



MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 11/2/2021

SUBJECT: Curriculum Proposal # 21-22-01

I recommend the approval of the attached Curriculum Proposal 21-22-01. The proposal seeks to delete the two courses listed below from the required Mathematics (Grades 5-9) Teaching Endorsement in response to new mathematic education standards.

- MATH 2501 - Calculus I (4 credit hours)
- MATH 2554 - Topics in Mathematics History (2 credit hours)

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom
Steve Roof

CURRICULUM PROPOSAL (Submit one electronic copy to the Executive Director of Academic Programs by the second Tuesday of the month.)

Proposal Number: #21-22-01
School/Department/Program: Science & Technology/Computer Science & Mathematics/Mathematics
Preparer/Contact Person: Stephanie Jones
Title of Degree Program Mathematics (Grades 5-9) Teaching Endorsement
Telephone Extension: 4307
Date Originally Submitted:
Revision (Indicate date and label it Revision #1, #2, etc.): R1
Implementation Date Requested: Fall 2022

- I. **PROPOSAL ABSTRACT.** Write a brief abstract, not exceeding 100 words, which describes the proposed changes.

These proposed changes are in response to new mathematics education accreditation standards. The new standards do not require prospective middle school mathematics teachers to demonstrate mastery in the topics of calculus or mathematics history. Consequently, the proposed changes include deleting two courses, Calculus I and Topics in Mathematics History, from the required courses for the Mathematics (Grades 5-9) Teaching Endorsement. This will reduce the number of hours required for the endorsement from 30-31 to 24-25 credit hours.

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-G, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

- A. Deletion of course(s) or credit(s) from program(s) Total hours deleted: **6**
- B. Addition of course(s) or credit(s) from program(s) Total hours added: **0**
- C. Provision for interchangeable use of course(s) with program(s)
N/A
- D. **Course Description Revision:** Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog. **N/A**

E. **Course Changes:** Identify changes to existing courses such as changes to title, course number, learning outcomes, and elective or required status. **N/A**

F. **Create a New Course(s)** information (if applicable): For each new course complete the following:

1. **Course Catalog Information: N/A**

a. Course prefix (subject area) and number:	
b. Course title:	
c. Course term(s) (e.g., Fall, Summer only):	
d. Credit hours/Variable credit:	
e. Repeatability (number of repeat credit hours):	
f. Prerequisite/Corequisites/Restrictions/Cross-listings: If none, simply indicate with N/A (Not Applicable):	
g. Co-requisite (include subject prefix and course number):	
h. Cross-listings (e.g., PSYC 2230 and SOCY 2230):	
i. Grade Type: Indicate whether students will be assigned a standard A-F final grade or Credit/No Credit (CR/NCF) grade:	
j. Required Course or Elective Course:	
k. Course Fees (Indicate amount):	

2. **New Course Supplemental/Supporting Documentation: N/A**

a. **Course Catalog Description:** Include, as an appendix, 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. **N/A**

b. **Course Learning Outcomes (CLO's):** 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..." **N/A**

c. **Course Outline:** Attach a course outline consisting of at least two levels. **N/A**

d. **Assessments:** Describe generally how student's achievement of the course learning outcomes will be assessed. **N/A**

3. **Shared Course:** If this is a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for course being shared. **N/A**

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s). **See Appendix A.**

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

III. RATIONALE FOR THE PROPOSAL

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

The previous Mathematics Content Standards put forward in 2012 by the National Council of Teachers of Mathematics (NCTM) and the Council for the Accreditation of Education Preparation (CAEP) required middle school mathematics teacher candidates to demonstrate mastery of calculus and mathematics history.

(See 2012 Standards B.1.5, B.2.5, B.3.10, B.4.6, B.5.3, and B.5 in https://www.nctm.org/uploadedFiles/Standards_and_Positions/CAEP_Standards/NCTM%20CAEP%20Standards%202012%20Mathematics%20Content%20-%20Middle%20Grades.pdf)

The current version of the NCTM CAEP Mathematics Content Standards for Middle Grades (2020) do not require middle school mathematics teacher candidates to demonstrate mastery of either of those topics.

(See https://www.nctm.org/uploadedFiles/Standards_and_Positions/NCTM%20Standards%202020%20-%20Middle%20Level.pdf)

Furthermore, neither of these topics are assessed on the Praxis test required by the West Virginia Department of Education (WVDE) to become a certified middle grades mathematics teacher. (See pages 7-10 of <https://www.ets.org/s/praxis/pdf/5169.pdf>.)

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

The Mathematics (5-9) Teaching Endorsement is required to be obtained in addition to another Education endorsement; it is not a major degree program. The majority of students who pursue this endorsement are also working toward a degree in Elementary Education, a program with very few elective hours. To complete the Elementary Education degree *and* the Mathematics (5-9) Teaching Endorsement in four years, students need to enter college with a substantial number of college-level math credits from high school OR take summer courses and excessively large course loads each term. Reducing the number of hours required to complete the endorsement will make the endorsement more accessible to interested students.

IV. APPROVAL

Should this proposal affect any course or program in another school, a memo must be sent to the Dean of each school impacted and a copy of the memo(s) must be included with this proposal. In

addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature
SciTech	Steven Roof	Steven Roof
College of Education, Health & Human Performance	Amanda Metcalf	Amanda Metcalf

V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal. **N/A**

VI. ADDITIONAL COMMENTS.

APPENDIX A
Teaching Endorsement in Mathematics Education (Grades 5-9)
must be combined with another B.A. in Education degree program
Current Program

Degree Requirements

Core Curriculum Courses		
For students in this major, list the courses satisfy both core curriculum and major requirements.		
Course Prefix & Number	Course Name	Credit Hours
MATH 1430/1530	College Algebra	3-4

Pre-Major Courses (0 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
N/A		

Required Major Courses (30-31 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
MATH 1430/1530	College Algebra* <i>*omit if Math ACT is greater than or equal to 23</i>	3-4
MATH 1540	Trigonometry and Elementary Functions	3
MATH 1550	Applied Statistics	3
MATH 1561	Mathematical Reasoning	3
MATH 2501	Calculus I	4
MATH 2551	Structure of the Real Numbers	3
MATH 2552	Data Analysis & Geometry	3
MATH 2554	Topics in Math History	2
MATH 3553	Math Methods for Elementary Teachers	3
MATH 4531	Methods and Materials in Teaching Mathematics	3

Major Elective Courses (0 Credit Hours) – IF APPLICABLE		
[Electives are selected from a specific major or program]		
Course Prefix & Number	Course Name	Credit Hours
N/A		

Total Core Curriculum Hours	<i>Satisfied in other B.A. in Education degree</i>
Total Pre-Major	N/A
Total Required Major Courses	30-31
Total Electives (If applicable)	N/A
Total Free Electives	N/A
TOTAL CREDIT HOURS	30-31

APPENDIX A
Teaching Endorsement in Mathematics Education (Grades 5-9)
must be combined with another B.A. in Education degree program
Proposed Program

Degree Requirements

Core Curriculum Courses		
For students in this major, list the courses satisfy both core curriculum and major requirements.		
Course Prefix & Number	Course Name	Credit Hours
MATH 1430/1530	College Algebra	3-4

Pre-Major Courses (0 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
N/A		

Required Major Courses (24-25 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
MATH 1430/1530	College Algebra* <i>*omit if Math ACT is greater than or equal to 23</i>	3-4
MATH 1540	Trigonometry and Elementary Functions	3
MATH 1550	Applied Statistics	3
MATH 1561	Mathematical Reasoning	3
MATH 2551	Structure of the Real Numbers	3
MATH 2552	Data Analysis & Geometry	3
MATH 3553	Math Methods for Elementary Teachers	3
MATH 4531	Methods and Materials in Teaching Mathematics	3

Major Elective Courses (0 Credit Hours) – IF APPLICABLE [Electives are selected from a specific major or program]		
Course Prefix & Number	Course Name	Credit Hours
N/A		

Total Core Curriculum Hours	<i>Satisfied in other B.A. in Education degree</i>
Total Pre-Major	N/A
Total Required Major Courses	24-25
Total Electives (If applicable)	N/A
Total Free Electives	N/A
TOTAL CREDIT HOURS	24-25



MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 11/2/2021

SUBJECT: Curriculum Proposal # 21-22-05 Outdoor Recreation Leadership Minor

I recommend the approval of the attached Curriculum Proposal 21-22-05. The Outdoor Recreation Leadership Minor proposal seeks to accomplish the following:

- Remove the RECR 3340 – Internship/Camp Administration from the required courses in the minor
- Move the PHED 2200: Accident Analysis & Emergency Care from the Elective II courses to a required course
- Eliminate Group II Electives since they are not currently being offered

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom
Amanda Metcalf

CURRICULUM PROPOSAL (Submit one electronic copy to the Executive Director of Academic Programs by the second Tuesday of the month.)

Proposal Number: 21-22-02
School/Department/Program: College of Education, Health & Human Performance
Health & Human Performance Department
Outdoor Recreation Leadership
Preparer/Contact Person: Jan Kiger
Title of Degree Program Outdoor Recreation Leadership Minor
Telephone Extension: X4984
Date Originally Submitted: Fall 2021
**Revision (Indicate date and label it
Revision #1, #2, etc.):** 21-22-02 Revision #1
Implementation Date Requested: Fall 2022

- I. **PROPOSAL ABSTRACT.** Write a brief abstract, not exceeding 100 words, which describes the proposed changes.

The purpose of this proposal is to eliminate the internship course (RECR 3340: Internship/Camp Administration) from the required course listing for the minor. It also moves an Elective Group II course (PHED 2200: Accident Analysis & Emergency Care) to a required course. This proposal eliminates the Elective Group II by removing all of the remaining courses listed because they are not currently being offered.

