

Academic Senate
Agenda for the Meeting of
October 3rd, 2017
UCB 202A
10:00 - 11:50 am Session

1. Call to Order and Roll Call
2. Approval of Minutes
 - A. September 5th, 2017
3. Open Forum
4. Reports
 - A. Senate President – Charles Bacon
 - B. Senate Vice President – Sandy Alspach
 - C. Senate Secretary – Melinda Isler
5. Committee Reports
 - A. Academic Program Review Council – Gary Todd
 - B. University Curriculum Committee – Rusty Leonard
 - C. Student Government – Patrick Maloney
 - D. General Education Committee – Cliff Franklund
6. Old Business
7. New Business
 - A. Creation of the Academic Senate Special Appointment General Education Committee Member – Sandy Alspach
 - B. Removal of the Academic Senate Special Appointment Radiation Safety Committee – Sandy Alspach
 - C. UCC Proposal 18-013 Deletion of Pre-Social Work – Rusty Leonard
 - D. UCC Proposal 18-014 Religious Studies Minor Deletion and Course Cleanup – Rusty Leonard
8. Announcements
 - A. FSU President - David Eisler
 - B. Provost – Paul Blake
 - C. Senate President – Charles Bacon
9. Open Forum

**Minutes
Ferris State University
September 5, 2017- 10:00 a.m.**

Members in Attendance: Epps, Zyla, Wancour, Moore, Berghoef, Gray, Thomson, Bacon, Daubert, Conley, Weaver, Balanda, Johnson, Stone, Fadayomi, Marion, Bajor, Wolfer, Inabinett, Shimko, VanLent, Isler, Wyss, Ing, Aslakson, Dinardo, Baran, Axford, Drake, Bright, Rumpf, Desmond, Todd, Maike
 Members absent with cause: Alspach
 Members absent: Hanna
 Ex Officio and Guests: Maixner, Fox, M. Bacon, Nicol, Reifert, Adeyanju, Damari, Schult, Durst, Teahan, Johnson, Blake, Johnson L., Hawkins, Jackson, Haik, Bentley, Templin, Pearcy, Prakasam, Sunken

1.	President Bacon called the meeting to order at 10:04 a.m.
2.	Approval of Minutes. Senator Mary Bacon moved to approve the minutes. Senator Epps seconded. The motion passed 98% to 2%.
3.	Open Forum. There were no issues discussed in Open Forum.
4.	Officer Reports/ President Report President Bacon welcomed all Senators to a new year. He noted that Senator Chuck Drake would be serving as Elections chair for the fall election of non-tenure track members. He encouraged all Senators to apply for committee service for the year. Vice-President Alspach was absent on institutional travel. President Bacon read her report which discussed the activities relating to the formation of committees and the importance of the involvement of faculty. Committees will be reporting regularly to the senate. Secretary Isler thanked Senator Epps who has agreed to serve as the parliamentarian.
5.	Committee Reports UCC Chair Rusty Leonard was in class and his report was deferred. Senator Conley spoke on the General Education Committee. She noted that there were several presentations during Welcome Week and the new websites are operational. The committee would be meeting again that week. Lee Templin, a member of the Athletic Advisory Committee (speaking for the chair who was in class) on an initiative that the committee was working on to document an athletes time- to figure out the amount of time spent in training, practice, study and service requirements. They were in the process of designing a short survey for athletes to complete. Dean Haik asked where the results would be available. Professor Templin said that was a good questions, but that they would first be presented to the Athletics Department. This is meant to be an ongoing project that will continue on beyond this year. Senator Drake said the non-tenure track elections should be completed by the October meeting. There was no old business so the Senate moved to new business.
7.	Motion to approved Study Abroad procedures. Senator Epps made a motion to approve the study abroad procedures. Senator Zyla seconded. Senator Isler made a motion to amend the procedures to list the date of the Study Abroad fair as no later than the third week in October. A small group convened by Academic Affairs had noted this as a much more realistic date. Senator Thomson noted that the current dates have things happening a full month before proposals are actually due. Senator Epps noted that it is important to have the fair prior to registration because it allows for planning of classes that may impact the ability to participate in a spring or summer session. Senator Moore added support for that view but also saw the advantage of more time to finish proposals. International Education director

	<p>Piram Prakasam noted that the standard is the Michigan State model which has an 18 month period for the planning of a proposal and an early fair. Senator Berghoef noted that the group was focused on this year and not necessarily the overall procedures when choosing this years date. Senator Marion asked how many proposals are still in process. Prakasam noted 12 are currently in the process. The motion to amend the proposal passed 55% to 44% with 1% abstaining. Senator Gray asked about the possibility for exceptions for proposals which were not able to utilize that timetable and who can authorize that. Prakasam noted the study abroad proposals are ultimately decided at the dean's office level, and not by the international education office. The motion passed 88% to 6% with 6% abstaining.</p>
8	<p>Ferris Capital Campaign University Advancement and Marketing Vice President Shelly Percy came to discuss the University capital campaign which was in a silent phase and would be going public at the Foundation gala in November 2017. They have had unprecedented support for students, academics. They have had several key funders including Jeff Rowe of Diplomat Pharmacy. Honorary faculty chairs for this include emeriti Bob Friar and Bob Carter. The campaign has an 80 million dollar goal and they are at approximately 30 million. The Ferris Futures Scholarship has helped to create 3.1 new million scholarships. It also focuses on programs including the PGM program and its new learning center. They would like to get more faculty involved by identifying alumni and appropriate uses for significant gifts. Senator Gray asked if the gala would have a more prominent speaker than recent years. Percy noted that they had Ally Reisman, Olympic gymnast and have had speakers every year. They are offering reduced price tickets for faculty and staff. Senator Ing asked if money can go toward graduate level programs. Percy said yes, but in order to qualify for Ferris Futures matching they would need to apply for an exception (which has already occurred for Pharmacy and Optometry.)</p>
9	<p>Announcements President Eisler was not present to give a report.</p> <p>Provost Blake discussed his enthusiasm to work more closely with the Senate Executive Committee and we appreciate their input, revisions, process and forum to work through policies and issues for academics. He noted the innovative pedagogy in the classroom and looks forward to the opening of the Shoah project and its potential use in the classroom.</p>
10.	<p>Open Forum Senator Berghoef asked for a status of the Academic Amnesty proposal. Senator Balanda noted it had been held up by the inability of Banner to be programmed to handle the issues. Senator Wancour noted other universities had made it work with banner.</p>
10.	<p>Senator Marion made a motion to adjourn. Senator Maike seconded. Motion passed 87% to 10%. Meeting adjourned at 10:47 a.m.</p>

#17-131
18-013

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Deletion of Pre-Social Work

Initiating Individual: Wendy Samuels

Initiating Department or Unit: Social Work

Contact Person's Name: Wendy Samuels

Email: WendySamuels@ferris.edu

Phone: 231-591-5896

NOTE: ALL required forms must be completed and included BEFORE submission of the proposal to the University Curriculum Committee.	FORM (checkboxes indicate typically required forms specific to the curricular action)						
	PCAF Link	A	B-UND B-GRA	C	D	EF	FIN
PROPOSAL GROUP: See Table B-7 in the UCC Manual for description.							
I-A: New Degree, major, concentration, minor, or redirection of a current offering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B: Deletion of a degree, major, concentration, or minor		<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
II-A: New Course, modification of a course, deletion of a course Check here if deleting a course		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II-B: Minor Curriculum Clean-up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III: Certificate (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit <input type="checkbox"/> New Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Off Campus: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
IV: Non-degree Offering : Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
	PLEASE PRINT and SIGN YOUR NAME	DATE	VOTE/ACTION * Number Count				
Program Representative **	Wendy Samuels <i>Wendy Samuels</i>	4/13/2017	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
Department/School/Faculty Representative Vote **	Wendy Samuels <i>Wendy Samuels</i>	4/13/2017	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
Department/School Administrator	Wendy Samuels <i>Wendy Samuels</i>	4/13/2017	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
College Curriculum Committee/Faculty	<i>Mark Thomson</i>	4/28/17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
UCC Representative	<i>Olukemi Fadayomi</i>	5/5/17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support				
Dean	Joseph Lipar <i>Joseph Lipar</i>	5/12/17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support				
University Curriculum Committee **	<i>Russ Leonard</i>	9/14/17	<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 concern with appropriate rationale.

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

To be completed by Academic Affairs

Date 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)
At the direction of the administration, all programs having a "pre" designation, such as "Pre-Social Work" were instructed to change their programs to an associate's degree due to the criteria for TIP funding. This has been accomplished, and therefore the "Pre-Social Work" major needs to be deleted.

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.: Click here to enter text.

3. Summary of All Course Action Required:

A. Newly Created Courses to be Added to the Catalog

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

B. Courses to be Deleted from FSU Catalog

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

C. Existing Courses to be Modified

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

D. Addition of existing FSU courses to program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

E. Removal of existing FSU courses from program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Summary of All Consultations

Form Sent (B/B-UGPC or C)	Date Sent	Responding Department	Date Received & By Whom
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

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. Click here to enter text.

6. Is a PCAF required? Yes 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) REQUIRED

- 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
College of Arts and Sciences	Department of Social Work	Social Work

ID:

Name:

CURRENT

PRE-SOCIAL WORK

FERRIS STATE UNIVERSITY

PROGRAM COORDINATOR: Dr. Wendy Samuels

PHONE: (231) 591-5897 OFFICE: ASC 2108B E-MAIL: SamuelsW@ferris.edu

Professional Advisor: Dave Schrock

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

Courses required for students entering this program Fall Semester 2016 PSWK-AA-AS

COURSE	COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS		FSU S.H.	GRADE
MAJOR				
ENGL	150	English 1 (by placement)	3	
ENGL	250	English 2 (ENGL 150)	3	
COMM	121	Fundamentals of Public Speaking	3	
PLSC	121	American Government 1: People & Pol cs	3	
HIST	122	US History – 1877 to present	3	
HUMN	100	Introduction to Humanities	3	
PSYC	150	Introduction to Psychology	3	
SOCY	121	Introductory Sociology	3	
SCWK	110	Introduction to Social Work Profession	2	
SCWK	130	Social Work Interviewing Skills 1	3	
SCWK	170	Agency and Program Orientation OR Elective	1-2	
CHOOSE TWO:				
BIOL	101	Genetics – Human Aspects	4	
BIOL	109	Basic Human Anatomy & Physiology	4	
BIOL	111	Environmental Biology	4	

SAMPLE COURSE SEQUENCE: The following chart depicts one strategy to begin the program requirements. In order to complete the Social Work program in four years, students must average 16 – 17 credit hours per semester and establish eligibility for the actual Social Work program by the end of the first year. Students **MUST** consult their faculty advisor to develop a course sequence plan appropriate to their academic development and educational plans.

