ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

**DRAFT** OF A2C2 Minutes for April 11, 2012

TLTS Maxwell 158

3:30 p.m.

Attendees: (I sent around a sheet but it never returned to me )

1. **Called to order** at 3:34pm by Ed Thompson, substituting for Ann Rethlefsen

In the absence of recording secretary Pat Paulson, Ed Thompson will take minutes

1. **Adoption of Agenda**: M/S (Shields/Rethlefsen) to adopt the agenda with additions of three notifications and the addition of a motion from CPPS as noted below. **Approved.**

1. **Approval of Minutes**: M/S (who made the motion and second not recorded) to approve the minutes from March 28, 2012, with the heading corrected to state they were “Minutes” and not “Agenda”. **Approved**.
2. **Chair’s Report**:

A. Ann Rethlefsen reported on the meeting of the MnSCU Transfer Oversight Committee from which she

 had just returned.

B. THANK YOU!!!! to every single member and alternate of A2C2 who made our committee a success

 this year. The subcommittees deserve so many thanks and so much credit for all their work getting

 new/revised courses and programs as well as all the General Education Program courses through!

C. Pat Paulson: Congratulations on your team! Please explain to the group all about it and give them the

 number to TEXT to vote for your students every day!

1. **Course & Program Proposal Subcommittee Report from April 4th 2012**: Ed Thompson.

The following motion was brought to A2C2: “CPPS recommends that A2C2 approve the attached revisions of New Course, Revised Course, New Program, and Revised Program forms and the attached revisions of Regulation 3-4 which relate to these forms” (those had previously been sent to all A2C2 members with the agenda).

 These revisions are intended to simplify the forms, make them easier to understand, and ensure that courses and programs are fully developed before coming to A2C2 with information which the Registrar’s office needs. The “New and Revised Program” proposal form is divided into two separate forms. The “checklist” is deleted. The “instructions to departments” are deleted because information in those is often wrong and all instructions are incorporated directly onto the forms themselves.

 Revisions to Regulation 3-4 are intended to delete the forms themselves from the regulation, enabling A2C2 to revise them without full revision of that regulation, to delete section D7 in “Process for Accomplishing Curricular Change” since A2C2 approves course and program proposals as a package with a single vote, and to modify language in “Types of Curricular Proposals” to add appropriate language for New Program proposals and to make the references to each form consistent with each other.

 This motion specifically does not include changes to the list of things for which a Notification is used or to the “Proposals for Discontinuing (banking) of a program or course” since neither of these are within the purview of CPPS.

 These were discussed and minor changes were made in the forms and in the proposed revision to Regulation 3-4.

**The motion by CPPS was approved**. The approved forms and regulation are attached to these minutes.

1. **General Education Program Subcommittee Report from April 4th 2012**, Ann Rethlefsen

1. Course Substitution Request by Thomas Schueller. He is a senior psychology major who needs one basic skills math. He took STATS 360 instead of STATS 110. GEP Subcommittee recommends approval.

2. New & Double Listing of Courses. The GEP Subcommittee recommends approval of the following:

 A. PHIL 332: Philosophy of Law (3): For Goal Area 6; Currently listed in Goal Area 9

B. PHIL 330: Biomedical Ethics (3): For Goal Area 6; Currently Listed in Goal Area 9

C. PHIL 232: Environmental Ethics (3): For Goal Area 6; Currently Listed in Goal Area 9

 D. PHIL 231: Business Ethics (3): For Goal Area 6; Currently listed in Goal Area 9

 E. PHIL 130: Moral Problems (3): For Goal Area 6; Currently listed in Goal Area 9

 F. ENG 220: Multicultural American Literature (3); For Goal Area 6; Currently listed in Area 7

 G. ENG 221: Topics in World Literature (3); For Goal Area 6; Currently listed in Goal Area 8

 H. WAGS 148: Introduction to Women’s and Gender Studies (3); for Goal Area 7

 I. WAGS 220: Power, Privilege, and Gender (3); For Goal Area 9

3. Writing Intensive:

 HERS 316: Introduction to Public Health (3) was tabled by the GEP Subcommittee until Fall 2012

