FAIRMONT STATE UNIVERSITY™

Office of the Associate Provost
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www.fairmontstate.edu

MEMORANDUM

Approved by Curriculum Committee on February 13, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Proposal

I recommend the approval of the attached Graphic Design - #23-24-13 curriculum proposal seeking to remove COMP 1110 Intro to Programming (3cr) as a required course for the program to better align with current trends and pathways within the graphic design profession.

cc: Dr. Dianna Phillips
Dr. Steven Roof
Dr. Deb Hemler
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

CURRICULUM REVISION PROPOSAL

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

PROPOSAL NUMBER: 23-24-13

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

SECTION 1: CONTACT INFORMATION

Name:	Katie Sickman
Title:	Assistant Professor Graphic Design
E-mail Address:	ksickman@fairmontstate.edu
Phone Number:	304-366-3637

SECTION 2: PROGRAM INFORMATION

College:	College of Science & Technology
Department:	Architecture Art + Design
Title of Degree Program/Certificate:	Graphic Design
Degree Program Level:	Bachelor's Degree
Date Originally Submitted:	11/14/2023
Implementation Date Requested:	8/1/2024

APPROVAL

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

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

College	Dean's Signature
Science & Technology	Steven Roof

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Revision Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 200 words, describing proposed changes.
The Graphic Design (BS) program proposes removing COMP 1110 Intro to Programming (3cr) as a required course for the program to better align with current trends and pathways within the graphic design profession.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	Graphic Design
2. Current number of credit hours required for the program:	73
3. Is the program changing the number of credit hours required for the program?	Yes ☒ No ☐
4. How many credit hours will be added to the program?	0
5. How many credit hours will be deleted from the program?	3

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.
7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.
COMP 1110 – Introduction to Programming; beginning Fall 2024; catalog 24/25
8. **Teach-out Arrangement**: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course?
Advisors in the program, with the approval of the department chair, have already started allowing students to choose an elective to replace those 3hrs, followed up by a course substitution. We have been directing students toward art, business/marketing, and other technology electives as they relate to each student's career intentions with their graphic design degree. (Those few students who intend to pursue UX/UI or web development may still chose to complete the COMP 1110 course instead of substituting.)

C. REVISION TO PROGRAM DESCRIPTION (if applicable)

1. Current Program Description

The Graphic Design (GD) program at Fairmont State prepares students for careers in the expanding graphic design industry and graduate studies.

The Bachelor of Science degree provides students with a program structure that includes design, conceptual thinking and current technology for 1) print, packaging and digital delivery; 2) interactive and multimedia design, including responsive web site design; and 3) motion graphics including studies in kinetic typography. The program objective is for our students to be proficient in these skills and compete for professional positions upon graduation or further studies in graduate programs.

Graduates from our GD program are qualified for entry-level positions as Art Directors, Web Designers, and Multi-Multimedia artists and animators. According to the December 2015 US Bureau of Labor Statistics, these starting positions range in salary from about $64K to $89K and the projected growth is on par with the national average of six percent. Some recent reports have web designers projected higher due to the growing need in many fields for this expertise. Graduates may also pursue further study in animation for careers in commercials, television, video game design, and feature films. Post-Graduate studies in the visual communication field could lead to university-level teaching positions.

2. Proposed Program Description

The Graphic Design program at Fairmont State University prepares students for careers in the expanding graphic design and digital media industries as well as providing a foundation for graduate studies.

The Bachelor of Science degree provides students with a program structure that includes design, conceptual thinking and current technology for 1) print, packaging and digital delivery; 2) interactive and multimedia design including responsive web site design; and 3) motion graphics including studies in kinetic typography. Students establish strong foundations in a range of graphics skill sets with the opportunity to narrow their focus as they approach upper level courses, tailoring their experience to their chosen path within graphic design. The program objective is for our students to be proficient in these skills and to be competitive for professional positions upon graduation or further studies in graduate programs.

D. RATIONALE

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

The material covered in COMP 1110 no longer aligns with our program structure or current industry trends in graphic design. Although this course is an appropriate stepping stone to developing programming skillsets, the graphic design industry has moved toward distinguishing between graphic design positions (“front end”) and development/coding positions (“back end”). Our foundational media courses and advanced Web and Motion Design courses cover an introduction and basic application of “back end” development as it applies to graphic design areas such as web design, motion graphics, UX/UI, etc. This knowledge base as acquired through our current courses more than adequately prepares students for graphic design employment. Students who do seek

a career more closely tied to the development/coding aspects are/will be advised individually to choose related programming courses as electives.

Removing these 3 hrs from the program requirements additionally allows for students not seeking "back end" graphic design careers to choose other elective(s) that better support their professional ambitions. The removal of COMP 1110 is a first step toward eventually shaping pathway options within the program through specific concentrations or curating a required electives catalog.

E. RESOURCES

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

F. PROGRAM CHANGE SUMMARY

A. **APPENDIX A**: For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.

B. For revisions to minors and certificates, attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
B.S. Degree in Graphic Design
Current Program

Degree Requirements

Core Curriculum Courses
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.

Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3 **X**
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	4-5
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	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (73 Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
ARCH 1000	Design Fundamentals I	4
ART 1141	Design II 3D	3
ART 3380	Art History Since 1950	3
COMP 1110	Introduction to Programming	3
GRFX 1111	Imaging Foundations	3
GRFX 1113	Multimedia Concepts	3
GRFX 1220	Master Document Design	3
GRFX 1222	Internet Animation	3
GRFX 2121	Graphic Design I Foundations	3
GRFX 2123	Photography I Foundations	3
GRFX 2125	History of Graphic Design	3
GRFX 2220	Information Graphics	3
GRFX 2222	Typography I Foundations	3
GRFX 3131	Motion Graphics I	3
GRFX 3133	Typography II / Branding and Identity Design	3
GRFX 3230	Interactive and Multimedia Design	3
GRFX 3232	Photography II Studio & Video Tech	3
GRFX 3234	Multipage Document and Design	3
GRFX 4141	Senior Seminar	3
GRFX 4143	Motion Graphics II	3
GRFX 4145	Exhibition Design & Development / Senior Show	3
GRFX 4240	Graphic Design Applied Theory	3
GRFX 4242	Career & Portfolio Development	3
GRFX 4244	Senior Internship	3

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

Concentration Courses (XX Credit Hours) – IF APPLICABLE

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

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours:	**31-33**
Total Required Major Courses Credit Hours:	**73**
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	
Total Free Electives Credit Hours:	**14-19**
TOTAL CREDIT HOURS	**120**

B.S. Degree in Graphic Design
Proposed Program

Degree Requirements

Core Curriculum Courses If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. ⇓		
Core Area	**Course Prefix and Number**	**Credit Hours**
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3 **X**
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	4-5
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	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (70 Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
ARCH 1000	Design Fundamentals I	4
ART 1141	Design II 3D	3
ART 3380	Art History Since 1950	3
GRFX 1111	Imaging Foundations	3
GRFX 1113	Multimedia Concepts	3
GRFX 1220	Master Document Design	3
GRFX 1222	Internet Animation	3
GRFX 2121	Graphic Design I Foundations	3
GRFX 2123	Photography I Foundations	3
GRFX 2125	History of Graphic Design	3
GRFX 2220	Information Graphics	3
GRFX 2222	Typography I Foundations	3
GRFX 3131	Motion Graphics I	3
GRFX 3133	Typography II / Branding and Identity Design	3
GRFX 3230	Interactive and Multimedia Design	3
GRFX 3232	Photography II Studio & Video Tech	3
GRFX 3234	Multipage Document and Design	3
GRFX 4141	Senior Seminar	3
GRFX 4143	Motion Graphics II	3
GRFX 4145	Exhibition Design & Development / Senior Show	3
GRFX 4240	Graphic Design Applied Theory	3
GRFX 4242	Career & Portfolio Development	3
GRFX 4244	Senior Internship	3

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

Concentration Courses (XX Credit Hours) – IF APPLICABLE

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

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours	**31-33**
Total Required Major Courses Credit Hours	**70**
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	
Total Free Electives Credit Hours (if applicable)	**17-22**
TOTAL CREDIT HOURS	**120**

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MEMORANDUM

Approved by Curriculum Committee on February 13, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Revision

I recommend the approval of the attached Biology - #23-24-14 curriculum revision seeking to make changes to the program which includes changing a Biology Major Elective course (BIOL 2224) to a required Major course, increasing the number of required Biology electives from 12 credit hours to 16 credit hours, and requiring a statistics course (Math 1550). The addition of the 8 credit hours to the program will reduce the number of Free elective credits from 27 to 19.

cc: Dr. Dianna Phillips
Dr. Steven Roof
Dr. Deb Hemler
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

CURRICULUM CHANGE PROPOSAL

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

PROPOSAL NUMBER: **23-24-14 – Curriculum Revision – Biology**

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

SECTION 1: CONTACT INFORMATION

Name:	Rachel Cook
Title:	Assistant Professor of Biology
E-mail Address:	rcook11@fairmontstate.edu
Phone Number:	304-333-3722

SECTION 2: PROGRAM INFORMATION

College:	College of Science & Technology
Department:	Natural Sciences
Title of Degree Program/Certificate:	Biology
Degree Program Level:	Bachelor's Degree
Date Originally Submitted:	11/1/2023
Implementation Date Requested:	8/19/2024

APPROVAL

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

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

College	**Dean's Signature**
Science & Technology	Steven Ray

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Change Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 150 words, describing proposed changes.
The proposed changes to the Biology program include changing a Biology Major Elective course (BIOL 2224) to a required Major course, increasing the number of required Biology electives from 12 credit hours to 16 credit hours, and requiring a statistics course (Math 1550). MATH 1550 fulfills the Technology Core Curriculum requirement and will not increase the number of required credit hours for the program. The addition of the 8 credit hours to the program will reduce the number of Free elective credits from 27 to 19.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	Biology	
2. Current number of credit hours required for the program:	120	
3. Is the program changing the number of credit hours required for the program?	Yes ☐	No ☒
4. How many credit hours will be added to the program?	8	
5. How many credit hours will be deleted from the program?	8	

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.
BIOL 2224: Microbiology (existing course) Biology Major Elective (4 hour) (N/A) MATH 1550: Applied Statistics (existing core curriculum course)
7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.
Free Elective (8 hour) (N/A)
8. **Teach-out Arrangement**: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course?