First Year	
Fall Semester	Spring Semester
FSUS 100 Freshman Seminar	COMM 121 Fundamentals of Public Speaking
ENGL 150 English I	SCWK 130 Social Work Interviewing Skills
PLSC 121 American Government I	SCWK 170 Agency and Program Orientation/or Elective
SCWK 110 Intro. to Social Work Profession	HIST 122 U.S. History 1877 to Present
SOCY 121 Introductory Sociology	HUMN 100 Introduction to the Humanities
Choose one: BIOL 101, BIOL 109 or BIOL 111	PSYC 150 Introduction to Psychology
1	3
3	3
3	2
2	3
3	3
4	3
16	17

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.

Sylvia H Maixner

From: Rusty A Leonard
Sent: Monday, September 11, 2017 3:16 PM
To: Wendy L Samuels
Cc: Sylvia H Maixner
Subject: Re: Curriculum Proposal 18-013

Wendy,

We can close the Pre-program effective Spring 2018 if that is what you prefer. There was no date indicated on the proposal paperwork that the UCC has currently. It is not a big deal and we can take care of it on our end without any additional forms or proposal resubmissions. If you want a date other than Spring of 2018, let me know. Sylvia will attach this email to the original proposal for the record and we can move forward.

Sorry for any confusion. Thanks for your quick response,

Rusty

From: Wendy L Samuels <WendySamuels@ferris.edu>
Date: Monday, September 11, 2017 at 8:04 AM
To: Rusty A Leonard <RustyLeonard@ferris.edu>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>
Subject: RE: Curriculum Proposal 18-013

I'm confused Rusty. I just looked at all the EF's in all the proposals, and it's indicating either 11/2017 or 1/2018. Perhaps I'm looking in the incorrect place??

Wendy Samuels, MSW, Ph.D.
Social Work Program Director and Department Chair
ASC 2108 B
820 Campus Dr.
Big Rapids MI 49307
231-591-5896
Social Work Web Page: www.ferris.edu/socialwork

From: Rusty A Leonard
Sent: Monday, September 11, 2017 8:00 AM
To: Wendy L Samuels <WendySamuels@ferris.edu>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>
Subject: Curriculum Proposal 18-013

Wendy,

During the review of your curriculum proposal, a question came up that needs to be addressed by you.

1. The current term effective date is in the past. Please choose a future term effective date.

Thanks,

Rusty

Russell A. Leonard, Jr., Ph.D.

Associate Professor

UCC Chair

Ferris State University

College of Engineering Technology

#17-132

APR 18 2017

08 18-014

Form A
Effective Fall 2016

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Religious Studies Minor Deletion and Course Cleanup

Initiating Individual: J. Randall Groves

Initiating Department or Unit: Humanities

Contact Person's Name: J. Randall Groves

Email: grovesj@ferris.edu

Phone: 2771

NOTE: ALL required forms must be completed and included BEFORE submission of the proposal to the University Curriculum Committee.	FORM (checkboxes indicate typically required forms specific to the curricular action)						
	PCAF Link	A	B-UND B-GRA	C	D	EF	FIN
PROPOSAL GROUP: See Table B-7 in the UCC Manual for description.							
I-A: New Degree, major, concentration, minor, or redirection of a current offering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B: Deletion of a degree, major, concentration, or minor		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
II-A: New Course, modification of a course, deletion of a course Check here if deleting a course		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
II-B: Minor Curriculum Clean-up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III: Certificate (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit <input type="checkbox"/> New Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Off Campus: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
IV: Non-degree Offering : Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
	PLEASE PRINT and SIGN YOUR NAME	DATE	VOTE/ACTION * Number Count				
Program Representative **	Rachel Foulk <i>Rachel Foulk</i>	4/18/17	6	0	0	0	0
Department/School/Faculty Representative Vote **	John Scott Gray <i>John Scott Gray</i>	4-18-17	8	0	0	0	0
Department/School Administrator	Harry J. Dempsey <i>Harry J. Dempsey</i>	4/18/17	✓	-	-	-	-
College Curriculum Committee/Faculty	Mark Thomson <i>Mark Thomson</i>	4/28/17	6	2	0	0	0
UCC Representative	Olukemi Fadayan <i>Olukemi Fadayan</i>	5/5/17	✓	-	-	-	-
Dean	Joseph Lipar <i>Joseph Lipar</i>	5/12/17	X	-	-	-	-
University Curriculum Committee **	Russ Leonard <i>Russ Leonard</i>	9/14/17	6	-	-	-	-
Senate **			-	-	-	-	-
Academic Affairs			-	-	-	-	-

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

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

To be completed by Academic Affairs Date 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)

We are closing the Religious Studies minor at Ferris. The number of our minors has dwindled to one over the last few years, especially in the absence of a professor dedicated to its survival. This minor was developed by a faculty member who has since left the university and has not been replaced. We do not believe we have the resources to continue the program, especially given the wide number of minors supported by our area. We will, however, continue to offer courses in religion, as they are fairly popular general education courses. In moving from the minor to general education as the focus for our courses, we are changing the number of Christianity from Relg 425 to Relg 370. More students would be comfortable taking the course with this lower number, and offering the course at the 300 level is more in line with the current methodologies and expectations of those in a position to teach the course.

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.: Religious Studies

3. Summary of All Course Action Required:

A. Newly Created Courses to be Added to the Catalog

Prefix	Number	Title
Relg	370	Christianity

B. Courses to be Deleted from FSU Catalog

Prefix	Number	Title
Relg	425	Christinaity

C. Existing Courses to be Modified

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

D. Addition of existing FSU courses to program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

E. Removal of existing FSU courses from program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Summary of All Consultations

Form Sent (B/B-UGPC or C)	Date Sent	Responding Department	Date Received & By Whom
Form C Click here to enter text.	4-18-2017	Click here to enter text.	

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. [Click here to enter text.](#)

6. Is a PCAF required? Yes 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) REQUIRED

- 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
Click here to enter text.	Click here to enter text.	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: Religious Studies Minor Deletion and Course Cleanup

Projected number of students per year affected by proposed change: 15

Initiator(s): J. Randall Groves

Proposal Contact: J. Randall Groves Date Sent: Click here to enter text. 4/18/2017

Department: Humanities Campus Address: Johnson Hall 119
(Please type)

Liaison Librarian Signature: Click here to enter text.

Date Received: Click here to enter text.

Dean of FLITE Signature: Click here to enter text.

Date Returned: Click here to enter text.

Based upon our review on (date), 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 \$ Click here to enter text..
- 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. Click here to enter text.

Course Information Form *(formerly Form E and Form F)*

I. ACTION TO BE TAKEN:

CREATE, MODIFY, OR DELETE

Desired Term Effective Date (6-digit code): ~~201801~~ 201808

NOTE: The first four digits indicate year, the next two digits indicate month in which term begins.

II. COURSE IDENTIFICATION: Relg 425 -- Christianity

Course Prefix, Course Number – Course Title

If deleting a course STOP HERE.

For modification, complete all fields that will be changed.

If creating a course, complete all relevant fields.

CURRENT						PROPOSED					
Prefix	Number	Contact Hours	Lecture	Lab	Seminar	Prefix	Number	Contact Hours	Lecture	Lab	Seminar
Title: Click here to enter text.						Title: Click here to enter text.					
Credit Hours		Prerequisites		Co-requisites		Credit Hours		Prerequisites		Co-requisites	
Course/Catalog Description (125 words)						Course/Catalog Description (125 words)					
Click here to enter text.						Click here to enter text.					
Course Outcomes and Assessment Plan						Course Outcomes and Assessment Plan					
Click here to enter text.						Click here to enter text.					
Course Outline including Time Allocation						Course Outline including Time Allocation					
Click here to enter text.						Click here to enter text.					

A. If not LEC/LAB/SEM, Check box as appropriate [See Definitions in Appendix E]:

- Practicum
- Independent Study

B. College Code: Choose an item.

C. Department Code: Choose an item.

D. Credit Hours:

- Variable
- Fixed

E. Minimum Credit Hours: Click here to enter text.

F. Maximum Credit Hours: Click here to enter text.

G. Hours may be repeated for additional credit:

- No
- Yes – If yes, max times repeated: Click here to enter text. **OR** max credits awarded: Click here to enter text.

H. Levels:

- Undergraduate
- Graduate
- Professional

I. Grade Method:

- Standard Letter Grading
- Credit/No Credit

J. Does the proposed course replace an equivalent course?

No

Yes – *If yes, enter equivalent course:* Click here to enter text.

Course Prefix, Number – Course Title

K. Term(s) Offered: Click here to enter text.

L. Max Section Enrollment:

Lecture: Click here to enter text.

Lab: Click here to enter text.

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code

Basic Skill (BS), General Education, Occupational Education, Gen Ed. Codes: _____

UCC Chair Signature & Date:

Academic Affairs Approval Signature & Date:

OFFICE OF THE REGISTRAR USE ONLY

Date Rec'd: _____ Date Completed: _____

Entered: SCACRSE, SCADETL, SCARRES, SCAPREQ

Course Information Form (formerly Form E and Form F)

I. ACTION TO BE TAKEN:

CREATE, MODIFY, OR DELETE

Desired Term Effective Date (6-digit code): 201801

NOTE: The first four digits indicate year, the next two digits indicate month in which term begins.

II. COURSE IDENTIFICATION: Relg 370 -- Christianity

Course Prefix, Course Number – Course Title

If deleting a course STOP HERE.

For modification, complete all fields that will be changed.

If creating a course, complete all relevant fields.

CURRENT						PROPOSED					
Prefix	Number	Contact Hours	Lecture	Lab	Seminar	Prefix	Number	Contact Hours	Lecture	Lab	Seminar
						Relg	370	3	3		
Title: Christianity						Title: Click here to enter text.					
Credit Hours		Prerequisites		Co-requisites		Credit Hours		Prerequisites		Co-requisites	
3		none		none		3		none		none	
Course/Catalog Description (125 words)						Course/Catalog Description (125 words)					
Click here to enter text.						This course is a text intensive critical study of Christianity in the light of other religions and cultures of the Western world. In this course we will study its origin in Judaism, as well as its development into various forms around the world. Topics may include the Roman context of Christianity, the Life of Jesus, the Church Councils, the authorship of the New Testament, the Protestant Reformation, and Christianity and Politics. Specific topics to be determined at the discretion of the instructor.					
Course Outcomes and Assessment Plan						Course Outcomes and Assessment Plan					
Click here to enter text.						1. identify and explain the intellectual origins of Christianity. 2. interpret the life of Jesus and Jesus' religious ideas. 3. show what influence Paul had upon the development of Christianity. 4. explain the role of Christianity in the Middle Ages. 5. outline the causes and effects of the Great Schism and the Protestant Reformation. 6. describe the encounter of Christianity with the Modern world. 7. explain and assess the dominant criticisms of Christianity. Sample Assessment Plan: Students will take three tests on the basic history of Christianity (outcomes 1, 2, 3, 4, 5, 6, 7). They will also write a paper in which they take up a specific topic in Christianity that will address one or more of the outcomes listed above.					
Course Outline including Time Allocation						Course Outline including Time Allocation					
Click here to enter text.						Sample: Weeks One and Two: The Jewish Origins of Christianity Week Three: The Roman World and Christianity Weeks Four and Five: The Life of Jesus Week Six: St. Paul					

	Weeks Seven and Eight: St. Augustine, Thomas Aquinas and Medieval Christianity Week Nine: The Crusades and the Plague Weeks Ten and Eleven: The Protestant Reformation Weeks Twelve and Thirteen: Christianity in Art Weeks Fourteen and Fifteen: Christianity, the Enlightenment and the Modern World
--	--

- A. If not LEC/LAB/SEM, Check box as appropriate [See Definitions in Appendix E]:
- Practicum
 - Independent Study
- B. College Code: AS
- C. Department Code: Humn
- D. Credit Hours:
- Variable
 - Fixed
- E. Minimum Credit Hours: 3
- F. Maximum Credit Hours: 3
- G. Hours may be repeated for additional credit:
- No
 - Yes – If yes, max times repeated: Click here to enter text. **OR** max credits awarded: Click here to enter text.
- H. Levels:
- Undergraduate
 - Graduate
 - Professional
- I. Grade Method:
- Standard Letter Grading
 - Credit/No Credit
- J. Does the proposed course replace an equivalent course?
- No
 - Yes – If yes, enter equivalent course: *Relg 425 - Christianity*
Course Prefix, Number – Course Title
- K. Term(s) Offered: Fall, Odd
- L. Max Section Enrollment:
- Lecture: 25
- Lab: Click here to enter text.