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-G, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

A. Deletion of course(s) or credit(s) from program(s) Total hours deleted: 3

RECR 1150: Seminar in Outdoor Recreation – 2 Credit Hours
RECR 1153: Recreation Field Work I – 2 Credit Hours
RECR 1154: Recreation Field Work II – 2 Credit Hours
RECR 1155: Special Topics in Recreation 1-6 Credit Hours
RECR 1199: Special Topics in Certifications – 2 Credit Hours
RECR 2250; Casting and Angling – 1 Credit Hour
RECR 3340; Internship/Camp Administration – 3 Credit Hours
PHED 1116; Activities in Outdoor Education - 1-3 Credit Hours
PHED 3365; Field Experience in Outdoor Education – 1-3 Credit Hours

B. Addition of course(s) or credit(s) from program(s) Total hours added: 0

C. Provision for interchangeable use of course(s) with program(s)

N/A

D. **Course Description Revision:** Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

N/A

- E. **Course Changes:** Identify changes to existing courses such as changes to title, course number, learning outcomes, and elective or required status.

N/A

- F. **Create a New Course(s)** information (if applicable): For each new course complete the following: **See Appendix G for Course Number Availability Email from Registrar**

1. **Course Catalog Information:**

2. **New Course Supplemental/Supporting Documentation:**

- a. **Course Catalog Description:** Include, as an appendix, 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.

- b. **Course Learning Outcomes (CLO's):** 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..."

- c. **Course Outline:** Attach a course outline consisting of at least two levels.

- d. **Assessments:** Describe generally how student's achievement of the course learning outcomes will be assessed

3. **Shared Course:** If this is a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for course being shared.

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

This is a net loss of one credit hour from the Outdoor Recreation Leadership minor.

III. RATIONALE FOR THE PROPOSAL

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

Removing RECR 3340; Internship/Camp Administration will bring Fairmont State's Outdoor Recreation Leadership minor in line with what is occurring nationally. 72% of the colleges and universities surveyed offer a similar minor and do not require an internship.

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate

of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

IV. APPROVAL

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

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature
College of Education, Health & Human Performance	Dr. Amanda Metcalf	<i>Amanda Metcalf</i>

V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

VI. ADDITIONAL COMMENTS.

APPENDIX A
Minor Degree in Outdoor Recreation Leadership
Current Program

Degree Requirements

Required Minor Courses (14 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
RECR 1141	Foundations of Outdoor Recreation	3
RECR 1151	Backcountry Living Skills	2
RECR 2220	Program Planning & Organization	3
RECR 3330	Group Leadership	3
RECR 3340	Internship/Camp Administration	3

Minor Elective Courses Group 1 (4 Credit Hours)		
Select two		
Course Prefix & Number	Course Name	Credit Hours
RECR 1150	Introduction to Rock Climbing	2
RECR 1177	Introduction to Adventure Water Sports	2
RECR 1188	Introduction to Adventure Winter Sports	2

Minor Elective Courses Group 2 (2 Credit Hours)		
Select two		
Course Prefix & Number	Course Name	Credit Hours
RECR 1150	Seminar in Outdoor Recreation	2
RECR 1153	Recreation Field Work I	2
RECR 1154	Recreation Field Work II	2
RECR 1155	Special Topics in Recreation	1-6
RECR 1199	Special Topics in Certifications	2
RECR 2250	Casting and Angling	1
PHED 1116	Activities in Outdoor Education	1-3
PHED 2200	Accident Analysis and Emergency Care	2
PHED 3365	Field Experience in Outdoor Education	1-3

Total Required Minor Courses	20
TOTAL CREDIT HOURS	20

APPENDIX B
Minor Degree in Outdoor Recreation Leadership
Proposed Program

Degree Requirements

Required Minor Courses (13 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
RECR 1141	Foundations of Outdoor Recreation	3
RECR 1151	Backcountry Living Skills	2
RECR 2220	Program Planning	3
PHED 2200	Accident Analysis and Emergency Care	2
RECR 3330	Group Leadership	3

Minor Elective Courses (4 Credit Hours) Select two		
Course Prefix & Number	Course Name	Credit Hours
RECR 1150	Introduction to Rock Climbing	2
RECR 1177	Introduction to Adventure Water Sports	2
RECR 1188	Introduction to Adventure Winter Sports	2

Total Required Minor Courses	17
TOTAL CREDIT HOURS	17



MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 11/2/2021

SUBJECT: Curriculum Proposal # 21-22-03 Exercise Science

I recommend the approval of the attached Exercise Science Curriculum Proposal 21-22-03. The Exercise Science proposal seeks to add *PSYC 1101: Introduction to Psychology* to the Exercise Science major requirement. The major requirement is inclusive of the Exercise Physiology and Kinesiology Concentrations.

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom
Amanda Metcalf

CURRICULUM PROPOSAL (Submit one hard copy and an electronic copy to the Associate Provost by the second Tuesday of the month.)

Proposal Number: #21-22-03

School/Department/Program: College of Education, Health & Human
Performance/ Exercise Science

Preparer/Contact Person: Jan Kiger

Telephone Extension: X4984

Date Originally Submitted: 10-7-21

**Revision (Indicate date and label it
Revision #1, #2, etc.):** _____

Implementation Date Requested: Spring, 2022

- I. **PROPOSAL.** Write a brief abstract, not exceeding 100 words, which describes the overall content of the proposal.

This proposal adds *PSYC 1101: Introduction to Psychology* to the Exercise Science major. It has always been a requirement due to a pre-requisite requirement for *PHED 3318: Sports Social Psychology*.

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-H, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

- A. Deletion of course(s) or credit(s) from program(s)

N/A

Total hours deleted. 0

- B. Addition of course(s) or credit(s) from program(s)

PSYC 1101: Introduction to Psychology

Total hours added. 3

- C. Provision for interchangeable use of course(s) with program(s)

N/A

- D. Revision of course content. Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

N/A

- E. Other changes to existing courses such as changes to title, course number, and elective or required status.

N/A

- F. Creation of new course(s). For each new course

N/A

1. Designate the course number, title, units of credit, prerequisites (if any), ownership (FSU or shared) and specify its status as an elective or required course. If you are creating a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for the course being shared.

2. Include, as an appendix, a course description, written in complete sentences, suitable for use in the college catalog.
 3. Include, as an appendix, a detailed course outline consisting of at least two levels.
 4. In order to meet the requirements as outlined in Goal One of the Strategic Plan, please include Outcome Competencies and Methods of Assessment as an appendix. Examples are available upon request from the Chair of the Curriculum Committee.
- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

See Appendix A, B, C & D. There is a net gain of 3 credit hours to the Exercise Science degree. This course will satisfy both the major requirement and Social Science with Critical Thinking core curriculum requirement.

III. **RATIONALE FOR THE PROPOSAL.**

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

N/A.

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

This proposal is to clarify a student requirement for the major and thus assist with academic advising. This course has historically been a pre-requisite requirement for *PHED 3318: Sports Social Psychology*.

- IV. Should this proposal affect any course or program in another school, a memo must be sent to the Dean of each school impacted and a copy of the memo(s) must be included with this proposal. In addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature
College of Education, Health & Human Performance	Dr. Amanda Metcalf	<i>Amanda Metcalf</i>

- V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

- VI. **ADDITIONAL COMMENTS.**

APPENDIX A
B.S. Degree in Exercise Science; Exercise Physiology Concentration
Current Program

Degree Requirements

Core Curriculum Courses (30-34 Credit Hours)		Credit Hours
First Year Seminar	SOAR 1100 or HONR 1100	1
Written Communication	ENGL 1101	3
Written Communication	ENGL 1102 (Recommended)	3
Oral Communication	COMM 2200, COMM 2201, or COMM 2202 (Recommended)	3
Mathematics	MATH 1430 or 1530 (Recommended)	3-4
Humanities	Any Course	3
Fine Arts	Any Course	3
Natural Science	CHEM 1101 or CHEM 1105 (Satisfied by Major Requirement)	X
Social Science	PSYC 1101 (Recommended)	3
Citizenship	History 1107, History 1108 or RECR 1141 (Recommended)	3
Global Awareness, Fitness & Wellness, Technology	PHED 1100 (Satisfied by Major Requirement)	X

Required Major Courses (40-41 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
CHEM 1100 or CHEM 1105	General Chemistry or Chemical Principles	4-5
HLTA 1150	Introduction to Health Education	3
NUTR 1110 or NUTR 1145	Nutrition or Sports Nutrition	3
PHED 1100	Fitness & Wellness	2
PHED 1121	Introductory Seminar in Human Movement	2
PHED 2200	Accident Analysis & Emergency Care	2
PHED 2211	Anatomy & Physiology	4
PHED 3312	Physiology of Exercise	3
PHED 3313	Biomechanics	3
PHED 3314	Group Fitness	2
PHED 3316	Fitness Assessment & Exercise Prescription	3
PHED 3318	Sport Social Psychology	3
PHED 3360	Strength & Conditioning Theory & Practice	3
PHED 4420	Internship	3
Must choose a concentration (Exercise Physiology or Kinesiology)		

Exercise Physiology Concentration Required Courses(15 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
PHED 1180	Medical Terminology	3
PHED 3315	Advanced Personal Training	3
PHED 3317	Clinical Applications of Exercise Physiology	3
PHED 4400	Research Methods	3
PHED 4410	Research Design	3

Total Core Curriculum Hours	30-34 (Minimum 30)
Total Pre-Major	0
Total Required Major Courses	55-56
Total Electives (If applicable)	0
Total Free Electives - Clinical Concentration	30-35
TOTAL CREDIT HOURS	120

APPENDIX B
B.S. Degree in Exercise Science; Kinesiology Concentration
Current Program