C. **CHANGE IN PROGRAM DESCRIPTION (if applicable)**

1. **Current Program Description**
N/A
2. **Proposed Program Description**
N/A

D. **RATIONALE**

1. **Description of the Rationale/Justification.** Describe the rationale for changing the program's curriculum. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change?
Change of Biol 2224 to a required Biology course: Microbiology is a topic relevant to all fields of Biology and knowledge of this material has become increasing important following the Covid global health crisis. The organisms covered in this course constitute two of the three domains of life (bacteria and archaea) as well as the viruses and as such deserve to be a required part of the Biology curriculum. This gap in the curriculum became apparent during the writing of our 5-year review and analysis of the results from the ETS Major Field Test which is taken by our graduating seniors each year. Increase in Biology Major Elective credit hours: This would allow the Biology department to offer more Biology Major Elective courses each year. This would provide greater choice to our students and allow us to better meet the diverse educational needs they have as they proceed into their respective careers. Many professional programs that our students apply to require more than 3 of the courses that we currently offer as electives in our program. This change will have a positive effect on their Scholarship and Financial aid applications with regards to the number of degree pursuant credit hours that our students are taking. Inclusion of MATH 1550 in the Biology curriculum: All biologists should be capable of evaluating experimental design and completing statistical analyses of data. Statistics has been covered as part of the curriculum in various courses, but it has become apparent that this is insufficient and that our students require a more comprehensive approach to learning this material. The Biology Department undertook a review of the entrance requirements for biology graduate programs during the preparation of our 5-year review and found that the majority of schools required Statistics.

E. **RESOURCES**

1. Will new faculty, be needed to support the program change? If no new faculty are required and the revision is adding classes or substituting courses, identify how current faculty will meet the demand.
No additional faculty will be required. Biol 2224 is currently running every Spring semester with one lecture section and two laboratory sections. The maximum lab capacity is 16 students per lab section. In the last five years, this course has averaged 27 students per year. Most Biology Majors are also currently already taking this course as it is a prerequisite for most post-degree programs (ex. Medical School, PA school, and many graduate programs). We do not anticipate this change to cause an increase in students taking this course to exceed capacity. The other Biology Major Elective courses offered by the Biology department rarely reach capacity.

2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the program change? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).
No Change

F. PROGRAM CHANGE SUMMARY

A. **APPENDIX A**: For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.

B. For minors and certificates, attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

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MEMORANDUM

Approved by Curriculum Committee on February 13, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Revision

I recommend the approval of the attached NSIS - #23-24-15 curriculum revision seeking to add additional course options to NSI Major requirements that have been commonly approved as substitutions.

cc: Dr. Dianna Phillips
Dr. Chris Kast
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

FAIRMONT STATE UNIVERSITY

CURRICULUM REVISION PROPOSAL

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

PROPOSAL NUMBER: 23-24-15

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

SECTION 1: CONTACT INFORMATION

Name:	Christopher Kast
Title:	Dean, College of Liberal Arts
E-mail Address:	ckast@fairmontstate.edu
Phone Number:	304-367-4236

SECTION 2: PROGRAM INFORMATION

College:	College of Liberal Arts
Department:	Social Sciences
Title of Degree Program/Certificate:	National Security and Intelligence
Degree Program Level:	Bachelor's Degree
Date Originally Submitted:	11/14/2023
Implementation Date Requested:	1/22/2024

APPROVAL

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

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

College	Dean's Signature
College of Liberal Arts	

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Revision Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 200 words, describing proposed changes.
Adding additional course options to NSI Major requirements that have been commonly approved as substitutions.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	National Security and Intelligence, BA
2. Current number of credit hours required for the program:	51
3. Is the program changing the number of credit hours required for the program?	Yes ☐ No ☒
4. How many credit hours will be added to the program?	0
5. How many credit hours will be deleted from the program?	0

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.
Adding: CRIM 3370, NSIS 3315, POLI 3315, CRIM 4400 as alternate options to current major requirements. All existing courses. (POLI 3315/NSIS 3315 are cross-listed. CRIM 4400/NSIS 4400 are cross-listed)
7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.
N/A
8. **Teach-out Arrangement**: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course?
N/A

REVISION TO PROGRAM DESCRIPTION (if applicable)

1. Current Program Description
N/A
2. Proposed Program Description
N/A

C. RATIONALE

1. **Description of the Rationale/Justification.** Describe the rationale for the curriculum revision. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change?
Gives student the opportunity to choose the class they would like to take to fulfill the major requirement. Reduces the substitutions entered by the Registrar's Office.

D. RESOURCES

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

F. PROGRAM CHANGE SUMMARY

A. **APPENDIX A**: For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.

B. For revisions to minors and certificates, attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
B.X. Degree in XXXXXXXX
Current Program

Degree Requirements

Core Curriculum Courses If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. ⇓		
Core Area	**Course Prefix and Number**	**Credit Hours**
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5
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	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (51 Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
BISM 4300	Business Intelligence	3
BSBA 2200	Economics	3
HIST 1107	United States History I	3
HIST 1108	United States History II	3
HIST 2213	World Civilizations III	3
NSIS 3305	History of National Security and Intelligence	3
HIST 3310	Diplomatic and Military History of the United States	3
NSIS 3300	Intelligence Research	3
PHIL 3350 or POLI 3370	Comparative Religion or World Religion and Politics	3
POLI 1100	American Government	3
POLI 2210	Principles of International Relations	3
POLI 2220	Comparative Government	3
NSIS 4400	Research in the Social Sciences	3
NSIS 4490	Capstone Seminar	3
POLI 3350	International Law and Organizations	3
POLI 4405 or CRIM 4405	Terrorism	3
PSYC 2240 or SOCY 2240	Behavioral Statistics	3

Major Elective Courses (6 Credit Hours) Students may also choose from any advanced (3300/4400) National Security and Intelligence courses or Political Science courses.		
Course Prefix & Number	**Course Name**	**Credit Hours**
CRIM 2236	Criminal Investigation	3
CRIM 2246	Criminal Evidence	3
CRIM 3310	Comparative Criminal Justice	3
Language Related Culture & History Course		3

Foreign Language Requirement (12 Credit Hours) – Any SPAN or FREN courses.		
Course Prefix & Number	**Course Name**	**Credit Hours**
Total Core Curriculum Credit Hours:	**30-33**	

Total Required Major Courses Credit Hours:	**51**
Total Required Foreign Language Credit Hours	**12**
Total Elective Credit Hours (If applicable):	**6**
Total Free Electives Credit Hours:	**21**
TOTAL CREDIT HOURS	**120**

B.X. Degree in XXXXXXXX
Proposed Program

Degree Requirements

Core Curriculum Courses
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.

Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5
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	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (51 Credit Hours)
Changes highlighted in yellow.

Course Prefix & Number	Course Name	Credit Hours
BISM 4300 or NSIS 3315 or POLI 3315	Business Intelligence) or National Security and Intelligence)	3
BSBA 2200 or CRIM 3370	Economics or Economic Crime	3
HIST 1107	United States History I	3
HIST 1108	United States History II	3
HIST 2213	World Civilizations III	3
NSIS 3305	History of National Security and Intelligence	3
HIST 3310	Diplomatic and Military History of the United States	3
NSIS 3300	Intelligence Research	3
PHIL 3350 or POLI 3370	Comparative Religion or World Religion and Politics	3
POLI 1100	American Government	3
POLI 2210	Principles of International Relations	3
POLI 2220	Comparative Government	3
NSIS 4400 or CRIM 4400	Research in the Social Sciences	3
NSIS 4490	Capstone Seminar	3
POLI 3350	International Law and Organizations	3
POLI 4405 or CRIM 4405	Terrorism	3
PSYC 2240 or SOCY 2240	Behavioral Statistics	3

Commented [JS1]: I noticed in the catalog that POLI 4400 is also cross-listed with these courses. Should POLI 4400 be included here, too?

Major Elective Courses (6 Credit Hours)
Students may also choose from any advanced (3300/4400) National Security and Intelligence courses or Political Science courses.