4. Oral Communication Intensive

HERS 318: Global Health (3) was tabled by the GEP Subcommittee until Fall 2012

5. Critical Analysis Intensive:

 HERS 368: Pathophysiology for the Health Professions (3): was tabled by the GEP Subcommittee

 until Fall 2012

6. Election of GEPS Chairperson:

 The GEPS Subcommittee nominated Tim Gegg-Harrison and approved him by unanimous ballot.

7. Items to consider in Fall 2012:

 A. Template for submitting items to the GEP Subcommittee

 B. Clear focus on what is really needed; not so specific for some and not others;

 standardized requirements

C. Table works well; faculty think about how outcomes meet General Education Requirements;

 Need to create more table structure; need assessment of courses and not just the student

D. Consider Jim William’s Work Quality Rubric; it might be useful

**These actions and recommendations from the GEPS Subcommittee were approved.**

1. **Notifications:**
	1. HERS 316: Introduction to Public Health (3): Change in course requirements
	2. HERS 318: Global Health (3): Change in prerequisites
	3. THAD 111: Theater Appreciation (3): Change in delivery method
	4. PHYS 140: Energy (3): RETROACTIVE GENERAL EDUCATION NOTICE
	5. SCIE 203: Investigative Science III: Change in prerequisites
	6. REGC 490: Seminar in Adult Education: (1) One Time Course Offerin
	7. JPN 101: Beginning Japanese I: Change in grading option
	8. CS 234: Algorithms and Problem Solving I: Change in prerequisites
2. **Old Business**:
	1. REMINDER: There is a May 30, 2012 due date for submission of the MnSCU required course outlines for all active courses (this does not include the General Education Courses which were previously submitted) to be submitted to the Registrar’s Office. Let your department know!
	2. Request from Composite Engineering:

The Composite Materials Engineering (CME) department brought back to A2C2 a revision of their request for an exemption from the WSU General Education Program requirements. They had been granted an exemption from the University Studies Program requirements, and an exemption is now also necessary to meet their ABET accreditation standards while not exceeding 128 SH under the General Education Program. This proposal includes a total of 46 SH of courses which are part of the GEP, but reduction of the requirements for goal areas 5 and 6 to 3 SH each is requested, along with exemption from the Physical Development and Wellness requirement for CME students.

 The presented proposal was further revised to eliminate listings of “sample of courses to be taken in this area” from goal areas 5 through 10.

M/S (Abdel-Magid/Possin) to “approve the CME General Education Program as presented with 46 credits in General Education courses and 3 credits in each of goal areas 5 through 10”.

 **The motion was approved**. The proposal as revised and approved is attached to these minutes.

1. **New Business:** None
2. **Adjourned** at 4:55pm

(attachments follow)

(attachments follow)

WINONA STATE UNIVERSITY

PROPOSAL FOR A NEW COURSE

This form is to be used to submit a proposal for a new undergraduate or graduate course. Every item on this form must be completed prior to submission to A2C2. The department proposing a new course must include a ***Financial and Staffing Data Sheet*** and a ***New and Revised Course and Program Approval Form*** with the department chairperson’s and Dean’s signatures. Refer to Regulation 3-4, ***Policy for Changing the Curriculum***, for complete information on submitting proposals for curricular changes.

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Course No. Course Title Credits\*

This proposal is for a(n): \_\_\_\_\_\_ Undergraduate Course \_\_\_\_\_\_ Graduate Course

Is this course for USP? \_\_\_\_Yes\*\* \_\_\_\_ No Is this course for GEP? \_\_\_\_Yes\*\* \_\_\_\_ No

List all Major Codes to which this proposal applies as a required course:

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading method \_\_\_\_\_\_ Grade only \_\_\_\_\_\_ P/NC only \_\_\_\_\_\_ Grade and P/NC Option

Frequency of offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What semester do you anticipate that will this course be offered for the first time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The approval process for a new course typically takes at least four to six weeks

\* If this course will change the number of credits for any major or minor, the form ***Proposal for a Revised Program*** must also be submitted and approved according to the instructions on that form.