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code
 Basic Skill (BS), General Education, Occupational Education, Gen Ed. Codes: _____

UCC Chair Signature & Date:

Academic Affairs Approval Signature & Date:

OFFICE OF THE REGISTRAR USE ONLY

Date Rec'd: _____ Date Completed: _____

Entered: SCACRSE, SCADETL, SCARRES, SCAPREQ

Sylvia H Maixner

From: Rusty A Leonard
Sent: Monday, September 11, 2017 3:12 PM
To: J Randall R Groves
Cc: Sylvia H Maixner
Subject: Re: Curriculum Proposal 18-014

Randy,

We can take care of that for you on our end. I do not want little things like this to bog down the process. Sylvia will attach this email to the original proposal for the record.

Best regards,

Rusty

From: J Randall R Groves <JRandallGroves@ferris.edu>
Date: Monday, September 11, 2017 at 2:48 PM
To: Rusty A Leonard <RustyLeonard@ferris.edu>
Subject: RE: Curriculum Proposal 18-014

Rusty: is it possible to just change the date to fall of 2018 on your end? Or do we have to pull it back and resubmit?
Randy Groves

From: Rusty A Leonard
Sent: Monday, September 11, 2017 8:01 AM
To: J Randall R Groves <JRandallGroves@ferris.edu>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>
Subject: Curriculum Proposal 18-014

Randy,

During the review of your curriculum proposal, a question came up that needs to be addressed by you.

1. The current term effective date is in the past. Please choose a future term effective date.

Thanks,

Rusty

Russell A. Leonard, Jr., Ph.D.
Associate Professor
UCC Chair
Ferris State University
College of Engineering Technology

**The
Following
Are
For
Information
Only**

#17-125

18-007

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: New Certificate – Computerized Business Applications

Initiating Individual: Teresa K. Cook

Initiating Department or Unit: AFIS

Contact Person's Name: Teresa K Cook

Email: cookt@ferris.edu

Phone: Ext. 3167

NOTE: ALL required forms must be completed and included BEFORE submission of the proposal to the University Curriculum Committee.	FORM (checkboxes indicate typically required forms specific to the curricular action)						
	PCAF Link	A	B-UND B-GRA	C	D	EF	FIN
PROPOSAL GROUP: See Table B-7 in the UCC Manual for description.							
I-A: New Degree, major, concentration, minor, or redirection of a current offering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B: Deletion of a degree, major, concentration, or minor		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
II-A: New Course, modification of a course, deletion of a course Check here if deleting a course		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II-B: Minor Curriculum Clean-up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III: Certificate (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit <input checked="" type="checkbox"/> New Certificate)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IV: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Off Campus: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
IV: Non-degree Offering : Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
	PLEASE PRINT and SIGN YOUR NAME	DATE	VOTE/ACTION * Number Count				
Program Representative **	<i>Teresa K. Cook</i> TERESA K. COOK	4/10/17	5 Support _ Support with Concerns _ Not Support _ Abstain				
Department/School/Faculty Representative Vote **	<i>L.H. Bajor</i> L.H. BAJOR	4/10/17	14 Support _ Support with Concerns _ Not Support _ Abstain				
Department/School Administrator	<i>L.H. Bajor</i> L.H. BAJOR	4/10/17	1 Support _ Support with Concerns _ Not Support _ Abstain				
College Curriculum Committee/Faculty	<i>Amy M Dorey</i> AMY M DOREY	4/25/17	5 Support _ Support with Concerns _ Not Support _ Abstain				
UCC Representative COB has no Rep currently - Kemi APPROVED submitting.			_ Support _ Hold _ Not Support				
Dean	<i>David Nicol</i> DAVID NICOL	4/25/17	Support _ Support with Concerns _ Not Support				
University Curriculum Committee **	<i>Russell A. Leonard</i> RUSSELL A. LEONARD	4/14/17	7 Support _ Support with Concerns _ Not Support _ Abstain				
Senate **	<i>Clayton</i> CLAYTON	9/29/17	_ Support _ Support with Concerns _ Not Support _ Abstain				
Academic Affairs			_ Support _ Hold _ Not Support				

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

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

To be completed by Academic Affairs

Date of Implementation: _____

President (Date Approved)

Board of Trustees (Date Approved)

Academic Officers of MI (Date Approved)

MODIFY A COURSE – Course Data Entry Form**FORM F-M**

Effective Fall 2015

I. ACTION TO BE TAKEN: MODIFY A COURSE

Desired Term Effective (6 digit code): 201708 Examples: 201601 (Spring), 201605 (Summer) NOTE: The first four digits indicate year, the next two digits indicate month in which term.

II. COURSE TO BE MODIFIED:

A. Course Prefix: HCSA B. Number: 336

C. Course Title: Health Care Supervisory Practices

LIST THE LETTER(S) OF ALL CHANGES FROM SECTION III BELOW: B, I, J See Appendix E Instructions for Completing Forms.**III. MODIFICATIONS**

A. Course Prefix: HCSA B. Number: 336

B. Contact Hours: 3 Lecture Lab Seminar [Enter contact hours per week in blank. See formula for contact hours to credit hours in Appendix E.]C. Practicum Independent Study [Check Box as appropriate. See Definitions in Appendix E]

D. Course Title: Health Care Supervisory Practices [Limit to 30 characters including punctuation and spaces]

E. College Code: CHP G. Department Code: CRHA H. Credit Hours: Variable Fixed

I. Minimum Credit Hours: 3 J. Maximum Credit Hours: 3 [Enter number in space.]

K. Hours May be Repeated for Extra Credit: Yes No If yes, max times [Click here to enter text.](#) Or max credits [Click here to enter text.](#) awarded.L. Levels: Undergraduate Graduate Professional M. Grade Method: Normal Grading Credit/No Credit (Pass/Fail) N. Does proposed new course replace an equivalent course? Yes No O. Equivalent Course: Prefix: [Click here to enter text.](#) Number: [Click here to enter text.](#)P. Catalog Description: Limit to 125 words –PLEASE BE CONCISE. [Click here to enter text.](#)

Q. Term Offered: Fall and Spring R. Max Section Enrollment: Lecture: Lab:

S. Prerequisites or Restrictions: If none, leave blank. [Click here to enter text.](#)T. Co-requisites: Courses must be taken concurrently. If none, leave blank. Limit to 100 characters including punctuation and spaces. [Click here to enter text.](#)

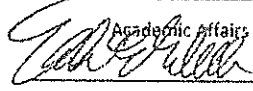
To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code

Basic Skill (BS) General Education Occupational Education G E Codes: [Click here to enter text](#)

UCC Chair Signature/Date


 4/25/16

Academic Affairs Approval Signature/Date


 05/29/16
OFFICE OF THE REGISTRAR USE ONLYDate Rec'd: [Click here to enter text.](#) Date Completed: [Click here to enter text.](#) Entered: SCACRSE SCADETL SCARRES SCAPREQ

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

Information gathered from both the College of Business Leadership Advisory Board as well as the Accounting Advisory Board indicates a strong desire for business students to have experience with various industry standard business software packages. This is supported by feedback received from recent graduates. In addition, faculty within several programs in the COB have indicated a desire for their students to gain experience in this area. The addition of the class ISYS 482, Enterprise Integration and Process Design, now gives us the opportunity to bundle four classes, which are already offered, as a certificate in order to respond to those demands on our students.

Specifically, the software currently used in each class is as follows:

ISYS 105 – Intro Micro Systems Software - Microsoft Word, PowerPoint, Excel

ISYS 200 – Database Design/Implementation - Microsoft Access

ACCT 241 – Computerized Accounting - Quickbooks

ISYS 482 – Enterprise Integration and Process Design - SAP

It is recognized that the software used for each course would be reflective of current industry standards.

There are no Forms B, D, or EF as no check sheets are affected by this proposal and no new classes are being created.

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.: Computerized Business Applications

3. Summary of All Course Action Required: NONE

A. Newly Created Courses to be Added to the Catalog

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

B. Courses to be Deleted from FSU Catalog

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

C. Existing Courses to be Modified

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

D. Addition of existing FSU courses to program

Prefix	Number	Title
ISYS	105	Intro Micro Systems Software
ISYS	200	Database Design-Implementation
ACCT	241	Computerized Accounting
ISYS	482	Enterprise Integration and Process Design

E. Removal of existing FSU courses from program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Summary of All Consultations

Form Sent (B/B-UGPC or C)	Date Sent	Responding Department	Date Received & By Whom
---------------------------	-----------	-----------------------	-------------------------

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. Click here to enter text.