Degree Requirements

Core Curriculum Courses (30-34 Credit Hours)		Credit Hours
First Year Seminar	SOAR 1100 or HONR 1100	1
Written Communication	ENGL 1101	3
Written Communication	ENGL 1102 (Recommended)	3
Oral Communication	COMM 2200, COMM 2201, or COMM 2202 (Recommended)	3
Mathematics	MATH 1430 or 1530 (Recommended)	3-4
Humanities	Any Course	3
Fine Arts	Any Course	3
Natural Science	CHEM 1101 or CHEM 1105 (Satisfied by Major Requirement)	X
Social Science	PSYC 1101 (Recommended)	3
Citizenship	History 1107, History 1108 or RECR 1141 (Recommended)	3
Global Awareness, Fitness & Wellness, Technology	PHED 1100 (Satisfied by Major Requirement)	X

Required Major Courses (40-41 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
CHEM 1100 or CHEM 1105	General Chemistry or Chemical Principles	4-5
HLTA 1150	Introduction to Health Education	3
NUTR 1110 or NUTR 1145	Nutrition or Sports Nutrition	3
PHED 1100	Fitness & Wellness	2
PHED 1121	Introductory Seminar in Human Movement	2
PHED 2200	Accident Analysis & Emergency Care	2
PHED 2211	Anatomy & Physiology	4
PHED 3312	Physiology of Exercise	3
PHED 3313	Biomechanics	3
PHED 3314	Group Fitness	2
PHED 3316	Fitness Assessment & Exercise Prescription	3
PHED 3318	Sport Social Psychology	3
PHED 3360	Strength & Conditioning Theory & Practice	3
PHED 4420	Internship	3
Kinesiology Concentration Required Courses (11 Credit Hours)		
PHED 2240	Outdoor Leisure Activities	2
PHED 3310	Motor Behavior	3
PHED 3350	Physical Activity & Fitness Education	3
RECR 2220	Program Planning	3

Kinesiology Concentration Electives (9 Credit Hours)

Must complete three courses from the following list.

Course Prefix & Number	Course Name	Credit Hours
PHED 2243	Teaching Team Passing Sports	3
PHED 2244	Teaching Wall-Net Sports	3
PHED 2246	Teaching Striking/Target Sports	3
BSBA 2204	Principles of Marketing	3
BSBA 2209	Principles of Management	3
Must choose a minor (15-24 Credit Hours)		

Total Core Curriculum Hours	30-34 (Minimum 30)
Total Pre-Major	0
Total Required Major Courses	51-52
Total Electives (If applicable)	9
Total Free Electives	1-15
Total Required Minor Courses	15-24
TOTAL CREDIT HOURS	120

APPENDIX C
B.S. Degree in Exercise Science; Exercise Physiology Concentration
Proposed Program

Degree Requirements

Core Curriculum Courses (30-34 Credit Hours)		Credit Hours
First Year Seminar	SOAR 1100 or HONR 1100	1
Written Communication	ENGL 1101	3
Written Communication	ENGL 1102 (Recommended)	3
Oral Communication	COMM 2200, COMM 2201, or COMM 2202 (Recommended)	3
Mathematics	MATH 1430 or 1530 (Recommended)	3-4
Humanities	Any Course	3
Fine Arts	Any Course	3
Natural Science	CHEM 1101 or CHEM 1105 (Satisfied by Major Requirement)	X
Social Science	PSYC 1101 (Satisfied by Major Requirement)	X
Citizenship	History 1107, History 1108 or RECR 1141 (Recommended)	3
Global Awareness, Fitness & Wellness, Technology	PHED 1100 (Satisfied by Major Requirement)	X

Required Major Courses (43-44 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
CHEM 1100 or CHEM 1105	General Chemistry or Chemical Principles	4-5
PSYC 1101	Introduction to Psychology	3
HLTA 1150	Introduction to Health Education	3
NUTR 1110 or NUTR 1145	Nutrition or Sports Nutrition	3
PHED 1100	Fitness & Wellness	2
PHED 1121	Introductory Seminar in Human Movement	2
PHED 2200	Accident Analysis & Emergency Care	2
PHED 2211	Anatomy & Physiology	4
PHED 3312	Physiology of Exercise	3
PHED 3313	Biomechanics	3
PHED 3314	Group Fitness	2
PHED 3316	Fitness Assessment & Exercise Prescription	3
PHED 3318	Sport Social Psychology	3
PHED 3360	Strength & Conditioning Theory & Practice	3
PHED 4420	Internship	3
Must choose a concentration (Exercise Physiology or Kinesiology)		

Exercise Physiology Concentration Required Courses(15 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
PHED 1180	Medical Terminology	3
PHED 3315	Advanced Personal Training	3
PHED 3317	Clinical Applications of Exercise Physiology	3
PHED 4400	Research Methods	3
PHED 4410	Research Design	3

Total Core Curriculum Hours	30-34 (Minimum 30)
Total Pre-Major	0
Total Required Major Courses	58-59
Total Electives (If applicable)	0
Total Free Electives	27-35
TOTAL CREDIT HOURS	120

APPENDIX D
B.S. Degree in Exercise Science; Kinesiology Concentration
Proposed Program

Degree Requirements

Core Curriculum Courses (30-34 Credit Hours)		Credit Hours
First Year Seminar	SOAR 1100 or HONR 1100	1
Written Communication	ENGL 1101	3
Written Communication	ENGL 1102 (Recommended)	3
Oral Communication	COMM 2200, COMM 2201, or COMM 2202 (Recommended)	3
Mathematics	MATH 1430 or 1530 (Recommended)	3-4
Humanities	Any Course	3
Fine Arts	Any Course	3
Natural Science	CHEM 1101 or CHEM 1105 (Satisfied by Major Requirement)	X
Social Science	PSYC 1101 (Satisfied by Major Requirement)	X
Citizenship	History 1107, History 1108 or RECR 1141 (Recommended)	3
Global Awareness, Fitness & Wellness, Technology	PHED 1100 (Satisfied by Major Requirement)	X

Required Major Courses (43-44 Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours
CHEM 1100 or CHEM 1105	General Chemistry or Chemical Principles	4-5
PSYC 1101	Introduction to Psychology	3
HLTA 1150	Introduction to Health Education	3
NUTR 1110 or NUTR 1145	Nutrition or Sports Nutrition	3
PHED 1100	Fitness & Wellness	2
PHED 1121	Introductory Seminar in Human Movement	2
PHED 2200	Accident Analysis & Emergency Care	2
PHED 2211	Anatomy & Physiology	4
PHED 3312	Physiology of Exercise	3
PHED 3313	Biomechanics	3
PHED 3314	Group Fitness	2
PHED 3316	Fitness Assessment & Exercise Prescription	3
PHED 3318	Sport Social Psychology	3
PHED 3360	Strength & Conditioning Theory & Practice	3
PHED 4420	Internship	3
Kinesiology Concentration Required Courses (11 Credit Hours)		
PHED 2240	Outdoor Leisure Activities	2
PHED 3310	Motor Behavior	3
PHED 3350	Physical Activity & Fitness Education	3
RECR 2220	Program Planning	3

Kinesiology Concentration Electives (9 Credit Hours)		
Must complete three courses from the following list.		
Course Prefix & Number	Course Name	Credit Hours
PHED 2243	Teaching Team Passing Sports	3
PHED 2244	Teaching Wall-Net Sports	3
PHED 2246	Teaching Striking/Target Sports	3
BSBA 2204	Principles of Marketing	3
BSBA 2209	Principles of Management	3
Must choose a minor (15-24 Credit Hours)		

Total Core Curriculum Hours	30-34 (Minimum 30)
Total Pre-Major	0
Total Required Major Courses	54-56
Total Electives (If applicable)	9
Total Free Electives	1-15
Total Required Minor Courses	15-24
TOTAL CREDIT HOURS	120



MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 11/2/2021

SUBJECT: Curriculum Proposal # 21-22-04

I recommend the approval of the attached Curriculum Proposal 21-22-04. The proposal seeks to provide students an option of taking CRIM 2226 or FORS 2225 as a minor requirement.

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom
Steve Roof

CURRICULUM PROPOSAL (Submit one electronic copy to the Executive Director of Academic Programs by the second Tuesday of the month.)

Proposal Number:	#21-22-04
School/Department/Program:	Science and Technology/Natural Sciences/Forensic Science
Preparer/Contact Person:	Kristy Henson
Title of Degree Program	Assistant Professor of Forensic Science
Telephone Extension:	X4877
Date Originally Submitted:	Oct. 2021
Revision (Indicate date and label it Revision #1, #2, etc.):	
Implementation Date Requested:	Fall 2022

I. **PROPOSAL ABSTRACT.** Write a brief abstract, not exceeding 100 words, which describes the proposed changes.

The Forensic Investigative Science minor is only a few years old and we are trying to work out the 'kinks.' Students have said they wish to take more forensic science courses while earning their minor and we want to give them this option.

II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-G, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

A. Deletion of course(s) or credit(s) from program(s) Total hours deleted: ____0____

B. Addition of course(s) or credit(s) from program(s) Total hours added: ____0____

C. Provision for interchangeable use of course(s) with program(s)
We wish to count CRIM 2226 Crime Scene Investigation (3) OR FORS 2225 Trace Evidence and Microscopy (3) towards our minor.

D. **Course Description Revision:** Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

E. **Course Changes:** Identify changes to existing courses such as changes to title, course number, learning outcomes, and elective or required status.