Course Prefix & Number	Course Name	Credit Hours
CRIM 2236	Criminal Investigation	3
CRIM 2246	Criminal Evidence	3
CRIM 3310	Comparative Criminal Justice	3
Language Related Culture & History Course		3

Foreign Language Requirement (12 Credit Hours) – Any SPAN or FREN courses.		
Course Prefix & Number	**Course Name**	**Credit Hours**

Total Core Curriculum Credit Hours	**30-33**
Total Required Major Courses Credit Hours	**51**
Total Required Foreign Language Credit Hours	**12**
Total Elective Credit Hours (if applicable)	**6**
Total Free Electives Credit Hours (if applicable)	**21**
TOTAL CREDIT HOURS	**120**

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Curriculum Committee Approved on February 27, 2024

MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Proposal #23-24-16

I recommend the approval of the Geographic Information Science - #23-24-16 curriculum proposal seeking to expand the requirement of "College of Liberal Arts or College of Science and Technology Electives" to include more course options.

cc: Dr. Dianna Phillips
Dr. Chris Kast
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

CURRICULUM REVISION PROPOSAL

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

PROPOSAL NUMBER: 23-24-16

REVISION (label Revision #1, #2, etc.):Revision #3

SECTION 1: CONTACT INFORMATION

Name:	Christopher Kast
Title:	Dean, College of Liberal Arts
E-mail Address:	ckast@fairmontstate.edu
Phone Number:	304-367-4236

SECTION 2: PROGRAM INFORMATION

College:	College of Liberal Arts
Department:	Behavioral Sciences
Title of Degree Program/Certificate:	Geographic Information Science
Degree Program Level:	Minor
Date Originally Submitted:	11/13/2023
Implementation Date Requested:	8/26/2024

APPROVAL

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

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

College	**Dean's Signature**
College of Liberal Arts	

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Revision Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 200 words, describing proposed changes.
Expanding the requirement of “College of Liberal Arts or College of Science and Technology Electives” to include more course options.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	Geographic Information Science Minor
2. Current number of credit hours required for the program:	18
3. Is the program changing the number of credit hours required for the program?	Yes ☐ No ☒
4. How many credit hours will be added to the program?	0
5. How many credit hours will be deleted from the program?	0

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.
All existing courses: SURV 2200 – Professional Surveying Practices (3) SURV 2210 – Interpreting Land Records (3) SURV 2220 – Surveying Engineering Graphics (3) SURV 2230 – Land Survey Boundary (3) SURV 2260 – Dendrology (3) SURV 2290 – Boundary Retracement (3) SURV 3320 – Geodesy (3) SURV 3340 – Principles of Photogrammetry (3) SURV 3380 – Topographic Surveying (3) SURV 4420 – Surveying Practices and Decision Making (3) SURV 4400 – Surveying Internship (3) SURV 4480 – Surveying Projects and Applications (3)
7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.
N/A

8. **Teach-out Arrangement**: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course?
N/A

C. REVISION TO PROGRAM DESCRIPTION (if applicable)

1. Current Program Description
N/A
2. Proposed Program Description
N/A

D. RATIONALE

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

E. RESOURCES

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

F. PROGRAM CHANGE SUMMARY

A. **APPENDIX A**: For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.

B. For revisions to minors and certificates, attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
Minor in Geographic Information Science
Current Program

Required Minor Courses (12 Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
GEOG 2210	Introduction to Geography	3
GEOG 2213	History of Modern Geography Methods	3
GEOG 3316	Introduction to Geospatial Methods	3
GEOG 4490	Geographic Information Science Capstone	3

Geography Elective Courses (3 Credit Hours) **Select one of the following courses from the list below:**		
Course Prefix & Number	**Course Name**	**Credit Hours**
GEOG 1199	Special Topics in Geography	3
GEOG 3399	Cartography: Maps & Diagrams	3
GEOG 3305	Economic Geography	3
GEOG 3315	Urban Geography	3
GEOG 3317	Advanced Geospatial Methods	3
GEOG 3330	Geography of North America	3
GEOG 3340	Geography of Europe	3
GEOG 3350	Geography of Latin America	3
GEOG 3360	Geography of Africa	3
GEOG 3370	Geography of Asia	3

Liberal Arts or Science and Technology Elective Courses (3 Credit Hours) **Select one of the following courses from the list below:**		
Course Prefix & Number	**Course Name**	**Credit Hours**
Liberal Arts Electives		
CRIM 1100	Introduction to Criminal Justice	3
CRIM 1101	Police Operations	3
CRIM 2202	Principles of Criminal Law	3
CRIM 2206	Introduction to Corrections	3
CRIM 2212	Deviant Behavior	3
CRIM 2250	Cybercrime	3
CRIM 2295	Ethics in Criminal Justice	3

CRIM 3302	Criminal Justice Spanish	3
CRIM 3305	Changing Role of Women in Criminal Justice	3
CRIM 3306	Scientific Basics of Fingerprints	3
CRIM 3310	Comparative Criminal Justice	3
CRIM 3311	Juvenile Justice	3
CRIM 3325	Analysis of Security Operations	3
CRIM 3370	Economic Crime	3
CRIM 3375	Victimology	3
CRIM 3380	Mock Trial	3
CRIM 3385	Racial Profiling	3
CRIM 3390	Forensic Psychology	3
CHEP 1110	Nutrition & Health Promotion	3
CHEP 4410	Public Health Policy Seminar	3
ENGL 1102	Written English II	3
FOLK 3302	Regional Cultural Geography and History	3
HIST 1107	United States History I	3
HIST 1108	United States History II	3
HIST 2211	World Civilizations I	3
HIST 2212	World Civilizations II	3
HIST 2213	World Civilizations III	3
MUSM 1100	Introductions to Museums	3
MUSM 3301	Material Culture	3
NSIS 3300	Intelligence Research	3
PHIL 1150	Theories of Human Nature	3
POLI 1100	American Government	3
POLI 2200	Introduction to Political Science	3
POLI 2210	Principles of International Relations	3
POLI 2220	Comparative Government	3
POLI 3300	Public Administration	3
POLI 3302	State and Local Government	3
POLI 3311	Global Affairs	3
POLI 3350	International Law and Organizations	3
POLI 3360	Future Global Crises	3
POLI 3370	World Religion and Politics	3
POLI 3385	Politics in Film and Fiction	3
POLI 3390	Law and the Legal System	3
POLI 4405	Terrorism	3
POLI 4415	International Problems	3
POLI 4420	Supreme Court of the United States	3
PSYC 1101	Introduction to Psychology	3
SOCY 1110	Introduction to Sociology	3
SOCY 2200	Social Problems	3
SOCY 2205	Principles of Race, Class and Gender	3
Science and Technology Electives		3
ARCH 2210	Architectural History I	3
ARCH 3010	Sustainable Design	3
ARCH 3085	Architecture Study + Travel	3
ART 1120	Art Appreciation	3
COMP 1100	Introduction to Computing	3
COMP 1110	Introduction to Programming	3

GRFX 1111	Imaging I Foundations	3
GRFX 1113	Multimedia Concepts	3
SCIE 1107	Geographic Information Systems	4
SCIE 1120	Introduction to Meteorology	4

Total Required Minor Courses Credit Hours	12
Total Geography Elective Credit Hours	3
Total Liberal Arts or Science and Technology Credit Hours	3
TOTAL CREDIT HOURS	18

APPENDIX B
Minor in Geographic Information Science

Proposed Program

Required Minor Courses (12 Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
GEOG 2210	Introduction to Geography	3
GEOG 2213	History of Modern Geography Methods	3
GEOG 3316	Introduction to Geospatial Methods	3
GEOG 4490	Geographic Information Science Capstone	3

Geography Elective Courses (3 Credit Hours) **Select one of the following courses from the list below:**		
Course Prefix & Number	**Course Name**	**Credit Hours**
GEOG 1199	Special Topics in Geography	3
GEOG 3399	Cartography: Maps & Diagrams	3
GEOG 3305	Economic Geography	3
GEOG 3315	Urban Geography	3
GEOG 3317	Advanced Geospatial Methods	3
GEOG 3330	Geography of North America	3
GEOG 3340	Geography of Europe	3
GEOG 3350	Geography of Latin America	3
GEOG 3360	Geography of Africa	3
GEOG 3370	Geography of Asia	3

Liberal Arts or Science and Technology Elective Courses (3 Credit Hours) **Select one of the following courses from the list below:**		
Course Prefix & Number	**Course Name**	**Credit Hours**
Liberal Arts Electives		
CRIM 1100	Introduction to Criminal Justice	3
CRIM 1101	Police Operations	3
CRIM 2202	Principles of Criminal Law	3
CRIM 2206	Introduction to Corrections	3
CRIM 2212	Deviant Behavior	3
CRIM 2250	Cybercrime	3
CRIM 2295	Ethics in Criminal Justice	3
CRIM 3302	Criminal Justice Spanish	3
CRIM 3305	Changing Role of Women in Criminal Justice	3
CRIM 3306	Scientific Basics of Fingerprints	3
CRIM 3310	Comparative Criminal Justice	3
CRIM 3311	Juvenile Justice	3
CRIM 3325	Analysis of Security Operations	3
CRIM 3370	Economic Crime	3
CRIM 3375	Victimology	3
CRIM 3380	Mock Trial	3

