

Approved by Curriculum Committee April 4, 2022

MEMORANDUM

TO: Faculty Senate
FROM: Susan Ross
DATE: 4/5/2022
SUBJECT: Minor Course Revision Form

The proposal recommends the adoption of a Minor Course Revision Form and supporting Guidelines for the University. The intent is to better support faculty in clarifying a process for minor course revision. The form would be used for minor course changes, including:

- Course prefix and number
- Course title
- Repeatability
- Course cross-listing
- Grade type
- Term offered

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom

MINOR COURSE REVISION GUIDELINES

- A. **COURSE REVISION FORM:** Use this for revising and existing undergraduate or graduate course.
- B. **MINOR COURSE CHANGES INCLUDE ANY OF THE FOLLOWING:**
- Course prefix and number [changing the level of the course (e.g., 2000 – 3000 level) will require a new course proposal]
 - Course title
 - Repeatability
 - Course cross-listing/Course equivalency
 - Grade type
 - Term offered
- C. **APPROVAL STEPS**
- College and/or Department
 - Provost and VP of Academic Affairs or designee
- D. **NOTIFICATIONS**
- Curriculum Committee
 - Faculty Senate
 - Registrar Office
- E. **COURSE CHANGE SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Minor course revisions are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.
- F. **MINOR COURSE REVISION AS PART OF A PROGRAM REVISION.** If the minor course revision is part of a program revision requiring Curriculum Committee approval, the minor course revision must be submitted to the Committee with the program proposal.
- G. **SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than **March 15** if they require action for implementation for the following academic year.*

COURSE REVISION PROPOSAL

The college or department approval process must be completed before the proposal can be submitted to the Office of the Provost.

SECTION 1: PRELIMINARY INFORMATION

College:	Choose an item.
Department:	
Contact Person:	
E-mail Address:	
Program Level:	Select
Existing Course Subject and Number (HIST 1102):	
Existing Course Title:	

SECTION 2: COURSE REVISION

Complete any items in this section being proposed as a course change. For items with no change, leave blank.

1. Course Subject Prefix and Number (e.g., ENGL 1101): Please check with the Registrar's Office to get a list of available, valid course numbers.	
2. Course Title: The title of the course as it will appear in the course catalog.	
3. Repeatability (number of repeat credit hours): Students can repeat the course for credit. If yes, identify maximum number of credit hours.	
4. Course Cross-listings (e.g., PSYC 2230 and SOCY 2230)	
5. Grade Type: Indicate whether students will be assigned a standard A-F final grade, or CR/NC (credit/no credit).	
6. Course Terms: In what semester(s) will the course be offered? (e.g., Fall only, Summer)	
Course Catalog Description: Enter the new course description below as it will appear in the catalog.	

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SECTION 3: APPROVAL

- 1. The Deans of the affected colleges must sign below to indicate their notification and department support of this course revision. By signing below, you are indicating your college and department(s)'s approval of this course revision.

College	Dean's Signature
Comments (optional):	

- 2. If this course is a Core Curriculum course, the General Studies Chair must sign below to indicate the notification and support of the General Studies Committee of this course revision.

General Studies Chair's Signature:
Comments (optional):

- 3. All the above signatures are required prior to submission to the Provost's Office.

Provost's or Designee's Signature:
Comments (optional):

UNIVERSITY IMPACTS

Should this course revision affect any other department or program in another college, a memo must be sent to the Dean of each college impacted and a copy of these letters(s) of support must be included with this proposal.



Approved by Curriculum Committee April 4, 2022

MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 4/5/2022

SUBJECT: Curriculum Change Form

The proposal recommends the revision of the exiting Curriculum Proposal form to a Curriculum Change Proposal form. The form would be used for changes to a single program (degree, major, concentration, teaching specialization, minor, certificate), such as:

1. Adding existing or new course(s) to the program. If adding a brand-new course, submit a separate new course proposal form and attach to this proposal.
2. Deleting course(s) from the program. If deleting a course, submit a separate course deletion form and attach to proposal.
3. Changes in requirements for majors, minors, concentrations, certificates.
4. Changes to program credit hours.
5. Modifying a program description.
6. Other substantive curriculum changes