F. **Create a New Course(s)** information (if applicable): For each new course complete the following:

1. **Course Catalog Information:**

a. Course prefix (subject area) and number:	
b. Course title:	
c. Course term(s) (e.g., Fall, Summer only):	
d. Credit hours/Variable credit:	
e. Repeatability (number of repeat credit hours):	
f. Prerequisite/Corequisites/Restrictions/Cross-listings: If none, simply indicate with N/A (Not Applicable):	
g. Co-requisite (include subject prefix and course number):	
h. Cross-listings (e.g., PSYC 2230 and SOCY 2230):	
i. Grade Type: Indicate whether students will be assigned a standard A-F final grade or Credit/No Credit (CR/NCF) grade:	
j. Required Course or Elective Course:	
k. Course Fees (Indicate amount):	

2. **New Course Supplemental/Supporting Documentation:**

- a. **Course Catalog Description:** Include, as an appendix, 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.
 - b. **Course Learning Outcomes (CLO's):** 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..."
 - c. **Course Outline:** Attach a course outline consisting of at least two levels.
 - d. **Assessments:** Describe generally how student's achievement of the course learning outcomes will be assessed
3. **Shared Course:** If this is a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for course being shared.

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

III. RATIONALE FOR THE PROPOSAL

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

Our minor is still growing we lack quantitative analysis at this time. Only 1 student has graduated with our minor.



- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

Students minoring in forensic investigative science have stated they would like to take more forensic science courses in the minor. CRIM 2226 is already required for the minor but we feel FORS 2225 would be ideal for students wanting to take more forensic science courses as both are similar in nature. CRIM 2226 focuses on the crime scene while FORS 2225 focuses on the crime scene and lab analysis techniques.

IV. APPROVAL

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

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature
COLA	Chris Kast	
SciTEch	Steven Roof	

- V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

- VI. ADDITIONAL COMMENTS.



MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 11/2/2021

SUBJECT: Curriculum Proposal # 21-22-07

I recommend the approval of the attached Curriculum Proposal 21-22-07. The proposal seeks to decrease lab classroom hours from 3 hour to 2 hours per week in the General Chemistry I and II courses (CHEM 1101 and CHEM 1102). Student credit hours for the courses remain the same and the proposal has not impact on the General Studies transferability among in-state receiving institutions.

cc: Dianna Phillips
Lori Schoonmaker
Stephanie Gabor
Laura Ransom
Steve Roof

CURRICULUM PROPOSAL (Submit one electronic copy to the Executive Director of Academic Programs by the second Tuesday of the month.)

Proposal Number: #21-22-07
School/Department/Program: Science and Technology/Natural Sciences/Chemistry
Preparer/Contact Person: Kayla Lantz
Title of Degree Program Assistant Professor of Chemistry
Telephone Extension: X4499
Date Originally Submitted: Oct. 2021
**Revision (Indicate date and label it
Revision #1, #2, etc.):**
Implementation Date Requested: Fall 2022

-
- I. **PROPOSAL ABSTRACT.** Write a brief abstract, not exceeding 100 words, which describes the proposed changes.

The chemistry program wants to decrease the total lab hours in the General Chemistry I and II courses (CHEM 1101 and 1102) from 3 hours to 2 hours per week. While we are teaching the same types of lab experiments and information, the introduction of a pre-lab assignment requiring the students to read and perform calculations prior to attending, the students are spending less time in lab. Additionally, the integration of computer graphing software into each experiment means that students spend less time hand-copying data tables and graphs. The proposed changes have no impact on the General Studies transferability among in-state college or university receiving institutions.

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-G, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

- A. Deletion of course(s) or credit(s) from program(s) Total hours deleted: _____0_____
- B. Addition of course(s) or credit(s) from program(s) Total hours added: _____0_____
- C. Provision for interchangeable use of course(s) with program(s)
- D. **Course Description Revision:** Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

- E. **Course Changes:** Identify changes to existing courses such as changes to title, course number, learning outcomes, and elective or required status.
Chem 1101 and Chem 1102 (General Chemistry I and General Chemistry II) lab hours would decrease from one 3-hour lab per week, to one 2-hour lab per week.

- F. **Create a New Course(s)** information (if applicable): For each new course complete the following:

1. **Course Catalog Information:**

a. Course prefix (subject area) and number:	
b. Course title:	
c. Course term(s) (e.g., Fall, Summer only):	
d. Credit hours/Variable credit:	
e. Repeatability (number of repeat credit hours):	
f. Prerequisite/Corequisites/Restrictions/Cross-listings: If none, simply indicate with N/A (Not Applicable):	
g. Co-requisite (include subject prefix and course number):	
h. Cross-listings (e.g., PSYC 2230 and SOCY 2230):	
i. Grade Type: Indicate whether students will be assigned a standard A-F final grade or Credit/No Credit (CR/NCF) grade:	
j. Required Course or Elective Course:	
k. Course Fees (Indicate amount):	

2. **New Course Supplemental/Supporting Documentation:**

- a. **Course Catalog Description:** Include, as an appendix, 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.
 - b. **Course Learning Outcomes (CLO's):** 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..."
 - c. **Course Outline:** Attach a course outline consisting of at least two levels.
 - d. **Assessments:** Describe generally how student's achievement of the course learning outcomes will be assessed
3. **Shared Course:** If this is a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for course being shared.

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

III. RATIONALE FOR THE PROPOSAL

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

In previous years, students were not asked to read and complete calculations prior to lab attendance and a majority of the experiments required students to hand-draw data tables and graphs, which was fairly time intensive. While the materials covered, and labs performed, are similar; we have started having students read through the procedures and safety information prior to lab, and the instructor checks pre-lab calculations at the beginning. Additionally, we implemented the use of automated temperature and pH probes that collect and graph simultaneously. Over the last 2-3 semesters, on average the Chem 1101 and Chem 1102 labs are finished within 1.5 hours.

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

These changes to student preparedness and lab technology have significantly decreased the amount of time students spend in lab. We currently have 3 hours allotted for a single lab session; however, over the last 2-3 semesters students are finished well within 2 hours. The course credit hours would remain unchanged, as students receive 3 credit hours for the lecture, and 1 credit hour for the lab, which is typically 2-3 hours depending on the course level. In addition, the same content is covered. Lastly, the reduction to a 2-hour lab session would decrease the cost to the University.

IV. APPROVAL

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

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature
Sci Tech	Steven Roof	Steven Roof

- V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

VI. ADDITIONAL COMMENTS.

This course will still meet the course transfer agreement among WV institutions, as it covers the same content, is still a 4 credit hour course, and contains a lab.

APPENDIX A

New Course Description

Chem 1101

A study of the theoretical concepts needed to understand typical chemical phenomena. The course addresses the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure and the classification of reactions. 3 lectures and one 2-hour laboratory per week.

Chem 1102

This course is an extension of CHEM 1101. It covers acid-base theory, chemical equilibrium, oxidation-reduction and an introduction to organic chemistry which includes the various classes of organic compounds, their nomenclature, structure, properties and reactions. The synthesis of polymers and their uses are included. The course consists of 3 hours of lecture and one 2-hour laboratory per week. PR: CHEM 1101. Spring semester only.

Present: Brian Blackwood, Tom Cuchta, Donna Long, Susan Ross, Chuck Shields

Questions: Do we still need the Academic Appeals Board (Senate Committee), or can its business be put under the purview of the Admissions & Credits Committee? How should the work of the Academic Appeals Board be restructured since its current iteration is unusable (requires Pierpont participation)?

To do:

1. Clarify what each Committee (Academic Appeals Board and Admissions & Credits) is responsible for. There has been overlap, with A&C hearing grade appeals during the summer. The Student Handbook also designates A&C with hearing grade appeals.
2. Beyond the current charges in the Bylaws, explore what other sorts of cases should or could be given to the Committee(s).
3. Review various publications (Catalog, Student Handbook, Faculty Handbook, BOG policy/policies, HEPC policy/policies, other?) to make sure information is accurate and in line with policy/policies.

We could either ask each Committee to review its charge (as provided in the Bylaws), work with the Provost's Office to explore additional or different charge(s), and conduct a review of the various publications, or we could convene an ad hoc committee charged with this review.

Respectfully submitted,
Donna Long

PREPARING CURRICULUM PROPOSALS INSTRUCTIONS

Draft your 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. **Number the second and subsequent pages of your proposal.**

Supply the preliminary information about the proposal as indicated below:

PROPOSAL NUMBER: Leave this space blank. A number will be assigned to the proposal by the Executive Director of Academic Programs.

COLLEGE: Enter the name of the College (e.g., *Liberal Arts*), Department (e.g., Language and Literature), and Program (e.g., English).

PREPARER/CONTACT PERSON: Enter the name of the person who prepared the proposal and their telephone extension number.

COPIES OF MEMOS SENT TO AFFECTED DEPARTMENTS: Attach these to the back of your proposal.

LETTERS OF SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS: If the Curriculum Committee requests these letters, attach them to the back of your proposal.

DATE SUBMITTED: The Curriculum Committee meets on the fourth Tuesday of each month. Proposals are due to Susan.Ross@fairmontstate.edu in the Office of the Provost on or before the second Tuesday of the month in November.

REVISION SUBMISSION DATE: If changes are required to the original proposal, enter the date the proposal was resubmitted.

IMPLEMENTATION DATE REQUESTED: Enter the first day of the semester (or summer term) and year in which the proposed curriculum change(s) will take effect.

CURRICULUM PROPOSAL (Submit one electronic copy to the Provost Office by the second Tuesday of the month.)

Proposal Number:	
College/Department/Program:	
Preparer/Contact Person:	
Title of Degree Program	
Telephone Extension Number:	
Date Originally Submitted:	
Revision (Indicate date and label it Revision #1, #2, etc.):	
Implementation Date Requested:	

I. **PROPOSAL ABSTRACT.** Write a brief abstract, not exceeding 150 words, which describes proposed changes.

II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-F, and identify the name of the course deleted, added, and/or used interchangeably.

