Timelines

Brad reminded the Council of the process for notifying faculty about LRT timelines. A complete list of faculty who are scheduled for Three-Year Reviews, Tenure Reviews, Post-Tenure Reviews, and Rank

Advancement are sent to Deans in late March or early April; Deans are invited to provide corrections and updates (to ensure accuracy); Deans are responsible for communicating to all relevant parties (Chairs and faculty) within their College/School regarding who is scheduled for LRT reviews.

Annual Reports from Colleges/Schools ([SUU Policy #6.39](#))

A few years ago, it was decided, at a Deans Council meeting, that Annual Reports could be submitted electronically, and that a printed report would not be expected. Annual Reports are still required and expected, and must be submitted to the Provost's office by September 15th each year. Richard Saunders noted that the SUU Press & Design could help colleges/school design Annual Reports.

Associate Provost

Curriculum Approvals (Dec. 1, 2016 UUCC)

- R401 – AA/AS in Legal Studies

Associate Provost James Sage directed the Council's attention to the minutes from UUCC meeting held on December 1st. An R-401 for an AA/AS in Legal Studies was proposed and approved by the UUCC. It streamlines the Degree, and changes it from an AS in Paralegal/Legal Assistant to an AA/AS in Legal Studies. Provost Cook reminded the Council of the importance of submitting curriculum forms that have been filled out correctly. The Deans Office is responsible for final review of all Curriculum forms before they are submitted to the Associate Provost. If the Dean is not available, he/she should designate someone to review the proposals on his/her behalf. Forms that have not been completely or correctly filled out will be returned to the submitter.

General Education

James will be following up with General Education Committee this week. The committee will wrap up the fall curriculum review process and James will be sending out the spring curriculum review process.

Provost Cook noted that during the department meetings with Provost and President, the Political Science Department expressed interest in getting the Political Science 1100 course online. We do not have concurrent enrollment for this course. Jim McDonald explained that his college is working to get the course online, and will then move toward concurrent enrollment. Having the course online could help balance the demand for History 1700, which most students are currently being channeled to.

Commenced Attendance and Administrative Drops (Federal Regulation Title 34-Education, Part 668.21 – [LINK](#))

James reminded the Council of a conversation at a previous meeting about 'commenced attendance' and 'administrative drops' and provided links to the code of federal regulations. James posted an example to canvas about how other institutions have approached commenced attendance. James will chat with the financial aid office to find out how this might impact our studies. John Allred told the Council that we are Non-Reporting, and as long as we are reporting, we only need provide the FW list.

Personnel Changes – Director of Financial Aid

David Hughes, the replacement for Jan Carey-McDonald, began on December 1st. Any questions directed previously to Jan should go to him.

Student Success

Patrick Clarke: January 24, 2017 (11:30 am – 1:00 pm, Ballroom, Sharwan Smith Student Center) the Title IX office will be offering some professional development opportunities (to comply with legal

requirements). Janet Judge will be returning to the SUU campus after previously addressing the fall 2016 incoming first-year students in August. She is a national speaker with extensive experience. All faculty and staff are expected to attend. Please put this on your calendars.

Safe Colleges is an alternative (online module), and is required to be completed annually.

Faculty Senate

First draft of the revised 6.1 policy. Removing Collegiality entirely (integrate into the other three areas). Remove FAARs for tenured faculty (Post-Tenure Review only). Teaching is the primary role (greater emphasis). Applied approximate % for each category (e.g., 50% for teaching). Also a portfolio approach is emphasized even more than before. The review process should be open and transparent – by introducing an appeals process of some kind. Require department LRT criteria should be clear (objective) with respect to the ratings (EP, SP, LP, UP) as well as faculty rank (Full, Associate, Assistant).

Other upcoming Faculty Senate agenda items to note: tuition benefits for children (regardless of marital status), general inquiry regarding budget transparency, and class-size / peer-institutions presentation.

SUUSA

Working with Dean Saunders to keep the Library open longer hours (volunteers from the Friends of the Library). Studying the hours of operation for the Testing Center.

OER Student Fee Proposal (Richard Saunders)

Richard provided a brief overview of the proposal along with updates (student fees [about \$5 per semester], possible savings for students. With support from the administration and deans, the proposal would hire a librarian on a four-year term appointment to work with faculty as they look for and select no-cost and low-cost books, much as a commercial book-rep promotes commercial textbooks.