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom

CURRICULUM CHANGE PROPOSAL GUIDELINES

- A. **CURRICULUM CHANGE FORM:** Use this form for changes to a single program (degree, major, concentration, teaching specialization, minor, certificate), such as:
7. Adding existing or new course(s) to the program. If adding a brand-new course, submit a separate new course proposal form and attach to this proposal.
 8. Deleting course(s) from the program. If deleting a course, submit a separate course deletion form and attach to proposal.
 9. Changes in requirements for majors, minors, concentrations, certificates.
 10. Changes to program credit hours.
 11. Modifying a program description.
 12. Other substantive curriculum changes.
- B. **APPROVAL STEPS**
- College and/or Department
 - Curriculum Committee
 - Faculty Senate
- C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.
- D. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Provost's Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.
- E. **MEMO OF SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS:** If the Curriculum Committee requests these letters, attach them to the back of your proposal.
- F. **PROPOSAL SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted on in time for implementation the next academic year.
- G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Executive Director of Academic Programs on or before the second Tuesday of the month will be on that month's agenda.

CURRICULUM CHANGE PROPOSAL

Prepare proposal in accordance with the guidelines below and the format shown on the following pages. Should any item under the headings not pertain to your proposal, write N/A.

PROPOSAL NUMBER: Click or tap here to enter text.

REVISION (label Revision #1, #2, etc.): Click or tap here to enter text.

SECTION 1: CONTACT INFORMATION

Name:	
Title:	
E-mail Address:	
Phone Number:	

SECTION 2: PROGRAM INFORMATION

College:	Choose an item.
Department:	
Title of Degree Program/Certificate:	
Degree Program Level:	Choose an item.
Date Originally Submitted:	Click or tap to enter a date.
Implementation Date Requested:	Click or tap to enter a date.

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental approval of this proposal. Should this proposal affect any course or program in another college, a memo must be sent to the Dean of each college impacted and a copy of the memo(s) must be included with this proposal.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Change Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 150 words, describing proposed changes.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	
2. Current number of credit hours required for the program:	
3. Is the program changing the number of credit hours required for the program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. How many credit hours will be added to the program?	
5. How many credit hours will be deleted from the program?	

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.
7. Deleted Courses (if applicable): List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.
8. Teach-out Arrangement: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course?

C. CHANGE IN PROGRAM DESCRIPTION (if applicable)

1. Current Program Description
2. Proposed Program Description

D. RATIONALE

1. Description of the Rationale/Justification. Describe the rationale for changing the program's curriculum. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change?

E. RESOURCES


1. Will new faculty, be needed to support the program change? If no new faculty are required and the revision is adding classes or substituting courses, identify how current faculty will meet the demand.
2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the program change? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).

F. PROGRAM CHANGE SUMMARY

- A. **APPENDIX A:** For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.
- B. For minors and certificates, attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
B.X. Degree in XXXXXXXX
Current Program

Degree Requirements

Core Curriculum Courses		
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. 		
Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	3-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	3
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	<p>Global Awareness: FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220</p> <p>Fitness & Wellness: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100</p> <p>Technology: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101</p>	2-3

Concentration Courses (XX Credit Hours) – IF APPLICABLE

[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours:	
Total Required Major Courses Credit Hours:	
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	
Total Free Electives Credit Hours:	
TOTAL CREDIT HOURS	

**B.X. Degree in XXXXXXXX
Proposed Program**

Degree Requirements

Core Curriculum Courses		
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.		
Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	3-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	3
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	<p>Global Awareness: FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220</p> <p>Fitness & Wellness: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100</p> <p>Technology: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101</p>	2-3

Concentration Courses (XX Credit Hours) – IF APPLICABLE

[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours	
Total Required Major Courses Credit Hours	
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	
Total Free Electives Credit Hours (if applicable)	
TOTAL CREDIT HOURS	

Faculty Senate Minutes

April 12, 2022

3:00-5:00 p.m.