If yes, name the organization involved with accreditation for this program. [Click here to enter text.](#)

6. Is a PCAF required? Yes 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) None

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: None

College

[Click here to enter text.](#)

Department

[Click here to enter text.](#)

Program

[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: New Certificate – Computerized Business Applications

Projected number of students per year affected by proposed change: [Click here to enter text.](#)

Initiator(s): <u>Teresa K. Cook</u>	
Proposal Contact: Teresa K. Cook	Date Sent: April 7, 2017
Department: AFIS Campus Address: IRC 212T (Please type)	
Liaison Librarian Signature: <i>David A. Sosa</i>	Date Received: <i>4/27/17</i>
Dean of FLITE Signature: <i>Scott Garrison</i>	Date Returned: <i>4/28/17</i>

Based upon our review on *4/27/17* (date), 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 \$. [Click here to enter text.](#)
- 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. [Click here to enter text.](#)



COMPUTERIZED BUSINESS APPLICATIONS - 12 - Credits
Certificate

FORM D PROPOSED

CERT_08_2017

College of Business

Student Name: _____

Student ID: _____

Prerequisites shown in parenthesis

REQUIRED COURSES – 12 Credits Required			Crs.	Gr.
ISYS	105	Intro Micro Systems Software	3	
ISYS	200	Database Design-Implementation (ISYS 105)	3	
ACCT	241	Computerized Accounting (ACCT 201 and ISYS 105)	3	
ISYS	482	Enterprise Integration and Process Design	3	

DEGREE OUTCOMES

1. Student will be able to demonstrate proficient use of widely used industry standard business software packages.

DECLARATION OF CERTIFICATE

Any person admitted to a Ferris State University may enroll in courses for undergraduate COB certificates and must declare the certificate with the advisor **Dr. Teresa K. Cook at cookt@ferris.edu (telephone 231-591-3167) or Dr. Felix Bollou at FelixBollou@ferris.edu (telephone 231-591-3152)**

STUDENT Signature

Date

CERTIFICATE ADVISOR Signature

Date

DEPARTMENT HEAD/CHAIR Signature

Date

ADMISSION REQUIREMENTS

- Applicant should show proof of high school graduation with a 2.35 GPA. If it is determined by the COB Dean's Office/SAA that regular program admission criteria should be met in order to complete the certificate successfully and be a contributing member of the course, all college transcripts should be submitted to the Admissions Office. Once admitted, an advisor will be assigned by the College of Business in the certificate program.
- Dual enrolled/concurrent students must complete their high school degree (provide transcript) before the certificate will be granted from FSU.
- Students wishing to pursue a bachelor or associate's degree must meet the admission criteria for the program. This criteria review is initiated when the "Program Change Form" request is processed through the COB Dean's Office/SAA.

ADDITIONAL GRADUATION REQUIREMENTS

1. No more than 50% of the credits in a certificate may be transferred from another institution.
2. If a student is in a FSU degree-seeking program, the certificate will not be granted if more than 50% of the certificate credits are required in the program/major.
3. A 2.00 cumulative GPA is required for completion of the Certificate.
4. **A term prior to completion of the Certificate**, the student will log into MyFSU, and complete the "Apply for Graduation". You will receive an email back with the next steps to take. Once this is done, the Graduation Secretary will notify the Registrar who will note the completion of the Certificate.

NOTICE: 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.

FINANCIAL AID FORM

FORM FIN

Effective Fall 2016

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 into the original proposal and a copy to the initiator (proposer). 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 this proposal.

Proposal Title: New Certificate – Computerized Business Applications

Initiators: Teresa K. Cook

Proposal Contact: Teresa K. Cook

Date Sent: April 7, 2017

Department: AFIS

Campus Address: IRC 212T

Director of Financial Aid Signature: Heide Wisby

Date Returned: 04/10/17

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: Click here to enter text.

From: Olukemi O Fadayomi
Sent: Thursday, April 27, 2017 4:22 PM
To: Teresa K Cook <TeresaCook@ferris.edu>
Cc: Paula L Hadley-Kennedy <PaulaHadley-Kennedy@ferris.edu>
Subject: RE: Help with approval on new certificate

Hi Theresa,

UCC will accept your proposal without the UCC representative signature since you do not have a representative at the present time. Please send your proposal directly to Paula whom I have copied to this email. Hope this is helpful.

Kemi

Olukemi Fadayomi, Ph. D
Professor of Biology
Faculty-in-Residence, Faculty Center for Teaching & Learning
Chair, University Curriculum Committee
Ferris State University
ASC 2009, 820 Campus Drive
Big Rapids, MI 49307-2225

fadayok@ferris.edu
Phone: (231) 591-5628
Fax: (231) 591-2540

From: Teresa K Cook
Sent: Tuesday, April 25, 2017 10:48 AM
To: Olukemi O Fadayomi <OlukemiFadayomi@ferris.edu>
Subject: Help with approval on new certificate

Hello –

I am requesting your help on moving through a new certificate for next year. Our UCC rep, Billie Anderson, has already resigned but our new rep, Roy McLean, does not start until August. So at this point we have no one to sign curriculum proposals. Is there someone else who could sign this for us?

Thank you,

Teresa K. Cook, PhD, CMA
Professor
Accountancy, Finance and Information Systems
119 South Steet, IRC 212T
Big Rapids, MI 49307
Telephone: 231-591-3167

From: Laine L Mitchell
Sent: Friday, April 28, 2017 9:20 AM
To: Teresa K Cook <TeresaCook@ferris.edu>
Cc: Darlene J Waring <DarleneWaring@ferris.edu>
Subject: RE: Help with approval on new certificate

Dave will likely review it and sign. The UCC rep signature is resolved per Kemi, but it is too late in the year for new degrees to be approved effective Fall 2017. There are several approval levels between UCC and final approval of a new degree that will not even be meeting again this year. So, there is really no rush. It will need to be approved over Fall 17 and effective Fall 18.
lm

From: Teresa K Cook
Sent: Friday, April 28, 2017 9:13 AM
To: Darlene J Waring <DarleneWaring@ferris.edu>; Laine L Mitchell <LaineMitchell@ferris.edu>
Subject: RE: Help with approval on new certificate

I think that Dean Nicol will probably make an exception because Kemi said it was okay, don't you?

From: Darlene J Waring
Sent: Friday, April 28, 2017 9:11 AM
To: Teresa K Cook <TeresaCook@ferris.edu>; Olukemi O Fadayomi <OlukemiFadayomi@ferris.edu>
Subject: RE: Help with approval on new certificate

Dean signature is still required before the proposal goes to the UCC – Laine said that dean signature would not be added before the UCC rep signs.....

#17-127

18-009

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: BSN Pre-Licensure Elective Clinical Course

Initiating Individual: Rhonda L. Bishop

Initiating Department or Unit: School of Nursing

Contact Person's Name: Rhonda L. Bishop

Email: rhondabishop@ferris.edu

Phone: 231-591-5033

NOTE: ALL required forms must be completed and included BEFORE submission of the proposal to the University Curriculum Committee.	FORM (checkboxes indicate typically required forms specific to the curricular action)						
	PCAF Link	A	B-UND B-GRA	C	D	EF	FIN
PROPOSAL GROUP: See Table B-7 in the UCC Manual for description.							
I-A: New Degree, major, concentration, minor, or redirection of a current offering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B: Deletion of a degree, major, concentration, or minor		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
II-A: New Course, modification of a course, deletion of a course Check here if deleting a course		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	
II-B: Minor Curriculum Clean-up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III: Certificate (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit <input type="checkbox"/> New Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Off Campus: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
IV: Non-degree Offering : Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
	PLEASE PRINT and SIGN YOUR NAME	DATE	VOTE/ACTION * Number Count				
Program Representative **	<i>Rhonda L. Bishop</i> Rhonda L. Bishop	4/5/17	<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 **	<i>Rhonda L. Bishop</i> Rhonda L. Bishop	4/5/17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
Department/School Administrator	<i>Susan Owens</i> Susan Owens	4-10-17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
College Curriculum Committee/Faculty	<i>Emily L. Zyla</i> Emily L. Zyla	4-16-17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
UCC Representative	<i>Mark Hutelinson</i> Mark Hutelinson	4-16-17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support				
Dean	<i>Matthew Adenaju</i> Matthew Adenaju	5/2/17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support				
University Curriculum Committee **	<i>Russ Leonard</i> RUSS LEONARD	9/14/17	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain				
Senate **	<i>Clayton</i>	9/20/17	<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 concern with appropriate rationale.

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

To be completed by Academic Affairs

Date of Implementation: January 2018

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)
 This proposal reflects the addition of one (1) nursing elective course to the 2016 approved curriculum. The BSN pre-licensure curriculum currently aligns with the American Colleges of Nursing (AACN) Essentials of Baccalaureate Nursing Education (2008) and is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) through 2020. The goal of the pre-licensure program is to seek CCNE accreditation in 2020, which is the gold standard for ensuring quality and integrity of baccalaureate nursing programs. The addition of the proposed nursing elective will allow implementation and evaluation of the course well in advance of seeking accreditation in 2020. The current BSN prelicensure curriculum allocates for students to take one (1) nursing elective in the 3rd, 4th, or 5th semester. The curriculum currently offers a nursing elective in complementary/alternative methodologies (NURS 475). Undergraduate nursing students are also permitted to register for a currently offered nursing elective in the RN-BSN program. The addition of the proposed course increases the options available to undergraduate nursing students. The proposed course offers the opportunity for expert nurse supervised clinical immersion experiences in nursing specialty areas beyond their scheduled clinical experiences. This elective clinical course will set the Ferris State University undergraduate BSN curriculum apart from other local BSN programs. Most other local BSN programs offer didactic electives but none offer a clinical elective. The proposed clinical elective course focuses on development of critical thinking and technical skill development in specialty areas such as the Emergency Department, Critical Care, and Mental Health Nursing. A goal of adding a clinical elective experience is to aid student job placement and transition to the Registered Nurse role in select practice areas. The addition of the clinical elective is budget neutral, as it will not require the addition of clinical faculty.

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.: Bachelor of Science, Pre-Licensure

3. Summary of All Course Action Required:

A. Newly Created Courses to be Added to the Catalog

Prefix	Number	Title
NURS	476 474	Practice Immersion Elective

B. Courses to be Deleted from FSU Catalog

Prefix	Number	Title
--------	--------	-------

C. Existing Courses 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/B-UGPC or C)	Date Sent	Responding Department	Date Received & By Whom
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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 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) REQUIRED

- 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
College of Health Professions

Department
School of Nursing

Program
Bachelor of Science, Pre-Licensure

FORM B - Undergraduate
Effective Fall 2016

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: BSN Pre-Licensure Elective Clinical Course
No other department will be impacted by the addition of an elective clinical course.

Initiator(s):

Proposal Contact: Date Sent:

Department: Campus Address:
(Please type)

Based upon department faculty review on (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.

Responding Department:

Administrator: Date Received: Date Returned:

Signature:



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: BSN Pre-Licensure Elective Clinical Course

Projected number of students per year affected by proposed change: 64

Initiator(s): Rhonda L. Bishop	
Proposal Contact: Rhonda L. Bishop	Date Sent: 4/3/2017
Department: School of Nursing (Please type)	Campus Address: VFS 303
Liaison Librarian Signature: 	Date Received: 4/3/2017
Dean of FLITE Signature: 	Date Returned: 4/4/17

Based upon our review on 4/3 (date), 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.

Collection development for nursing is performed for numerous clinical practice areas, and adequate resources are currently available.