Reports:

John Allred:

- Tony Salso has been exploring ways to ensure DSST and DAN TES exams can be used ([link](#)). Information will be shared with departments and feedback requested.
- In terms of timely grade submission (and a very short turn-around between final exams and the start of spring semester), please encourage all faculty to comply with the final exam deadline. Failure to submit student grades on time may jeopardize student eligibility for financial aid (athletes, veterans, Satisfactory Academic Progress) or those who may be on probation, etc.
 - Sometimes when faculty have an incomplete, they won't actually fill out the incomplete paperwork (planning to submit a grade change in late January... however, this is an inappropriate approach (an incomplete grade paperwork should be completed).
 - **Please encourage all faculty to comply with this requirement to submit final grades by the Wednesday following finals week.**

Jim McDonald: Just returned from China and Korea; updates on the 2+2 Communication program; the Chair of Wuhan Polytechnic University will be visiting SUU.

Richard Saunders: Extended hours at the Library (thanks to the Friends of the Library). Will explore ways to acknowledge important service to the university. Perhaps a luncheon with contributors?

Julia Anderson: Submission of a couple of big grants this week (Upward Bound, STEM Action Center, etc.). Generally speaking, SPARC is doing an amazing job!

Patrick Clarke: Agreement between SUU and the Loa, UT property (thanks to the Leavitt Foundation) has been signed. Faculty should know that this facility could be used for academic purposes. A new website is being developed and the facility will be promoted in spring 2017.

Matt Zufelt: Two-Factor Authentication is still proceeding; Matt is happy to be invited to department meetings to discuss process. All faculty/staff are expected to sign up for two-factor authentication by Feb. 1, 2017.

Carl Templin: New Business building planning process is proceeding ahead of schedule; groundbreaking is expected on April 27, 2017 (tentative); specific time to be announced later. Fall 2018 is the new projected completion date of the new Business building (rather than Spring 2019).

Shauna Mardini: Conclusion of a very busy week of events, exhibits, and performances. CPVA students are doing a remarkable job. Spring semester promises to bring even more inspiring performances, exhibits, and events by CPVA students, faculty, and staff.

Shawn Christiansen: Announcement of a significant financial donation to support a child and family development center (includes a child care center and a laboratory for student teachers). Effort is being coordinated with the Non-Traditional Student Services Center for additional funds. Location (tentative) is across the street from the MAC (thanks to a land-swap).

James Sage: What is the general approach to requiring non-tenure-track instructors to submit FAARs? The general sense was that only 100% teaching adjuncts are expected to submit FAARs. Additional discussion will ensue to figure out what the current practice is and how this aligns with university policy.

Motion for executive session by Carl Templin, seconded by Richard Saunders, approved unanimously.

Adjourn: 4:30 pm.

UNDERGRADUATE CURRICULUM COMMITTEE MEETING

December 1, 2016

3:00 pm, OM 106

MINUTES

CONSENT ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
MATH 1030	Quantitative Reasoning		Prerequisites – Change to One of the following within the last two years: C or better in MATH 1010; B- or better in MATH 0970 or 0990; Math ACT of at least 21; adequate math placement score. Course Title (box not checked) Course Descriptions	Fall 2017	Approved.
MATH 1040	Statistics		Prerequisites – Change to One of the following within the last two years: C or better in MATH 1010; B- or better in MATH 0970 or 0990; Math ACT of at least 21; adequate math placement score. Course Descriptions	Fall 2017	Approved.
MATH 2040	Business Statistics		Delete	Fall 2017	Approved.
MATH 3120	Transition to Advanced Mathematics		Course Sequencing – Change to Fall, Annually and Spring, Annually	Fall 2017	Approved.
MATH 3700	Probability & Statistics		Course Sequencing – Change to Fall, Annually and Spring, Annually	Fall 2017	Approved.
MATH 4900	Methods of Teaching Secondary School Math		Prerequisites – Change to A C or better in the following courses: MATH 1210 and either MATH 1040 or MATH 3700	Fall 2017	Not approved. Follow-up requested; no response provided; removed from agenda.