WebEx Link:

<https://fairmontstate.webex.com/fairmontstate/j.php?MTID=m65c4ca4786719d781c468ed4403394f7>

Meeting number: 2333 872 3660

Password: gJBvbxmK646

Called to order: 3:03 PM

Members Present: Charles Shields (President), Donna Long (VP, Humanities), Todd Clark (Exec Committee: Member-at-Large, Social Sciences), Bob Niichel (Exec Committee: Webmaster, Computer Science & Math), Jim Davis (Exec Committee: Member-at-Large, Business), Nina Slota (Exec Committee: Secretary, Behavioral Science), Tom Cuchta (Computer Science & Math), Sharon Mazure (Library), Steven Roof (Academic Leadership Team), Tyler Singer (Exercise Science), Janet Floyd (School of Business & Aviation), Gina Fantasia (Faculty Rep to BOG), Rachel Cook (Natural Sciences), Nathan Myers (Humanities), Denice Kirchoff (Nursing), Galen Hansen (Proxy for Stephen Rice, Dept. of Natural Sciences), Tim Oxley (ALT), Joshua Smallridge (Social Sciences), James Vassil (Engineering Technology), Tabitha Lafferre (Engineering Tech), Jennifer Satterfield (Nursing).

Guests: Provost Phillips, Amanda Metcalf, Jan Kiger, Laura Clayton, Christopher Kast, Michael Ransom, Deb Hemler, Merri Incitti, Joy Hatch, Zach Taylor, Susan Ross, Joseph Han, Lisa Eades, Paul Reneau, Richard West.

I. Reading & Approval of March 8, 2022 meeting minutes

Motion to approve the minutes (Cuchta/Long). Motion passed.

II. Unfinished Business (Major Items)

- i. General Studies Physics Core Curriculum Submission Phys 1104 (second reading) **Motion to pass for second reading. (Cuchta/Long). Motion passed.**
- ii. General Studies Math Core Curriculum Submission Math 1410 (second reading) **Motion to pass for second reading. (Long/Cuchta). Motion passed.**

III. Unfinished Business (Minor Items)

- i. **Standardized Form for Year-End Faculty Senate Committee Report (tabled at November 9 meeting)** Senate President: At the last meeting, it was voted that the executive committee would look at it and bring recommendations back to the full body. Committee decided it should be less of a form and more just a list of information sent to chairs of what needs to be included. **Motion to take off table. (Long/Cuchta) Motion passed.**

Motion to adopt the Executive Committee's recommendation with regard to the form. (Niichel/Cuchta.) Faculty Senate President: Criteria will

include dates of meetings, attendance not needed. List of members will be included, useful for HLC, Criteria 5A. **Motion passed.**

IV. New Business (Major Items)

- i. Committee on Committees Report (first reading)

Motion to accept the Committee on Committee's report for first reading. (Cuchta/Long). Motion passed.

- ii. Curriculum Proposal 21-22-26 Physics 1002 (first reading) **Motion to approve for first reading (Niichel/Long).** Galen: This is the 2nd semester of physics, less mathematically intense physics, for those who don't need trigonometry-based physics. 1101 in fall, 1102 in spring. Some programs only require 1101, some require both. **Motion passed.**

- iii. *Curriculum Proposal 21-22-23 Forensics 3385 Course Change (first reading)
Two proposals: 21-22-22 is the course change; 21-22-23 is the writing intensive proposal. Biology was changing their writing intensive course, so Forensics needed to create their own course.

Motion to approve for first reading. (Hansen/Cuchta) Motion passed.

Motion to waive the time between first and second reading 21-22-23 and 21-22-26. (Long/Cuchta). Motion passed.

Motion to consider both for second reading. (Cuchta/Long). Motion passed.

- iv. *Curriculum Proposal 21-22-22 Forensics 3385 Writing Intensive Proposal (first reading) Motion to approve for first reading.

Motion to approve for first reading. (Cuchta/Long). Motion passed.

Motion to waive the time to waive the time between first and second reading. (Long/Niichel). Motion passed.

Motion to consider for second reading. (Long/Niichel). Motion passed.