Ferris State University
College of Health Professions
NURSING – Bachelor of Science (BS) Degree – Prelicensure Track

REQUIRED COURSES	COURSE TITLE (Pre-requisites)	CREDITS
GENERAL EDUCATION REQUIREMENTS http://www.ferris.edu/HTMLS/academics/gened/courses/GenEd-bachelor.pdf		
Communication Competence: 12 Credits Required		
COMM 105 or 121 or 221	Communications Foundation Course (none) Select one: COMM 105: Interpersonal Communication or COMM 121: Fundamentals of Public Speaking or COMM 221: Small Group Decision Making	3
ENGL 150	English 1 (ENGL 074 or minimum ACT sub-score of 14 or 370 on SAT)	3
ENGL 250	English 2 (ENGL 150)	3
ENGL 321	Advanced Composition (ENGL 250)	3
Scientific Understanding: 7 Credits Required; 12 Credits Required for Nursing Program		
CHEM 114	Intro to General Chemistry (HS Chemistry or CHEM 103)	4
BIOL 108	Medical Microbiology (None)	3
BIOL 205	Anatomy and Physiology (CHEM 114)	5
Quantitative Skills: 3-4 Credits or Proficiency Required <ul style="list-style-type: none"> • See all proficiency options: http://www.ferris.edu/HTMLS/academics/gened/courses/GenEd-bachelor.pdf 		
MATH 115 or MATH 117 or ACT Math sub-score of 24	MATH 115 Intermediate Algebra (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT) OR MATH 117 Contemporary Mathematics (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT)	3-4
*Social Awareness: 9 Credits Required <ul style="list-style-type: none"> • Choose three Social Awareness courses, in at least <u>two</u> different subject areas • One of the Social Awareness courses must be a Foundations course • One of the Social Awareness courses must be at the 200-level or higher 		
		3
		3
		3
*Cultural Enrichment: 9 Credits Required <ul style="list-style-type: none"> • Choose three cultural enrichment courses • At least <u>ONE</u> course at the 200-level or higher • No more than 5 credit hours in cultural enrichment activities courses may apply to this requirement 		
		3
		3
PHIL 220 or PHIL 320	Ethics in Health Care or Biomedical Ethics	3
*Race-Ethnicity-Gender: one course Please note that many Race/Ethnicity/Gender courses also meet Social Awareness or Cultural Enrichment requirements. *Global Consciousness: one course Please note that many Global Consciousness courses also meet Social Awareness or Cultural Enrichment requirements.		

NURSING PROGRAM MAJOR REQUIREMENTS		
Core Curriculum for Health Professions: 11 Credits Required		
COHP 100	Orientation to Medical Vocabulary (none)	1
COHP 101	The U.S. Health Care Systems (none)	3
COHP 102	Safety Issues in Health Care (none)	1
COHP 350	Statistics in Health Care (MATH 110)	3
COHP 450	Evidence-based Health Care (COHP 350)	3
Nursing Courses: 67 Credits Required		
NURS 260	Nursing Role Development (Pre: Admission to the program)	3
NURS 261	Health-Related Quality of Life (Pre: Admission to the program)	3
NURS 262	Nursing Methods 1 (Pre: Admission to the program)	4
NURS 264	Pathophysiology Foundations (Pre: Admission to the program)	3
NURS 360	Pharmacology in Nursing (Pre: Admission to the program)	3
NURS 361	Psychosocial Nursing (Pre: NURS 260, 261, 262)	3
NURS 362	Nursing Methods 2 (Pre: NURS 260, 261, 262)	3
NURS 363	Practicum 1 (Pre: NURS 260, 261, 262)	4
NURS 370	Adult Health 1 (Pre: NURS 264, 360, 361, 362, 363)	4
NURS 371	Maternal Health & Childbearing (Pre: NURS 264, 360, 361, 362, 363)	2
NURS 372	Nursing Methods 3 (Pre: NURS 264, 360, 361, 362, 363)	3
NURS 373	Practicum 2 (Pre: NURS 264, 360, 361, 362, 363)	4
NURS 460	Adult Health 2 (Pre: NURS 370, 372, 373)	4
NURS 461	Pediatric Health (Pre: NURS 264, 360, 361, 362, 363)	2
NURS 462	Nursing Methods 4 (Pre: NURS 370, 372, 373)	3
NURS 463	Practicum 3 (Pre: NURS 370, 372, 373)	4
NURS 470	Community Health Leadership (Pre: NURS 371, 460, 461, 462, 463)	4
NURS 471	Nursing Capstone (Pre: NURS 371, 460, 461, 462, 463)	3
NURS 472	Nursing Methods 5 (Pre: NURS 371, 460, 461, 462, 463)	2
NURS 473	Practicum 4 (Pre: NURS 371, 460, 461, 462, 463)	4
NURS 475	Integrative Health Nursing (Department Approval) Elective	0-2
Total Program Credits		123-124
OTHER PROGRAM INFORMATION		
Program Grade Requirements:		
<ul style="list-style-type: none"> • A grade of 2.0 or "C" is required for all CHP Core Curriculum Courses: ENGL 150 (C-), 250 & 321, COMM foundation course and COHP 100,101,102,350 and 450 • A grade of 2.7 or "B-" is required for all MATH, BIOL & CHEM courses. • A grade of 2.0 or "C" is required for all NURS courses 		
Policy on Repeated Courses:		
<ul style="list-style-type: none"> • Students may only repeat one of the science or math courses to become qualified for the professional sequence and that course can only be repeated once. • A grade of "W" is considered an unsuccessful attempt. 		
Progression Policy:		
<ul style="list-style-type: none"> • Pre-Nursing Status: Two (2) Unsuccessful attempts (less than B-) in any one of the science or math courses will result in disqualification for the professional sequence of the nursing program. • Nursing Professional Sequence: Two unsuccessful (less than C) attempts in any NURS course(s) will result in dismissal from the nursing program. 		
Policy on FSU Credit Requirement:		

<ul style="list-style-type: none"> • A minimum of 40 credits must be earned at the upper division (300 or 400) level for the BS degree. • Students must earn a minimum of 30 of the total BS degree credits from FSU. 	
FSU Sunset Policy: <ul style="list-style-type: none"> • If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program. 	
Program Accreditation: <ul style="list-style-type: none"> • The BSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN.) • The Accreditation Commission for Education in Nursing may be contacted at: Accreditation Commission for Education in Nursing 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 Phone: 404-975-5000 FAX: 404-975-5020 www.acenursing.org 	
PROGRAM LEARNING OUTCOMES	ASSESSMENT METHODS
Graduates will perform collaborative leadership roles in the provision, delegation and supervision of nursing care while retaining accountability for patient safety and the quality of that care.	<ul style="list-style-type: none"> • Professional portfolio – Collaborative Leadership section • Clinical Evaluations by Clinical Faculty - Cumulative mean scores in this competency
Graduates will integrate theories and knowledge from the arts, humanities, sciences, and nursing to develop a foundation for nursing practice.	<ul style="list-style-type: none"> • Professional Portfolio – Theoretical Base for Practice section
Graduates will organize the interdisciplinary health care needs of diverse populations across the lifespan toward achieving the goal of healthy individuals, families, groups and communities.	<ul style="list-style-type: none"> • Professional Portfolio – Generalist Nursing Practice section • Clinical Evaluations by Clinical Faculty - Cumulative mean scores in this competency
Graduates will assimilate current evidence into the practice of nursing.	<ul style="list-style-type: none"> • Professional Portfolio – Scholarship for Practice section
Graduates will advocate for healthcare across the continuum of health care environments.	<ul style="list-style-type: none"> • Professional Portfolio – Health Care Environment section • Clinical Evaluations by Clinical Faculty - Cumulative mean scores in this competency • Standardized Testing – Comprehensive Exit Predictor Exam
Graduates will demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviors of the discipline of nursing.	<ul style="list-style-type: none"> • Service Learning Project / Presentation • Professional Portfolio – Professionalism section
The BSN program will meet established program outcomes as defined by the Accreditation Commission of Education in Nursing (ACEN).	<ul style="list-style-type: none"> • Program Data Analysis in the areas of: <ul style="list-style-type: none"> ◦ Diversity of student cohorts ◦ Program Completion Rates • Student Exit survey: Student Satisfaction Rates • National Licensure Exam (NCLEX-RN) Pass rates • Alumni Surveys: Employment Rates / Satisfaction / Professional Development • Employer Surveys

Updated: 2017

**Five Semester Year Round Professional Sequence
Professional Sequence Admissions in Fall and Spring Semesters**

Pre-Nursing Qualifying Courses Semester 1	CR	Pre-Nursing Qualifying Courses Semester 2	CR
CHEM 114 Intro to Inorganic Chemistry BIOL 108 Medical Microbiology ENGL 150 English 1 COHP 101 The US Health Care System COHP 102 Safety Issues in Health Care	4 3 3 3 <u>1</u> 14	BIOL 205 Anatomy & Physiology *MATH 115 (3) or 117 (4) ENGL 250 English 2 COMM 105 or 121 or 221 COHP 100 Medical Vocabulary	5 3-4 3 3 <u>1</u> 14-15
Pre-Nursing General Ed Completion Semester 3	CR	Pre-Nursing General Ed Completion Semester 4	CR
Social Awareness Foundation Elective Cultural Enrichment Elective Cultural Enrichment Elective COHP 350 Statistics in Health Care ENGL 321 Advanced English Composition	3 3 3 3 <u>3</u> 15	Social Awareness Elective Social Awareness Elective Cultural Enrichment Elective (PHIL 220 or 320) COHP 450 Evidence Based Health Care	3 3 3 <u>3</u> 12
Professional Sequence Semester 1	CR	Professional Sequence Semester 2	CR
NURS 260 Nursing Role Development (3+0) NURS 261 Health-Related Quality of Life (3+0) NURS 262 Nursing Methods 1 (4+0) NURS 264 Pathophysiology Foundations (3+0)	3 3 4 <u>3</u> 13	NURS 360 Pharmacology in Nursing (3+0) NURS 361 Psychosocial Nursing (3+0) NURS 362 Nursing Methods 2 (3+0) NURS 363 Practice Immersion 1 (0+12)	3 3 3 <u>4</u> 13
Professional Sequence Semester 3	CR	Professional Sequence Semester 4	CR
NURS 370 Adult Health (4+0) NURS 371 Maternal Health & Childbearing (2+0) NURS 372 Nursing Methods 3 (0+3) NURS 373 Practice Immersion 2 (0+12) **NURS Elective (2+0)	4 2 3 4 <u>0-2</u> 13-15	NURS 460 Adult Health 2 (4+0) NURS 461 Pediatric Health (2+0) NURS 462 Nursing Methods 4 (3+0) NURS 463 Practice Immersion 3 (0+12) **NURS Elective (2+0)	4 2 3 4 <u>0-2</u> 13-15
Professional Sequence Semester 5	CR		
NURS 470 Community Health Leadership (4+0) NURS 471 Nursing Capstone (3+0) NURS 472 Nursing Methods 5 (2+0) NURS 473 Practice Immersion 4 (0+12) **NURS Elective (2+0)	4 3 2 4 <u>0-2</u> 13-15		

Total Program Credits = 123-124 (120 minimum) Professional Sequence Credits = 67

* MATH competency may also be demonstrated by ACT Math subscore of 24 or higher or SAT Math subscore of 580

**One (1) nursing elective must be taken either the 3rd, 4th, or 5th semester.



ADMISSION REQUIREMENTS

New Students

- A grade of 2.0 or "C" is required for all CHP Core Curriculum Courses: ENGL 150 (C-), 250 & 321, COMM foundation course and COHP 100, 101, 102, 350 and 450
- A grade of 2.7 or "B-" is required for all MATH, BIOL & CHEM courses.
- Pre-Nursing Status: Two (2) Unsuccessful attempts (less than B-) in any one of the science or math courses will result in disqualification for the professional sequence of the nursing program.