CRIM 3385	Racial Profiling	3
CRIM 3390	Forensic Psychology	3
CHEP 1110	Nutrition & Health Promotion	3
CHEP 4410	Public Health Policy Seminar	3
ENGL 1102	Written English II	3
FOLK 3302	Regional Cultural Geography and History	3
HIST 1107	United States History I	3
HIST 1108	United States History II	3
HIST 2211	World Civilizations I	3
HIST 2212	World Civilizations II	3
HIST 2213	World Civilizations III	3
MUSM 1100	Introductions to Museums	3
MUSM 3301	Material Culture	3
NSIS 3300	Intelligence Research	3
PHIL 1150	Theories of Human Nature	3
POLI 1100	American Government	3
POLI 2200	Introduction to Political Science	3
POLI 2210	Principles of International Relations	3
POLI 2220	Comparative Government	3
POLI 3300	Public Administration	3
POLI 3302	State and Local Government	3
POLI 3311	Global Affairs	3
POLI 3350	International Law and Organizations	3
POLI 3360	Future Global Crises	3
POLI 3370	World Religion and Politics	3
POLI 3385	Politics in Film and Fiction	3
POLI 3390	Law and the Legal System	3
POLI 4405	Terrorism	3
POLI 4415	International Problems	3
POLI 4420	Supreme Court of the United States	3
PSYC 1101	Introduction to Psychology	3
SOCY 1110	Introduction to Sociology	3
SOCY 2200	Social Problems	3
SOCY 2205	Principles of Race, Class and Gender	3
Science and Technology Electives		3
ARCH 2210	Architectural History I	3
ARCH 3010	Sustainable Design	3
ARCH 3085	Architecture Study + Travel	3
ART 1120	Art Appreciation	3
COMP 1100	Introduction to Computing	3
COMP 1110	Introduction to Programming	3
GRFX 1111	Imaging I Foundations	3
GRFX 1113	Multimedia Concepts	3
SCIE 1107	Geographic Information Systems	4
SCIE 1120	Introduction to Meteorology	4
SURV 2200	Professional Surveying Practices	3
SURV 2210	Interpreting Land Records	3
SURV 2220	Surveying Engineering Graphics	3
SURV 2230	Land Survey Boundary	3
SURV 2260	Dendrology	3

SURV 2290	Boundary Retracement	3
SURV 3320	Geodesy	3
SURV 3340	Principles of Photogrammetry	3
SURV 3380	Topographic Surveying	3
SURV 4420	Surveying Practices and Decision Making	3
SURV 4400	Surveying Internship	3
SURV 4480	Surveying Projects and Applications	3

Commented [JS1]: 4420

Total Required Minor Courses Credit Hours	12
Total Geography Elective Credit Hours	3
Total Liberal Arts or Science and Technology Credit Hours	3
TOTAL CREDIT HOURS	18

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MEMORANDUM

Approved by Curriculum Committee on February 27, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Revision

I recommend the approval of the attached B.S. Sociology - #23-24-17 curriculum revision seeking to better prepare graduates in areas of applied and clinical sociology and to ensure graduates are prepared for diverse careers, including but also beyond social work and social services. With these changes, the Sociology program could seek accreditation as an Applied and Clinical Sociology program through the organization CAPACS, becoming the 6th institution accredited globally.

cc: Dr. Dianna Phillips
Dr. Chris Kast
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

FAIRMONT STATE UNIVERSITY

CURRICULUM CHANGE PROPOSAL

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

PROPOSAL NUMBER: 23-24-17

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

SECTION 1: CONTACT INFORMATION

Name:	Julia Miller
Title:	Assistant Professor of Sociology
E-mail Address:	Jmiller116@fairmontstate.edu
Phone Number:	304-368-4539

SECTION 2: PROGRAM INFORMATION

College:	College of Liberal Arts
Department:	Behavioral Sciences
Title of Degree Program/Certificate:	Sociology
Degree Program Level:	Bachelor's Degree
Date Originally Submitted:	11/14/2023
Implementation Date Requested:	8/12/2024

APPROVAL

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

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

College	Dean's Signature
COLA	Chris Kast Digitally signed by Chris Kast Date: 2023.11.14 13:41:32 -05'00'

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Change Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 150 words, describing proposed changes.
These changes achieve two goals- to better prepare graduates in areas of applied and clinical sociology, and to ensure graduates are prepared for diverse careers, including but also beyond social work and social services. With these changes, the Sociology program could seek accreditation as an Applied and Clinical Sociology program through the organization CAPACS, becoming the 6th institution accredited globally. We propose shifting to more applied methods and theory give graduates more methodological tools while also preparing them for graduate education. We are also requiring a 120-hour practicum with an external organization. We are adding one new sociology elective- SOCY 3315 Social Policy- to educate students about the state and process of policymaking. We are adding two new cross-university requirements- first students will take cross-discipline courses about the operation of institutions in which sociologists act as change-makers. Second, students will take additional skills-based courses on professional communication, ethics, and literacy.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	Sociology
2. Current number of credit hours required for the program:	42-43
3. Is the program changing the number of credit hours required for the program?	Yes ☒ No ☐
4. How many credit hours will be added to the program?	16
5. How many credit hours will be deleted from the program?	3

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.

Course number	Course Title	Status
SOCY3315	Social Policy	New Course- elective
SOCY3396	Sociological Theory and Application	New course replacing existing SOCY3395- required

SOCY4481	Sociological Research Practicum	New Course replacing existing SOCY4480- required
SOCY4482	Sociology Practicum	New Course – required
CHEP3345	Needs Assessment	Existing course- required
HCMG2201	US Healthcare Systems	Existing Course- elective
HCMG2221	Healthcare Finance	Existing Course- elective
POLI1100	American Government	Existing course- elective
POLI3302	State and Local Government	Existing course- elective
CRIM1100	Intro to Criminal Justice	Existing Course- elective
CRIM2206	Intro to Corrections	Existing Course- elective
BSBA2209	Principles of Management	Existing course- elective
CHEP4420	Child Welfare	Existing Course- elective
SOCY/PSYC2270	Intro to Social Work	Existing Course- elective
CHEP4450	Program Funding and Administration	Existing course- elective
CHEP3365	Health promotion Communications	Existing Course- elective
ENGL1103	Professional Report Writing	Existing Course- elective
JOUR2275	Media Literacy	Existing course- elective
PHIL2275	Intro to Logic and Reasoning	Existing Course- elective
PHIL3325	Ethics	Existing Course- elective

7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.

SOCY3301 Cultural Anthropology is being removed from the required courses but will remain available as an elective unchanged.

SOCY3395 will be phased out of the catalog, being removed by Fall 2027. Students in need of a D/F Repeat will take the course on an individual basis with Julia Miller. The course will no longer fulfil the requirement starting with students on the 2024-25 catalog year as this is a Junior/Senior only course.

SOCY4480 will be phased out of the catalog, being removed by Fall of 2027. Students in need of a D/F Repeat will take the course on an individual basis with Julia Miller or Dan Gurash. The course will no longer fulfil the requirement starting with students on the 2024-25 catalog year as this is a Junior/Senior only course.

SOCY3370 will be removed from the required course list and replaced with CHEP3345 Needs Assessment. It will remain in rotation as an elective unchanged. Should students need the course on a D/F Repeat basis, they could wait for it to be offered or request to take it on an independent basis with a member of the Sociology faculty.

8. **Teach-out Arrangement**: If a required course will be deleted from the program, how will you accommodate current students in the program to complete the required course?

- ☒ Courses will continue of be offered for students to complete program under previous catalog. (Typical)
- ☐ Students must transition to new catalog and meet all requirements. (Student advising required)
- ☐ Students in old catalog will take new or existing courses as outlined below. (Student advising required)
- ☐ Department will petition course changes for each student. (Not recommended)
- ☐ Change is only editorial and will not impact student progress.

C. CHANGE IN PROGRAM DESCRIPTION (if applicable)

1. Current Program Description

The Bachelor of Science in Sociology provides students with the knowledge and skills to work in a variety of settings at many different occupations.

Sociology is the scientific study of society and human activity. The Sociology Program at Fairmont State provides a strong foundation of applied and theoretical knowledge for those students anticipating either future graduate training or immediate employment. Students may also pursue additional coursework in the areas of Social Psychology, Religion, and Juvenile Delinquency, which allows the student to develop a broad knowledge base within the discipline.
The Department of Behavioral Sciences also offers a minor for students who want to enhance their skills.

2. Proposed Program Description

Sociology is the scientific study of society and human activity. The Sociology Program at Fairmont State provides a strong education in foundational sociology- the academic study of society, applied sociology- translating research for the public, and clinical sociology- using sociological findings to improve how our society operates. Students will develop a sociological imagination about issues both global and local to West Virginia and the Appalachian Region.

Students of Fairmont's Sociology program can expect to work closely with faculty in research and on choosing an internship site in their senior year, a practical experience connecting students directly to career possibilities. Our focus on applying sociological methods and theory prepares our graduates for work in applied and clinical sociology settings, such as social and human services; civil services and advocacy; community development; and program design and

evaluation. Graduates are also well-prepared to pursue graduate study in the social sciences or professional degrees, such as a Master's degree in Social Work, Public Policy, or law school.

Additional Requirements:
Students are required to complete a minor or double major. Typical minors are in psychology, community health, and criminal justice. Minor and double major hours vary based on route taken by student.