A. Full Program Name: _____

B. Six-digit 2010 CIP Code: _____

C. Six-digit 2020 CIP Code (if available): _____

D. Current number of credit hours required for the program: _____

E. Is the program changing the number of credit hours required for the program?

1. What course(s) or credit(s) will be deleted from program? Total credit hours deleted: _____

2. What course(s) or credit(s) will be added to program? Total credit hours added: _____

F. Is the program changing the method of delivery?

III. CHANGES TO EXISTING COURSE(S)

- A. **Course Changes:** Identify changes to existing courses such as changes to title, course number, learning outcomes, and elective or required status.

- B. **Course Description Revision:** Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

IV. CREATE A NEW COURSE.

Complete a new course proposal for each new course and attach at the end of this proposal.

V. RATIONALE FOR THE PROPOSAL

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular and/or course changes were warranted. Quantitative data is preferred.

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. For example: Will new faculty, facilities, equipment, or library materials be required?

VI. PROGRAM CHANGE SUMMARY

- A. Attach an itemized summary of the present program(s) affected, if any, of the proposed change(s).

- B. Describe how this proposal affects the credit hours needed to complete this program. Specifically, what is the net gain or loss in credit hours? Use the format for Current and Proposed Programs in Appendix A.

C. APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and department 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 here, you are indicating your college's notification of this proposal.

College	Dean	Signature

- D. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.
- E. ADDITIONAL COMMENTS.

DRAFT

APPENDIX A
B.X. Degree in XXXXXXXX
Current Program

Degree Requirements

Core Curriculum Courses (30-33 Credit Hours)		
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.		
Core Area	Course Name	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

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

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

Degree Requirements

Core Curriculum Courses (30-33 Credit Hours)		
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. 		
Core Area	Course Name	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

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

**Fairmont State University
New Course Proposal Form**

Use one form per course to create a new course or convert a special topics course into a regular Catalog offering. Approval from the College Dean and Department and must be obtained before the proposal is submitted to the Office of the Provost and considered by the Curriculum Committee.

Proposal Number: _____

College & Department: _____

Contact Person, email address: _____

Date Originally Submitted: _____

Revision (label it revision #1, #2, etc.): _____

Implementation Date Requested: _____

COURSE CATALOG INFORMATION

1. **Course Subject Prefix and number (e.g., ENGL 1101):** Course number/prefix combinations may be used only once, and may not be recycled; 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. **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.
4. **Repeatability (number of repeat credit hours):** Student can repeat the course for credit.
5. **Course Prerequisites:** (include subject prefix and course number). List only immediate prerequisites (not prerequisites for other prerequisite courses).
6. **Course Co-requisites** (include subject prefix and course number)
7. **Course Cross-listings** (e.g., PYSC 2230 and SOCY 2230)
8. **Course Restrictions** (e.g., Seniors only)
9. **Grade Type:** Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG).

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).
11. What semester(s) the course will be offered?
12. Does this course fulfill the Writing Intensive major requirement?
13. 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.

RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. What 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.

If this is a shared course, attach a memo from the Deans of the affected Colleges explaining the rationale for course being shared.

RESOURCES

Proposed method of staffing: Will additional faculty or staff be required in order to offer this course according to the enrollment projections? If so, what actions are being undertaken to secure the necessary additional personnel? If current faculty is sufficient, explain any adjustments necessary to current teaching loads to accommodate this new course.

Instructional technology resources: Are the unit's current instructional technology resources sufficient to support this course? If not, what additional resources are needed, and what actions are being undertaken to upgrade those resources?

Library resources: Will this proposed course require the use of library resources (books, journals, reference materials, audio-visual materials, electronic databases, etc.)? If so, please identify.

ATTACH THE FOLLOWING SYLLABUS 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 student’s achievement of the course learning outcomes will be assessed.

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

APPROVAL

The Deans of the affected Colleges must sign below to indicate their notification and department approval of this course proposal.

Should this new course proposal affect any other 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 here, you are indicating your College’s notification and recommendation of this proposal.

College	Dean	Signature

**Report to the Faculty Senate
2021-2022 Year-End Report**

Committee Name: General Studies Committee

Chair or Co-Chairs: Jan Kiger and Molly Barra

Meeting Schedule:

- August 19, 2021
- September 16, 2021
- October 21, 2021
- November 18, 2021
- December 16th, 2021
- January 20, 2021
- February 17, 2021
- March 17, 2021

Membership and Attendance (year-to date attendance record)

Name	Department or Administrative unit affiliation	Term End (if applicable)	Meetings Attended	Meetings Absent
Molly Barra, Co-Chair	Library	2023		
Jan Kiger, Co-Chair	HHP	2022		
Dennine LaRue, Secretary	Math	2022		
Kylie Ford	Arch., Art & Design	2022		
Tad Kato	Behavioral Sciences	2022		
M.E. Gamble	Business & Aviation	2023		
Barbara Wierzbicki	Education	2022		
Justin Hastings	Humanities	2023		
Galen Hansen	Natural Sciences	2023		
Frances Young	Nursing	2023		
James Matthews	General Education Director	N/A		
Susan Ross	Provost Office Administrator	N/A		
?	Registrar Office Administrator (?)			

Accomplishments (Items reviewed and submitted for approval to the Faculty Senate)

Ongoing and Future Projects:

THE CONSTITUTION OF THE FACULTY SENATE OF FAIRMONT STATE UNIVERSITY

ARTICLE I. Name, Purpose, and Jurisdiction

Section 1. The name of this society shall be the Faculty Senate of Fairmont State University.

Section 2. The Faculty Senate shall act as the principal agent of the Faculty of Fairmont State University in policy determination and communication with administration and the Board of Governors.

Section 3. Throughout this Constitution and Bylaws, the expression “University” shall denote Fairmont State University; the expression “Faculty” shall denote the full-time faculty of Fairmont State University, unless otherwise specified; the expression “Faculty member” shall denote a member of the same. Faculty Equivalent Academic Professional (FEAP) with full-time classroom instruction duties shall be considered full-time faculty for the purposes of voting in Senate elections (including academic unit elections for Senate representatives) but not eligible to serve as Senators. Dean, Chairs, and faculty with 50 percent or more administrative duties may not serve as Senators.

ARTICLE II. Membership

Section 1. Unless otherwise specified the term “election” shall denote election conducted by electronic secret ballot distributed through Fairmont State University’s official email system. Any academic unit may choose to elect unit representatives by other means.

Section 2. Each Academic Unit of the University shall elect one senator for each ten full-time faculty members or fractions thereof; however, the number of senators from any College shall not exceed one senator per ten faculty members or fractions thereof in the College as a whole. The distribution of representation within the College shall be an internal matter to be determined at the discretion of the College. For the purposes of this Constitution, the definition of academic unit shall be the same as set forth in the Bylaws of the Faculty Senate and such definition is incorporated herein by reference. The term for senators so elected shall be two years. The Library is designated as an academic support unit and is permitted to elect one senator.

- a. These elections shall be conducted by the Academic Unit’s meeting of the academic year that falls prior to the penultimate Senate meeting of the academic year.
- b. Deans and Chairs shall neither be eligible to vote, except in case of a tie, nor be elected at such elections. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as Senators.
- c. To be eligible for election to the Senate, a candidate shall have been a Faculty member at Fairmont State University for at least two complete academic years by the September following their election. However, this requirement may be waived if no qualified person is available.
- d. If a vacancy in an unexpired term of an elected Senator occurs, it shall be filled by a special election in the appropriate Academic Unit.

Section 3. Academic Affairs shall elect two Senators who meet the time qualifications for Senate membership stated in Article II, Section 2.c (above).

- a. The term of office for Senators so elected shall be two years.
- b. The election of these Senators shall be conducted at Academic Affairs meeting that falls prior to the penultimate Senate meeting of the academic year.
- c. Senators representing Academic Affairs may include deans, chairs, or faculty with 50 percent or more administrative duties.
- d. The President of the University and the Provost and Academic Vice-President shall not be eligible

to be elected to the Senate by Academic Affairs.

- e. If a Senator elected by Academic Affairs should relinquish the position on Academic Affairs for any reason, that person's name shall be removed from the Senate roll immediately, and a vacancy shall be considered to exist. If a vacancy in an unexpired term of a Senator from Academic Affairs occurs, the vacancy shall be filled by a special election conducted by Academic Affairs.

Section 4. The Fairmont State University representative to the Advisory Council of Faculty (ACF) shall be elected by the full faculty. The representative to the ACF is responsible for representing the interests of the faculty to the ACF and reporting on ACF meetings to the Faculty Senate. The representative shall be a full, voting member of Senate.

- a. In accordance with West Virginia Code §18B-6-2(b)(2), the term of office for the representative will be two years. Representatives shall be eligible to succeed themselves.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.
- c. No person shall serve as both a Senator from an academic unit and the ACF representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year.
- e. The election of the representative will occur in odd-numbered years.
- f. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Faculty Senate Executive Committee.

Section 5. The Fairmont State University faculty representative to the Fairmont State Board of Governors (BOG) shall be elected by the full faculty. The representative is responsible for representing the interests of the faculty to the BOG and reporting on BOG meetings to the Faculty Senate. The representative shall be a full, voting member of Senate.

- a. In accordance with West Virginia Code Section §18B-2A-1(d)(2), the term of office for the faculty representative will be two years. The faculty representative is eligible to succeed himself or herself for three additional terms, not to exceed a total of eight consecutive years.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.
- c. No person shall serve as both a Senator from an academic unit and the BOG representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year.
- e. The election of the representative will occur in odd-numbered years.
- f. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Executive Committee.

Section 6. Two members of the student body of Fairmont State University serve as members-at-large in the Faculty Senate.