Transfer Students

- A grade of 2.0 or "C" is required for all CHP Core Curriculum Courses: ENGL 150 (C-), 250 & 321, COMM foundation course and COHP 100, 101, 102, 350 and 450
- A grade of 2.7 or "B-" is required for all MATH, BIOL & CHEM courses.
- Pre-Nursing Status: Two (2) Unsuccessful attempts (less than B-) in any one of the science or math courses will result in disqualification for the professional sequence of the nursing program.

UNIVERSITY GENERAL EDUCATION REQUIREMENTS

Required	Course Title (Prerequisites shown in parenthesis)	Crs
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TIER 1: FOUNDATION COMPETENCIES

COMMUNICATION COMPETENCY – 12 Credits Required (or their equivalent)			
COMM	105, 121, OR 221	Interpersonal Communication Fundamentals of Public Speaking Small Group Decision Making	3
ENGL	150	English 1 (SAT 370 OR ACT 14 OR ENGL 074 with C- or better)	3
ENGL	250	English 2 (C- in ENGL 150)	3
ENGL	321	Advanced Composition (ENGL 250)	3

QUANTITATIVE LITERACY COMPETENCY – 3 Credits Required

MATH	115 OR 117	Intermediate Algebra (MATH 110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT) Contemporary Mathematics (MATH 110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT) *OR ACT Math Sub-Score of 24	3-4
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TIER 2: DISTRIBUTION COMPETENCIES

NATURAL SCIENCES COMPETENCY – minimum 7 Credits Required; at least one must be a class with a lab

CHEM	114	Intro to General Chemistry (HS Chemistry or CHEM 103)	4
BIOL	108	Medical Microbiology (none)	3

CULTURE COMPETENCY – 9 Credits Required *; Courses in this category must come from two different disciplines

PHIL	220 Or 320	Ethics in Health Care Or Biomedical Ethics	3
ELEC			
ELEC			

SELF AND SOCIETY COMPETENCY – 9 Credits Required *; Courses in this category must come from two different disciplines

ELEC			
ELEC			
ELEC			Foundation (200+)

TIER 3: FOUNDATION COMPETENCIES

COLLABORATION – 2 courses Required **

		These courses are met in the major. Look in the major/core for course prefix marked with ⊙	
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PROBLEM SOLVING – 2 courses Required **

		These courses are met in the major. Look in the major/core for course prefix marked with ⊙	
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ADDITIONAL GENERAL EDUCATION REQUIREMENTS

BIOL	205	Anatomy and Physiology (CHEM 114)	5
Freshman Seminar Requirement, FSUS 100, is satisfied by:			

Nursing – Traditional Track - Bachelor of Science in Nursing - 123 Credits

- * General Education Requirements - |“Diversity (both Global and U.S. Diversity)”and “Self and Society Foundation” requirements must be met either through Culture or Self and Society or other courses | must have a 200 level course in both Culture and Self and Society Courses. | The Self and Society Foundation course can be your 200+ course.
- ** Some courses include both Collaboration and Problem Solving attributes

Prefix	###	Course Title (Prerequisites shown in parenthesis)	Crs
CORE CURRICULUM for HEALTH PROFESSIONS REQUIREMENTS – 11 Credits Required			
COHP	100	Intro to Medical Vocabulary	1
COHP	101	The U.S. Health Care Systems	3
COHP	102	Safety Issues in Health Care	1
⊙⊙COHP	350	Statistics in Health Care (MATH 110)	3
⊙⊙COHP	450	Evidence – Based Health Practice (COHP 350)	3
MAJOR REQUIREMENTS – 67 Credits Required			
NURS	260	Nursing Role Development (Pre: Admission to the program)	3
NURS	261	Health-Related Quality of Life (Pre: Admission to the program)	3
NURS	262	Nursing Methods 1 (Pre: Admission to the program)	4
NURS	264	Pathophysiology Foundations (Pre: Admission to the program)	3
NURS	360	Pharmacology in Nursing (Pre: Admission to the program)	3
NURS	361	Psychosocial Nursing (Pre: NURS 260, 261, 262)	3
NURS	362	Nursing Methods 2 (Pre: NURS 260, 261, 262)	3
NURS	363	Practice Immersion 1 (Pre: NURS 260, 261, 262)	4
NURS	370	Adult Health 1 (Pre: NURS 264, 360, 361, 362, 363)	4
NURS	371	Maternal Health & Childbearing (Pre: NURS 264, 360, 361, 362, 363)	2
NURS	372	Nursing Methods 3 (Pre: NURS 264, 360, 361, 362, 363)	3
NURS	373	Practice Immersion 2 (Pre: NURS 264, 360, 361, 362, 363)	4
NURS	460	Adult Health 2 (Pre: NURS 370, 372, 373)	4
NURS	461	Pediatric Health (Pre: NURS 264, 360, 361, 362, 363)	2
NURS	462	Nursing Methods 4 (Pre: NURS 370, 372, 373)	3
NURS	463	Practice Immersion 3 (Pre: NURS 370, 372, 373)	4
NURS	470	Community Health Leadership (Pre: NURS 371, 460, 461, 462, 463)	4
NURS	471	Nursing Capstone (Pre: NURS 371, 460, 461, 462, 463)	3
NURS	472	Nursing Methods 5 (Pre: NURS 371, 460, 461, 462, 463)	2
NURS	473	Practice Immersion 4 (Pre: NURS 371, 460, 461, 462, 463)	4
NURS	475	Integrative Health Nursing Elective (Department Approval)	0-2
NURS	476	Practice Immersion Elective (Department Approval)	0-2

- ⊙ - Class with Collaboration attribute
- ⊙⊙ - Class with Problem Solving attribute

ADDITIONAL GRADUATION REQUIREMENTS

Students must

- maintain a 2.00 cumulative GPA in all FSU courses
- have 40 credits at the 300/400 level
- have 30 credits of Ferris classes (FSU Residency requirement)
- have a minimum 120 total credits to earn a bachelor degree
- Two unsuccessful attempts (less than a 2.5 or C+) in any NURS course will result in dismissal from the nursing program
- A grade of 2.7 or “B-“is required for all MATH, BIOL and CHEM courses.

DEGREE OUTCOMES (the outcomes will be used in TracDAT)	
1.	Graduates will perform collaborative leadership roles in the provision, delegation and supervision of nursing care while retaining accountability for patient safety and the quality of that care.
2.	Graduates will integrate theories and knowledge from the arts, humanities, sciences, and nursing to develop a foundation for nursing practice.
3.	Graduates will organize the interdisciplinary health needs of diverse populations across the lifespan toward achieving the goal of healthy individuals, families, groups and communities.
4.	Graduates will assimilate current evidence into the practice of nursing.
5.	Graduates will advocate for healthcare across the continuum of health care environments.

Nursing – Traditional Track - Bachelor of Science in Nursing - 123 Credits

6. Graduates will demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviors of the discipline of nursing.

Semester-by-Semester layout of classes

FIRST YEAR

First Semester

Class	Credits
CHEM 114	4
BIOL 108	3
ENGL 150	3
COHP 101	3
COHP 102	1
Total Credits	14

Second Semester

Class	Credits
BIOL 205	5
MATH 115/117	3-4
ENGL 250	3
COMM	3
COHP 100	1
Total Credits	14-15

Third Semester

Class	Credits
SELF & SOC.	3
CULTURAL	3
CULTURAL	3
COHP 350	3
ENGL 321	3
Total Credits	15

SECOND YEAR

Forth Semester

Class	Credits
SELF & SOC.	3
SELF & SOC.	3
PHIL 220/320	3
COHP 450	3
Total Credits	12

Fifth Semester

Class	Credits
NURS 260	3
NURS 261	3
NURS 262	4
NURS 264	3
Total Credits	13

Six Semester

Class	Credits
NURS 360	3
NURS 361	3
NURS 362	3
NURS 363	4
Total Credits	13

THIRD YEAR

Seventh Semester

Class	Credits
NURS 370	4
NURS 371	2
NURS 372	3
NURS 373	4
*NURS ELE.	0-2
Total Credits	13-15

Eighth Semester

Class	Credits
NURS 460	4
NURS 461	2
NURS 462	3
NURS 463	4
*NURS ELE.	0-2
Total Credits	13-15

Ninth Semester

Class	Credits
NURS 470	4
NURS 471	3
NURS 472	2
NURS 473	4
*NURS ELE.	0-2
Total Credits	13-15

FOURTH YEAR

Tenth Semester

Class	Credits
Total Credits	

Eleventh Semester

Class	Credits
Total Credits	

Twelfth Semester

Class	Credits
Total Credits	

Course Information Form (formerly Form E and Form F)

I. ACTION TO BE TAKEN:

CREATE, MODIFY, OR DELETE

Desired Term Effective Date (6-digit code): 201801

NOTE: The first four digits indicate year, the next two digits indicate month in which term begins.

II. COURSE IDENTIFICATION: NURS 476 Practice Immersion Elective

Course Prefix, Course Number – Course Title

If deleting a course STOP HERE.

For modification, complete all fields that will be changed.

If creating a course, complete all relevant fields.