D. RATIONALE

1. **What is the rationale for this change?**

- ☐ Annual assessment results
- ☒ Program review
- ☐ Program accreditation
- ☒ College or Department strategic plan
- ☐ To align with University policy or standard
- ☐ Other

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

Based on 5-year review evaluation and survey results, we find that a majority of graduates do not immediately seek graduate education, instead seeking positions in applied and clinical sociology. While a majority sought careers related to social service provision, at least one recent graduate expressed desire to see greater training in applied careers beyond this path. The proposed changes would offer students better training in the application of sociology across multiple institutions and career paths without sacrificing graduate education preparation in methods and theory.

The addition of the required practicum is supported by evidence from graduate surveys and informal discussions, from which we have learned that practicum experiences have led to better career placements and even directly resulted in base salary improvements.

The proposed changes would bring our program into alignment with the international accrediting body CAPACS- Commission on the Accreditation of Programs in Applied and Clinical Sociology- which outlines in detail best practices in preparing applied and clinical sociologists. Fairmont State's Sociology Program could in the near future apply for accreditation with the organization, setting it apart from other sociology programs in the state and region.

We expect that these changes will result in students moving in a greater diversity of career paths, including program evaluation and management for a variety of institutions, policy analysis and advocacy, and community development, while maintaining preparation for traditional paths such as social service provision and graduate education.

E. RESOURCES

1. Will new faculty, be needed to support the program change? If no new faculty are required and the revision is adding classes or substituting courses, identify how current faculty will meet the demand.
We will not need new faculty to support this program change. We plan to create a 2-year course rotation schedule to ensure upper-division classes are offered with regularity. We are also working with CHEP faculty to rotate responsibility for shared methods courses.
2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the program change? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).
No additional materials or services are required for this change.

F. PROGRAM CHANGE SUMMARY

A. **APPENDIX A**: For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.

B. For changes to minors and certificates, please attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
B.S. Degree in Sociology
Current Program

[NOTE: For current program requirements, you can copy paste your program information from the Digital Catalog below. Program information can be found here https://catalog.fairmontstate.edu/index.php?catoid=23]

Degree Requirements

Core Curriculum Courses
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.

Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	X
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (XX Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
SOCY1110	Introduction to Sociology	3
SOCY 2222	Careers in Sociology	1
SOCY2200	Social Problems	3
SOCY2205	Principles of Race, Class, and Gender	3
SOCY2240 OR PSYC2240	Behavioral Statistics	3
SOCY3301	Cultural Anthropology	3
SOCY3360/PSYC3305 OR CHEP4440	Research Methods- Choose one	3-4
SOCY3370	Concepts of Survey Design	3
SOCY3395	Sociological Theory	3
SOCY4480	Senior Capstone	3
	One course from Organizations and Institutions Elective Cluster (below)	
	One course from Stratification and Diversity Elective Cluster (below)	
	One course from Social Problems and Collective Behavior Elective Cluster (below)	

Major Elective Courses (XX Credit Hours) – IF APPLICABLE [Electives are selected from a specific major or program]		
Course Prefix & Number	**Course Name**	**Credit Hours**
Elective cluster 1	Organizations and Institutions- 1 class from below	
SOCY3310	Sociology of the Family	3
SOCY3350	Sociology of Religion	3
SOCY3320	Sociology of Education	3
Elective cluster 2	Stratification and Diversity- 1 class from below	
SOCY/PSYC2230	Social Psychology	3
SOCY3325	Work, Stratification, and Class	3
SOCY4450	Race and Ethnicity	3
SOCY3335	Sociology of Gender	3
Elective cluster 3	Social Problems and Collective Behavior- 1 class from below	
SOCY2220	Population Studies	3
SOCY3390	Social Change	3
SOCY3365	Sociology of Appalachia	3
SOCY Elective	Any 2 additional SOCY Electives at 2200 level or above	6

Concentration Courses (XX Credit Hours) – IF APPLICABLE

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

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours:	**34**
Total Required Major Courses Credit Hours:	**27-28**
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	**15**
Total Free Electives Credit Hours:	**42-43 Free Elective Hours** **(Must take a required second major or minor)**
TOTAL CREDIT HOURS	**120**

B.S. Degree in Sociology
Proposed Program

Degree Requirements

Core Curriculum Courses If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.		
Core Area	**Course Prefix and Number**	**Credit Hours**
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	X
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (XX Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
SOCY1110	Introduction to Sociology	3
SOCY 2222	Careers in Sociology	1
SOCY2200	Social Problems	3
SOCY2205	Principles of Race, Class, and Gender	3
SOCY2240 OR PSYC2240	Behavioral Statistics	3
SOCY3360/PSYC3305 OR CHEP4440	Research Methods- Choose one	3-4
CHEP3345	Needs Assessment	3
SOCY3396	Sociological Theory and Application	3
SOCY4481	Sociological Research Capstone	3
SOCY4482	Sociology Capstone Practicum	4
	Total	**29-30**

Major Elective Courses (XX Credit Hours) – IF APPLICABLE [Electives are selected from a specific major or program]		
Course Prefix & Number	**Course Name**	**Credit Hours**
Sociology Electives		
SOCY	Any SOCY prefix electives 2000-level or above except SOCY2200, 2205, 3395, 3396, 4480, 4481, 4482	12-15
Institutional Expertise Electives	Choose 6-9 hours from the following options	
HCMG2201	US Healthcare Systems	3
HCMG2221	Healthcare Finance	3
POLI1100	American Government	3
POLI3302	State and Local Government	3
SOCY3325	Sociology of Education	3
CRIM1100	Intro to Criminal Justice	3
CRIM2206	Intro to Corrections	3
BSBA2209	Principles of Management	3
CHEP4420	Child Welfare	3
PSYC2270	Intro to Social Work	3

Skills Electives- Professional Communications	Choose one from options below	
CHEP4450	Program Funding and Administration	3
CHEP3365	Health promotion Communications	3
ENGL1103	Professional Report Writing	3
Skills Electives- Ethics and Literacy	Choose one from options below	
JOUR2275	Media Literacy	3
PHIL2275	Intro to Logic and Reasoning	3
PHIL3325	Ethics	3
Total	**12-15 hours SOCY electives + 6-9 hours Institutional Expertise + 6 hours Skills Electives MUST total at least 27 total hours**	**27**

Concentration Courses (XX Credit Hours) – IF APPLICABLE

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

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours	**34**
Total Required Major Courses Credit Hours	**29-30**
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	**27**
Total Free Electives Credit Hours (if applicable)	**30-31 (Must take a required minor or second major)**
TOTAL CREDIT HOURS	**120**

New Course Proposal

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

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

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

SECTION 1: PROPOSAL INFORMATION

Name:	Julia Miller	
Title:	Assistant Professor of Sociology	
E-mail Address:	Jmiller116@fairmontstate.edu	
Phone Number:	304-368-4539	

College:	College of Liberal Arts
Department:	Behavioral Sciences
Program Level:	Undergraduate
Date Originally Submitted:	11/14/2023
Implementation Date Requested:	8/12/2024

APPROVAL

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

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

College	**Dean's Signature**
COLA	

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SOCY4481
2. **Course Title:** The title of the course as it will appear in the course catalog.	Sociology Research Capstone
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.	3
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	None
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	CHEP3345 Needs Assessment, SOCY3360 Research Methods in the Behavioral Sciences, AND SOCY3395 Sociological Theory and Application
6. **Course Co-requisites:** Include subject prefix and course number.	None
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	None
8. **Course Restrictions** (e.g., Seniors only)	None
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).	Standard A-F
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).	Elective- Will contribute to required 15 total Sociology Elective Hours
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Fall and Spring
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	No
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
Sociology is moving in a more applied direction which will require an internship experience. The professional development aspects of the current Sociology Capstone (SOCY4480) will be moved to that new course, and this course will further emphasize the skill of research design for either applied or basic social sciences, as well as increasing our emphasis on presentation of the research to diverse audiences. This will be a required course replacing SOCY4480. It will enter rotation in Fall 2027 once the newest cohort of Sociology students are entering their Junior and Senior years. Any lingering D/F Repeats will be offered on an independent study basis with either Julia Miller or Dan Gurash.

SECTION 4: COURSE SYLLABUS

Attach the course syllabus or at minimum the following course components:

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

This course serves as a culminating experience for the undergraduate study in sociology. It is designed to help students synthesize what they have learned in sociology in an original research project, either in basic or applied sociological science. Students will build on previous coursework in theory and research methods to create an original, article-length research paper analyzing basic or applied sociological data. Students will also develop their communication skills though presentation of their work in multiple formats.

