

**Academic Senate**  
Agenda for the Meeting of  
November 3, 2015  
**UCB 202A**  
**10:00 - 11:50 a.m.**

1. Call to Order and Roll Call
2. Approval of Minutes
  - A. October 6, 2015
3. Open Forum
4. Reports
  - A. Senate President – Khagendra Thapa
  - B. Senate Vice President – Charles Bacon
  - C. Senate Secretary – Melinda Isler
5. Committee Reports
  - A. University Curriculum Committee – Kemi Fadayomi
  - B. General Education Committee – Clifton Franklund
  - C. Student Government – Wayne Bersano
6. New Business
  - A. New Degree – Associates Degree in Social Work – Fadayomi
  - B. Close Degree – Elimination of Associate in Science (Pre-Optometry) Degree – Fadayomi
  - C. Close Degree – Elimination of Associate in Science in Pre-Mortuary Science (PMOR) Degree – Fadayomi
  - D. Study Abroad Task Force Proposal – Bacon
7. Announcements
  - A. FSU President - David Eisler
  - B. Provost – Paul Blake
  - C. Senate President – Khagendra Thapa
8. Open Forum
9. Adjournment

**Minutes  
Ferris State University  
Academic Senate Meeting**

**October 6, 2015**

Members in Attendance: Alspach, Bacon, C., Bacon, M., Bajor, Balanda, Baran, Berghoef, Brecken, Briggs, Bright, Cronk, Daubert, Epps, Fadayomi, Foulk, Fox, Gray, Hanna, Isler, Klatt, Lewis, Maike, Mattis, Piercey, Richmond, Thapa, Wagenheim, Wancour, Zimmer, Zyla

Members absent with cause: Dinardo, Drake, Fagerman, Hancock, Jenerou

Members absent: Rumpf, Todd

Ex Officio and Guests: Adeyanju, Blake, Eisler, Franklund, Garrison, Bersano, Karfa, Nicol, Potter, Reifert, Schult, Teahen, Hawkins, Bullard, Zimmerman, Halm, Mishler, McKean, Brandy, Calhoun, Haneline, Osobu

1.	President Thapa called the meeting to order at 10:05 a.m.
2.	<b>Approval of Minutes.</b> Senator Baran moved to approve the minutes. Senator Alspach seconded. The motion passed.
3.	<b>Open Forum.</b> Senator Alspach reported on the academic status of athletes and the reports which will show progress.  Senator Berghoef gave a clarification for the confusion over the Health Promotions motion from September. It turned out that at the April 28 <sup>th</sup> meeting the ad-hoc task force had been approved but was recorded in the minutes as a suggestion.  Emeriti President Doug Haneline reported on the upcoming fall luncheon October 21 <sup>st</sup> . Anyone wishing to attend should RSVP.
4.	<b>Officer Reports/Provost Report.</b> President Thapa thanked the senators for their participation and encouraged them to attend the upcoming reception at President Eisler's house. He also emphasized the importance of Academic Program Review and the shortage of committee members this year. He also mentioned problems with the quality of reports and lateness.  Vice-President Bacon said that the APR committee is still looking for members. The Health Promotions Task Force was scheduled to meet and the International Education Task Force continued to work on their charge.  Secretary Isler reported that in the redesign of the website will not lead to the removal of Senate minutes. University website content manager Ted Halm will be giving a presentation on the new website.  Provost Blake gave his report early to accommodate a meeting with a student. He noted that the public safety handout which many faculty had already received had been a joint project with DPS chief Bruce Borkovich. They should be placed wherever the faculty feel is most useful and do not need to be placed in the classroom. He also noted the increase in academic support services (writing center) and their willingness to provide additional hours in the dorms where students are living. He also noted on the initiative to set up a call list so faculty know who to contact about a student and for the athletics staff, a listing of the advisors for a particular athlete. This should decrease confusion and hopefully help with academic performance. Finally, he thanked the Senate for all their work in September.
5.	<b>Committee Reports</b> UCC Chair Fadayomi said that the committee had endorsed the goals for the 2015-16 committee that had been discussed at the Senate retreat. She also told the Senators to please remind their colleagues that if they had submitted a proposal using the old forms, they would need to transfer them. MyDegree coordinator Amy Buse had met with the committee and they continue to work toward a solution.  General Education Coordinator Cliff Franklund said that there is a plan for 8 core competencies. Some of those

	<p>such as collaboration and problem solving could be done through program classes. In order to facilitate the course approval process they are discussing a plan to map current courses over to the new competencies and not have to recertify immediately. The competencies proposal will be available to the Senators in writing for the next meeting.</p> <p>Student Government President Wayne Bersano talked about initiatives including the change in financing (which lead to the collaborative proposal bringing Bill Nye to speak on campus), the State of the University event and changes to the readership program.</p>
6A	<p><b>Presentation on University Website</b></p> <p>Website Content Manager Ted Halm gave a presentation on the newly revised website. He demonstrated several sample pages. Surveys have been done and focus meetings with a number of groups. The templates shown are designed to be friendlier to prospective students and parents. They will begin to roll out part of these pages this month but the entire process will take several months as there are a few hundred content editors who will all need to migrate their pages. The new website will also be more mobile friendly and meet all the federal mandates on accessibility. It has new landing pages for areas such as diversity and academic support and new templates for college and departmental pages. It also coordinates with social media feeds (includes live twitter and Facebook feed at the bottom). Senator Piercey asked whether or not it would allow for faculty websites. Manager Halm said that is not a current option but they will link to cloud services. Senator Hanna asked about review and comments for departmental pages. Halm said yes. Senator Berghoef asked if there was a text-only site. Halm said yes.</p>
7A	<p><b>New Minor in Economics</b></p> <p>Senator Fadayomi moved to close the community studies minor. Senator Berghoef seconded. Senator Hanna asked if the additional courses could be covered by existing faculty. College of Business faculty member Mark Brandy said that the two additional courses could be covered. Motion passed.</p>
7B	<p><b>New Program- Masters of Healthcare Administration</b></p> <p>Senator Fadayomi moved to support the Masters of Healthcare Administration. Senator Berghoef seconded. This proposal was originally submitted to the UCC in the spring, but was not finished because of concerns about the business classes included. Vice-President Bacon asked for clarification about why these classes could not be taught by business faculty. Coordinator Gail Bullard explained that within their accreditation standards, these had to be taught directly by faculty with health care experience and she had worked through the issue with Business faculty Gayle Lopez. Dean Nicol added support for this point of view which made it not possible to be taught by current Business faculty (and allow them to meet the business accreditation requirements. Secretary Isler made a comment that she did not recall the vote taken to approve the program by the University Graduate and Professional Council. Senator Piercey (and UCC member) provided a copy of the form which was signed on April 22<sup>nd</sup>. Senator Bacon asked the question of whether or not they had sufficient credentialed faculty. Department head Greg Zimmerman noted they had 3 full-time faculty, 1 part time and 2 field faculty. Senator Hanna asked about the 46 hours of credit as the minimum instead of 40 and Zimmerman answered that they additional 6 credits were Ferris's choice. Hanna also noted that unlike other colleges, they had answered the faculty resource question before sending a program to the Senate. Vice-President Bacon asked who the competition would be for this program. The answer was Grand Valley State University, Central Michigan and University of Michigan. The motion passed 17-9 (with two abstentions).</p>
8.	<p><b>Announcements.</b></p> <p>President Eisler gave a summary of his views on strategic planning. He noted that the difficulty is in being able to come up with meaningful assessments that can be accomplished. It is much easier to add more things to the plan and extremely difficult to remove anything.</p> <p>He noted that the MSPERS refund has had \$837,000 placed in a student scholarship fund. He is aware that other universities are reserving it for future MSPERS costs (which appear on the budget as a liability beginning next year) but he feels the strongest investment is in our students. Vice-President Bacon noted that while that is important, it is also important that in the last decades the staff and departments have taken millions in cuts which have not been restored. Senator Wagenheim noted that in APR every year, he sees a need for equipment requests to maintain program, and an endowment which generated \$50,000 per year would help immensely in funding such requests and also helping students. Senator Balanda agreed but also saw the need for improved</p>

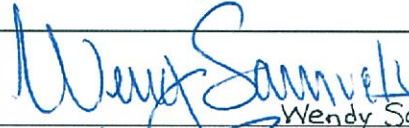




	endowments to compete with other universities for students.
9.	<b>Open Forum.</b> Emeriti President Haneline made an observation on the history of Academic Program Review. He notes that the process is highly regarded by the HLC and some review process is part of our accreditation requirements. The question is how to get the information needed in a way that is more user-friendly to faculty.
9.	The meeting was adjourned at 11:42 a.m.