CURRENT						PROPOSED					
Prefix	Number	Contact Hours	Lecture	Lab	Seminar	Prefix	Number	Contact Hours	Lecture	Lab	Seminar
						NURS	476	6			
Title:						Title: Practice Immersion Elective					
Credit Hours		Prerequisites		Co-requisites		Credit Hours		Prerequisites		Co-requisites	
						2		Nursing Department Approval		NURS 470, 471, 472, 473	
Course/Catalog Description (125 words)						Course/Catalog Description (125 words)					
						This elective course provides nursing students with a concentrated clinical experience to enhance their ability to plan, implement, and evaluate nursing care of a specific patient population. This course provides students the opportunity to comprehensively apply clinical concepts through faculty or preceptor guided experiences.					
Course Outcomes and Assessment Plan						Course Outcomes and Assessment Plan					
						1. Collaborate in the management of quality, safe patient care. (Collaborative Leadership) Assessment Method: Clinical Evaluation Tool Objective 1 2. Manage nursing care of diverse populations across the lifespan (GNP) Assessment Method: Clinical Evaluation Tool Objective 2 3. Integrate quality improvement and advocacy principals across the continuum (Health Care Environment) Assessment Method: Clinical Evaluation Tool Objective 3 4. Demonstrate professionalism in the healthcare environment (Professionalism) Assessment Method: Clinical Evaluation Tool Objective 4					
Course Outline including Time Allocation						Course Outline including Time Allocation					

	100 hours in an arranged health care setting 1. Orientation = 4 hours 2. Direct Patient Care = 96 hours
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A. If not LEC/LAB/SEM, Check box as appropriate [See Definitions in Appendix E]:

- Practicum **This is an off-campus clinical immersion course**
- Independent Study

B. College Code: HP

C. Department Code: SNUR

D. Credit Hours:

- Variable
- Fixed

E. Minimum Credit Hours: 2

F. Maximum Credit Hours: 2

G. Hours may be repeated for additional credit:

- No
- Yes – If yes, max times repeated: **OR** max credits awarded:

H. Levels:

- Undergraduate
- Graduate
- Professional

I. Grade Method:

- Standard Letter Grading
- Credit/No Credit

J. Does the proposed course replace an equivalent course?

- No
- Yes – If yes, enter equivalent course:

Course Prefix, Number – Course Title

K. Term(s) Offered: Spring and Summer

L. Max Section Enrollment:

Lecture:

Lab: Off-Campus: 10

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code

Basic Skill (BS), General Education, Occupational Education, Gen Ed. Codes: _____

UCC Chair Signature & Date:

Academic Affairs Approval Signature & Date:

OFFICE OF THE REGISTRAR USE ONLY

Date Rec'd: _____ Date Completed: _____

Entered: SCACRSE, SCADETL, SCARRES, SCAPREQ

Sylvia H Maixner

From: Rhonda L Bishop
Sent: Monday, September 11, 2017 3:11 PM
To: Rusty A Leonard
Cc: Sylvia H Maixner
Subject: RE: Curriculum Proposal 18-009

Thank you!

Rhonda Bishop, EdD, MSN, RN, CNE
Associate Professor
School of Nursing, BSN Program Coordinator
Ferris State University
200 Ferris Drive, VFS 303
Big Rapids, MI 49307
Phone: 231-591-5033
Email: rhondabishop@ferris.edu

From: Rusty A Leonard
Sent: Monday, September 11, 2017 3:08 PM
To: Rhonda L Bishop <RhondaBishop@ferris.edu>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>
Subject: Re: Curriculum Proposal 18-009

Rhonda,

No need for any edited forms. We will attach this email to the proposal and make the change on our side for you.

Thanks for the quick response,

Rusty

From: Rhonda L Bishop <RhondaBishop@ferris.edu>
Date: Monday, September 11, 2017 at 12:53 PM
To: Rusty A Leonard <RustyLeonard@ferris.edu>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>
Subject: RE: Curriculum Proposal 18-009

Hi Rusty.

We can use 474. Do I need to submit any edited forms?

Rhonda

Rhonda Bishop, EdD, MSN, RN, CNE
Associate Professor
School of Nursing, BSN Program Coordinator

Ferris State University
200 Ferris Drive, VFS 303
Big Rapids, MI 49307
Phone: 231-591-5033
Email: rhondabishop@ferris.edu

From: Rusty A Leonard
Sent: Monday, September 11, 2017 7:54 AM
To: Rhonda L Bishop <RhondaBishop@ferris.edu>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>
Subject: Curriculum Proposal 18-009

Rhonda,

While reviewing your curriculum proposal, a question came up from the registrar's office. Please address this issue promptly to keep your proposal moving through the process.

1. NURS 476 is a former course that is currently inactive. Indeed, you will need a different course number. We can help you find an unused number if you would like. For example, 474, 477, 478 and 479 are available.

Thank you,

Rusty

Russell A. Leonard, Jr., Ph.D.
Associate Professor
UCC Chair
Ferris State University
College of Engineering Technology

#17-28

Fall 2016

18-010

UCC Outcome Update Form

I. Curricular Action: Select from Option below. Any other options will use regular curricular change process.

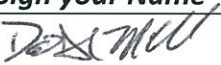



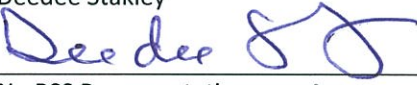


- Updating Program Level Outcomes Adding Outcomes to an Existing Program
- Updating Course Level Outcomes Adding Outcomes to an Existing Course

II. Desired Term Effective Date (6-digit code): ~~201708~~ 201801

NOTE: The first four digits indicate year, the next two digits indicate month in which term.

III. Proposal Rationale: During the APR process we noticed that the program (previously made up of one course) did not have measureable student learning outcomes. In addition, three new courses (and a potential fourth) have been added to the program over the last year. For these reasons, we have updated the program mission, updated the program goals, created program student learning outcomes, and created a program specific strategic plan.

College: Choose a College from the dropdown Date forwarded to CCC: 4/21/2017
 Department: RSS - Retention & Student Success Date forwarded to Dean: 4/21/2017
 Program: Career Exploration (CARE)
 Units Affected: Developmental Curriculum – Retention and Student Success
 Date forwarded to Units with Form B: 4/21/2017

	<i>Print and Sign your Name</i>	<i>Date</i>	<i>Vote/Action*</i>
Initiating Individual	Dave McCall 	4/20/2017	
Department/ Program Faculty	Dave McCall  Kristin Conley  Monica Frees 	4/20/2017	<input checked="" type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain
Department/School Administrator	Deedee Stakley 	4/20/2017	
University Curriculum Committee**	No RSS Representative  RUSS LEONARD	9/14/17	<input checked="" type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain
Senate		9/20/17	
Academic Affairs			

*Provide number count for each voting category.
 **Support with Concerns, Not Support or Abstain must include identification of specific concern with appropriate rationale.

OFFICE OF THE REGISTRAR USE ONLY
 Date Rec'd: _____ Date Completed: _____
 Entered: SCACRSE, SCADETL, SCARRES, SCAPREQ

II. COURSE INFORMATION: Attach Completed Form EF for each course

III. PROGRAM OUTCOMES: Students will demonstrate proficiency in both oral and written communication skills through prescribed areas of career development as evidenced by: a completed career development reflection journal (CARE 100); a completed educational and career plan (CARE 102); a completed resume and cover letter (CARE 201); a completed mock interview (CARE 202); and a completed career portfolio (CARE 203).

See attached document for full strategic plan.

Program: Career Exploration (CARE)

Program Mission: The Career Exploration (CARE) Program strives to provide students with an opportunity to learn the process of career development through career exploration and job readiness skills training. The program is designed to help students select a program of study and learn valuable skills to promote their employment prospects.

Program Goals:

- The Career Exploration (CARE) program provides students with courses to assist in determining a path of interest within one to two semesters of entry into the program.
- The Career Exploration (CARE) program provides students with career readiness skills in the areas of resume building, cover letter writing, interviewing, networking, and professional etiquette.
- The Career Exploration (CARE) program addresses the soft-skills gaps and provides students with the soft-skills necessary to obtain and succeed in their careers.

Program Student Learning Outcomes:

- Students will demonstrate proficiency in both oral and written communication skills through prescribed areas of career development as evidenced by: a completed career development reflection journal (CARE 100); a completed educational and career plan (CARE 102); a completed resume and cover letter (CARE 201); a completed mock interview (CARE 202); and a completed career portfolio (CARE 203).

College Initiatives Supporting Strategic Plan Focus Areas

This page summarizes the programs strategies that directly support achievement of the strategic plan focus areas.

Strategic Focus Areas	Program Initiatives	Measures of Success	Met / Not Met (Date)
COLLABORATION	1. Collaboration with departments within Retention and Student Success (advising, educational counseling, transfer services, and academic support).	Department meeting minutes. Creation of collaborative events.	
	2. Meet with high school administrators and counselors to continue Woodbridge Promise program in MOISD and Charlotte.	Communication with partners and continuation of Woodbridge Promise courses.	
	3. Increase the number of CARE course offerings through the Office of Transfer and Secondary School Partnerships (OTSSP).	Course offerings and number of partnerships.	
Collaboration with current and potential partners.			
DIVERSITY	Program Initiatives	Measures of Success	Met / Not Met (Date)
	1. Ensure all courses within the CARE program are accessible to all students and include varying aspects of Universal Design for Learning (UDL). 2. Continue to build the Summer Success programs with Promesa (Center for Latino Studies and FSU charter Schools office in Detroit) through OTSSP.	Conduct audit of CARE courses through ECDS and/or FCTL (Jackie). Communication with partners and continuation or growth in Summer Success/Promesa.	
Inclusion, civility and respect. Diverse learning community.			
EXCELLENCE	Program Initiatives	Measures of Success	Met / Not Met (Date)
	1. Review of student grades and outcome success for each course. 2. Faculty will attend and present at conference related directly to their assignments. 3. Develop/redevelop Survey Monkey survey to ensure data gathering in areas addressed by APR.	Review of Tracdat information Conference attendance and presentations The development and/or redevelopment of student and instructor surveys for all CARE courses aligned with data needed for APR.	
	High quality academic programming.		
Strategic Focus Areas	Program Initiatives	Measures of Success	Met / Not Met (Date)

**ETHICAL
COMMUNITY**

1. Provide professional learning and training opportunities for all CARE instructors (through partnership with OTSSP).
2. Incorporate community building activities and pedagogy into all CARE courses.

Ensure all instructors have completed annual CARE and Blackboard training.

Build a culture of trust and professionalism

Embed into syllabus and course curriculum.

Strategic Focus Areas	Program Initiatives	Measures of Success	Met / Not Met (Date)
LEARNING High Quality Teaching	<ol style="list-style-type: none"> 1. Development of four additional CARE courses. 2. Analysis of Survey Monkey surveys for all CARE programs (student and instructor responses) 3. Identification and/or creation of activities that focus on bridging the soft skills gap between college and employment. 	<p>Creation of 4 (1 credit) courses for CARE (CARE 100, CARE 201, 202 and 203). Completion of UCC paperwork Positive feedback from students and instructors. Update curriculum based on feedback. Each course will have at least one assignment/activity that addresses each of the 7 identified soft skills.</p>	

Strategic Focus Areas	Program Initiatives	Measures of Success	Met / Not Met (Date)
OPPORTUNITY Access	<ol style="list-style-type: none"> 1. Development of 2GEN Pilot program offering career development opportunities to families in poverty. 2. The CARE program (through the Developmental Curriculum department) will secure funding for the acquisition of computers for the on campus CARE courses. 	<p>Identification of a pilot partner. Creation of timeline for pilot. Implementation of pilot with partnering agency. Successful acquisition of computers for CARE courses.</p>	

Sylvia H Maixner

From: David A McCall
Sent: Wednesday, September 13, 2017 10:37 PM
To: Rusty A Leonard
Cc: Katherine B Harris; Sylvia H Maixner
Subject: Re: Curriculum Proposal 18-010

Okay perfect. Just wanting to make sure it did not require new paperwork. Please see below for request to change date.

In accordance with UCC/Academic Senate policy, please change the effective implementation date to 201801.