- v. *Course Revision Proposal (first reading)

Created by Curriculum Committee. The minor course revision would be for small changes to the course description that don't need the full committee. This would go from the college to the Provost's Office, then there would be a notification to the Committee. If it were general studies or a more widespread change or a shared course, it would need more signatures. The list on the cover page is exhaustive, for now. The plan is that there will be a webpage to guide people to the correct form. Debate: should this cover large number changes (1,000 to 4000) or just a step of 1000? Should we give the colleges the ability to decide, or do we need to say that a big jump would be a new course and therefore need more of a review? Outcome: a sentence will be added to

distinguish between minor changes or the need for a course proposal.

Motion to accept for first reading pending the recommendation that the proposal be amended to reflect level changes. (Cuchta/Long). Motion passed.

- vi. Curriculum Change Proposal (first reading)

Motion to pass for first reading. (Long/Cuchta)

These would be considered major changes, like credit hours, that require changes in DegreeWorks and the catalog, so it would go through the full process. What's new on this form, is that if a course is being eliminated, when will it happen, and what is the process for current students? It will eliminate some of the questions that Curriculum Committee has. We'll be moving to something called Curriculog, which is a curriculum management system that feeds into the catalog/Acalog; this form will work better with that system. Should streamline the process for writing proposals.

Motion passed.

- vii. New Course Proposal Form (first reading)

Motion to consider for first reading. (Cuchta/Niichel) This works for anyone wanting to have a new course. It's highlighting the new information so it will work better with the technology and streamline the proposal writing and work of the committee. **Motion passed.**

V. New Business (Minor Items)

- i. Disposition of Campus Climate Survey Results

The survey is out. If you didn't receive it, check your spam/firewall. It comes from rdyer. What do we want to do with the results? It was going to be collaborative between Faculty Senate and Staff Council. They decided not to participate; the plan is that the university, working through HR, will send out a survey this fall to faculty, staff, and students. The question is, "How do we distribute it to the campus?" Should we send it out like we do the Likerts for the Presidential Perception survey results?

Motion that the Faculty Senate President distribute the results of the survey to the full faculty via email, to the President, the Provost, and by way of the Faculty Representative to the Board of Governors to the Board of Governors. (Long/Smallridge) Motion passed.

- ii. Resignation of Dr. Harrison as ACF representative

Are we doing the election now or in the fall? ACF may meet during the summer. **Motion to have the Executive Committee do the special election for the ACF representative as soon as possible. (Cuchta/Niichel) Motion passed.**

- iii. Acceptance of year-end committee reports
 - Athletic Committee Report
 - Legislative Advocacy Committee Report
 - Curriculum Committee Report
 - Library Committee Report

Motion to accept all these reports as one. (Cuchta/Long) Motion passed.

VI. Election of Officers 22/23

- i. Nominating Committee Slate

The slate for 2022-2023 academic year is: Chuck Shields as President, Bob Niichel as Vice-President, Jennifer Satterfield for Secretary, Tom Cuchta for Webmaster, and members-at-large: Nina Slota, Bill Harrison, and Tyler Singer.

- ii. Nominations from the floor: Are there any nominations from the floor?

Move we close the nominations and accept the slate by acclamation. (Fantasia/Cook). Motion passed.

VII. VP Hatch

Network outsourcing: In the last year, 28% of IT staff has left; 9 people. Outsourcing will increase service, reliability, and availability. Banner upgrade is happening the weekend of the 22nd. We've had a "cloud first" and a 24x7x365 helpdesk. Started the multi-factor authentication. RFP for "Network management & maintenance services" is posted at this webpage: <https://www.fairmontstate.edu/adminfiscalaffairs/procurement/bidding-opportunities> We don't have specialists, but they would. Costs should be the same or less.

Todd Clark—What will this mean for the labs? We lost connection for 4 months, and that's when the lab had a contract. Answer: Should be the same or even better.

Chuck Shields—Timeline/process? Answer: End of May for RFP, so before school starts.