**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title: Associates Degree in Social Work**

Initiating Individual: Wendy Samuels      Initiating Department or Unit: Social Sciences  
 Contact Person's Name: Wendy Samuels e-mail: samuelsw@ferris.edu phone: 231-591-5896

- Group I - A – New degree, major, concentration, minor, or redirection of a current offering
- Group I - B – Deletion of a degree, major, concentration, or minor
- Group II - A – New Course, modification of a course, deletion of a course
- Group II - B – Minor curriculum clean-up
- Group III – Certificates ( College Credit  Non-Credit)
- Group IV – Other Site Locations ( College Credit  Non-Credit)

	Signature	Date	Vote/Action * Number count **
Program Representative **	 Wendy Samuels	2/13/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School/Faculty Representative Vote **	 Meral Topcu	2/17/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School Administrator	 Meral Topcu	2/17/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee/Faculty	 John Scott Guy	9-18-15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Dean	 TRINITY WILLIAMS	9/21/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Senate **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Academic Affairs			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include identification of specific concerns with appropriate rationale.  
 \*\* Number count must be given for all members present and/or voting.

To be completed by Academic Affairs		Date/Term of Implementation: _____
_____ President (Date Approved)	_____ Board of Trustees (Date Approved)	_____ Academic Officers of MI (Date Approved)

**1. Proposal Summary**

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights.)

Ferris State University has a thriving Social Work Program. Several students (currently 36 students) in the program receive federal TIP (Tuition Incentive Program) funding in their financial aid package. In order to protect the TIP funding, these students have been placed in a "Pre-Social Work" designation for the first 90 credits of their program (depending upon the type of TIP funding), and then are transferred to the Social Work Program.

In response to the request that all programs at Ferris change the "pre" category in their programs, the Social Work Program proposes an Associates' Degree in Social Work. The Social Work Program actually has a system in place in which students complete a certain set of courses in the first six semesters of their academic career, and then apply for "Candidacy" in the Social Work Program. Achieving candidacy allows students to enter the upper level social work courses. This system was put into place at the founding and first accreditation of the program (1986) to imitate the application process that is standard in other social work programs across the country. The Ferris model is that we get our students involved in their majors immediately. More traditionally, students in other universities complete their general education requirements in their first two years of college, and apply to social work programs at the end of their sophomore year.

In response to the request that we change the "Pre-Social Work" designation in the program, we propose an Associates' Degree in Social Work. While the Council on Social Work Education does not accredit associate degrees, they are affirming that having an associates' degree is allowed.

There are no changes to course or curriculum for this degree.

**2. Summary of Curricular Action (check all that apply to this proposal)**

Degree  Major  Minor  Concentration  Certificate  Course

New  Modification  Deletion

Name of Degree, Major, etc. : **Associates in Social Work**

---

**3. Summary of All Course Action Required** Contact Senate Secretary or UCC Chair if additional spaces are required.

a. **Newly Created Courses to be Added to FSU Catalog:**

**No new courses will be added to the curriculum.**

b. **Courses to be Deleted from FSU Catalog:**

**No courses will be deleted from the curriculum.**

c. **Existing Course(s) to be Modified:**

**No existing courses will be modified.**

d. **Addition of existing FSU courses to program**

**Please note: these are classes currently required for the Bachelor's Degree in Social Work and for Program Candidacy. The curriculum has not changed.**

Prefix	Number	Title			
ENGL	150	ENGLISH 1	RELG	215	Comparative Religions
			or		
ENGL	250	ENGLISH 2	RELG	325	Eastern Religions
			or		
COMM	121	Public Speaking	RELG	326	Western Religions
	OR				
COMM	105	Interpersonal Communication			
	OR				
COMM	221	Small Group Decision Making			
BIOL	103	Biological Concepts			
	OR				
BIOL	111	Environmental Biology			
	OR				
BIOL	109	Anatomy and Physiology			
	OR				
BIOL	101	Genetics			
MATH	110	(if needed)			
	AND/OR				
MATH	115	Intermediate Algebra			
	OR				
MATH	117	Contemporary Mathematics			
PLSC	121	American Politics I			
	OR				
PLSC	122	American Politics II			
PSYC	226	Lifespan Human Development			
	OR				
EDUC	251	Lifespan Human Development			
PSYC	150	Introduction to Psychology			
SOCY	121	Introduction to Sociology			
	OR				
SOCY	122	Social Problems			
SOCY	225	Marriage and the Family			
	OR				
SOCY	230	Gender Roles			
SCWK	110	Introduction to Social Work			
SCWK	130	Interviewing I			
SCWK	170	Agency Orientation			
SCWK	191	Introductory Field Placement			
SCWK	210	Introduction to Social Welfare			
SCWK	220	Theories and Methods of Practice I			
SCWK	240	Foundations of Practice			
RELG	215	Comparative Religions			
	OR				
RELG	325	Eastern Religions			
	OR				
RELG	326	Western Religions			

- e. Removal of existing FSU courses from program  
No courses will be removed.

#### 4. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
Form B	2/16/15	Sociology, Dr. Tom Behler	
Form B	2/16/15	Psychology, Dr. Chris Redker	
Form B	2/16/15	Languages and Literature – Dr. Debra Courtwright Nash	
Form B	2/16/15	Math – Dr. Andy Karafa	
Form B	2/16/15	Communication – Dr. Sandy Alspach	
Form B	2/16/15	Biology – Dr. Joe Lipar	
Form B	2/16/15	Political Science – Dr. Rick Griffin	
Form C	2/16/15	Library Liaison – Stacy Anderson	

#### 5. Will External Accreditation be sought? (For new programs or certificates only)

Yes       No

Please note: the Council on Social Work Education, the accrediting body for the Bachelor's Degree in Social Work does not accredit associate degree programs.

If yes, name the organization involved with accreditation for this program.

#### 6. Program Checksheets affected by this proposal (check all that apply to this proposal)

Add Course    Delete Course    Modify Course    Change Prerequisite    Move from required to elective  
 Move from elective to required    Change Outcomes and Assessment Plan    Change credit hours

List all Checksheets affected by this proposal:

College   Department   Program

No current checksheets will be affected. There will be a new checksheet developed for the Associates Degree



Form D - Proposed

## ASSOCIATE IN ARTS IN SOCIAL WORK

### FERRIS STATE UNIVERSITY

Professional Advisor: Dave Schrock

PHONE: (231) 591-3705 OFFICE: ASC 3087 E-mail: DaveSchrock@ferris.edu

Admission requirements: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

**Graduation requirements:**

1. Minimum 2.0 cumulative grade point average in all course work
2. Minimum 60 credits including general education requirements
3. Residency requirement: 15 minimum FSU semester credits
4. Minimum 50 credits must be College of Arts and Sciences credits

**Program Requirements: Effective for students entering Associate in Arts in Social Work Fall Semester 2015**

COURSE		COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS	FSU S.H.	GRADE
<b>MAJOR: 44 credits minimum</b>				
Choose one: BIOL	101 or 103 or 109 or 111	Genetics – Human Aspects or Biological Concepts or Basic Human Anatomy and Physiology or Environmental Biology	4	
Choose one: COMM	105 or 121 or 221	Interpersonal Communication or Fundamentals of Public Speaking or Small Group Decision Making	3	
PLSC	121 or 122	American Government 1 or American Government 2	3	
PSYC	150	Introduction to Psychology	3	
PSYC or EDUC	226 or 251	Lifespan Human Development (PSYC 150) Or Lifespan Human Growth and Development	3	
SCWK	110	Intro to Social Work Profession	2	
SCWK	130	Social Work Interviewing Skills 1	3	
SCWK	170	Agency & Program Orientation	1	
SCWK	191	Introductory Field Experience (SCWK 110, 130, 170, GPA > 2.0)	3	
SCWK	210	Introduction to Social Welfare	3	
SCWK	220	Theories/Methods of Practice I (PSYC 150, SOCY 121 or SOCY 122, SCWK 110, SCWK 130, SCWK 170, SCWK 191)	4	
SCWK	240	Foundations of Practice (BIOL 101 or BIOL 103 or 109 or 111, PSYC 226 or EDUC 251, and SOCY 225 or SOCY 230)	3	
SOCY	121 or 122	Introductory Sociology or Social Problems	3	
SOCY	225 or 230	Marriage and the Family or Gender Roles in Society (SOCY 121) (SOCY 121)	3	
RELG	215 or 325 or 326	Comparative Religions or Eastern Religions or Western Religions or (ENGL 150) (ENGL 150)	3	
<b>Electives to 60 credit minimum required for degree</b>				

## GENERAL EDUCATION REQUIREMENTS

Courses which qualify in the Scientific Understanding (Z), Cultural Enrichment (C) and Social Awareness (S) categories are delineated in the General Education section of the FSU electronic catalog:

<http://www.ferris.edu/htmls/academics/gened/courses.html>

I. GENERAL EDUCATION REQUIREMENTS			
<b>A. COMMUNICATION COMPETENCE</b>		<b>9 Sem Credits</b>	
Course	Grade	Credits	
ENGL 150		3	
ENGL 250		3	
(COMM 105 or 121 or 221 met in major)		(3)	
<b>TOTAL</b>			
<b>B. SCIENTIFIC UNDERSTANDING</b>		<b>7-8 Sem Credits</b>	
Only approved "Z" courses may count toward this category (one must be a lab course). Four credits are achieved in the major.			
Course	Grade	Credits	
(BIOL101 or 103 or 109 or 111 met in major)		(4)	
<b>TOTAL</b>			
<b>C. QUANTITATIVE SKILLS:</b>			
This requirement can be fulfilled by ONE of the following options: (MATH 117 recommended)			
CHECK	Course	Grade	Credits
	MATH115 or higher <i>or</i>		
	MATH115 or higher proficiency <i>or</i>		
	MATH ACT subtest score $\geq$ 24	Score	
<b>TOTAL</b>			

D. CULTURAL ENRICHMENT			9 Sem Credits
Only approved "C" courses may count toward this category. Requirements: 1) One course must be 200+ level, 2) Maximum 3 credit hours of music and/or theater activities may apply, (200+ level course and three credits cultural enrichment are achieved in the major)			
Course	Grade	Credits	
(RELG 215 or 325 or 325 met in major)		(3)	
<b>TOTAL</b>			
<b>E. SOCIAL AWARENESS</b>			<b>9 Sem Credits</b>
This requirement is met in the program major.			