EDU

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ECED 3920	Foundations in Early Childhood Education		Enrollment Considerations: Include -Major – Family Life and Human Development, Elementary Education	Fall 2017	Approved.
ECED 3950	Integrated Curriculum & Assessment: PreK-3		Enrollment Considerations: Include – Major – Elementary Education, Family Life and Human Development Include – Student Attribute – ELED Students must be admitted to program	Spring 2017	Approved.
FLHD 4880	Child Care Teaching Practicum		Prerequisites – Change to FLHD 3610, FLHD 3620, ECED 3920, ECED 3950	Fall 2017	Approved.

HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
GERM 3020	Phonetics & Pronunciation		Delete	Fall 2017	Approved.

PROVOST

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1265	Instrument Simulator RW Lab		Delete	Spring 2017	Approved.
PILT 1315	RW Instrument Certification Lab		Prerequisites: Change to PILT 2245 and PILT 1250 (may be concurrent)	Spring 2017	Approved. Clarify prerequisites.
PILT 2205	RW Cross Country Maneuvers Lab		Prerequisites: Change to PILT 1155 and PILT 2100 (may be concurrent)	Spring 2017	Approved. Clarify prerequisites.
PILT 2305	RW Certified Flight		Prerequisites: PILT 2340 (may be	Spring 2017	Approved.

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
	Instructor Lab		concurrent), and one of the following: PILT 1315 or PILT 2275		Clarify prerequisites.
PILT 2445	RW Mountain Operations Lab		Prerequisites: PILT 2050 (may be taken concurrently) and PILT 2355	Spring 2017	Approved.
PILT 2455	External Load RW Lab		Prerequisites: Change to PILT 2355	Spring 2017	Approved.

PROVOST from October Meeting

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1140	Solo Pilot FW Lab		Title - FW Solo Lab Course Description	Spring 2017	Approved.
PILT 1150	Private Pilot FW Certification Lab		Title – FW Private Certification ASEL Lab Course Description	Spring 2017	Approved.
PILT 1300	FW Instrument Certification Lab		Prerequisites – Change to PILT 1200 and PILT 1250, or director approval	Spring 2017	Approved.
PILT 2210	Instrument Commercial FW Lab A		Delete	Spring 2017	Approved.
PILT 2260	FW Commercial ASEL Add-On		Prerequisites – Change to PILT 1300, and 2240, or Director approval Course Description	Spring 2017	Approved.
PILT 2300	FW Certified Flight Instructor Lab		Title – Change to FW Initial CFE ASEL Lab Prerequisites – PILT 2230 or PILT 2260 and PILT 2340, or director approval Course Description	Spring 2017	Approved.
PILT 2475	RW Medium Transition Lab		Delete	Spring 2017	Approved.

PVA

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ART 2210	Digital Imaging		Title: Change to Digital Tools	Spring 2017	Approved.
ART 4260	Multimedia and Motion Graphics		Title: Change to Motion Graphics Prerequisites: Remove prerequisites Course Sequencing: Change to Fall, Odd Years	Fall 2017	Approved.
ART 4320	Letterpress		Course Sequencing: Change to Fall, Even Years	Fall 2017	Approved.

(UNIV) SIEL

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
HONR 2010	Dialogue in the Disciplines		Title – Change to Interdisciplinary Topics	Fall 2017	Approved.
HONR 4010	Contemporary Issues/Convocation		Title – Change to Honors Seminar	Fall 2017	Approved.
HONR 4020	Honors Seminar		Delete	Fall 2017???	Approved. Yes.

SUBSTANTIVE ITEMS**BUS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ACCT 4200	Tax Research & Advanced Topics	3	Course Level_ ACCT 6200 Tax Research & Advanced Topics Course Description Prerequisites	Fall 2017	Not approved. UCC recommends that ACCT 4200 be DELETED and that ACCT 6200 be proposed as a completely new course. (The Substantive Change form only allows for level changes within undergraduate courses, not from undergraduate level to graduate