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…"

- **Course Outcome 1-** Discuss and apply the skills and knowledge acquired from their college coursework in an applied or basic social science research project
- **Course Outcome 2-** Disseminate research findings across multiple forms of media, both orally and in written form
- **Course Outcome 3-** Apply the ability to work with colleagues by engaging in a discussion and revision process during each stage of the course

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

- Course Outcome 1 will be assessed based on a journal-length research paper on an original basic- or applied-research project
- Course Outcome 2 will be assessed based on assignments asking students to disseminate their research results in multiple formats, sich as an oral presentation to an academic audience, an oral presentation to a stakeholder audience, social media posts, or graphic representations
- Course Outcome 3 will be assessed using an accumulation of peer review comments given by each student and responded to by each recipient

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

- Identifying a Topic or Problem
    - Reviewing the Academic Literature
    - Reviewing Public Sociology Literature
    - Annotating the Literature
    - Reviewing the Literature
- Developing Methodological Approach
    - Articulating your Research Question
    - Identifying your Population or Case
    - Data Collection Strategies and Connecting to your RQ
    - Data Collection Tools
    - Data Analysis and Results
- Results and Discussion-
    - Translating your Results for Academic Audiences
    - Translating your Results for Stakeholder Audiences
    - Discussion- What do the Results Mean?
- Presentation
    - Presenting to Academic Audiences
    - Presenting to Stakeholder Audiences
    - Presenting to the General Public

Approved Spring 2022

New Course Proposal

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

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

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

SECTION 1: PROPOSAL INFORMATION

Name:	Julia Miller	
Title:	Assistant Professor of Sociology	
E-mail Address:	Jmiller116@fairmontstate.edu	
Phone Number:	304-368-4539	

College:	College of Liberal Arts
Department:	Behavioral Sciences
Program Level:	Undergraduate
Date Originally Submitted:	11/14/2023
Implementation Date Requested:	8/12/2024

APPROVAL

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

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

College	Dean's Signature
COLA	

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SOCY4482
2. **Course Title:** The title of the course as it will appear in the course catalog.	Sociology Capstone Practicum
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
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	No
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	SOCY2222 Careers in Sociology
6. **Course Co-requisites:** Include subject prefix and course number.	None
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	None
8. **Course Restrictions** (e.g., Seniors only)	Junior or Senior Status
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).	Standard A-F
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).	Required Sociology Course
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Fall, Spring, and Summer
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	No
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
The Sociology program is seeking to move towards Applied and Clinical Sociology, and a required practicum experience will expand students' knowledge of the many career options that exist in these areas. Survey data for our 5 year review suggests that a practicum experience, up to now an optional experience, is highly valuable and may even directly result in higher starting pay among graduates. This will be a new required course for the Sociology program, intended to be taken during the final semester. SOCY4488 will remain in rotation as an optional, flexible-credit practicum course for students looking to take additional practicum courses. This has happened twice in recent years as students compare career options.

SECTION 4: COURSE SYLLABUS

Attach the course syllabus or at minimum the following course components:

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

> This course combines career-preparedness activities with a 120-hour practical experience in an organization engaged in sociological research or practice. Students will work with the instructor to contact an organization of interest, develop goals to meet the organization's needs, and present the results of their practicum to a diverse audience of stakeholders. Students will also research the labor market, prepare application materials for their career or graduate education, and conduct an informational interview to ensure they are ready for post-graduation success.

Course Learning Outcomes: These should be stated in terms of what new knowledge and/or skills students should be able to <u>demonstrate</u> 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…”

- Reflect on how sociological research methods, theory, or accumulated knowledge can be leveraged in an applied or clinical sociological setting to solve institutional problems
- Present reflections on the application of sociology to the field to diverse audiences
- Analyze the current job market by evaluating information on career paths, including on how their practicum organization fits into that job market and their prospects
- Generate and revise job market materials for successful job or graduate education applications

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

- Course Outcome 1 will be assessed by completing 120 hours of on-site practicum experience under the join direction of the site supervisor and the faculty instructor with weekly reflections on the experience
- Course Outcome 2 will be assessed by presenting the results of and reflections on the practicum to site stakeholders and early career sociology students in SOCY2222
- Course Outcomes 3 and 4 will be assessed by a e-portfolio of professional development activities, including job market materials and research

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

- Site Selection and Goal Development
    - Applied and Clinical Sociology Prospects
    - Needs Assessment and SMART Goal development
- Reporting Results
    - Writing for Stakeholders
- Job Market Analysis
    - Evaluating Job Prospects
    - Evaluating Cost of Living and Salary Prospects
    - Preparing Successful Materials
        - Show Don’t Tell
        - Informational Interviewing
        - Resumes and CVs
        - Cover Letters
        - ePortfolio Creation

FAIRMONT STATE UNIVERSITY™

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MEMORANDUM

Approved by Curriculum Committee on February 27, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Revision

I recommend the approval of the B.S. Sociology; Behavior Analytics Concentration - #23-24-17 curriculum revision seeking to achieve two goals- to better prepare graduates in areas of applied and clinical sociology, and to ensure graduates are prepared for diverse careers, including but also beyond social work and social services. With these changes, the Sociology program could seek accreditation as an Applied and Clinical Sociology program through the organization CAPACS, becoming the 6th institution accredited globally.

cc: Dr. Dianna Phillips
Dr. Chris Kast
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

CURRICULUM CHANGE PROPOSAL

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

PROPOSAL NUMBER: 23-24-18

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

SECTION 1: CONTACT INFORMATION

Name:	Julia Miller
Title:	Assistant Professor of Sociology
E-mail Address:	Jmiller116@fairmontstate.edu
Phone Number:	304-368-4539

SECTION 2: PROGRAM INFORMATION

College:	College of Liberal Arts
Department:	Behavioral Sciences
Title of Degree Program/Certificate:	Sociology
Degree Program Level:	Bachelor's Degree
Date Originally Submitted:	11/14/2023
Implementation Date Requested:	8/12/2024

APPROVAL

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

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

College	Dean's Signature
COLA	Chris Kast

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Change Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 150 words, describing proposed changes.
These changes achieve two goals- to better prepare graduates in areas of applied and clinical sociology, and to ensure graduates are prepared for diverse careers, including but also beyond social work and social services. With these changes, the Sociology program could seek accreditation as an Applied and Clinical Sociology program through the organization CAPACS, becoming the 6th institution accredited globally. We propose shifting to more applied methods and theory give graduates more methodological tools while also preparing them for graduate education. We are also requiring a 120-hour practicum with an external organization. We are adding one new sociology elective- SOCY 3315 Social Policy- to educate students about the state and process of policymaking. We are adding two new cross-university requirements- first students will take cross-discipline courses about the operation of institutions in which sociologists act as change-makers. Second, students will take additional skills-based courses on professional communication, ethics, and literacy.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	Sociology
2. Current number of credit hours required for the program:	42-43
3. Is the program changing the number of credit hours required for the program?	Yes ☒ No ☐
4. How many credit hours will be added to the program?	16
5. How many credit hours will be deleted from the program?	3

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.

Course number	Course Title	Status
SOCY3315	Social Policy	New Course- elective
SOCY3396	Sociological Theory and Application	New course replacing existing SOCY3395- required
SOCY4481	Sociological Research Practicum	New Course replacing existing SOCY4480- required

SOCY4482	Sociology Practicum	New Course – required
CHEP3345	Needs Assessment	Existing course- required
HCMG2201	US Healthcare Systems	Existing Course- elective
HCMG2221	Healthcare Finance	Existing Course- elective
POLI1100	American Government	Existing course- elective
POLI3302	State and Local Government	Existing course- elective
CRIM1100	Intro to Criminal Justice	Existing Course- elective
CRIM2206	Intro to Corrections	Existing Course- elective
BSBA2209	Principles of Management	Existing course- elective
CHEP4420	Child Welfare	Existing Course- elective
SOCY/PSYC2270	Intro to Social Work	Existing Course- elective
CHEP4450	Program Funding and Administration	Existing course- elective
CHEP3365	Health promotion Communications	Existing Course- elective
ENGL1103	Professional Report Writing	Existing Course- elective
JOUR2275	Media Literacy	Existing course- elective
PHIL2275	Intro to Logic and Reasoning	Existing Course- elective
PHIL3325	Ethics	Existing Course- elective

7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.

SOCY3301 Cultural Anthropology is being removed from the required courses but will remain available as an elective unchanged.

SOCY3395 will be phased out of the catalog, being removed by Fall 2027. Students in need of a D/F Repeat will take the course on an individual basis with Julia Miller. The course will no longer fulfil the requirement starting with students on the 2024-25 catalog year as this is a Junior/Senior only course.

SOCY4480 will be phased out of the catalog, being removed by Fall of 2027. Students in need of a D/F Repeat will take the course on an individual basis with Julia Miller or Dan Gurash. The course will no longer fulfil the requirement starting with students on the 2024-25 catalog year as this is a Junior/Senior only course.

SOCY3370 will be removed from the required course list and replaced with CHEP3345 Needs Assessment. It will remain in rotation as an elective unchanged. Should students need the course on a D/F Repeat basis, they could wait for it to be offered or request to take it on an independent basis with a member of the Sociology faculty.

8. **Teach-out Arrangement**: If a required course will be deleted from the program, how will you accommodate current students in the program to complete the required course?

- ☒ Courses will continue of be offered for students to complete program under previous catalog. (Typical)
- ☐ Students must transition to new catalog and meet all requirements. (Student advising required)
- ☐ Students in old catalog will take new or existing courses as outlined below. (Student advising required)
- ☐ Department will petition course changes for each student. (Not recommended)
- ☐ Change is only editorial and will not impact student progress.

C. CHANGE IN PROGRAM DESCRIPTION (if applicable)

1. Current Program Description

The Bachelor of Science in Sociology provides students with the knowledge and skills to work in a variety of settings at many different occupations.

Sociology is the scientific study of society and human activity. The Sociology Program at Fairmont State provides a strong foundation of applied and theoretical knowledge for those students anticipating either future graduate training or immediate employment. Students may also pursue additional coursework in the areas of Social Psychology, Religion, and Juvenile Delinquency, which allows the student to develop a broad knowledge base within the discipline.
The Department of Behavioral Sciences also offers a minor for students who want to enhance their skills.