**SAMPLE COURSE SEQUENCE:** The following chart depicts one strategy to complete the program requirements. In order to complete this program in two years, students must average 15 credits hours per semester. Students **MUST** consult their faculty advisor to develop a course sequence appropriate to their academic development and educational plans.

### First Year

### Second Year

<p><b>Fall Semester (100-level courses only)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>ENGL 150 English 1 or COMM 105, COMM 121, COMM 221</td><td style="text-align: right;">3</td></tr> <tr><td>SOCY 121 or SOCY 122</td><td style="text-align: right;">3</td></tr> <tr><td>BIOL 101, 103, 109 or 111</td><td style="text-align: right;">4</td></tr> <tr><td>FSUS 100 FSU Seminar</td><td style="text-align: right;">1</td></tr> <tr><td>SCWK 110 Intro Social Work Profession</td><td style="text-align: right;">2</td></tr> <tr><td>SCWK 130 Interviewing Skills 1</td><td style="text-align: right;">3</td></tr> <tr><td style="text-align: right;"><b>16</b></td><td></td></tr> </table> <p><b>Spring Semester</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>ENGL 150 English 1 or COMM 105, COMM 121, COMM 221</td><td style="text-align: right;">3</td></tr> <tr><td>PLSC 121 or 122 American Government</td><td style="text-align: right;">3</td></tr> <tr><td>PSYC 150 Intro Psychology</td><td style="text-align: right;">3</td></tr> <tr><td>SCWK 170 Agency and Program Orientation</td><td style="text-align: right;">1</td></tr> <tr><td>MATH by placement (if needed) or Cultural Enrichment</td><td style="text-align: right;">3 - 4</td></tr> <tr><td style="text-align: right;"><b>13-14</b></td><td></td></tr> </table> <p><b>Summer Semester</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>SCWK 191 Introductory Field Experience</td><td style="text-align: right;">3</td></tr> </table>	ENGL 150 English 1 or COMM 105, COMM 121, COMM 221	3	SOCY 121 or SOCY 122	3	BIOL 101, 103, 109 or 111	4	FSUS 100 FSU Seminar	1	SCWK 110 Intro Social Work Profession	2	SCWK 130 Interviewing Skills 1	3	<b>16</b>		ENGL 150 English 1 or COMM 105, COMM 121, COMM 221	3	PLSC 121 or 122 American Government	3	PSYC 150 Intro Psychology	3	SCWK 170 Agency and Program Orientation	1	MATH by placement (if needed) or Cultural Enrichment	3 - 4	<b>13-14</b>		SCWK 191 Introductory Field Experience	3	<p><b>Fall Semester</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>ENGL 250 English 2</td><td style="text-align: right;">3</td></tr> <tr><td>SCWK 210 Introduction to Social Welfare</td><td style="text-align: right;">3</td></tr> <tr><td>PSYC 226 or EDUC 251</td><td style="text-align: right;">3</td></tr> <tr><td>Scientific Understanding elective</td><td style="text-align: right;">3-4</td></tr> <tr><td>MATH if needed or Cultural Enrichment/RELG</td><td style="text-align: right;">3-4</td></tr> <tr><td style="text-align: right;"><b>15-17</b></td><td></td></tr> </table> <p><b>Spring Semester</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Cultural Enrichment elective/Elective</td><td style="text-align: right;">3-6</td></tr> <tr><td>SCWK 220 Theories/Methods of Practice</td><td style="text-align: right;">4</td></tr> <tr><td>SCWK 240 Foundations of Practice</td><td style="text-align: right;">3</td></tr> <tr><td>SOCY 225 or SOCY 230</td><td style="text-align: right;">3</td></tr> <tr><td style="text-align: right;"><b>13-15</b></td><td></td></tr> </table>	ENGL 250 English 2	3	SCWK 210 Introduction to Social Welfare	3	PSYC 226 or EDUC 251	3	Scientific Understanding elective	3-4	MATH if needed or Cultural Enrichment/RELG	3-4	<b>15-17</b>		Cultural Enrichment elective/Elective	3-6	SCWK 220 Theories/Methods of Practice	4	SCWK 240 Foundations of Practice	3	SOCY 225 or SOCY 230	3	<b>13-15</b>	
ENGL 150 English 1 or COMM 105, COMM 121, COMM 221	3																																																		
SOCY 121 or SOCY 122	3																																																		
BIOL 101, 103, 109 or 111	4																																																		
FSUS 100 FSU Seminar	1																																																		
SCWK 110 Intro Social Work Profession	2																																																		
SCWK 130 Interviewing Skills 1	3																																																		
<b>16</b>																																																			
ENGL 150 English 1 or COMM 105, COMM 121, COMM 221	3																																																		
PLSC 121 or 122 American Government	3																																																		
PSYC 150 Intro Psychology	3																																																		
SCWK 170 Agency and Program Orientation	1																																																		
MATH by placement (if needed) or Cultural Enrichment	3 - 4																																																		
<b>13-14</b>																																																			
SCWK 191 Introductory Field Experience	3																																																		
ENGL 250 English 2	3																																																		
SCWK 210 Introduction to Social Welfare	3																																																		
PSYC 226 or EDUC 251	3																																																		
Scientific Understanding elective	3-4																																																		
MATH if needed or Cultural Enrichment/RELG	3-4																																																		
<b>15-17</b>																																																			
Cultural Enrichment elective/Elective	3-6																																																		
SCWK 220 Theories/Methods of Practice	4																																																		
SCWK 240 Foundations of Practice	3																																																		
SOCY 225 or SOCY 230	3																																																		
<b>13-15</b>																																																			

#### NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum that are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate's Degree in Social Work

Initiator(s): Wendy Samuels

Proposal Contact: Dr. Trinity Williams Date Sent: 2/16/15

Department: Communication Campus Address: Johnson Hall  
(Please type)

Responding Department: Communication

Administrator: Trinity Williams Date Received: 2/16/15 Date Returned: 3/3/15

Based upon department faculty review on 2/16 - 3/2/15 (Date) we:

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. [Click here to enter text.](#)



Trinity Williams, Humanities Department Chair

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

**Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate's Degree in Social Work

Initiator(s): Wendy Samuels

Proposal Contact: Dr. Rick Griffin Date Sent: 2/16/15

Department: Social Sciences Campus Address: ASC  
(Please type)

Responding Department: Social Sciences

Administrator: Richard W. Griffin Date Received: 2/14/2015 Date Returned: 2/14/2015

Based upon department faculty review on 2/14/2015 (Date) we:

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. [Click here to enter text.](#)

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

**Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

**RE: Proposal Title Associate's Degree in Social Work**

**Initiator(s): Wendy Samuels**

**Proposal Contact:** Dr. Joe Lipar **Date Sent:** 2/16/15

**Department:** Biology      **Campus Address:** ASC  
(Please type)

**Responding Department:** Biology

**Administrator:** Scott Herron **Date Received:** 02/16/2015 **Date Returned:** 2/18/15

Based upon department faculty review on 2/18/15 (Date) we:

- Support the above proposal. 15/1/0/0
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

I would suggest that they include Biol 108 (Medical Microbiology) as an option, along with the other Biology classes listed, to the Gen Ed Scientific Understanding course list.

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate's Degree in Social Work

Initiator(s): Wendy Samuels

Proposal Contact: Dr. Andy Karafa *AK* Date Sent: 2/16/15

Department: Math Campus Address: ASC  
(Please type)

Responding Department: Mathematics

Administrator: ~~Click here to enter text.~~ Date Received: ~~Click here to enter text.~~ Date Returned: ~~Click here to enter text.~~  
J. Andy Karafa 2/26/15

Based upon department faculty review on ~~Click here to enter text.~~ (Date) we:

- Support the above proposal.  
 Support the above proposal with the modifications and concerns listed below.  
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. ~~Click here to enter text.~~

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

**Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate's Degree in Social Work

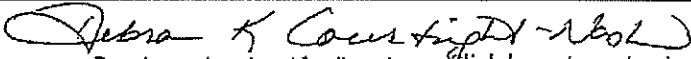
Initiator(s): Wendy Samuels

Proposal Contact: Dr. Debra Courtwright Nash Date Sent: 2/16/15

Department: Language and Literature Campus Address: ASC 2081  
(Please type)

Responding Department: Languages and Literature

Administrator: [Click here to enter text.](#) Date Received: [Click here to enter text.](#) Date Returned: [Click here to enter text.](#)



Based upon department faculty review on [Click here to enter text.](#) (Date) we:

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. [Click here to enter text.](#)

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

**Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate's Degree in Social Work

Initiator(s): Wendy Samuels

Proposal Contact: Dr. Chris Redker Date Sent: 2/16/15

Department: Social Sciences Campus Address: ASC 2081  
(Please type)

Responding Department: Psychology

Administrator: Click here to enter text. Date Received: Click here to enter text. Date Returned: Click here to enter text.