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
					level.) Course proposal notes that the undergraduate Accounting major will be changed, but no corresponding Degree/Program Change form for Accounting has been submitted related to this course. This is also related to the shift of ACCT 6120 to ACCT 4120 where the Degree/Program Change form has not been submitted. Course changes can be approved, but the Accounting and MAcc degrees will need to be modified in February 2017.
ECON 3210	International Economics and Finance/Economics	3	New Course	Fall 2017	Approved. Will be cross-listed with ECON 6210 (MBA course) with combined enrollment of undergraduates and graduates.
FIN 3400	Entrepreneurial Finance/Finance	3	New Course	Fall 2017	Approved, but clarification is needed on the actual course title. Why would the title for this course be “Entrepreneurial Finance/Finance”? Why is the extra “/Finance” included? Do you really want this as the course title? Learning outcomes on Substantive Form differ from those on the syllabus. Academic dishonesty statement is not the official statement identified by the university.

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
FIN 3500	Real Estate Finance/Finance	3	New Course	Fall 2017	Approved, but clarification is needed on the actual course title. Why would the title for this course be “Real Estate Finance/Finance”? Why is the extra “/Finance” included? Do you really want this as the course title? Learning outcomes on Substantive Form differ from those on the syllabus.
FIN 4600	Applied Analysis for the CFA Exam/Finance	3	New Course	Fall 2017	Approved, but clarification is needed on the actual course title. Why would the title for this course be “Applied Analysis for the CFA Exam/Finance”? Why is the extra “/Finance” included? Do you really want this as the course title? Academic dishonesty statement is not the official statement identified by the university.

COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
EET 1600	Robotics and Automation I	3	New Course	Fall 2017	Approved
EET 3600	Robotics and Automation II	3	New Course	Spring 2018	Approved
MATH 0950	Pre-Algebra	2	Credit Hours – Change to 3 credit hours	Fall 2017	Approved Contact Hours missing.
MATH 0970	Math Essentials Combined	4	New Course	Summer 2017	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
MATH 0990	Beginning Algebra	4	Title: Change to Math Essentials II Prerequisites – Change to One of the following within the last two years: B- or better in MATH 0950; Math ACT of at least 15; adequate math placement score Course Description Course Sequencing – Change to Fall, Annually and Spring, Annually Schedule Type - Lecture/Lab Significant Content Changes	Summer 2017	Approved
PHYS 2990	Introduction to Undergraduate Research	1-3	New Course	Spring 2017	Approved Department should be Physical Science not Honors
PHYS 3990	Undergraduate Research	1-3	New Course	Spring 2017	Approved Department should be Physical Science not Honors

HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
GERM 3610	Weimar Cinema and Beyond	3	New Course	Fall 2017	Approved
PSY 4891	Psychology Internship Capstone	3	New Course	Spring 2017	Approved

PVA

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
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Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ART 3110 ART 3210 ART 3240 ART 3450 ART 3510 ART 3520 ART 4230 ART 4240 ART 4410 ART 4520			Contact Hours: Change from 3 contact hours to 6 contact hours for each course listed	Spring 2017	Approved Submission based on recommendation from Associate Provost.
DANC 1130	Classical Ballet II	1	Credit Hours: Change to 1.5 Credit Hours Contact Hours: Change to 3 Contact Hours	Fall 2017	Approved
DANC 4530	Principles of Choreography	3	Credit Hours: Change to 2 Credit Hours	Fall 2017	Approved

PROVOST

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1011	Aviation Tutor Lab 1	1	New Course	Spring 2017	Approved, but with need to clarify whether or not 5 distinct courses are actually needed. Associate Provost will follow-up as needed with Aviation program.
PILT 1021	Aviation Tutor Lab 2	1	New Course	Spring 2017	Approved, but with need to clarify whether or not 5 distinct courses are actually needed. Associate Provost will follow-up as needed with Aviation program.
PILT 1031	Aviation Tutor Lab 3	1	New Course	Spring 2017	Approved, but with need to clarify whether or not 5 distinct

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
					courses are actually needed. Associate Provost will follow-up as needed with Aviation program.
PILT 1041	Aviation Tutor Lab 4	1	New Course	Spring 2017	Approved, but with need to clarify whether or not 5 distinct courses are actually needed. Associate Provost will follow-up as needed with Aviation program.
PILT 1051	Aviation Tutor Lab 5	1	New Course	Spring 2017	Approved, but with need to clarify whether or not 5 distinct courses are actually needed. Associate Provost will follow-up as needed with Aviation program.