Thank you,
Dave McCall

From: Rusty A Leonard <rustyleonard@ferris.edu>
Sent: Wednesday, September 13, 2017 10:29 PM
Subject: Re: Curriculum Proposal 18-010
To: David A McCall <davidmccall@ferris.edu>
Cc: Katherine B Harris <katherineharris@ferris.edu>, Sylvia H Maixner <sylviamaixner@ferris.edu>

Just choose a future semester for this to take effect and let us know via email. We will attach your email to the proposal and keep it moving through the curriculum process. That is all we require.

From: David A McCall <David A McCall <DavidMccall@ferris.edu>>
Date: Wednesday, September 13, 2017 at 9:31 PM
To: Rusty A Leonard <RustyLeonard@ferris.edu>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>, Katherine B Harris <KatherineHarris@ferris.edu>
Subject: RE: Curriculum Proposal 18-010

I am still unsure of how to proceed with this.... What is the process for changing the future term effective date on the paperwork?

From: Rusty A Leonard
Sent: Monday, September 11, 2017 7:58 AM
To: David A McCall <David A McCall <DavidMccall@ferris.edu>>
Cc: Sylvia H Maixner <SylviaMaixner@ferris.edu>
Subject: Curriculum Proposal 18-010

David,

During the review of your curriculum proposal, a question came up that needs to be addressed by you.

1. The current term effective date is in the past. Please choose a future term effective date.

Thanks,

Rusty

Russell A. Leonard, Jr., Ph.D.
Associate Professor
UCC Chair
Ferris State University
College of Engineering Technology

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Creating new CARE 100 course

Initiating Individual: Dave McCall

Initiating Department or Unit: Developmental Curriculum (RSS)

Contact Person's Name: Dave McCall

Email: davidmccall@ferris.edu

Phone: 591-2842

NOTE: ALL required forms must be completed and included BEFORE submission of the proposal to the University Curriculum Committee.	FORM (checkboxes indicate typically required forms specific to the curricular action)						
PROPOSAL GROUP: See Table B-7 in the UCC Manual for description.	<u>PCAF</u> Link	A	B-UND B-GRA	C	D	EF	FIN
I-A: New Degree, major, concentration, minor, or redirection of a current offering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B: Deletion of a degree, major, concentration, or minor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II-A: New Course, modification of a course, deletion of a course Check here if deleting a course	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
II-B: Minor Curriculum Clean-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III: Certificate (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit <input type="checkbox"/> New Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Off Campus: Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV: Non-degree Offering : Other site location (<input type="checkbox"/> College Credit <input type="checkbox"/> Non-credit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PLEASE PRINT and SIGN YOUR NAME	DATE		VOTE/ACTION * Number Count			
Program Representative **	Dave McCall <i>Dave McCall</i>	6/2/17		<input checked="" type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain			
Department/School/Faculty Representative Vote **	Dave McCall Kristin Conley Monic Frees <i>Emailed support confirmation</i>	6/2/17		<input checked="" type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain			
Department/School Administrator	Deedee Stakley			<input type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain			
College Curriculum Committee/Faculty	Dave McCall Kristin Conley Monic Frees <i>Emailed support confirmation</i>	6/2/17		<input checked="" type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain			
UCC Representative	N/A			<input type="radio"/> Support <input type="radio"/> Hold <input type="radio"/> Not Support			
Dean	Deedee Stakley <i>Deedee Stakley</i>	6/6/17		<input checked="" type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support			
University Curriculum Committee **	<i>Russ Leonard</i> RSS LEONARD	9/14/17		<input checked="" type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain			
Senate **	<i>Clayton</i>	9/20/17		<input type="radio"/> Support <input type="radio"/> Support with Concerns <input type="radio"/> Not Support <input type="radio"/> Abstain			
Academic Affairs				<input type="radio"/> Support <input type="radio"/> Hold <input type="radio"/> Not Support			

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

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

To be completed by Academic Affairs Date of Implementation: _____

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

Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights)
This proposal is for the creation of a new course (CARE 100). We ran an experimental course during spring 2017 (CARE 190), and now want to finalize the course and for future offerings. The CARE 100 course is a scaled down version of our CARE 102 course (with slightly different focus) and will mainly be offered to our community partners through the Office of Transfer and Secondary School Partnerships.

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.: [Click here to enter text.](#)

3. Summary of All Course Action Required:

A. Newly Created Courses to be Added to the Catalog

Prefix CARE	Number 100	Title Career Exploration
Click here to enter text.	Click here to enter text.	Click here to enter text.

B. Courses to be Deleted from FSU Catalog

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

C. Existing Courses to be Modified

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

D. Addition of existing FSU courses to program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

E. Removal of existing FSU courses from program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Summary of All Consultations

Form Sent (B/B-UGPC or C)	Date Sent	Responding Department	Date Received & By Whom
Form C	5/29/17	FLITE	Click here to enter text.

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. [Click here to enter text.](#)

6. Is a PCAF required? Yes 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) REQUIRED

- 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
RSS	Developmental Curriculum	Career Exploration

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: Creating new CARE 100 course

Projected number of students per year affected by proposed change: 10-20

Initiator(s): Dave McCall	
Proposal Contact: Dave McCall	Date Sent: 5/30
Department: Developmental Curriculum (Please type)	Campus Address: ASC 1023
Liaison Librarian Signature: Click here to enter text.	Date Received: Click here to enter text.
Dean of FLITE Signature: Click here to enter text.	Date Returned: Click here to enter text.

Based upon our review on _____ (date), 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 \$_Click here to enter text..
- 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. Click here to enter text.

Library, and Information Access and Utilization Consultation Questionnaire

The purpose of this questionnaire – Through working with the faculty proposer(s), it's anticipated to learn more about FLITE, and information access and utilization needs for new programs and courses in advance of adoption for the betterment of Ferris State University students' educational experience. Please provide as much information as is available. If you have questions, please contact Ann Breitenwischer, your Library Liaison.

Name of program/course proposer(s), Department and College/Unit

Career Exploration (CARE 100) / Dave McCall / Developmental Curriculum / RSS _____

Program/Course - Proposed Course(s) – Career Exploration (CARE 100)

Anticipated start date of course offerings Spring 2018 _____

Students enrolled – Grade in Secondary school 11th, 12th, and adult learners _____

Previous College course experience. Yes _____ No

Course offered – face-to-face online _____ hybrid (course offers are optional)

Will students be locating background information on a topic, and need assistance in the process as well as resources such as magazine, journal and/or newspaper articles, books, media, software and appropriate web sites?

Yes No _____ If yes, describe - students will use some websites for career assessments and career research, but all sites are provided to students.

Supplementary information resources expected for the course (Check all that apply).

Same information resources that all students in the course may need to use, e.g., supplementary readings, textbook Yes _____ No If yes, describe (e-reserves works well for off-campus students).

Technologies and Media -

BlackBoard – Yes No _____ If BlackBoard is not used, will students have access to a MyFSU account? Yes No _____

Streaming video or other technologies (either inside or outside of BlackBoard)? Yes _____ No If yes, describe

Other -

06/02/2017 ab

Course Information Form (formerly Form E and Form F)

I. ACTION TO BE TAKEN:

CREATE, MODIFY, OR DELETE

Desired Term Effective Date (6-digit code): 201801

NOTE: The first four digits indicate year, the next two digits indicate month in which term begins.

II. COURSE IDENTIFICATION: CARE, 100, Career Exploration

Course Prefix, Course Number – Course Title

If deleting a course **STOP HERE.**

For modification, complete all fields that will be changed.

If creating a course, complete all relevant fields.

CURRENT						PROPOSED					
Prefix	Number	Contact Hours	Lecture	Lab	Seminar	Prefix	Number	Contact Hours	Lecture	Lab	Seminar
						CARE	100	15	x		
Title: Click here to enter text.						Title: Career Exploration					
Credit Hours		Prerequisites		Co-requisites		Credit Hours		Prerequisites		Co-requisites	
						1		NA		NA	
Course/Catalog Description (125 words)						Course/Catalog Description (125 words)					
Click here to enter text.						Career Exploration (CARE) 100 explores the career search process and the associated values and skills of successful employment and career development.					
Course Outcomes and Assessment Plan						Course Outcomes and Assessment Plan					
Click here to enter text.						<ol style="list-style-type: none"> 1. Students will explore their personal values and interests to determine what is important to them in a career through self-assessments. 2. Students will learn the importance of setting goals by developing and monitoring at least two SMART Goals focused on short-term career oriented accomplishments. 3. Students will learn the value of having soft skills and a strong work ethic through reflective journaling. 					
Course Outline including Time Allocation						Course Outline including Time Allocation					
Click here to enter text.						Due to the fact that this course will be offered though many community partnerships, the allocation of time will depend on the institution running the course (i.e., 15 – 1 hour classes, 6 – 2.5 hour classes, etc.). However, the course outline will be as follows: 1 hour – Difference between a career and a job					

	2 hours – Attributes of being successful 2 hours – Values 2 hours - SMART Goals 6 hours - Career Soft Skills 2 hours - Career Assessments,
--	--

- A. If not LEC/LAB/SEM, Check box as appropriate [See Definitions in Appendix E]:
- Practicum
 - Independent Study
- B. College Code: UN G (RSS)
- C. Department Code: DPCU
- D. Credit Hours:
- Variable
 - Fixed
- E. Minimum Credit Hours: 1
- F. Maximum Credit Hours: 1
- G. Hours may be repeated for additional credit:
- No
 - Yes – If yes, max times repeated: Click here to enter text. **OR** max credits awarded: Click here to enter text.
- H. Levels:
- Undergraduate
 - Graduate
 - Professional
- I. Grade Method:
- Standard Letter Grading
 - Credit/No Credit
- J. Does the proposed course replace an equivalent course?
- No
 - Yes – If yes, enter equivalent course: Click here to enter text.
- Course Prefix, Number – Course Title*
- K. Term(s) Offered: Fall, Spring, Summer
- L. Max Section Enrollment:
- Lecture: 24
- Lab: NA

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code

Basic Skill (BS), General Education, Occupational Education, Gen Ed. Codes: _____

UCC Chair Signature & Date:

Academic Affairs Approval Signature & Date:

OFFICE OF THE REGISTRAR USE ONLY

Date Rec'd: _____ Date Completed: _____

Entered: SCACRSE, SCADETL, SCARRES, SCAPREQ

A close-up portrait of Nell Painter, an older Black woman with short, curly grey hair, wearing black-rimmed glasses and a red top with a colorful patterned scarf. She is looking slightly to the right of the camera with a thoughtful expression.

Nell Painter

historian AND author

author of
the
HISTORY
of WHITE
PEOPLE

FRIDAY OCTOBER 6TH | 7:30 PM
UNIVERSITY CENTER 202

Ticket Prices: Student with a valid ID: \$5.00, General Admission: \$7.00.

Tickets can be purchased at the University Center one hour prior to the event start time.

Anyone with a disability who needs special accommodations to attend this event should contact Sylvia Maixner at 231-591-3626 at least 72 hours in advance. Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit (www.ferris.edu/non-discrimination).