Based upon department faculty review on Click here to enter text. (Date) we:

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. Click here to enter text.



**FORM B**  
Revised Feb. 2015

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

**Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Associate's Degree in Social Work

Initiator(s): Wendy Samuels

Proposal Contact: Dr. Tom Behler, Sociology Date Sent: 2/16/15

Department: Social Sciences Campus Address: ASC 2081  
(Please type)

Responding Department: Sociology

Administrator: [Signature] Click here to enter text. Date Received: 2/16/15 Click here to enter text. Date Returned: Click here to enter text.

Based upon department faculty review on Click here to enter text. (Date) we:

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. Click here to enter text.

## FLITE SERVICES CONSULTATION FORM



To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

### RE: Proposal Title: Associates Degree in Social Work

Projected number of students per year affected by proposed change: 40

Initiator(s): Wendy Samuels	
Proposal Contact: 231-591-5896	Date Sent: 2/16/15
Department: Social Sciences Campus Address: ASC 2081 (Please type)	

Liaison Librarian Signature: 	Date Received: 2/16/2015
Dean of FLITE Signature: 	Date Returned: 2/24/15

Based upon our review on 2/17/2015, FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary. There are no changes to course offerings, so current library resources are adequate for this proposal.

# FORM FIN

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted in the proposal and a copy to the initiator. The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title:

ASSOCIATES DEGREE IN SOCIAL WORK

Initiators:

Dr. Wendy Samuels

Proposal Contact:

231 591 5896

Date Sent:

8/18/15

Department:

SOCIAL WORK

Campus Address:

ASC 2108

Director of Financial Aid Signature:

*Jan DeW*

Date Returned:

8-24-15

Please check all that apply:

- The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.
- The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.
- The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.
- The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.
- The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.
- The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.
- The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.
- The new program is an Associate's, Bachelor's, Master's, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree:  
Revised 4/30/14 sd

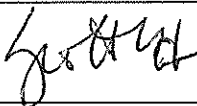
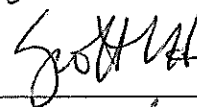

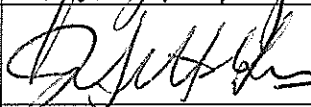
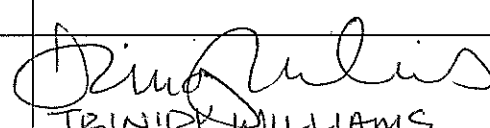
60

**PROPOSAL SUMMARY AND ROUTING FORM**

Proposal Title: Elimination of Associate in Science in Pre-Mortuary Science (PMOR) Degree

Initiating Individual: Joseph Lipar      Initiating Department or Unit: Biological Sciences  
 Contact Person's Name: Joseph Lipar      e-mail: liparj1@ferris.edu      phone: 591-2660

- Group I - A – New degree, major, concentration, minor, or redirection of a current offering
- Group I - B – Deletion of a degree, major, concentration, or minor
- Group II - A – New Course, modification of a course, deletion of a course
- Group II - B – Minor curriculum clean-up
- Group III – Certificate ( College Credit  Non-Credit)  New Certificate
- Group IV – Other Site Locations ( College Credit  Non-Credit)

	<u>Please print and sign your name.</u>	Date	Vote/Action * Number count **
Program Representative **	 Scott Herron	4/27/15	<input checked="" type="checkbox"/> Support 6 / 0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School/Faculty Representative Vote **	 Scott Herron	4/27/15	<input checked="" type="checkbox"/> Support 16 / 0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School Administrator	 Joseph Lipar	4/27/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee/Faculty	 John Scott Gray	9-24-15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input checked="" type="checkbox"/> Not Support <input checked="" type="checkbox"/> Abstain
UCC Representative			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support
Dean	 TRINITIA WILLIAMS	10/5/15	<input checked="" type="checkbox"/> Support <input checked="" type="checkbox"/> Support with Concerns <input checked="" type="checkbox"/> Not Support <input checked="" type="checkbox"/> Abstain
University Curriculum Committee **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Senate **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Academic Affairs			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include identification of specific concerns with appropriate rationale.

\*\* Number count must be given for all members present and/or voting.

To be completed by Academic Affairs		Date/Term of Implementation: _____
_____ President (Date Approved)	_____ Board of Trustees (Date Approved)	_____ Academic Officers of MI (Date Approved)

## FORM A CONT.

**1. Proposal Summary**

(Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights.)

We propose that the Associate in Science in Pre-Mortuary Science (PMOR) be eliminated from the academic catalog. This proposal is being made primarily due to the low enrollment in this program. For the academic years 2010/2011 through 2013/2014, total fall enrollment per year was 8, 6, 5, and 6 students, according to the FSU Fact Book.

This program was originally designed for students wishing to prepare for admission into the Professional Mortuary Science Program at Wayne State University. If this program were eliminated, students could still work with one of our professional advisors to construct a curriculum under the Associate in Pre-Science program that will prepare them well for future admission into Wayne State's program. However, we have seen a decline in the number of interested students over the past few years, and we do not predict that the demand for this program will increase in the future.

This proposal will be submitted for approval by two academic departments: The Department of Biological Sciences and the Department of Physical Sciences.

We would like this change to occur for the Spring 2016 semester.

**2. Summary of Curricular Action (check all that apply to this proposal)**

Degree  Major  Minor  Concentration  Certificate  Course

New  Modification  Deletion

Name of Degree, Major, etc. : Associate in Science in Pre-Mortuary Science (PMOR)

**3. Summary of All Course Action Required** Contact Senate Secretary or UCC Chair if additional spaces are required.**a. Newly Created Courses to be Added to FSU Catalog:**

Prefix                  Number Title

**b. Courses to be Deleted from FSU Catalog:**

Prefix                  Number Title

**c. Existing Course(s) to be Modified:**

Prefix                  Number Title

**d. Addition of existing FSU courses to program**

Prefix                  Number Title

**e. Removal of existing FSU courses from program**

Prefix                  Number Title

## 4. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
B		Physical Sciences	
B		Languages and Literature	
B		Social Sciences	
B		Humanities	
B		Accountancy, Finance, and Information Systems	
B		Mathematics	
C		FLITE	

## 5. Will External Accreditation be sought? (For new programs or certificates only)

Yes       No

If yes, name the organization involved with accreditation for this program.

6. Is a PCAF required? \_\_\_Yes      X   No    Is the PCAF approved? \_\_\_\_ Yes    \_\_\_\_ No

(If yes, supply link on Academic Affairs website where PCAF is posted.)

## 7. Program Checksheets affected by this proposal (check all that apply to this proposal)

Add Course    Delete Course    Modify Course    Change Prerequisite    Move from required to elective  
 Move from elective to required    Change Outcomes and Assessment Plan    Change credit hours

## 8. List all Checksheets affected by this proposal:

College	Department	Program
Arts and Sciences	Biological Sciences	Associate in Science in Pre-Mortuary Science (PMOR)

# PRE-MORTUARY SCIENCE

## FERRIS STATE UNIVERSITY

ADVISING GROUP CHAIR: Ms. Angie Mishler

PHONE: (231) 591-2745 OFFICE: ASC 3078 E-MAIL: [mishlera@ferris.edu](mailto:mishlera@ferris.edu)

Admission requirements: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

The following program is designed in accordance with the Mortuary Science program at Wayne State University. Wayne State University is the only institution in Michigan that prepares students for State certification in mortuary science and entrance to the WSU program is competitive. Minimum requirements for application include completion of the courses listed below with at least a "C" grade in each course, at least 68 credit hours with a minimum grade average of 2.5, as outlined in the WSU graduate bulletin. Students must be admitted to both WSU and the Professional Program in Mortuary Science. Applications are available on line from WSU at [www.cphs.wayne.edu/stuaff/applications.php](http://www.cphs.wayne.edu/stuaff/applications.php) after November 1, and the WSU application deadline for the Mortuary Science program is March 15 for the Fall Semester entry. A WSU math competency test is required. Eight credit hours of 100 level or above chemistry are required to meet State of Michigan Mortuary Science license requirements.

Proper selection of 60 credit hours including university general education requirements could lead to an Associate in Science degree at Ferris State University. For Assoc. in Science degree requirements, see the Pre-Science check sheet.