\*\*For General Education Program (GEP) or University Studies (USP) course approval, the form ***Proposal for General Education Courses*** or ***Proposal for University Studies Courses*** must also be completed and submitted according to the instructions on that form.

**Please provide all of the following information:**

(Note: a syllabus or other documentation may not substitute for this)

**A. Course Description**

1. Description of the course as it will appear in the WSU catalog, including the credit hours, any prerequisites, and the grading method.

 If the course can be repeated, indicate the maximum number of credit hours for which this can be done.

2. Course outline of the major topics, themes, subtopics, etc., to be covered in the course. This outline should be, at a minimum, a two-level outline, i.e., consisting of topics and subtopics. This information will be submitted to MnSCU by the WSU Registrar’s office.

3.a Instructional delivery methods utilized: (Please check all that apply).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Auditorium/Classroom:  | ITV | Online | Web Enhanced | Web Supplemented |
| Laboratory: | Service Learning | Travel Study | Internship/Practicum |
| Other: (Please indicate) |

3.b. MnSCU Course media codes: (Please check all that apply).

|  |  |  |  |
| --- | --- | --- | --- |
| None: | 3. Internet | 6. Independent Study | 9. Web Enhanced |
| 1. Satellite | 4. ITV Sending | 7. Taped | 10. Web Supplemented |
| 2. CD Rom | 5. Broadcast TV | 8. ITV Receiving |  |

4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.

5. Course materials (textbook(s), articles, etc.).

6. List the student learning outcomes for this course and how each outcome will be assessed.

**B. Rationale**

Provide a rationale for the new course. The rationale should include the following items.

1. A statement of the major focus of the course.

2. A statement of how this course will contribute to the departmental curriculum.

3. A statement of why this course is to be offered at this level (i.e. 100-, 200-, 300-, 400-, or 500-level)

4. Identification of any courses which may be dropped, if any, if this course is implemented.

**C. Impact of This Course on Other Departments, Programs, Majors, and Minors**

Provide a statement of the impact of this course on other departments, programs, majors, and minors.

1. Clearly state the impact of this course on courses taught in other departments. Does this course duplicate the content of any other course? Is there any effect on prerequisites for this or any other courses?

2. Would approval of this course change the total number of credits required by any major or minor of any department? If so, explain the effects which this course would have.

3. If this course has an impact on the major or minor of any other department or program, it is the responsibility of the department submitting the course proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted. Attach letter(s) of understanding from impacted department(s).

**D. Attach to This Proposal a Completed**

 1. ***Financial and Staffing Data Sheet***

 2. ***New and Revised Course and Program Approval Form***

**E. Department Contact Person for this Proposal:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Phone e-mail address

**F. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of A2C2 representative

Definitions for codes in 3a and 3b:
01-Satellite:
02- CD ROM:
03- Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur

 face-to-face in a classroom, with the maximum being two activities.

04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television

 technology from other geographically separate locations

05 – Broadcast TV:
06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in

 the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television

 technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students

 for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or

 asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your

 college/university in tracking courses for “smart classrooms” and/or facility usage.

WINONA STATE UNIVERSITY

PROPOSAL FOR A REVISED COURSE

This form is to be used to submit proposed revisions to an existing undergraduate or graduate course which can not be changed with the Notification Form. Every item on this form must be completed prior to submission to A2C2. The department proposing this revision must include a **Financial and Staffing Data Sheet** and the **New and Revised Course and Program Approval Form** with department chairperson’s and Dean’s signatures. Refer to Regulation 3-4, **Policy for Changing the Curriculum**, for complete information on submitting proposals for curricular changes.