PROVOST from October Meeting

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1160	FW ASEL Private Add-on Lab	1	New Course	Spring 2017	Approved
PILT 1170	FW AMEL Private Add-On Lab		New Course	Spring 2017	Approved
PILT 1200	FW Cross Country PIC Lab	1	New Course	Spring 2017	Approved
PILT 1310	FW Instrument Add-On Lab	1	New Course	Spring 2017	Approved
PILT 2200	FW Cross Country Maneuvers Lab	2	Title – Change to FW Commercial Phase I Lab Prerequisites – Change to PILT 1200, PILT 1300 or PILT 1310, or director approval Co-Requisites – PILT 2100, or	Spring 2017	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
			director approval Significant Content Changes		
PILT 2240	FW Commercial Phase II AMEL Lab	1	New Course	Spring 2017	Approved
PILT 2270	Instrument Commercial FW Lab B	1	Title – Change to FW Commercial AMEL Add-On Lab Prerequisites – Change to PILT 2230 or director approval Significant Content Changes	Spring 2017	Approved
PILT 2320	FW Initial CFI AMEL Lab	1	New Course	Spring 2017	Approved
PILT 2350	FW CGI Instrument Certification Lab	1	Title: Change to FW CFI ASEL Add-On Lab Prerequisites – PILT 2320, or director approval Significant Content Changes	Spring 2017	Approved
PILT 2360	FW CFI AMEL Add-On Lab	1	New Course	Spring 2017	Approved
PILT 2400	FW Multi-Engine CFI Certification Lab	1	Title: Change to FW CFII lab Prerequisites: PILT 2300, PILT 2320, PILT 2350, or PILT 2360, or director approval Significant Content Changes	Spring 2017	Approved
PILT 2500	FW Tailwheel Transition Lab	1	New Course	Spring 2017	Approved

DEGREE/PROGRAM ITEMS

BUS

Degree/Program	Change Requested	Implementation Date	Notes/Action
Accounting, Finance, Business Management, Marketing	Remove the PSY 1010 or SOC 1010 requirement from our General Education Core & Additional Pre-Business Core Requirements	Fall 2017	Approved
Finance		Fall 2017	Approved

COSE

Degree/Program	Change Requested	Implementation Date	Notes/Action
CAD/CAM Engineering Technology – Architectural – BA		Fall 2016 2017	Approved, double-check credit counts.
CAD/CAM Engineering Technology – Architectural - BS		Fall 2016 2017	Approved, double-check credit counts.
CAD/CAM Engineering Technology – BA		Fall 2016 2017	Approved, double-check credit counts.
CAD/CAM Engineering Technology – BS		Fall 2016 2017	Approved, double-check credit counts.
EET Electronics Engineering Technology – BA		Fall 2016 2017	Approved, double-check credit counts.
EET Electronics Engineering Technology – BS		Fall 2016 2017	Approved, double-check credit counts.

EDU

Degree/Program	Change Requested	Implementation Date	Notes/Action
Early Childhood Development AAS		Fall 2017	Removed from agenda. Will be re-submitted in February 2017 in order to clarify changes (as compared to April 2016 changes for same degree/program).
Family Life and Human Development: Family Services (BA/BS)		Fall 2017	Removed from agenda. Will be re-submitted in February 2017 in order

Degree/Program	Change Requested	Implementation Date	Notes/Action
			to clarify changes (as compared to April 2016 changes for same degree/program).

HSS

Degree/Program	Change Requested	Implementation Date	Notes/Action
German Minor	Delete GERM 3020, add GERM 3610	Spring 2017	Approved, but with concerns about the structure and credit counts for the Minor (compared to other Minors in same department).
Legal Studies, AA/AS R401	Change from AS in Paralegal/Legal Assistant to AA/AS in Legal Studies	Fall 2017	Approved.

PROVOST

Degree/Program	Change Requested	Implementation Date	Notes/Action
Aviation AAS	Addition of Tutor Labs	Spring 2017	Approved.
Aviation AAS – Rotor Wing	Delete PILT 1265	Spring 2017	Approved.
Aviation AAS	Various changes proposed (these reflect the other consent and substantive curriculum changes also submitted from October)	Spring 2017	Approved.

Discussion Items