### Courses recommended for students entering Pre Mortuary Science Fall Semester 2014

COURSES		COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS	FSU S.H.	GRADE
<b>A minimum of 60 credits, including the following specific courses satisfy the minimum entrance requirements of Wayne State University.</b>				
ACCT	201	Principles of Accounting 1 (MATH 110)	3	
BIOL	121	General Biology 1 (Co= CHEM 114 or 121)	4	
BIOL	108	Medical Microbiology (F, Sp, Su)	3	
OR	OR			
BIOL	286	General Microbiology (Sp, Su) (CHEM 122)		
BIOL	109	Basic Human Anatomy/Physiology (F, Sp)	4	
OR	OR			
BIOL	205	Human Anatomy/Physiology (F, Sp, Su) (CHEM 114 Min. C-)	5	
CHEM	114 and	Introduction to General Chemistry (MATH 115 and prior CHEM)	4	
CHEM	124	Introduction to Organic and Biochemistry (CHEM 114)	3	
OR	OR			
CHEM	121 and	General Chemistry 1 (MATH 115 and prior CHEM)	5	
CHEM	124	Introduction to Organic and Biochemistry (CHEM 114 or CHEM 121)	3	
MATH		competency through MATH 130 recommended	3	
ENGL	150	English 1 (by placement)	3	
ENGL	250	English 2 (ENGL 150)	3	
PSYC	150	Introduction to Psychology	3	
COMM	121	Fundamentals of Public Speaking	3	
ISYS	105	Intro Micro Systems-Software	3	

**SAMPLE COURSE SEQUENCE:** The following chart depicts one strategy for scheduling the program requirements. In order to complete this program in two years, students must average 16-17 credit hours per semester. Students **MUST** consult their faculty advisor to develop a course sequence plan appropriate to their academic development and educational plans.

**First Year**

<u>Fall Semester</u>	<u>Credit Hours</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
ENGL 150 English 1	3	COMM 121 Fund. Of Public Speaking	3
BIOL by placement	3 – 4	BIOL by placement	3 – 4
CHEM by placement (see note 2)	3 – 5	CHEM by placement	3 – 5
MATH by placement	3 – 4	MATH by placement	3 – 4
PSYC 150 Intro. Psychology	<u>3</u>	Elective (see note 3)	<u>3</u>
	15 – 18		15 - 18

**Second Year**

<u>Fall Semester</u>	<u>Credit Hours</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
BIOL by placement	3 – 5	BIOL by placement	3 – 5
ENGL 250 English 2	3	ACCT 201 Principles of Accounting 1	3
ISYS 105 Intro Micro Systems-Software	3	Elective (see note 3)	3
Elective (see note 3) or Math	3	Elective (see note 3)	3
Elective (see note 3) or CHEM	<u>3</u>	Elective (see note 3)	<u>3</u>
	15 - 17		15 - 17

Notes:

1. Mathematics course placement will be determined by high school mathematics background and test scores. Contact Mortuary Science program at WSU for details on their math competence exam. MATH Competency minimum is FSU's MATH 130
2. Students must complete a minimum of 8 credits of CHEM numbered 100 or higher, including some BioChem (CHEM 124).
3. **To be full time in the Mortuary Science program and receive a Bachelor Degree at WSU, the following WSU general education graduation requirements should be taken at FSU prior to transferring to WSU. For additional information you may contact a Wayne State Academic Advisor, at (313) 577-1716.**

**CATEGORY:**

**FSU COURSES**

Critical Thinking (3 cr.)	COMM 251 or PHIL 217
Foreign Culture	Choose one: FREN 201, GERM 201, SPAN 201, FREN 331, GERM 331, SPAN 331
Historical Studies (3 cr.)	HIST 151 or HIST 152
MATH Competency (4 cr.)	MATH 130 (waives the need for WSU math competency exam)
Philosophy and Letters (3 cr.)	choose one: HUMN 101, 102, PHIL 115, 204, 216; LITR 150, 170, 180, LITR 202, 203, 204, 241, 242, 311, 312, 323, 351, 352
Political Science (3cr.)	choose one: PLSC 121, 122
Social Science (3 cr.)	choose one: ANTH 122; ECON 221, 222; GEOG 100; SOCY 121, or 122
Visual/Performing Arts (3cr.)	choose one: ARTH 110, 111, ARTS 290; HUMN 100, FILM 253; MUSI 221, 228; THTR 215

**NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES**

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.



## Yvonne M Olson

---

**From:** John Scott S Gray  
**Sent:** Friday, September 11, 2015 9:39 AM  
**To:** Joseph Lipar  
**Cc:** Yvonne M Olson  
**Subject:** Re: Curriculum Proposals

John,  
I appreciate the desire to get input from Physical Science, but I think the best way to do that is with a consult that requests full body consideration.... That is the only way that I see for that input to make it into the official record. What do you think? As for the changes, sending them to Yvonne in the Deans office would be fantastic.  
Be happy,  
JSG

Sent from my iPad

On Sep 11, 2015, at 9:29 AM, Joseph Lipar <[JosephLipar@ferris.edu](mailto:JosephLipar@ferris.edu)> wrote:

John,

Thanks for the information. We'll make those changes. Do I reroute them back through you, or do I just give them directly to the Dean's office?

Regarding the General Science proposal (and the Pre-Pharmacy proposal – I was talking to Chris Westerkamp and he said it was on the agenda but that you hadn't gotten to it). Those proposals were written with the intent that they would be distributed in full to the Physical Sciences Department and that they would have a chance to discuss it and vote on it the same way that the Biological Sciences Department did. I therefore did not send consultation forms to them because I consider their input to be as important as that of our department. It is my understanding that they have not yet had the chance to look at those proposals; I want to make sure that the College Curriculum Committee waits for their feedback before anything is voted upon. (To be honest, I didn't realize those two proposals were already in the hands of the College Committee. I had assumed that would not occur until after Physical Sciences had provided input.)

Please let me know what I can do to make the process easier, if anything.

Joseph Lipar  
Department Chair, Biological Sciences  
Assistant Dean, College of Arts and Sciences  
Ferris State University  
820 Campus Drive, ASC 2004  
Big Rapids, MI 49307  
231-591-2660

---

**From:** John Scott S Gray  
**Sent:** Thursday, September 10, 2015 4:14 PM  
**To:** Joseph Lipar  
**Subject:** Curriculum Proposals

Prof. Lipar,

The College Curriculum Committee voted on two of your proposals this week. Comments for all three proposals are below - please contact me with questions.

Regards,

JSG

John Scott Gray

Delete Pre-Opt.

Form A – should indicate that this is a major instead of degree

Approve 5-0, pending this minor change

Delete Pre-Mort

Form A – again, should indicate this impacts a major instead of degree

Approve 4-1-0

This second vote was a support with concern. That concern should be written out and sent to you in the next couple of days, and that concern and your response should be included in the packet before it gets to the UCC.

We could not vote on the Modification, as we ran short on time. Some issues that were raised in the time we had included:

Some members believe that a Math consultation was needed (Form C)

Response to Daisy's and Bradley's concerns?

Form A – Major not degree. Name of new major on line #2

Line #7, new courses and moving from elective to required should more than likely be checked.

Social awareness 200 level is strongly recommended, not required.

## Concern Regarding Elimination of Associate in Science in Pre-Mortuary Science

My friends,

I voted to support the elimination of this Associate's degree with concerns. My concern is that closing this program misses a valuable opportunity. The program, as it currently stood, was still be used by a small number of students who were coming here to prepare for a program at Wayne State. The trend in general has been that students have been starting their academic work at other locations (community colleges, for example) and transferring to Ferris, and this Associate degree, if supported, would be one small move in at least reversing that trend. I hate to see this opening lost.

Regards,

JSG

John Scott Gray

Chair, College Curriculum Committee

College of Arts and Sciences

Response:

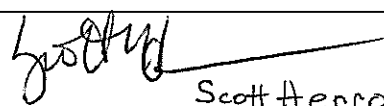
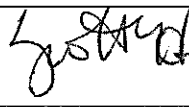



It is true that our decision to eliminate the Pre-Mortuary Science program was based primarily on the low numbers of students enrolled in the program over the past several years. We do not expect the demand for the program to increase. We do understand the logic behind John's comments. However, based on conversations with our Professional Advisors, it is true that the students who are preparing for the program at Wayne State can still do so by coming to Ferris, albeit under the umbrella of the Associated in Science (General Science) program. (This program is currently called Pre-Science, a proposal to change the name and the requirements has been prepared and is under consideration by the curriculum process.) It is true that having an official Pre-Mortuary program would attract more students than if the students would be enrolled in a more general science program as described above. However, we can very easily attach language to the description of the General Science Associate's Degree to indicate that it can be used in this way.