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please provide all of the current information for this course:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 Course No. Course Title Credits

This proposal is for a(n): \_\_\_\_\_\_ Undergraduate Course \_\_\_\_\_\_ Graduate Course

Is this course for USP? \_\_\_\_Yes\*\* \_\_\_\_ No Is this course for GEP? \_\_\_\_Yes\*\* \_\_\_\_ No

List all Major Codes to which this proposal applies as a required course:

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading Method \_\_\_\_\_\_ Grade only \_\_\_\_\_\_ P/NC only \_\_\_\_\_\_ Grade and P/NC Option

Frequency of offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please indicate any proposed changes in this course information***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 Course No. Course Title Credits\*

This proposal is for a(n): \_\_\_\_\_\_ Undergraduate Course \_\_\_\_\_\_ Graduate Course

Is this course for USP? \_\_\_\_Yes\*\* \_\_\_\_ No Is this course for GEP? \_\_\_\_Yes\*\* \_\_\_\_ No

List all Major Codes to which this proposal applies as a required course:

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading Method \_\_\_\_\_\_ Grade only \_\_\_\_\_\_ P/NC only \_\_\_\_\_\_ Grade and P/NC Option

Frequency of offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* If this course will change the number of credits for any major or minor, the form ***Proposal for a Revised Program*** must also be submitted and approved according to the instructions on that form.

\*\*For General Education Program (GEP) or University Studies (USP) course approval, the form ***Proposal for General Education Courses*** or ***Proposal for University Studies Courses*** must also be completed and submitted according to the instructions on that form.

**Please provide all of the following information:**

(Note: a syllabus or other documentation may not substitute for this)

A. **Changes in the Course Description.**This information will be submitted to MnSCU by the WSU Registrar’s office.

1. Provide both the current and the revised catalog descriptions of this course, including credit hours, prerequisites, and

 grading method. Please place these in two columns, side-by-side, for easy comparison.

 *2.* Provide both the current and the revised course outline of the major topics and subtopics to be covered in the course.

 These outlines should be, at a minimum, two-level outlines of topics and subtopics.

 Place these in two columns, side-by-side, for easy comparison.

3.a Instructional delivery methods utilized: (Please check all that apply).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Auditorium/Classroom | ITV | Online | Web Enhanced | Web Supplemented |
| Laboratory | Service Learning | Travel Study | Internship/Practicum |  |
| Other: (Please indicate) |

3.b. MnSCU Course media codes: (Please check all that apply).

|  |  |  |  |
| --- | --- | --- | --- |
| None: | 3. Internet | 6. Independent Study | 9. Web Enhanced |
| 1. Satellite | 4. ITV Sending | 7. Taped | 10. Web Supplemented |
| 2. CD Rom | 5. Broadcast TV | 8. ITV Receiving |  |

4. Describe both the current and the revised course requirements (papers, lab work, projects, etc.) and means of evaluation.

 Place these in two columns, side-by-side, for easy comparison.

 5. Describe both the current and the revised course materials (textbook(s), articles, etc.) to be used in this course.

 Place these in two columns, side-by-side, for easy comparison.

 6. List both the current and the revised student learning outcomes for this course and how each outcome will be assessed.

 Place these in two columns, side-by-side, for easy comparison

**B. Rationale**

 Provide a rationale for each of the changes proposed.

**C. Impact of These Changes on Other Departments, Programs, Majors, and Minors**

 1. Clearly state the impact of this revision on courses taught in other departments. Does this course duplicate the content of any other course? Is there an effect on prerequisites for this or any other courses?

 2. Would approval of this course revision change the total number of credits required by any major or minor of any department?

 If so, explain the effects which this course revision would have.

 3. If this revision has an impact on the major or minor of any other department or program, it is the responsibility of the department submitting the proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted. Attach letter(s) of understanding from impacted department(s).