- a. Student members shall be selected by the entire student body in a manner determined by Student Government.
- b. Such selection shall occur at the first meeting of the Student Government for the current academic year.
- c. The term of office for student members shall be one academic year.
- d. To be eligible to serve in the Faculty Senate a student must be a full-time student. The student must have an overall grade point average of at least two and two tenths (2.2) at the time of election.
- e. No student shall be eligible to serve on the Executive Committee.
- f. A vacancy in an unexpired student term shall be filled by Student Government.

Section 7. Any duly elected member of the Senate who is temporarily appointed to an acting administrative position should not be removed from Senate membership unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, that member shall resign the Executive Committee position and a replacement member shall be appointed by the Senate President.

ARTICLE III. Officers

Section 1. The Senate shall biennially elect a President. The President of the Senate may not serve more than two consecutive terms in office. The Senate shall annually elect the following officers: Vice President, Secretary, a Webmaster, and three at-large members of the Executive Committee. These officers may not serve more than three consecutive one-year terms.

Section 2. The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, distribute the Senate agenda, and serve as ex-officio member of all Faculty Senate committees. The President may select a Parliamentarian from the full-time faculty to serve during that term of office, but such Parliamentarian shall not vote in the Senate unless the Parliamentarian is also a Senator. The President, or appointee(s), shall provide orientation for all newly elected members of the Senate.

Section 3. If the President of the Senate shall resign or for any reason be removed from the office during an academic year, the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President. In such a circumstance the Vice President shall serve in the capacity of President until the final meeting of the Senate in the academic year in which the President either resigns or is removed from office. At the penultimate meeting the President shall include in the nominations to be presented to the Senate at the final meeting the unexpired term of President and at the final meeting the Senate shall choose a President to fulfill the unexpired term of the former President.

The Vice President of the Senate shall preside in the absence of the President and shall serve as a member of the Executive Committee of the Senate.

Section 4. The Secretary of the Senate shall record the proceedings of each meeting of the Senate and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty.

Section 5. The Webmaster shall maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member. The Webmaster shall also maintain appropriate files for retaining Senate records.

ARTICLE IV. Meetings

Section 1. Regular meetings of the Senate shall be held monthly at times to be decided by the Senate Executive Committee.

Section 2. Special meetings may be called by the President of the Senate, the President of the University, or upon the written petition to the President of the Senate by any five Senators or any twenty members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each Senator at least forty-eight hours in advance of each meeting.

ARTICLE V. Amendments

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate followed by the approval of a two-thirds (2/3) vote of the Faculty members present at a General Faculty meeting. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.

Addenda

1. In the event that any provision of this Constitution shall conflict with the Policies of the Fairmont State Board of Governors, such BOG Policies shall govern.
2. Unless otherwise provided in this Constitution, all proceedings shall be governed by Robert's Rules of Order.

**FAIRMONT STATE UNIVERSITY
FACULTY SENATE BYLAWS**

ARTICLE I. Membership

Membership of the Senate is as defined in Article I, Section 3 of the Constitution. Academic Units are defined by the following list:

Current Structure (2021-2022 Academic Year):

College of Nursing

ASN
BSN

College of Education, Health & Human Performance

Department of Education
Department of Health and Human Performance

College of Business & Aviation

Department of Marketing & Management Studies
Department of Accounting, Economics, & Finance
Department of Aviation

College of Liberal Arts

Department of Humanities
Department of Behavioral Sciences
Department of Social Sciences

College of Science & Technology

Department of Natural Sciences
Department of Computer Science & Mathematics
Department of Architecture, Art, & Design
Department of Engineering Technology

Library

ARTICLE II. Meetings

Section 1. Regular meetings of the Faculty Senate shall be held each month during the academic year, on dates and at times to be determined and announced by the Executive Committee. A list of dates for such forthcoming meetings shall be published annually and distributed to each Senator at least ten days prior to the first meeting of the fall semester. Senators are expected to make themselves available for extended business and discussions when necessary.

Section 2. Except where specifically prohibited in these Bylaws, the terms written notice and written communication shall be construed to include all forms of electronic communications. Only electronic notifications or communications sent via Fairmont State University's email system shall be deemed to satisfy the requirement of written notice and written communication.

Section 3. The last regularly scheduled Senate meeting of each academic year, which shall follow the annual Academic Unit Senate elections, shall be held for the purpose of electing new officers for the next year. The meeting shall be called and chaired by the President of the outgoing Senate.

Section 4. The Senators present at any meeting may, by a majority vote of those present, change the date for any subsequent meeting or call a special meeting.

Section 5. Any member of the University community with a direct interest in the business of any Senate meeting shall have the right to attend such meeting. Subject to recognition and approval of the presiding officer of the Senate, this attendee may plead his/her case to redress interests relevant to the business of the Senate.

Section 6. A Senator unable to be in attendance for a particular meeting should send a substitute representative from the same Academic Unit who meets the requirements for Faculty Senate membership. The individual designated as a substitute shall assume the seat and vote for the absent member provided that notice of such substitution is given to the President and Secretary of the Senate prior to the call to order of the meeting.

Section 7. When meeting in person, all members of the Senate entitled to vote shall be seated directly around the table.

Section 8. The presence of at least fifty percent (50%) of the members or their substitutes shall constitute a quorum. The Faculty Senate Executive Committee shall designate whether a meeting is in person or remote.

Section 9. Meetings of the Senate shall be conducted in accordance with the current edition of Robert's Rules of Order, except as otherwise provided in the Bylaws.

ARTICLE III. Officers

Section 1. During the regularly scheduled penultimate Senate meeting of the academic year, the President of the Senate shall appoint a Nominating Committee of five members of the Faculty Senate charged with providing a slate of proposed Senate officers.

Section 2. The Senate shall, by secret ballot, elect biennially during the final Senate meeting of the academic year or whenever a vacancy exists, a President. The Senate shall, by secret ballot, elect annually during the final meeting or whenever a vacancy exists, a Vice President, a Secretary, a Webmaster, and three members of the Executive Committee from among its elected members.

Section 3. The minimum qualification of a Senate officer is one year's service as a member of the Senate prior to election. This requirement may be waived and an exception made upon a majority vote of the Senate.

Section 4. The term of office for the President of the Senate shall be two years, except when an election is held to fill a vacancy, in which case the period shall be for the unexpired part of the original term of office. If the President of the Senate shall resign or for any reason be removed from the office during an academic year the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President. In such a circumstance the Vice President shall serve in the capacity of President until the final meeting of the Senate in the academic year in which the President either resigns or is removed from office. At the penultimate meeting of the academic year, the President shall include in the nominations to be presented to the Senate at the final meeting the unexpired term of President and at the final meeting the Senate shall choose a President to fulfill the unexpired term of the former President. The term of office for the Vice President, Secretary, Webmaster, and Executive Committee members shall be one year except when an election is held to fill a vacancy, in which case the period shall be for the unexpired part of the original term of office. Officers shall be eligible for re-election for up to three consecutive one-year terms. After three consecutive terms on the Executive Committee, in any position except the presidency, members must cycle off for at least one year. The President of the Senate may not serve more than two consecutive terms.

Section 5. The Academic Unit whose Senator will be serving as President of the Senate will be required to choose a substitute Senator to serve during the term of the President. The senatorial term of the President of the Faculty Senate shall continue for as long as the faculty member is the President of the Senate. At the end of the presidential term, there shall be an election in the Academic Unit for the senatorial seat.

ARTICLE IV. Executive Committee

Section 1. The Executive Committee shall be composed of the President of the Senate, who shall be its chair; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; the Webmaster; and three elected Senators, who shall be chosen by the Senate.

Section 2. It shall be the duty of the Executive Committee to:

- a. Arrange the agenda for Senate meetings and designate items of business as major or minor;
- b. Serve as a channel through which any member of the faculty may introduce matters for consideration by the Senate;
- c. Assist in carrying into effect the rules, regulations, and actions of the Senate;
- d. Act for the Senate on an emergency basis between meetings of the Senate, with such action reported for confirmation at the next Senate meeting;
- e. Recommend formation of such *ad hoc* committees within the Senate as may seem desirable;

- f. Recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution and Bylaws; and
- g. Prepare and submit reports on the work of the Senate to the University President and the faculty.

Section 3. It shall be the duty of the Webmaster to maintain the Faculty Senate web pages, including:

- a. Publish the meeting agenda prior to the meeting;
- b. Publish meeting minutes once they are approved by Senate;
- c. Publish such other material as may assist Senators in the execution of their duties; and
- d. Archive records and ensure that published information is accurate.

ARTICLE V. Voting Procedure

Section 1. Policy determination shall be by majority vote of the Senators present provided a quorum is constituted. Policies shall be effective after passage by the Senate and approval by the President of the University. The latter may interpose a veto on any Senate action, in which case the Senate may direct the President of the Senate to invite the President of the University to present a rationale for the veto.

Section 2. The presiding officer of the Senate shall not vote except in the case of a tie.

Section 3. A written, secret ballot shall be used in all elections.

Section 4. Any matter introduced in the Senate will be classified as either major or minor business. This classification will be made by the Executive Committee for items placed on the agenda and by the presiding officer for items introduced from the floor. However, a classification may be changed by a majority vote of the Senators present. An item classed as minor may be discussed, amended and disposed of at the meeting in which it is introduced. An item classed as major will require two meetings for final disposition.

- a. Discussion shall be terminated by a majority vote to pass the item to a "second reading" at the next meeting.
- b. At the next meeting (either regular or special), the item may be discussed, amended, and moved to final disposition.

Section 5. A voice vote shall be used to decide all major items of business, unless a Senator requests a secret ballot.

Section 6. On any matter before the Senate, a vote of two-thirds (2/3) of those Senators present shall be empowered to end debate.

ARTICLE VI. Faculty Senate Committees – Rules of General Application

Section 1. Standing and *ad hoc* committees shall be established by the Senate as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Fairmont State University.