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Elimination of Associate in Science (Pre-Optometry) Degree

Initiating Individual: Joseph Lipar Initiating Department or Unit: Biological Sciences  
 Contact Person's Name: Joseph Lipar e-mail: liparj1@ferris.edu phone: 591-2660

- Group I - A – New degree, major, concentration, minor, or redirection of a current offering
- Group I - B – Deletion of a degree, major, concentration, or minor
- Group II - A – New Course, modification of a course, deletion of a course
- Group II - B – Minor curriculum clean-up
- Group III – Certificate ( College Credit  Non-Credit)  New Certificate
- Group IV – Other Site Locations ( College Credit  Non-Credit)

	<u>Please print and sign your name.</u>	<u>Date</u>	<u>Vote/Action * Number count **</u>
Program Representative **	 Scott Herron	4/27/2015	<input checked="" type="checkbox"/> Support 6/0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School/Faculty Representative Vote **	 Scott Herron	4/27/2015	<input checked="" type="checkbox"/> Support 16 <input type="checkbox"/> Support with Concerns 16/0/0/2 <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain 2
Department/School Administrator	 Joseph Lipar	4/27/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee/Faculty	 Scott Gray	9-24-15	<input checked="" type="checkbox"/> Support <input checked="" type="checkbox"/> Support with Concerns <input checked="" type="checkbox"/> Not Support <input checked="" type="checkbox"/> Abstain
UCC Representative			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support
Dean	 TRINITIA WILLIAMS	10/5/15	<input checked="" type="checkbox"/> Support <input checked="" type="checkbox"/> Support with Concerns <input checked="" type="checkbox"/> Not Support <input checked="" type="checkbox"/> Abstain
University Curriculum Committee **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Senate **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Academic Affairs			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include identification of specific concerns with appropriate rationale.

\*\* Number count must be given for all members present and/or voting.

To be completed by Academic Affairs Date/Term of Implementation: \_\_\_\_\_

\_\_\_\_\_  
 President (Date Approved) Board of Trustees (Date Approved) Academic Officers of MI (Date Approved)

## FORM A CONT.

**1. Proposal Summary**

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights.)

We propose that the Associate in Science in Pre-Optometry (POPT) be eliminated from the academic catalog. This program is highly redundant with the Bachelor of Science in Biology-Pre-Optometry (BIOP). Indeed, students have not been regularly enrolled in this program for many years. Instead, they are placed directly into the BIPO program. The FSU Fact Book states that one student was enrolled in the Fall of 2010 (and I suspect this was in error) and that none have been enrolled since. As a department and as a college, we do not intend to use this degree for student placement in the future.

If students would like to receive an Associate's Degree on their way to either earning a Bachelor of Science in Biology or entering optometry school directly without first earning a bachelor's degree, they can still apply to receive an Associate in General Science, which is currently being submitted for approval to replace the Associate in Pre-Science.

It should be clear that the Bachelor of Science in Biology (Pre-Optometry) will not be affected by this proposal.

This proposal will be submitted for approval by two academic departments: The Department of Biological Sciences and the Department of Physical Sciences.

We would like this change to occur for the Spring 2016 semester.

**2. Summary of Curricular Action (check all that apply to this proposal)**

Degree  Major  Minor  Concentration  Certificate  Course

New  Modification  Deletion

Name of Degree, Major, etc. : Associate in Science in Pre-Optometry (POPT)

**3. Summary of All Course Action Required** Contact Senate Secretary or UCC Chair if additional spaces are required.**a. Newly Created Courses to be Added to FSU Catalog:**

Prefix                  Number Title

**b. Courses to be Deleted from FSU Catalog:**

Prefix                  Number Title

**c. Existing Course(s) to be Modified:**

Prefix                  Number Title

**d. Addition of existing FSU courses to program**

Prefix                  Number Title

**e. Removal of existing FSU courses from program**

Prefix                  Number Title

**4. Summary of All Consultations**

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
B		Physical Sciences	
B		Languages and Literature	
B		Social Sciences	
B		Humanities	
B		Accountancy, Finance, and Information Systems	
B		Management	
C		FLITE	

**5. Will External Accreditation be sought? (For new programs or certificates only)**

Yes       No

If yes, name the organization involved with accreditation for this program.

6. Is a PCAF required? \_\_\_Yes     X  No    Is the PCAF approved? \_\_\_\_ Yes    \_\_\_\_ No

(If yes, supply link on Academic Affairs website where PCAF is posted.

**7. Program Checksheets affected by this proposal (check all that apply to this proposal)**

Add Course    Delete Course    Modify Course    Change Prerequisite    Move from required to elective  
 Move from elective to required    Change Outcomes and Assessment Plan    Change credit hours

**8. List all Checksheets affected by this proposal:**

College	Department	Program
Arts and Sciences	Biological Sciences	Associate in Science in Pre-Optometry (POPT)





**PRE-OPTOMETRY****FERRIS STATE UNIVERSITY****General Biology Advisor: Jenice Winowiecki****PHONE: (231) 591-2555 OFFICE: ASC 2005 E-MAIL: wino2@ferris.edu**

Admission requirements to Pre-optometry: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

Applicants to the Michigan college of Optometry for fall 2006 must complete a minimum of three years (90 semester hours) of college or university education or have earned a baccalaureate degree prior to admission. The pre-requisites for optometry as listed on this pre-optometry check sheet can be accomplished in three years. An application to the Michigan College of Optometry may be submitted while the minimum requirements are being completed. An earned baccalaureate degree will be preferred for applicants for fall, 2007 and future years. The bachelor in Applied Biology would be the appropriate selection for students at Ferris to complete to meet the suggested preferred bachelor degree. The Applied Biology degree can be completed in one year after completion of the 90 credits required for Pre-optometry. The Michigan College of Optometry web site at [www.ferris.edu/mco](http://www.ferris.edu/mco) will provide additional information on application issues.

Students could qualify for the Associate in Science degree upon completion of appropriate course work including the FSU general education requirements. For Associate in Science graduation details, see the Pre Science program check sheet.

**For students planning to enter the Michigan College of Optometry Fall 2014 and future years**

REQUIRED		COURSE TITLE – FOR PREREQUISITES NOT INDICATED SEE THE FSU CATALOG COURSE DESCRIPTIONS	FSU S.H.	GRADE
<b>MAJOR</b>				
ENGL	150	English 1 (by placement)	3	
ENGL	250	English 2 (ENGL 150)	3	
COMM	121	Fundamentals of Public Speaking	3	
BIOL	121	General Biology 1 (F, Su) (co-requisite CHEM 114 or 121)	4	
BIOL	122	General Biology 2 (Sp, Su) (BIOL 121& CHEM 114 or 121)	4	
BIOL	286	General Microbiology (Sp, Su) (CHEM 122 and a Biology course)	3	
CHEM	121	General Chemistry 1 (MATH 115 and prior CHEM)	5	
CHEM	122	General Chemistry 2 (CHEM 121)	5	
CHEM	321	Organic Chemistry 1 (CHEM 122)	5	
CHEM	322	Organic Chemistry 2 (CHEM 321)	5	
MATH	220	Analytical Geometry and Calculus (MATH 130 or placement)	4	
MATH	251	Statistics for Life Sciences (MATH 130)	3	
PHYS	211	Introductory Physics 1 (MATH 120)	4	
PHYS	212	Introductory Physics 2 (PHYS 211)	4	
PSYC	150	Introduction to Psychology	3	
		SOCIAL AWARENESS ELECTIVE (second subject area)	3	
		SOCIAL AWARENESS ELECTIVE (200+ level)	3	
		CULTURAL ENRICHMENT ELECTIVE	3	
		CULTURAL ENRICHMENT ELECTIVE	3	
		CULTURAL ENRICHMENT ELECTIVE 200+	3	
<b>Courses recommended by the Michigan College of Optometry to be included in the initial 90 minimum credits needed for application:</b>				
CHEM		Biochemistry (any 300 or higher numbered Biochemistry course)	4	
BIOL	370	Developmental Biology (Sp)	4	
BIOL	373	Cell Biology (F)	3	
BIOL	375	Principles of Genetics (F, Sp, Su)	3	
Choose:				
BIOL	205	Human Anatomy and Physiology (F, Sp, Su)	5	
OR	OR			
BIOL	321/322	Human Physiology and Anatomy 1 (F) and 2 (Sp)	8	
ACCT	201	Principles of Accounting 1	3	
MGMT	310	Small Business Management	3	
ENGL	321	Advanced Composition	3	

### Sample Course Sequence:

The following chart depicts one method to begin the course work requirements. In order to complete this program in three years, students must average 15 – 17 credit hours per semester. Students MUST consult their faculty advisor to develop a course sequence plan appropriate to their academic development and educational plans.

<b>FIRST YEAR Fall Semester</b>		<b>FIRST YEAR Spring Semester</b>	
BIOL 121 General Biology 1	4	BIOL 122 General Biology 2	4
CHEM 121 General Chemistry 1	5	CHEM 122 General Chemistry 2	5
ENGL 150 English 1	3	PSYC 150 General Psychology	3
MATH by placement (220 Analytical Geometry & Calculus 1, see Note 1) or Cultural Enrichment Elective	3 – 5	Cultural Enrichment Elective	3
	<u>15 - 17</u>	MATH 251 Statistics for Life Sciences	<u>3</u>
			<b>18</b>
<b>SECOND YEAR Fall Semester</b>		<b>SECOND YEAR Spring Semester</b>	
CHEM 321 Organic Chemistry 1	5	CHEM 322 Organic Chemistry 2	5
ENGL 250 English 2	3	Social Awareness Elective (second subject area)	3
PHYS 211 Introductory Physics 1	4	PHYS 212 Introductory Physics 2	4
BIOL 205 Human Anatomy/Physiology	5	BIOL 286 General Microbiology	3
	<u>17</u>		<u>15</u>
			<b>18</b>
<b>THIRD YEAR Fall Semester</b>		<b>THIRD YEAR Spring Semester</b>	
CHEM Biochemistry (see Note 2)	4	BIOL 375 Principles of Genetics	3
ENGL 321 Advanced Composition	3	BIOL 370 Developmental Biology	4
Social Awareness Elective (200 or higher)	3	Cultural Enrichment Elective (200 or higher)	3
BIOL 373 Cell Biology		COMM 121 Fundamentals of Public Speaking	3
Management or Accounting Elective (see Note 3)	3	Management or Accounting Elective (see Note 3)	3
	<u>16</u>		<u>16</u>
			<b>16</b>

### FOURTH YEAR:

Students admitted to MCO with the three year 90 credit minimum could be eligible for the bachelor in Applied Biology Vision Science concentration offered by the College of Arts and Sciences after one year in MCO. For further information on this bachelor degree consult the Applied Biology program coordinator.