**D. Attach to This Proposal a Completed**

 1. ***Financial and Staffing Data Sheet***

 2. ***New and Revised Course and Program Approval Form***

**E. Department Contact Person for this Proposal:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name (please print) Phone e-mail address

**F. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of A2C2 representative

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 and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may

 assist your college/university in tracking courses for “smart classrooms” and/or facility usage.

(more attachments follow)

(more attachments follow)

(more attachments follow)

(more attachments follow)

WINONA STATE UNIVERSITY

PROPOSAL FOR A NEW PROGRAM

This form is to be used to submit a proposal for a new undergraduate or graduate major, minor, concentration, or option. Every item on this form must be completed prior to submission to A2C2 for the proposal to be considered for approval. The department proposing a new program must include a ***Financial and Staffing Data Sheet*** and the ***New and Revised Course and Program Approval Form***with department’s and dean’s signatures. Refer to Regulation 3-4*,* ***Policy for Changing the Curriculum****,* for complete information on submitting proposals for curricular changes.

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Title of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a new: \_\_\_\_\_\_ Major \_\_\_\_\_\_ Minor \_\_\_\_\_\_ Concentration \_\_\_\_\_\_ Option \_\_\_\_\_\_ Other

 (explain)

 Proposed Major/Minor Code: \_\_\_\_\_\_\_\_\_\_\_\_

Total Semester Hours in Program \_\_\_\_\_\_\_\_

**Please provide all of the following information:**

 (Note: Other documentation may not substitute for this. All information must be on this form)

**A. A statement of the major focus and objectives of the new program**

**B. New catalog copy**

 1. Provide a list of program content as it will appear in the catalog including required courses, electives, etc., by number and name. Include the number and name for each prerequisite (and prerequisites of those prerequisites) which must be included in the total credit hour calculations for the program.

 (note: a course may not be included in any program unless it has been approved according to Regulation 3-4)

 2. For each required and elective course in the program, provide the course number, name, and catalog description

 3. Provide the catalog narrative describing the new program.

**C. Impact of this program on other departments, programs, majors, and minors**

 1. Clearly state the impact of this new program on other departments, programs, minors, or majors.

 2. It is the responsibility of the department submitting a new program proposal to send written notification to the department(s) or program(s) affected. Attach letter(s) of understanding from any impacted department(s).

**D. Attach to this proposal a completed**

 1. ***Financial and Staffing Data Sheet***

 2. ***New and Revised Course and Program Approval Form for this course***

 You will also need to fill out the MNSCU New Program Application and submit this directly to the VPAA.

 This program will be implemented in the fall semester following completion of the approval process.

**E. Department Contact Person for this Proposal:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Phone e-mail address

**F. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of A2C2 representative

WINONA STATE UNIVERSITY

PROPOSAL FOR A REVISED PROGRAM

This form is to be used to submit a proposal for a revised undergraduate or graduate major, minor, concentration, or option. Every item on this form must be completed prior to submission to A2C2 for the proposal to be considered for approval. The department proposing a new program must include a ***Financial and Staffing Data Sheet*** and the ***New and Revised Course and Program Approval Form*** with department chairperson’s and dean’s signatures. Refer to Regulation 3-4, ***Policy for Changing the Curriculum***, for complete information on submitting proposals for curricular changes

Note: Regulation 3-4, ***Policy for Changing the Curriculum,*** allows a department, with its dean’s approval, to change up to two courses per year within an existing major, minor, concentration, option, etc., without seeking review of A2C2 and/or graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, concentration, option, etc., and (2) the change does not affect other departments or the University Studies or General Education Programs. Please use the ***Notification form*** for these changes instead of this ***Proposal for a Revised Program.***

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a revised \_\_\_\_\_\_ Major \_\_\_\_\_\_ Minor \_\_\_\_\_\_ Concentration \_\_\_\_\_\_ Option \_\_\_\_\_\_ Other

 (explain)

Major/Minor Code of this program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Semester Hours \_\_\_\_\_\_\_\_\_\_

**Please provide all of the following information:**

 (Note: Other documentation may not substitute for this. All information must be on this form)

**A. A statement of major focus and objectives of the revised program** (Include this even if it has not changed)

**B. New Catalog Content** (Include these even if they have not changed)

 1. Provide a list of program content as it would appear in the catalog including required courses, electives, etc., by number and

 name. Include the number and name for each prerequisite, and all prerequisites of proposed prerequisites. All such

 prerequisites should be included in the total credit hour calculations for the revised program.