2. Proposed Program Description

Sociology is the scientific study of society and human activity. The Sociology Program at Fairmont State provides a strong education in foundational sociology- the academic study of society, applied sociology- translating research for the public, and clinical sociology- using sociological findings to improve how our society operates. Students will develop a sociological imagination about issues both global and local to West Virginia and the Appalachian Region.

Students of Fairmont's Sociology program can expect to work closely with faculty in research and on choosing an internship site in their senior year, a practical experience connecting students directly to career possibilities. Our focus on applying sociological methods and theory prepares our graduates for work in applied and clinical sociology settings, such as social and human services; civil services and advocacy; community development; and program design and

evaluation. Graduates are also well-prepared to pursue graduate study in the social sciences or professional degrees, such as a Master's degree in Social Work, Public Policy, or law school.

Additional Requirements:
Students are required to complete a minor or double major. Typical minors are in psychology, community health, and criminal justice. Minor and double major hours vary based on route taken by student.

D. RATIONALE

1. **What is the rationale for this change?**

- ☐ Annual assessment results
- ☒ Program review
- ☐ Program accreditation
- ☒ College or Department strategic plan
- ☐ To align with University policy or standard
- ☐ Other

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

Based on 5-year review evaluation and survey results, we find that a majority of graduates do not immediately seek graduate education, instead seeking positions in applied and clinical sociology. While a majority sought careers related to social service provision, at least one recent graduate expressed desire to see greater training in applied careers beyond this path. The proposed changes would offer students better training in the application of sociology across multiple institutions and career paths without sacrificing graduate education preparation in methods and theory.

The addition of the required practicum is supported by evidence from graduate surveys and informal discussions, from which we have learned that practicum experiences have led to better career placements and even directly resulted in base salary improvements.

The proposed changes would bring our program into alignment with the international accrediting body CAPACS- Commission on the Accreditation of Programs in Applied and Clinical Sociology- which outlines in detail best practices in preparing applied and clinical sociologists. Fairmont State's Sociology Program could in the near future apply for accreditation with the organization, setting it apart from other sociology programs in the state and region.

We expect that these changes will result in students moving in a greater diversity of career paths, including program evaluation and management for a variety of institutions, policy analysis and advocacy, and community development, while maintaining preparation for traditional paths such as social service provision and graduate education.

E. RESOURCES

1. Will new faculty, be needed to support the program change? If no new faculty are required and the revision is adding classes or substituting courses, identify how current faculty will meet the demand.
We will not need new faculty to support this program change. We plan to create a 2-year course rotation schedule to ensure upper-division classes are offered with regularity. We are also working with CHEP faculty to rotate responsibility for shared methods courses.
2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the program change? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).
No additional materials or services are required for this change.

F. PROGRAM CHANGE SUMMARY

A. **APPENDIX A**: For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.

B. For changes to minors and certificates, please attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
B.S. Degree in Sociology
Current Program

[NOTE: For current program requirements, you can copy paste your program information from the Digital Catalog below. Program information can be found here https://catalog.fairmontstate.edu/index.php?catoid=23]

Degree Requirements

Core Curriculum Courses
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.

Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	X
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (XX Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
SOCY1110	Introduction to Sociology	3
SOCY 2222	Careers in Sociology	1
SOCY2200	Social Problems	3
SOCY2205	Principles of Race, Class, and Gender	3
SOCY2240 OR PSYC2240	Behavioral Statistics	3
SOCY3301	Cultural Anthropology	3
SOCY3360/PSYC3305 OR CHEP4440	Research Methods- Choose one	3-4
SOCY3370	Concepts of Survey Design	3
SOCY3395	Sociological Theory	3
SOCY4480	Senior Capstone	3
	One course from Organizations and Institutions Elective Cluster (below)	
	One course from Stratification and Diversity Elective Cluster (below)	
	One course from Social Problems and Collective Behavior Elective Cluster (below)	

Major Elective Courses (XX Credit Hours) – IF APPLICABLE [Electives are selected from a specific major or program]		
Course Prefix & Number	**Course Name**	**Credit Hours**
Elective cluster 1	Organizations and Institutions- 1 class from below	
SOCY3310	Sociology of the Family	3
SOCY3350	Sociology of Religion	3
SOCY3320	Sociology of Education	3
Elective cluster 2	Stratification and Diversity- 1 class from below	
SOCY/PSYC2230	Social Psychology	3
SOCY3325	Work, Stratification, and Class	3
SOCY4450	Race and Ethnicity	3
SOCY3335	Sociology of Gender	3
Elective cluster 3	Social Problems and Collective Behavior- 1 class from below	
SOCY2220	Population Studies	3
SOCY3390	Social Change	3
SOCY3365	Sociology of Appalachia	3
SOCY Elective	Any 2 additional SOCY Electives at 2200 level or above	6

Concentration Courses (18 Credit Hours) – IF APPLICABLE

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

Course Prefix & Number	Course Name	Credit Hours
MATH1550	Applied Statistics	3
COMP1110	Introduction to Programming	3
COMP2541	Fundamentals of Data Science	3
COMP2542	Applied Data Science	3
COMP4450	Introduction to Data Mining	3
COMP4510	Data Science Capstone	3
	Note: Takes the place of a required minor	

Total Core Curriculum Credit Hours:	**34**
Total Required Major Courses Credit Hours:	**27-28**
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	**15**
Total Free Electives Credit Hours:	**42-43 Free Elective Hours**
TOTAL CREDIT HOURS	**120**

B.S. Degree in Sociology
Proposed Program

Degree Requirements

Core Curriculum Courses If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. ⇓		
Core Area	**Course Prefix and Number**	**Credit Hours**
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	X
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (XX Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
SOCY1110	Introduction to Sociology	3
SOCY 2222	Careers in Sociology	1
SOCY2200	Social Problems	3
SOCY2205	Principles of Race, Class, and Gender	3
SOCY2240 OR PSYC2240	Behavioral Statistics	3
SOCY3360/PSYC3305 OR CHEP4440	Research Methods- Choose one	3-4
CHEP3345	Needs Assessment	3
SOCY3395	Sociological Theory	3
SOCY4481	Sociological Research Capstone	3
SOCY4482	Sociology Practicum	4
	Total	**29-30**

Major Elective Courses (XX Credit Hours) – IF APPLICABLE [Electives are selected from a specific major or program]		
Course Prefix & Number	**Course Name**	**Credit Hours**
Sociology Electives		
SOCY	Any SOCY prefix electives 2000-level or above except SOCY2200, 2205, 3395, 3396, 4480, 4481, 4482	12-15
Institutional Expertise Electives	Choose 6-9 hours from the following options	
HCMG2201	US Healthcare Systems	3
HCMG2221	Healthcare Finance	3
POLI1100	American Government	3
POLI3302	State and Local Government	3
SOCY3325	Sociology of Education	3
CRIM1100	Intro to Criminal Justice	3
CRIM2206	Intro to Corrections	3
BSBA2209	Principles of Management	3
CHEP4420	Child Welfare	3
PSYC2270	Intro to Social Work	3

Skills Electives- Professional Communications	Choose one from options below	
CHEP4450	Program Funding and Administration	3
CHEP3365	Health promotion Communications	3
ENGL1103	Professional Report Writing	3
Skills Electives- Ethics and Literacy	Choose one from options below	
JOUR2275	Media Literacy	3
PHIL2275	Intro to Logic and Reasoning	3
PHIL3325	Ethics	3
Total	**12-15 hours SOCY electives + 6-9 hours Institutional Expertise + 6 hours Skills Electives MUST total at least 27 total hours**	**27**

Concentration Courses (18 Credit Hours) – IF APPLICABLE

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

Course Prefix & Number	Course Name	Credit Hours
MATH1550	Applied Statistics	3
COMP1110	Introduction to Programming	3
COMP2541	Fundamentals of Data Science	3
COMP2542	Applied Data Science	3
COMP4450	Introduction to Data Mining	3
COMP4510	Data Science Capstone	3
	Note: Takes the place of a required minor	

Total Core Curriculum Credit Hours	**34**
Total Required Major Courses Credit Hours	**29-30**
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	**27**
Total Free Electives Credit Hours (if applicable)	**29-30**
TOTAL CREDIT HOURS	**120**

New Course Proposal

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

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

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

SECTION 1: PROPOSAL INFORMATION

Name:	Julia Miller	
Title:	Assistant Professor of Sociology	
E-mail Address:	Jmiller116@fairmontstate.edu	
Phone Number:	304-368-4539	

College:	College of Liberal Arts
Department:	Behavioral Sciences
Program Level:	Undergraduate
Date Originally Submitted:	11/14/2023
Implementation Date Requested:	8/12/2024

APPROVAL

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

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

College	Dean's Signature
COLA	

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SOCY3315
2. **Course Title:** The title of the course as it will appear in the course catalog.	Social Policy
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.	3
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	None
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	SOCY1100 or SOCY2200
6. **Course Co-requisites:** Include subject prefix and course number.	None
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	None
8. **Course Restrictions** (e.g., Seniors only)	None
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).	Standard A-F
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).	Elective- Will contribute to required 15 total Sociology Elective Hours
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Fall only
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	No
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
Sociology is seeking to expand preparedness of graduates for more diverse careers in applied and clinical sociology, and education in the policy context and process contributes to this direction. This will be an elective course available once annually to Sociology majors and other programs seeking education in social policy issues.