VIII. Provost Phillips

- i. Good News:

4 pieces: 1. Exercise Science and Biology—awarded a grant for body scanning/bone density (dexa scanner) equipment. 2. Awarded a million dollars for nursing, to have 20 extra students, to be spent by fall. Not for faculty; it's coming from WV Nursing Expansion program through HEPC. It will be used for equipment that needs replacing, course development/curriculum for BSN. 3. Joel Dugan awarded a commission for a mural for the WV Coal Mine Wars Museum, 4. Brian Blackwood, chair of the Faculty Development Committee—all the faculty award winners have been identified. There will be a face-to-face awards luncheon to honor awardees and those awarded P&T. The winner of the Boram award will carry the mace at the graduation ceremonies.

CUPA salary update. The Provost has been working with Christa Kwiatkowski. HR is now fully staffed. Ashley Maxey and Jacob Abrams are getting/organizing CUPA data. Restaffing HR and establishing HR infrastructure will allow us to help with faculty/staff

lifespan experiences and move CUPA along. They've made progress but aren't ready to present to Faculty Senate, yet.

IX. Reports of Officers, Boards and Standing Committees

- i. BoG Representative, Gina Fantasia

Committees were meeting in March. There's a full board meeting at 7:30 AM on April 21. Agenda is posted on the website, and she'll send it out, too.

- ii. ACF Representative, Dr. Bill Harrison—He is resigning and he's not here today.

X. Student Government Report:

Projects: The Falcons for Ukraine Project, and the Falcon Food Drive.

Falcons for Ukraine: We are currently collecting money for the families of two of our FSU students. They live in Poland and are hosting refugees fleeing the war in Ukraine. They reached out to the university asking for help so that they can better provide for these people.

Annual Falcon Food Drive: We are raising money to buy food to send home with Marion county students that face food insecurities over the summer.

If anyone has any questions or would like to help in these projects please email studentgovernment@fairmontstate.edu

XI. Announcements/Information/Discussion

- i. Out of state travel update
--still not approved. But Dr. Martin is working on it. Federal government is supposed to stop their restrictions on April 18.
- ii. General Faculty Meeting Reminder—Noon on May 4th, 2022 to amend our constitution. In person will be in Engineering Tech building, Room 305 and there will be a Webex option.
- iii. Faculty Campus Climate and Morale Survey Reminder
- iv. *Faculty Advisor of the Year Nominations due by April 22
<https://library.fairmontstate.edu/faculty-awards-grants/fa/advising>
- v. *Russia/Ukraine Panel Discussion April 19 12:30-1:30 Rm 128 Hardway Hall
Topics for discussion include status of the conflict; the history of Russo-Ukrainian relations; the rise of Russian President Vladimir Putin; Russian military strategy; Ukraine's national identity; and the combat capabilities of the Russian and Ukrainian armed forces.

XIII. Open Forum

Motion to adjourn, 5:12 PM.

Next Meeting: August 9, 2022 3-5pm* (tentative)

***If you have items for the agenda please send your request to the Faculty Senate President**

(Charles.Shields@fairmontstate.edu) by Tuesday morning August 3, 2022 for consideration by the Executive Committee.

Minutes of the General Faculty Meeting
for the vote on the amendments to the
Fairmont State Faculty Senate Constitution

May 4, 2022

I. Meeting was called to order by Dr. Mirta Martin.

II. Dr. Charles Shields opened the floor for questions.

III. Dr. Donna Long explained the changes.

A. The language reflects the new structure of the five colleges.

B. New rules that small departments (5 or fewer) can, in writing, cede their Senate and Senate committee representation to their college. If they decide to do so, they need to put it in writing every 2 years. Right now, the only small department is Aviation.

IV. Motion made

A. "Motion to approve the amendments to the Constitution of Faculty Senate." Seconded.
Total vote (online and in-person): 76 ayes, 4 abstentions, 0 nays.

V. Motion to adjourn. Adjourned.

First Faculty Senate meeting of the 2022-2023 academic year will be:

August 9, 2022 at 3PM.