Section 2. All committees shall follow the Rules of General Application and the processes specific to the Committee provided in Article VI of these Bylaws. *Ad hoc* committees may have additional or different rules and processes, which are subject to Senate approval.

Section 3. Each committee shall meet at least once each semester. Notice shall be provided to the President of the Senate by the Committee Chair if a committee does not satisfy this meeting requirement.

Section 4. Notice of all regular meetings of committees shall be announced through the Faculty Senate page of the Fairmont State University web site. Members of standing committees shall be notified of meeting dates electronically by the Committee Chair.

Section 5. All committee meetings will be open to all interested persons, unless the committee determines a closed meeting is necessary to protect personal rights of privacy as provided for in WV Code §6-9A-4. Committee Chairs shall provide the Senate Webmaster with a list of meeting dates to be published on the Senate Website. Committees without regularly scheduled meetings shall provide the Senate Webmaster with reasonable notice.

Section 6. Each committee shall keep adequate records of committee business. Committee matters of general importance to the University shall be reported promptly to the President of the Senate, who shall report to the Executive Committee to determine further action.

Section 7. At the close of each semester each committee shall send a report of its activities in writing to the Executive Committee of the Senate. Additional reports may be requested by the Senate at any time.

Section 8. Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Senate relevant to the issues which they have explored. Procedural or policy changes recommended by a faculty committee which affect the instructional program or faculty welfare must be approved by the Senate and the President of the University. Procedural or policy changes that do not affect the instructional program or faculty welfare shall be referred to the appropriate Academic Unit.

Section 9. For those Committees requiring elections, each Academic Unit shall, at its penultimate meeting of the academic year, elect its members for a two-year term to begin the following semester. The Academic Units electing their representative during odd years will be:

Department of Natural Sciences; Department of Architecture, Art, & Design; Department of Engineering Technology; Department of Marketing & Management Studies; Department of Health and Human Performance; Department of Humanities; and Nursing ASN.

Those electing representatives during even years will be:

Department of Behavioral Sciences; Department of Social Sciences; Department of Accounting, Economics, & Finance; Department of Aviation; Department of Computer Science & Mathematics; Department of Education; Nursing BSN; and Library.

Section 10. For the purpose of continuity, faculty members who are elected, appointed or who serve by choice on any Senate committee will serve for a period of two years. In the event a committee member is unable to complete the two-year term, the Faculty Senate Executive Committee will appoint a replacement to fill the unexpired term. However, a faculty member may request a change in membership if early termination of membership is desired. Furthermore, to allow as many faculty as possible to serve on the various Senate committees, and thus create a broad knowledge base about University policies, after serving for two years on any Senate committee, faculty members should choose to serve on a different committee.

Section 11. The Committee Chair from the previous academic year, acting in an *ex-officio* manner, shall call the first meeting of an academic year. Upon calling the meeting to order and the selection of a new Committee Chair, the *ex-officio* Committee Chair has fully discharged his or her responsibility and may be excused from the meeting.

Section 12. *Ex-officio* members of standing committees shall not vote on committee matters.

ARTICLE VII. Faculty Committees – Purpose, Organization, and Function

Section 1. At the regularly scheduled final Senate meeting of the fall semester, the President of the Senate shall appoint, and the Senate shall affirm, five members of the Faculty Senate to serve as the Committee on Committees, designating one of the five appointees to serve as chairperson. The Chairperson of the previous year's Committee on Committees shall be an *ex-officio* member.

Section 2. The Committee on Committees shall nominate as many faculty members to faculty committees as it deems necessary to fulfill each committee's function, with the exception of the Curriculum Committee, the Faculty Development Committee, the General Studies Committee, the Library Committee, and the Presidential Perception Survey Committee. When nominating faculty members for two year terms, the Committee on Committees should nominate representatives from Academic Units as provided in Article VI, Section 10 of these Bylaws. When naming *ex-officio* members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the *ex-officio* capacity.

Section 3. One student representative shall be selected to serve on each faculty committee for each ten faculty members or fraction thereof on the committee with the exception of the Curriculum Committee where two student representatives shall be selected. No student representative shall be selected for the Academic Appeals Board, Admissions & Credits, Faculty Development Committee, Faculty Grievance Committee, Faculty Personnel Committee, Faculty Welfare Committee, Handbook Committee, and the Presidential Perception Survey Committee. Committee chairpersons shall provide the Senate President with a list of student membership on Senate committees.

Section 4. The first reading of the proposed committee assignments will be at the regularly scheduled final Senate meeting of the academic year; the second reading, at the first regularly scheduled Senate meeting of the following academic year.

- A. ACADEMIC APPEALS BOARD.** The Academic Appeals Board shall conduct an impartial investigation of any charges by students of prejudicial or capricious evaluation and recommend appropriate action. Grade appeals shall have been presented to the College Dean, Associate Dean, and/or Chair and the Provost and Vice President for Academic Affairs, or his/her designee, prior to the presentation to the Academic Appeals Board.

Committee Procedure:

1. The Academic Appeals Board shall be composed of at least nine (9) full-time faculty members and nine (9) faculty nominees submitted by the Student Government each year, . These nominees shall not include Deans, Associate Deans or Chairs of Academic Units.
2. This Board shall judge all student grade appeals within the jurisdiction of the academic calendar year.
3. At the start of each case, both the student and the instructor are entitled to dismiss two Board members from hearing their particular case. Board members may recuse themselves from hearing a particular case with permission of the Board Chairperson.

4. At least five Board members, after dismissals, must be present for a formal meeting of the Board.
5. The Board's Chairperson shall preside at appeals during the year except where he/she is challenged by one of the parties to the appeal, or is himself/herself a party to an appeal, or is otherwise unavailable. In such cases the Board shall elect a temporary Chairperson.
6. Consonant with the rules of good order, the Board shall determine its own order of procedure and may call advisors if it desires.
7. These rules provide the instructor the opportunity to respond to all charges.
8. In an appeal case both student and instructor shall submit a written statement to the Board no later than five class days in advance of the hearing. Each statement shall be made available to the other party.
9. Each party may have one advisor (faculty or student) from the Fairmont State University campus community and may call witnesses to present information directly related to the appeal case.
10. The Board shall conduct its hearing and deliberation in private.
11. The Board shall record the information presented by the parties involved. This recording shall then be submitted to the President of the University to be stored in a secure place until final resolution.
12. The written decision of the Academic Appeals Board shall be sent to the Provost and Vice President for Academic Affairs, the Dean, Associate Dean, and/or Chair of the School, and the instructor and student involved.

B. ADMISSIONS AND CREDITS COMMITTEE. The Admissions and Credits Committee shall:

- a. serve as a Faculty Advisory group to the Office of the Registrar and the Office of Admissions. In this capacity, the Committee shall review general University policies adopted by these offices and recommend any appropriate changes.
- b. be empowered to act upon individual cases involving admission, readmission, retention, and credits of students and shall also be empowered to render judgment on petitions for grade changes submitted by faculty and administration. The Admissions and Credits Committee shall consist of interested members from the Academic Units. The Registrar, the Coordinator of the LEAD Center, the Admissions Manager, and the Manager of Recruiting shall be *ex-officio* members.

C. ATHLETICS COMMITTEE. The Athletics Committee shall consist of interested faculty from the Academic Units. The Director of Athletics, University NCAA Academic Representative, and the Faculty Athletic Representative shall act as *ex-officio* members. The Athletics Committee shall:

- a. Review and recommend policies that involve athletics;
- b. Advise the President and the Athletic Director in the determination and maintenance of high standards of performance by the Institution in this specialized area;
- c. Act as a liaison between faculty, students and administration;
- d. Monitor the athletic budget allocations and inter-collegiate schedules;
- e. Periodically review compliance with WVIAC, NCAA, and Title IX policies and regulations;
- f. Review and make judgement on all athletic transfer appeals; and
- g. Meet at the end of each academic year and as needed during the academic year as determined by the Committee Chair.

D. COMMON BOOK COMMITTEE. The Common Book Committee shall:

- a. Publicize the book chosen for the year through appropriate programming and media support.
- b. Choose a book for the following year.
- c. Plan faculty development activities to help faculty integrate next year's book into their classes.
- d. Conduct faculty/student assessment of the Common Book.

Each Academic Unit and the Library will send a representative to the Common Book Committee, which will also include representatives from Student Affairs, the Freshman Seminar Program, the Honors Program, and Student Government. The Common Book Committee will elect a chair each fall.

E. CURRICULUM COMMITTEE.

1. Function

The Curriculum Committee shall review and recommend proposals affecting the academic program of the College, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning.

The curriculum committee shall:

- a. Act on all curriculum proposals that have been recommended by a college, department or unit and reported to the Provost and Vice President for Academic Affairs.
- b. Act as the primary curriculum committee for Honors, Library, and the Office of Provost curriculum proposals.
- c. Act upon any appeals from Deans, Chairpersons, or other members of the Faculty concerning disposition of curriculum proposals.
- d. Undertake research into the successes and failures of the University curriculum.
- e. Develop guidelines that will assist the University in curriculum development.

2. Organizational Structure

The curriculum committee reports to the Faculty Senate. All five (5) functions of the Committee will result in recommendations reported to the Faculty Senate for action. If there is a substantive change by the Faculty Senate in proposals passed by the Curriculum Committee, then the Faculty Senate shall return the amended proposals to the Curriculum Committee for further action one time.

3. Membership Composition

- a. One (1) member elected by each academic unit
- b. The Chair shall serve as an ex-officio non-voting member
- c. The Provost and Vice President for Academic Affairs, or his/her designee (ex-officio, non-voting)
- d. Office of Registrar representative (ex-officio, non-voting)
- e. The Deans of the college/school and designee may attend any committee meeting in an ex officio status and are encouraged to do so whenever a proposal is being presented by their respective unit.