Beginning 2007 The Michigan College of Optometry will prefer a BS degree of its applicants. To complete the BS Applied Biology at FSU during the fourth year the student would need to add the following courses to those listed above: BIOL 347 or BIOL 442, BIOL 460, 7 credits of approved BIOL electives, a computer class, all general education requirements of a BS degree at FSU plus one Cultural Enrichment course numbered 300 or higher and one Social Awareness course numbered 300 or higher, and achieve a minimum of 127 credits. For details, please examine the Applied Biology check sheet and consult the Applied Biology program coordinator.

### Notes:

1. MATH 220 is the minimum requirement for entry into the Michigan College of Optometry. Your first semester mathematics course placement is determined by Department of Mathematics guidelines. Not all students admitted to Pre-optometry qualify for initial placement into MATH 220. Students initially placed in a mathematics course that is a pre-requisite for MATH 220 will need to complete all remaining pre-requisite mathematics courses prior to enrolling in MATH 220. The pre-requisite sequence begins at MATH 115, then MATH 120, then MATH 130, then MATH 220. Consequently, if courses pre-requisite for MATH 220 are needed, either an over-load or an additional semester(s) may be needed to complete the Pre-optometry requirements.
2. A course in Biochemistry is recommended in pre-optometry and is required for the BS in Applied Biology. Any Biochemistry course numbered 300 or higher is satisfactory. PHCH 320 is part of the Optometry curriculum. This course may be taken early and credited for the Optometry curriculum requirement only if already accepted to MCO and only if taken in the summer immediately prior to entry into MCO (the same calendar year), and would also fulfill this requirement in the BS in Applied Biology degree.
3. Recommended business management or accounting electives: ACCT 201 or MGMT 310.
4. MCO will accept either STQM 260 or PSYC 210 as substitution for MATH 251. Only MATH 251 will apply toward the Applied Biology bachelor degree in the Application area.
5. The Optometry Admission Test (OAT) is also required for admission to MCO. For regular admission students should consider taking the OAT in early summer of the year prior to the year of entry to MCO. This test may be taken as often as desired without penalty imposed by MCO however there are mandatory wait periods between test dates imposed by the OAT. For more detailed information on the OAT, consult their web site at: [www.opted.org](http://www.opted.org).
6. **GENERAL EDUCATION REQUIREMENTS:** A complete listing of General Education requirements for associate and bachelor degrees at Ferris State University and listings of courses which qualify in the Cultural Enrichment (C), Social Awareness (S), Foundations (F), Race/Ethnicity/Gender (R), and Global (G) categories are delineated in the General Education section of the FSU electronic catalog at [//www.ferris.edu/htmls/academics/gened/courses.html](http://www.ferris.edu/htmls/academics/gened/courses.html)

### NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

## Scott M Herron

---

**From:** Bradley Isler  
**Sent:** Sunday, April 19, 2015 8:43 PM  
**To:** Scott M Herron  
**Subject:** RE: Pre-Optometry Proposal

- 1) On form A, the line should read "This program is highly redundant with the Bachelor of Science in Biology-Pre-Optometry (BIPO)."

I support this proposal.

---

Bradley J Isler, PhD  
Professor of Biology  
Biotechnology Program Coordinator  
Biology Programs Coordinator  
ASC 2113  
Ferris State University  
Big Rapids, MI 49307  
Phone: (231) 591-2641  
Fax: (231) 591-2540

**From:** Scott M Herron  
**Sent:** Friday, April 10, 2015 5:13 PM  
**To:** Christopher M Westerkamp; Anne Spain; Changqi Zhu; Mary E Zimmer; Bradley Isler; Karen M Barkel; Daisy L Daubert; Clifton Franklund; Paul Klatt; Roger E Mitchell; Mary R Murnik; Gary L Rodabaugh; Michael D Ryan; James P Scott; Olukemi O Fadayomi; Joseph Lipar; Christopher DeFraia  
**Subject:** FW: Pre-Optometry Proposal

This is the third proposal, another deletion of a AS degree in Pre-Optometry, and it connects to the Pre-Science/General Science proposal I sent you, where the department proposes students who need/want an Associates degree enroll in this General Science one.

Thanks

Scott Herron  
Curriculum Committee, Chair

**From:** Joseph Lipar  
**Sent:** Friday, April 10, 2015 4:14 PM  
**To:** Scott M Herron; David V Frank  
**Subject:** Pre-Optometry Proposal

Joseph Lipar  
Department Chair, Biological Sciences  
Ferris State University  
820 Campus Drive, ASC 2004

## General Education Implementation

The General Education committee has been grappling with the task of streamlining and implementing the changes that were proposed by the General Education Taskforce and endorsed by Academic Senate in 2013. The goals of this process are two-fold. The first is to retain the excellent articulation that currently exists between General Education and Ferris statewide as well as transfer agreements with programs in our numerous educational partners. At same time, we are creating new opportunities for individuals from every division and academic program at Ferris to contribute to the General Education curriculum. In consultation with faculty, staff, and administrators from across our campuses, the number of student competencies in the program has been reduced from the proposed eighteen to eight. The number of measureable student outcomes has similarly been condensed from 82 to a more manageable 32. A comprehensive assessment plan is currently being developed for the General Education program. By standardizing and automating the important task of assessing student learning, we will acquire course-level measures of student learning in our core curriculum. These data will be essential for the continuous improvement of the General Education program and for meeting the increasing needs and requirements of our external stakeholders. Finally, student achievement of the core competencies will be used as evidence of the success of our strategic plan, as we continue to live out the core values of Ferris.

### Proposed General Education Structure

The General Education program will be composed of eight demonstrable student competencies organized into three tiers. The foundation and distribution levels already exist at Ferris. The primary change proposed is the combination of Global and Race, Ethnicity, and Gender under the common banner of Diversity. The two diversity courses would most likely also cover either Self and Society or Culture. Therefore, no net increase in student credit hours would be required.

The two new competencies are clustered in the application area. These courses are intended to be currently required upper-division (200- to 400-level) program courses. It is conceivable that two double-dipping courses could satisfy these competencies completely.

#### Foundation Competencies

- **Communication** 3 written and 1 oral communication course
- **Quantitative Literacy** 1 course

#### Distribution Competencies

- **Culture** 3 courses with 1 being 200-level or higher
- **Diversity** 2 courses with 1 being global-oriented and 1 being national-oriented
- **Natural Sciences** 2 courses, 1 with a lab
- **Self and Society** 3 courses with 1 being 200-level or higher

## Application Competencies

- **Collaboration** 2 program courses, to be identified by disciplinary content experts
- **Problem Solving** 2 program courses, to be identified by disciplinary content experts

## Proposed General Education Certification Procedure

### Existing General Education Courses

To ensure a smooth transition to the new General Education program, existing General Education courses will be automatically certified and mapped according to the following mapping scheme:

Current General Education Designation	New General Education Designation
Communication (oral)	Communication
Communication (written)	Communication
Cultural Enrichment	Culture
Global Consciousness	Diversity
Quantitative Skills	Quantitative Literacy
Race, Ethnicity, and Gender	Diversity
Scientific Understanding	Natural Sciences
Social Awareness	Self and Society
Writing Intensive Courses	Communication
---	Collaboration (new from programs)
---	Problem Solving (new from programs)

While not perfect, this approach provides the best chance to maintain the important articulations with Ferris Statewide and our current transfer agreements (including the recently ratified Michigan Transfer Agreement). This strategy will also ensure a rapid and relatively trouble-free transition to the new competencies and outcomes.

### New Courses

New courses and non-credit-bearing experiences may apply for General Education certification by submitting a competency assessment plan (CAP) to the General Education committee. This form requires proposers to map the course outcomes onto the new Ferris Learning Outcomes. In addition, representative student assessments must be described.

Applications will be sent to the corresponding competency subcommittee for evaluation. Each member of the subcommittee will complete an evaluation form to determine the following:

1. Does this course fit within the operational definition for the core competency?
2. Are the course outcomes sufficiently aligned with those of the core competency?
3. Are the proposed assignments sufficient to measure the FLOs?
4. Are the proposed student artifacts appropriate to measure the FLOs?