Spring Term 2023

Current

January - 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February - 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March - 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April - 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May - 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Faculty PD
Instructional Days
Holiday / spring break
Finals
Commencement

Midterm

Midterm

Begin Summer term(s)

Proposed

Push start forward one week

January - 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February - 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March - 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April - 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May - 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUMMER 2023

Current

2 five week & one 12 week

May - 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June - 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July - 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August - 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Faculty PD (from Spring)
First summer term
Second summer term
12 week summer extra
Holiday
Finals
Commencement

Fall 2023 Term
Calendar under construction

Proposed

2 five week & one 10 week

May - 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June - 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July - 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August - 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Approved by Curriculum Committee April 4, 2022

MEMORANDUM

TO: Faculty Senate
FROM: Susan Ross
DATE: 4/5/2022
SUBJECT: Minor Course Revision Form

The proposal recommends the adoption of a Minor Course Revision Form and supporting Guidelines for the University. The intent is to better support faculty in clarifying a process for minor course revision. The form would be used for minor course changes, including:

- Course prefix and number
- Course title
- Repeatability
- Course cross-listing
- Grade type
- Term offered

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom

MINOR COURSE REVISION GUIDELINES

A. COURSE REVISION FORM: Use this for revising and existing undergraduate or graduate course.

B. MINOR COURSE CHANGES INCLUDE ANY OF THE FOLLOWING:

- Course prefix and number
- Course title
- Repeatability
- Course cross-listing
- Grade type
- Term offered

C. APPROVAL STEPS

- College and/or Department
- Provost and VP of Academic Affairs or designee

D. NOTIFICATIONS

- Curriculum Committee
- Faculty Senate
- Registrar Office

E. COURSE CHANGE SUBMISSION BY THE DEAN OR CHAIR TO PROVOST’S OFFICE: Minor course revisions are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

F. MINOR COURSE REVISION AS PART OF A PROGRAM REVISION. If the minor course revision is part of a program revision requiring Curriculum Committee approval, the minor course revision must be submitted to the Committee with the program proposal.

G. SUBMISSION DATE: Proposals may be submitted throughout the year, but *they must be received no later than **March 15** if they require action for implementation for the following academic year.*

COURSE REVISION PROPOSAL

The college or department approval process must be completed before the proposal can be submitted to the Office of the Provost.

SECTION 1: PRELIMINARY INFORMATION

College:	Choose an item.
Department:	
Contact Person:	
E-mail Address:	

Program Level:	Select
Existing Course Subject and Number (HIST 1102):	
Existing Course Title:	

SECTION 2: COURSE REVISION

Complete any items in this section being proposed as a course change. For items with no change, leave blank.

1. Course Subject Prefix and Number (e.g., ENGL 1101): Please check with the Registrar’s Office to get a list of available, valid course numbers.	
2. Course Title: The title of the course as it will appear in the course catalog.	
3. Repeatability (number of repeat credit hours): Students can repeat the course for credit. If yes, identify maximum number of credit hours.	
4. Course Cross-listings (e.g., PSYC 2230 and SOCY 2230)	
5. Grade Type: Indicate whether students will be assigned a standard A-F final grade, or CR/NC (credit/no credit).	
6. Course Terms: In what semester(s) will the course be offered? (e.g., Fall only, Summer)	
Course Catalog Description: Enter the new course description below as it will appear in the catalog.	

SECTION 3: APPROVAL

- The Deans of the affected colleges must sign below to indicate their notification and department support of this course revision. By signing below, you are indicating your college and department(s)’s approval of this course revision.

College	Dean’s Signature
Comments (optional):	

2. If this course is a Core Curriculum course, the General Studies Chair must sign below to indicate the notification and support of the General Studies Committee of this course revision.

General Studies Chair's Signature:
Comments (optional):

3. All the above signatures are required prior to submission to the Provost's Office.

Provost's or Designee's Signature:
Comments (optional):

UNIVERSITY IMPACTS

Should this course revision affect any other department or program in another college, a memo must be sent to the Dean of each college impacted and a copy of these letters(s) of support must be included with this proposal.

DRAFT



Approved by Curriculum Committee April 4, 2022

MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 4/5/2022

SUBJECT: New Course Proposal Form

The proposal recommends the adoption of a New Course Proposal Form and supporting Guidelines for the University. The form would be used to establish a new undergraduate course as a program requirement or elective.