F. FACULTY DEVELOPMENT COMMITTEE. The Faculty Development Committee shall:

- a. Publicize and solicit applications for Faculty Development grants and awards; and
- b. Select the recipients for final approval by the President of the University.

The Faculty Development Committee shall consist of one member elected by each Academic Unit. In the event a committee member applies for a Faculty Development grant, the committee member should recuse themselves during the period of deliberation and subsequent vote. The Provost and Vice President for Academic Affairs, or his/her designee shall serve as an *ex-officio* member.

G. FACULTY HANDBOOK COMMITTEE. This Committee shall undertake an annual revision of the Faculty Handbook. This is a joint Senate and administrative committee. Each College of the University will be represented by one elected faculty member. The Provost will appoint three faculty members, one of whom will be from the Dean's Council. The Provost will also serve as a member of the Committee. Each fall, the Provost will provide members with professional development regarding best practices in the creation and maintenance of faculty handbooks. The Committee will be chaired by one of its faculty members elected by the membership. The

Committee will update and revise the Handbook each spring. Upon approval by the Committee, the document will be sent to Senate for review and approval. After Senate approval, the Committee will submit the Handbook to the Provost. University Counsel and the director of Human Resources will serve as *ex-officio* members.

H. FACULTY HARASSMENT COMPLAINT COMMITTEE. The Faculty Harassment Complaint Committee shall consist of six faculty members drawn from a panel of fifteen faculty members with representation from each Academic Unit in accordance with the committee procedures that follow. This committee shall:

1. Conduct a formal hearing in accordance with the University's Harassment Policy and
2. Make recommendations to the President of the University.

Committee Procedure:

- a. The President of the University shall strike six faculty members from the panel of fifteen members and then furnish the complainant and the faculty member who is respondent a list of nine faculty members with instructions that each strike two names and return the list to the President within ten days.
- b. If for any reason the faculty member and the complainant fail to strike or strike the same faculty, the President shall, within five days, strike a sufficient number to reduce the members to six, who shall constitute the formal hearing committee.
- c. The President shall promptly notify the six members in writing that they have been selected to constitute a formal Hearing Committee and that they are responsible for selecting one of their members to be Chairperson. The President shall designate a time and place for their meeting to make such selection and to set a date for the hearing.
- d. The Chairperson shall give timely notice by certified mail to the concerned persons of the time and place for the hearing.
- e. The hearing shall be conducted with as little delay as possible.

- f. The Hearing Committee shall hear such proof of facts as may be deemed proper and reasonable. The complainant and the faculty member shall have the opportunity to submit evidence relevant to the complaint.
- g. Witnesses shall be examined under oath in the manner and form and in the order designated by the Committee.
- h. The complainant and the faculty member shall have the right to have an advisor or legal counsel at their own expense.
- i. Formal rules of evidence shall not apply in such hearings.
- j. Testimony shall be recorded.
- k. As soon as practicable after the hearing, the Hearing Committee shall deliver to the President a recording of the testimony, the summary of the hearing, and the findings and recommendations of the Committee.
- l. If the claim of harassment is considered to have been verified, the Provost and Vice President for Academic Affairs shall recommend an appropriate sanction or sanctions to the President.
- m. Faculty grievance procedures set forth in the Faculty Handbook may be used to appeal imposed sanctions.

I. FACULTY PERSONNEL COMMITTEE. The Faculty Personnel Committee shall:

- a. Make recommendations through the Provost and Vice President for Academic Affairs to the University President on professional personnel concerning tenure, promotion in rank, and sabbaticals; and
- b. Handle the business directed to it by the Faculty Senate Executive Committee.

The Faculty Personnel Committee shall consist of five faculty members and no more than one member from any one academic unit. Only tenured faculty holding at least the rank of Professor shall be eligible to serve on the Faculty Personnel Committee. Committee members are encouraged to serve a minimum of two two-year terms to ensure continuity in practice and procedure. The Provost and Vice President for Academic Affairs shall serve as an *ex-officio* member.

J. FACULTY WELFARE COMMITTEE. The Faculty Welfare Committee shall recommend programs for the welfare of the faculty. The Faculty Welfare Committee shall consist of interested faculty from the Academic Units.

K. GENERAL STUDIES COMMITTEE. The General Studies Committee shall:

- a. Review courses submitted for inclusion in the Core Curriculum;
- b. Create and oversee the outcomes governing the Core Curriculum and the listing of courses fulfilling them in the University catalog;
- c. Manage assessment data on the effectiveness of the Core Curriculum and compile reports on this annually;
- d. Conduct a review of the Core Curriculum program on a five-year cycle; and
- e. Formulate, review and maintain policies and procedures to operate the Core Curriculum.

All functions of the committee will result in recommendations reported to the Faculty Senate for final action. The General Studies Committee shall consist of one member elected by each Academic Unit. The Provost and Vice President for Academic Affairs, and/or his/her designee, Faculty Director of General Studies, and the Executive Director of Academic Advising and Career Success, shall serve as *ex-officio* members.

L. INSTITUTIONAL REVIEW BOARD. The Institutional Review Board shall:

- a. Function as the official institutional agency for insuring the ethical and legal use of humans

and animals in the normal course of research conducted by any individuals affiliated with the institution.

The Institutional Review Board shall consist of interested faculty from the Academic Units.

M. INTERNATIONAL EDUCATION COMMITTEE. The International Education Committee shall: investigate, promote, and coordinate all phases of international education among students and faculty. The International Education Committee shall consist of interested faculty from the Academic Units. The Provost and Vice President for Academic Affairs, or his/her designee, the International Student Advisor, one student chosen by the Student Government, and one international student chosen by the International Student Advisor shall serve on the committee.

N. LEGISLATIVE ADVOCACY COMMITTEE. The Legislative Advocacy Committee shall:

- a. Inform faculty concerning higher education legislation as it is proposed and as it proceeds through the legislative process;
- b. Disseminate membership lists of legislative committees and addresses of pertinent legislators;
- c. Work in cooperation with similar committees on the other state college and university campuses; and
- d. Survey and collate information and opinions of faculty and forward them to the Advisory Council of Faculty for inclusion in proposed legislative packages.

The Legislative Advocacy Committee shall consist of interested faculty from the Academic Units. The representatives to the Board of Governors and Advisory Council of Faculty and the Assistant to the President shall serve as *ex-officio* members.

O. LIBRARY COMMITTEE. The Library Committee shall:

- a. Study library needs in view of the academic program;
- b. Advise the librarian on matters of general library policy, the development of library resources, allocation of library budget, and upon means which may best integrate the library program with other academic activities of the University; and
- c. Serve as a liaison group between the faculty and the librarian.

The Library Committee shall consist of one member elected by each Academic Unit. The Director of the Library shall serve as an *ex-officio* member.

P. PRESIDENTIAL PERCEPTION SURVEY COMMITTEE. The Presidential Perception Survey Committee shall:

- a. Review the survey instrument and process of administration, and recommend any changes to the Faculty Senate;
- b. Administer the distribution of the approved survey instrument to the Faculty;

- c. Compile the results of the survey;
- d. Report the survey's finding to the Faculty Senate;
- e. Provide the full report to the President of the University and to the Board of Governors; and
- f. Provide the quantitative portion only to the Faculty

The Presidential Perception Survey Committee shall consist of one member elected by each Academic Unit. Only tenured faculty shall serve on this committee.

Q. STUDENT FINANCIAL AID APPEALS COMMITTEE. The Student Financial Aid Appeals Committee shall:

- a. Recommend to approve or deny the financial aid appeals related to the student financial aid program; and/or
- b. Make recommendations to the Financial Aid *ex-officio* member in attendance.

The Student Financial Aid Appeals Committee shall consist of interested faculty from the Academic Units. The Director of Financial Aid or appointee shall serve as an *ex-officio* member.

R. STUDENT HEARING BOARD. The Student Hearing Board shall hear student discipline cases, as directed by the Vice President for Student Affairs, or his/her designee, in accordance with procedures outlined in the Student Handbook. After hearing all related evidence, the panel shall by secret ballot render a decision and, if guilty, recommend an appropriate penalty to be implemented by the Vice President for Student Affairs. The student may appeal the decision, following the procedure specified in the Student Handbook.

The Student Hearing Board shall consist of interested faculty from the Academic Units. The Student Hearing Board, in hearing a case, shall consist of the Chairperson of the Student Hearing Board or a substitute, two faculty members from the Student Hearing Board, and two students appointed by the Student Government.

S. STUDENT PUBLICATIONS BOARD. The Student Publications Board shall consist of interested faculty from the Academic Units. The Student Publications Board chairperson shall call a meeting with the Chair of Humanities, the Student Publications faculty advisors, and current Editors of The Columns, The Mound, Whetstone, and Tracts in April of each year to interview and elect editors for the publications for the following year.

T. TECHNOLOGY COMMITTEE.

The Technology Committee shall study issues that relate to faculty and student use of the information technologies made available by the university on and off campus; advise personnel in the IT department regarding the needs of faculty in terms of programs, systems, assistance, and training; and serve as a liaison between the faculty and the Chief Information Officer. The Chief Information Officer of the University shall be an *ex officio* member.

ARTICLE VIII. Amendment of Bylaws

Amendments of Bylaws of the Faculty Senate shall be made only at a regular meeting thereof, by a two thirds (2/3) vote of at least a quorum of the Faculty Senate. No proposition to amend shall be acted upon

unless written notice thereof has been given to the President of the Senate at least thirty days prior to the meeting. A copy of such a proposition shall be provided in the call for the next regular meeting, and a copy sent to each Senator at least ten days before the date of the next regular meeting at which time the amendment will be presented for Senate action.