 2. New catalog narrative, if any.

**C. Description of Revisions**

 1. Provide both the current and the revised program requirements.

 Place these in two columns, side by side with categories aligned, for easy comparison and a clear identification of each change.

 2. For each required and elective course being added to the program, provide the course number, name, catalog description,

 and a brief statement explaining why the course should be included in the program.

**D. Impact of this Program Revision**

 1. Clearly state the impact of this revised program on other departments, programs, minors, or majors.

 2. It is the responsibility of the department submitting a program proposal to send written notification to the department(s) or program(s) affected. Attach letter(s) of understanding from any impacted department(s).

**E. Attach to this proposal a completed**

 1. ***Financial and Staffing Data Sheet***

 2. ***New and Revised Course and Program Approval Form for this course***

 You may also need to fill out the MNSCU Program Redesign Application and submit this directly to the VPAA.

 This program revision will be implemented in the fall semester following completion of the approval process.

**F. Department Contact Person for this Proposal**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Phone e-mail address

**G. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of A2C2 representative

PROPOSED GENERAL EDUCATION COMPONENT FOR

COMPOSITE MATERIALS ENGINEERING MAJORS

CME General Education Program Credit requirements:

46 SH credits, distributed across all 10 General Education Goal Areas, consisting of 22 SH credits from courses in the College of Liberal Arts.

Goal 1. Communication (7 S.H.)

 ENG 111 College Reading & Writing (4), OR

 ENG 112 Research Writing (must be combined with a transfer Composition I) (4)

 CMST 191 Introduction to Public Speaking (3)

Goal 2. Critical Thinking (fulfilled with other goal areas)

Goal 3. Natural Sciences (7 S.H.)

The following four courses are all required for the CME major

 CHEM 212 Principles of Chemistry I (4)

 CHEM 213 Principles of Chemistry II (4)

 PHYS 221 University Physics I (4)

 PHYS 222 University Physics II (4)

Goal 4. Mathematics/Logical Reasoning (3-4 S.H.)

The following courses are both required for the CME major

 MATH 160 Calculus I (4)

 MATH 165 Calculus II (4)

Goal 5. History and the Social Behavioral Sciences ( 3 S.H.)

Goal 6. The Humanities and Fine Arts (3 S.H.)

Goal 7. Human Diversity (3 S.H.)

Goal 8. Global Perspectives (3 S.H.)

Goal 9. Ethic and Civic Responsibility (3 S.H.)

Goal 10. People and the Environment (3 S.H.)

**Additional Requirement Categories:**

**Intensives (12 SH)**

1. Critical Analysis/Math Stat Intensive Required Courses (3 SH)

 MATH 260 Multivariable Calculus (4)

2. Oral Intensive Required Courses (3 SH)

 †A sequence of two composite materials engineering courses (3):

 CME 475 Design Project I

 CME 491 Engineering Seminar

3. Writing Intensive Courses (6 SH)

 † A sequence of four composite materials engineering courses (6):

 CME 285 Properties of Materials

 CME 394 Polymer Science and Characterization

 CME 451 Transport Phenomena Lab

 CME 452 Mechanical Characterization Lab

**Physical Development and Wellness (0 SH)**

† All courses in the sequence must be completed to receive full credit in this General Education requirement.

The list of courses and credits required for accreditation of the CME curriculum are shown in the next page. Thirteen of these courses (46 credits) are listed in the WSU MNTC & GE accepted courses.

(end of attachments)