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom

NEW COURSE PROPOSAL GUIDELINES

- A. **NEW COURSE PROPOSAL FORM:** Use this for for establishing a new undergraduate or graduate course as a program requirement or elective.
- B. **APPROVAL STEPS**
- College and/or Department
 - Curriculum Committee
 - Faculty Senate
- C. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.
- D. **NEW COURSE REVISION AS PART OF A PROGRAM REVISION.** If the new course is part of a program revision requiring Curriculum Committee approval, the new course proposal must be submitted to the Committee with the program proposal.
- E. **APPROVAL OF COURSE AS A CORE CURRICULUM COURSE:** In order for the new course to be considered as a Core Curriculum course, complete a Core Curriculum course application and send electronically to the General Studies Chair for review and consideration by the General Studies Committee. The General Studies Committee meets on the third Thursday of the month during the academic year. An application can be found in the institutional forms repository at <https://www.fairmontstate.edu/institutional-forms>.
- F. **COURSE PROPOSAL SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted upon in time for implementation the next academic year.
- G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Executive Director of Academic Programs on or before the second Tuesday of the month will be on that month's agenda.

New Course Proposal

Prepare course proposal in accordance with the guidelines below and the format shown on the following pages.

COURSE PROPOSAL NUMBER: Click or tap here to enter text.

REVISION (label Revision #1, #2, etc.):Click or tap here to enter text.

SECTION 1: PROPOSAL INFORMATION

Name:	
Title:	
E-mail Address:	
Phone Number:	

College:	Choose an item.
Department:	
Program Level:	Select
Date Originally Submitted:	Click or tap to enter a date.
Fall Implementation Date Requested:	

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental support of this new course proposal. Should this new course affect any other department or program in another college, a memo must be sent to the Dean of each college impacted and a copy of the letters(s) of support must be included with this proposal.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: COURSE CATALOG INFORMATION

<p>1. Course Subject Prefix and number (e.g., ENGL 1101): Course number/prefix combinations may be used only once, and <u>may not be recycled</u>; please check with the Registrar’s Office to get a list of available, valid course numbers.</p>	
<p>2. Course Title: The title of the course as it will appear in the course catalog.</p>	
<p>3. Number of Credit Hours: Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here.</p>	
<p>4. Repeatability (number of repeat credit hours): Students can repeat the course for credit.</p>	
<p>5. Course Prerequisites: Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).</p>	
<p>6. Course Co-requisites: Include subject prefix and course number.</p>	
<p>7. Course Cross-listings (e.g., PSYC 2230 and SOCY 2230)</p>	
<p>8. Course Restrictions (e.g., Seniors only)</p>	
<p>9. Grade Type: Indicate whether students will be assigned a standard A-F final grade, or CR/NC (credit/no credit).</p>	
<p>10. Requirements: Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s).</p>	
<p>11. Course Terms: In what semester(s) will the course be offered? (e.g., Fall only, Summer)</p>	
<p>12. Writing Intensive: Does this course fulfill the Writing Intensive major requirement?</p>	Choose an item.
<p>13. Core Curriculum: Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.</p>	Choose an item.

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.

SECTION 4: ATTACH THE COURSE SYLLABUS OR THE FOLLOWING COURSE COMPONENTS:

Catalog Course Description: Include a course catalog description written in complete sentences that will be published in the university catalog. The word length for a catalog description should be less than 80 words. Do not include any prerequisites, corequisites or any other restrictions in the description.

Course Learning Outcomes: These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with "Upon successful completion of this course, students should be able to..."

Assessment: Describe generally how students' achievement of the course learning outcomes will be assessed.

Course Outline: Attach a course content outline consisting of at least two levels.

Approved by Curriculum Committee April 4, 2022

MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 4/5/2022

SUBJECT: Curriculum Change Form

The proposal recommends the revision of the exiting Curriculum Proposal form to a Curriculum Change Proposal form. The form would be used for changes to a single program (degree, major, concentration, teaching specialization, minor, certificate), such as:

1. Adding existing or new course(s) to the program. If adding a brand-new course, submit a separate new course proposal form and attach to this proposal.
2. Deleting course(s) from the program. If deleting a course, submit a separate course deletion form and attach to proposal.
3. Changes in requirements for majors, minors, concentrations, certificates.
4. Changes to program credit hours.
5. Relocating a course within a program.
6. Modifying a program description.
7. Other substantive curriculum changes