The completed forms will be submitted to the General Education committee with a recommendation to support, support with concerns (to be identified), or reject. The General Education committee will discuss and act upon the subcommittee's recommendation. All results will be shared with the individual that submitted the proposal.

## Proposed General Education Recertification Procedure

All existing general education courses and non-credit-bearing experiences will be evaluated for recertification every 5 years. Competency area subcommittees will complete the evaluations to assure that courses effectively address all of the intended Ferris Learning Outcomes (FLOs) within the competency. Using an evaluation form, the subcommittees will examine the data entered into TracDat to determine if the course satisfies the following criteria for recertification.

1. Has assessment data been entered each semester that the course was offered?
2. Has data been entered for all of the FLOs within the competency in question?
3. Are the assignments used appropriate to measure the FLOs in the competency?
4. Is there evidence that assessment data is being used to improve student learning?

The completed forms will be submitted to the General Education committee with a recommendation to either recertify or flag the course. The General Education committee will discuss the course and act upon the subcommittee's recommendation. All results will be shared with the individuals responsible for that course.

Flagged courses will be given a one-year grace period to address the concerns of the committee. At the end of that time, the course will again undergo a recertification evaluation. Any course that is approved would be recertified for another five years. If flagged a second time however, the course would be decertified and no longer count as a General Education course. These courses could reapply for General Education certification as described above in the following year.

## Proposed General Education Appeals Procedure

If a course is not approved by the appropriate outcome area committee, then the course proposer may appeal the rejection of General Education status through the procedure that follows.

1. The proposer will first meet with the committee chair and attempt to reach a reasonable accommodation. The proposer should provide additional information to address the concerns raised in the evaluation forms.
2. If agreement cannot be reached at the subcommittee level, the course proposer can appeal to the General Education committee. The appeal to the committee must include a detailed response to the concerns raised by the subcommittee and additional information explaining how the proposed course meets the competency.
3. After receipt of the written materials from #2 above, the Coordinator of General Education will arrange a meeting with the course proposer, the subcommittee chair, and the University General Education Committee. After all relevant questions have been answered the committee will meet in closed session to decide if the rejection of the course for General Education status by the subcommittee should be overturned. A 2/3 vote of all members of the General Education committee will be required to overturn the subcommittee rejection of the course.

## Proposed General Education Schedule

Year	Semester	Activity	Recertification
2015	Fall	Pilot assessment	---
2016	Spring	Pilot assessment	---
2016	Fall	Assess outcome 1	---

2017	Spring	Assess outcome 2	---
2017	Fall	Assess outcome 3	---
2018	Spring	Assess outcome 4	---
2018	Fall	Assess outcome 1	Communication
2019	Spring	Assess outcome 2	Natural Sciences
2019	Fall	Assess outcome 3	Culture
2020	Spring	Assess outcome 4	Quantitative Literacy
2020	Fall	Assess outcome 1	Self and Society
2021	Spring	Assess outcome 2	Collaboration
2021	Fall	Assess outcome 3	Diversity
2022	Spring	Assess outcome 4	Problem Solving
2022	Fall	Assess outcome 1	---
2023	Spring	Assess outcome 2	---
2023	Fall	Assess outcome 3	Communication
2024	Spring	Assess outcome 4	Natural Sciences
2024	Fall	Assess outcome 1	Culture
2025	Spring	Assess outcome 2	Quantitative Literacy
2025	Fall	Assess outcome 3	Self and Society
2026	Spring	Assess outcome 4	Collaboration
2026	Fall	Assess outcome 1	Globalization
2027	Spring	Assess outcome 2	Problem Solving
2027	Fall	Assess outcome 3	---
2028	Spring	Assess outcome 4	---
2028	Fall	Assess outcome 1	Communication
2029	Spring	Assess outcome 2	Natural Sciences
2029	Fall	Assess outcome 3	Culture
2030	Spring	Assess outcome 4	Quantitative Literacy





<b>SCI1: Utilize concepts</b> – Students correctly apply, analyze, or evaluate information using discipline-specific facts and concepts.	
<i>Representative assignments to be given</i>	<i>Student work to be evaluated</i>
<b>SCI2: Design experiments</b> –Given a problem, students formulate a hypothesis and design a valid experiment to test it.	
<i>Representative assignments to be given</i>	<i>Student work to be evaluated</i>
<b>SCI3: Analyze issues</b> –Students use scientific concepts and principles to critically analyze issues or policies.	
<i>Representative assignments to be given</i>	<i>Student work to be evaluated</i>
<b>SCI4: Communicate data</b> –Students clearly communicate scientific findings using a variety of formats (words, graphs, tables, statistical inferences, formulae, etc.) as appropriate.	
<i>Representative assignments to be given</i>	<i>Student work to be evaluated</i>

# Memorandum

---

**To:** Senate Executive Board

**CC:**



**From:** Charles Bacon, PhD

**Date:** 10/27/2015

**Re:** Study Abroad Ad Hoc Committee Report

---

The Ad hoc Study Abroad Committee comprised of the following members:

Shannon L Yost; Aaron M Waltz; Lisa A vonReichbauer; John R Schmidt; Michael D Ryan; Frances K Rosen; Piram Prakasam; Kimberly L Mcvicar; Amy L Kavanaugh; Jennifer D Hegenauer; Greg Gogolin; Cheryl K Cluchey; John P Caserta; Paul Blake; Michael D Berghoef; Rose M Baran; Charles R Bacon; Sandra L Alspach,

present the following Short-Term Faculty-Led Educational Study Abroad policy. The committee was charged with revising the 2007 policy on study abroad. The committee believes that this report fulfils the charge of the committee. However, a procedures document should be drafted to deal with procedural issues related to Study Abroad. If the Senate directs, the committee will re-convene to complete the expanded mission.

## **Short-Term Faculty-Led Educational Study Abroad**

Effective September 30, 2007

Revised Effective \_ October 2015

This policy applies to faculty-led course experiences in which the travel component lasts less than a standard semester (i.e., less than 15 weeks). Ferris State University values international education. The Study Abroad program is an excellent opportunity for students to become immersed in the language, culture, and people of the countries visited while participating in educational experiences unique to the countries and locations. By participating in a Study Abroad program, students will accelerate their development as citizens of the world. A student's Study Abroad experience can be one of the most enriching and inspiring learning experiences of his/her life. Ferris State University is committed to making this opportunity available to every qualified student and to assuring that each student's experience is educationally and personally valuable; that the location has adequate facilities to support the program model; and is located in a safe environment for students and faculty.

### **Program Proposals**

Study Abroad proposals must include a complete syllabus as defined herein with a cover letter describing the rationale for the courses and credit hours being offered.

### **Approval Process**

Refer to the appropriate study abroad or international studies procedures for approval process. Final approval must be given by the Office of the Vice President for Academic Affairs and the Office of the President.

### **Scheduling**

International experiences requiring travel abroad shall not interfere with scheduled classes for faculty without exception granted by the Dean. A request for exception shall include a plan for class coverage by the faculty. All participating students shall receive pre-approval for missing classes from their affected professors.

### **Credit Hours**

A maximum of three credit hours of coursework will be granted for each seven-day period of travel unless modified through the curriculum approval process. The course syllabus shall

expressly demonstrate how additional pre- and post-trip contact hours will meet all the approved outcomes of the course. Thus, a one-week-long trip could offer up to three hours of credit, a two-week trip up to six credit hours.

## **Making Travel Arrangements**

When necessary, the study abroad office will make all travel arrangements using Ferris-approved professional travel services to plan, schedule, and make arrangements for study abroad trips. Alternatively, the study abroad office will assist the Faculty Leader with group travel reservations, in-country reservations and arrangements, and coordinating travel planning with the selected travel agencies, if necessary.

The faculty leader should work with the study abroad office on all financial arrangements and transactions.

## **Evaluation and Administrative Oversight**

The study abroad program, with faculty participation, must provide students' with opportunities to provide detailed feedback regarding study abroad office assistance, pre/post trip organization, contact hours, excursions, assignments, and achievement of learning outcomes.

## **Syllabus**

The study abroad course syllabus must include the following.

- **Course Information:**  
Course number, title, credit hours, prerequisites, and semester and year of offering.
- **Required Textbooks and Materials:**  
All textbooks, materials, event fees, and other costs associated with the course.
- **Course Outcomes:**
  - ❑ Curriculum-approved program and course learning outcomes.
  - ❑ General education courses shall indicate general education outcomes.
  - ❑ Statement of learning and intercultural growth that describes how such learning will be assessed and how students will learn about the culture of the countries where the experience is taking place.
- **Course Description:**

- Catalog description and any special delivery methods (for example, fully online, blended, face-to-face, etc.).
- Courses with Internet components shall include instructions for accessing the course content and contact information for technical issues.
  
- **Policies:**  
Rules, guidelines, procedures, and detailed grading policy.
  
- **Course Requirements:**  
Type of assignments.
  
- **Course Calendar:**  
Detailed daily schedule specifying
  - Program contact hours,
  - Classroom time,
  - Excursion times,
  - Site visits and excursions with educational objectives for each,
  - Assignment deadlines,
  - Other educational activities, and
  - Scheduled unstructured time.