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom

CURRICULUM CHANGE PROPOSAL GUIDELINES

- A. **CURRICULUM CHANGE FORM:** Use this form for changes to a single program (degree, major, concentration, teaching specialization, minor, certificate), such as:
8. Adding existing or new course(s) to the program. If adding a brand-new course, submit a separate new course proposal form and attach to this proposal.
 9. Deleting course(s) from the program. If deleting a course, submit a separate course deletion form and attach to proposal.
 10. Changes in requirements for majors, minors, concentrations, certificates.
 11. Changes to program credit hours.
 12. Relocating a course within a program.
 13. Modifying a program description.
 14. Other substantive curriculum changes.
- B. **APPROVAL STEPS**
- College and/or Department
 - Curriculum Committee
 - Faculty Senate
- C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.
- D. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Provost's Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.
- E. **MEMO OF SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS:** If the Curriculum Committee requests these letters, attach them to the back of your proposal.
- F. **PROPOSAL SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted on in time for implementation the next academic year.
- G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Executive Director of Academic Programs on or before the second Tuesday of the month will be on that month's agenda.

CURRICULUM CHANGE PROPOSAL

Prepare proposal in accordance with the guidelines below and the format shown on the following pages. Should any item under the headings not pertain to your proposal, write N/A.

PROPOSAL NUMBER: Click or tap here to enter text.

REVISION (label Revision #1, #2, etc.):Click or tap here to enter text.

SECTION 1: CONTACT INFORMATION

Name:	
Title:	
E-mail Address:	
Phone Number:	

SECTION 2: PROGRAM INFORMATION

College:	Choose an item.
Department:	
Title of Degree Program/Certificate:	
Degree Program Level:	Choose an item.
Date Originally Submitted:	Click or tap to enter a date.
Implementation Date Requested:	Click or tap to enter a date.

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental approval of this proposal. Should this proposal affect any course or program in another college, a memo must be sent to the Dean of each college impacted and a copy of the memo(s) must be included with this proposal.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Change Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 150 words, describing proposed changes.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	
2. Current number of credit hours required for the program:	
3. Is the program changing the number of credit hours required for the program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. How many credit hours will be added to the program?	
5. How many credit hours will be deleted from the program?	

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.
7. Deleted Courses (if applicable): List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.
8. Teach-out Arrangement: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course?

C. CHANGE IN PROGRAM DESCRIPTION (if applicable)

1. Current Program Description
2. Proposed Program Description

D. RATIONALE

1. Description of the Rationale/Justification. Describe the rationale for changing the program's curriculum. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change?

E. RESOURCES


1. Will new faculty, be needed to support the program change? If no new faculty are required and the revision is adding classes or substituting courses, identify how current faculty will meet the demand.
2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the program change? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).

F. PROGRAM CHANGE SUMMARY

- A. **APPENDIX A:** For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.
- B. For minors and certificates, attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
B.X. Degree in XXXXXXXX
Current Program

Degree Requirements

Core Curriculum Courses		
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. 		
Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	3-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	3
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	<p>Global Awareness: FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220</p> <p>Fitness & Wellness: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100</p> <p>Technology: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101</p>	2-3

Required Major Courses (XX Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours

Major Elective Courses (XX Credit Hours) – IF APPLICABLE [Electives are selected from a specific major or program]		
Course Prefix & Number	Course Name	Credit Hours

Concentration Courses (XX Credit Hours) – IF APPLICABLE

[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours:	
Total Required Major Courses Credit Hours:	
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	
Total Free Electives Credit Hours:	
TOTAL CREDIT HOURS	

**B.X. Degree in XXXXXXXX
Proposed Program**

Degree Requirements

Core Curriculum Courses		
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.		
Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	3-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	3
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	<p>Global Awareness: FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220</p> <p>Fitness & Wellness: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100</p> <p>Technology: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101</p>	2-3

Concentration Courses (XX Credit Hours) – IF APPLICABLE

[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours	
Total Required Major Courses Credit Hours	
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	
Total Free Electives Credit Hours (if applicable)	
TOTAL CREDIT HOURS	