SECTION 4: COURSE SYLLABUS

Attach the course syllabus or at minimum the following course components:

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

> Social Policy introduces students to the history and process of creating social policy in the United States at the federal, state, and local levels. Students will learn about the scientific study of policy analysis and its relationship with policy advocacy. Students will learn about and construct informed positions on contemporary social policy issues related to problems such as poverty, homelessness, environmental degradation, work, discrimination, healthcare, and education.

Course Learning Outcomes: These should be stated in terms of what new knowledge and/or skills students should be able to <u>demonstrate</u> 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…"

- Course Outcome 1- Describe the general provisions of major contemporary social policies, their relationship with axes of inequality, and the broad historical trajectories that preceded them

- Course Outcome 2- Assess methods of policy analysis and advocacy from a sociological perspective to policy issues of interest
- Course Outcome 3- Critically evaluate current debates on contemporary policy issues by relating them to sociological theory and evidence

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

- Course Outcome 1 will be assessed using a policy history assignment in which students create an online educational timeline describing the trajectory of an assigned policy issue
- Course Outcome 2 will be assessed using a policy case study paper in which students select a specific example of policy advocacy and the relationship between policy analysis and advocacy in that case
- Course Outcome 3 will be assessed using a policy white paper assignment in which students evaluate the evidence on specific policies of interest and draft a position paper based on that evidence.

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

- The Changing Context of Social Policy
    - A Critical History of US Social Policy and Social Welfare
    - The Political Economy of US Social Policy
    - Race and US Social Policy
    - Gender and Social Policy
- Policy Practice
    - Policy Analysis
    - Federal and State Budget Basics for Social Work and Beyond
    - Federal Policy Advocacy
    - State and Local Policy Advocacy
    - The Judiciary and Social Policy
- Key Areas of Social Policy
    - Social Security
    - Poverty, Unemployment, and Work
    - The Future of Welfare
    - Health and Mental Health Policy
    - Racial and Ethnic Minority and Immigrant Families
    - Environmental Policy

New Course Proposal

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

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

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

SECTION 1: PROPOSAL INFORMATION

Name:	Julia Miller
Title:	Assistant Professor of Sociology
E-mail Address:	Jmiller116@fairmontstate.edu
Phone Number:	304-368-4539

College:	College of Liberal Arts
Department:	Behavioral Sciences
Program Level:	Undergraduate
Date Originally Submitted:	11/14/2023
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APPROVAL

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

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

College	**Dean's Signature**
COLA	

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SOCY3396
2. **Course Title:** The title of the course as it will appear in the course catalog.	Sociological Theory and Application
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.	3
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	None
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	Sociology1110 Undergraduate 4 Year D AND English1102 Undergraduate 4 Year D
6. **Course Co-requisites:** Include subject prefix and course number.	None
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	None
8. **Course Restrictions** (e.g., Seniors only)	Junior or Senior status
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).	Standard A-F
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).	Required Sociology major and Sociology Major with Behavioral Analytics course
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Spring
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	Yes

13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
Sociology is seeking to expand preparedness of graduates for more diverse careers in applied and clinical sociology, and changing to a more applied focus in the theory course will contribute to that goal. This class will be required for the Sociology major and will replace SOCY3395 that is currently offered. This class will be offered starting in Spring 2027 once new sociology admitted students reach junior status. The prior course, SOCY3395, will be taught until that point. Any lingering D/F/repeats will be offered on an independent study basis with Julia Miller.

SECTION 4: COURSE SYLLABUS

Attach the course syllabus or at minimum the following course components:

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

A study of the historical development of modern sociological thought with a focus on its application to problems historical and contemporary. Students will learn about the process of generating theory and using theory to explain social phenomena. Students will also learn to apply theory to identify and resolve individual and social problems, connecting to institutions of interest to sociologists.

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…"

- **Course Outcome 1-** Compare the major theoretical paradigms of sociology, including their key concepts, assumptions, and relationships to contemporary theories.
- **Course Outcome 2-** Describe the relationship between sociological practice and sociological theory historically and in modern sociological practice across various areas of sociological specialization.
- **Course Outcome 3-** Integrate theory and empirical observation to develop an original analysis of a social problem and possible solutions.

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

- Course Outcome 1 will be measured using quizzes that assess knowledge of the key concepts associated with specific theorists
- Course Outcome 2 will be measured using a biographical sketch describing a theorist or organization inspired by a specific theorist and how they applied sociological theory in their actions, bringing theory and action together to engage in praxis
- Course Outcome 3 will be measured using an original research paper that asks students to collect data in the form of archival research or participant observation to generate a theory that helps explain a phenomenon or problem in an institution of interest.

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

- Introduction to Sociological Theory and Practice
    - Creating and Defining Sociological Theory
    - Basic versus Applied versus Clinical Sociological theorizing
    - Sociological Praxis- Action informed by Theory
- Classical Theories and the Praxis they Inspired
    - Emile Durkheim-
        - Social Cohesion
    - Karl Marx-
        - Alienation
        - Critiquing Class Society
    - Max Weber-
        - Bureaucratization and Rationalization
        - Class, Status, and Party
    - Georg Simmel
        - Forms of Association in Social Life
        - Social Geometry
        - Emergentism and the zeitgeist
    - Thornstein Veblen
        - Consumerism, Conspicuous Consumption, and Leisure

        - Institutional Economics
    - George Herbert Mead
        - Development of the Self
        - Symbolic Interactionism
    - W.E.B Du Bois
        - Double Consciousness and Race
        - Public sociology
- Contemporary Grand Theories and their Classical Roots
    - Structural Functionalism
    - Conflict Theory
    - General Systems Theory
    - Colonization of the Lifeworld
    - The Juggernaut of Modernity and McDonaldization
- Contemporary Theories of Everyday Life
    - Symbolic Interactionism
    - Dramaturgy
    - Exchange Theory
    - Rational Choice Theory
- Contemporary Integrative Theories
    - Structuration
    - Culture and Agency
    - Habitus and Field Theory
- Feminist and Queer Theories
    - Classical and Contemporary Feminist theories
    - Queer Theory
- Theories of Race and Colonialism
    - The Colonial Subject
    - Theories of Race and Racism
    - Racial Formation
    - Indigenous Theory and Decolonial Theory
- Applying Sociological Theory
    - Theorizing Causal Mechanisms
    - Defining Scope and Level of Analysis
    - Collecting and Weighing Evidence

FAIRMONT STATE UNIVERSITY™

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MEMORANDUM

Approved by Curriculum Committee on February 13, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Revision

I recommend the approval of the Surveying and Geomatics - #23-24-19 curriculum revision seeking to update curriculum in conjunction with input from the ABET accrediting board visit in Fall 2021 and the official Industrial Advisory Committee's (IAC) yearly meetings. The program is seeking to update the following:

- Streamlining math, natural science, and graphics course pathways
- Adding GEOG classes in the GIS minor that are teaching the same topics, objective and outcomes as SURV classes
- Adding two new courses in response to various technology changes in the surveying and geomatics area
- Changing one course level from 2000 to 1000
- Deleting one SGET course due to equivalent GEOG class
- Deleting three general studies program-required courses as they have been deemed unnecessary by the IAC

cc: Dr. Dianna Phillips
Dr. Steven Roof
Dr. Deb Hemler
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

FAIRMONT STATE UNIVERSITY

CURRICULUM CHANGE PROPOSAL

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

PROPOSAL NUMBER: 23-24-19

REVISION (label Revision #1, #2, etc.):Original

SECTION 1: CONTACT INFORMATION

Name:	Tabitha Lafferre
Title:	Assistant Professor of Civil Engineering Technology SGET Program Coordinator
E-mail Address:	tabitha.lafferre@fairmontstate.edu
Phone Number:	304-367-4631

SECTION 2: PROGRAM INFORMATION

College:	College of Science & Technology
Department:	Engineering Technology
Title of Degree Program/Certificate:	Surveying & Geomatics Engineering Technology
Degree Program Level:	Bachelor's Degree
Date Originally Submitted:	10/27/2023
Implementation Date Requested:	7/1/2024

APPROVAL

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

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

College	Dean's Signature
Science and Technology	Steven Ball

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Change Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 150 words, describing proposed changes.
The SGET program was implemented in Fall 2020. With input from the ABET accrediting board visit in Fall 2021 and the official Industrial Advisory Committee's (IAC) yearly meetings, the program is updating the following: • Streamlining math, natural science, and graphics course pathways • Adding GEOG classes in the GIS minor that are teaching the same topics, objective and outcomes as SURV classes • Adding two new courses in response to various technology changes in the surveying and geomatics area • Changing one course level from 2000 to 1000 • Deleting one SGET course due to equivalent GEOG class • Deleting three general studies program-required courses as they have been deemed unnecessary by the IAC

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	Surveying & Geomatics Engineering Technology
2. Current number of credit hours required for the program:	120
3. Is the program changing the number of credit hours required for the program?	Yes ☐ No ☒
4. How many credit hours will be added to the program?	13
5. How many credit hours will be deleted from the program?	5

6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.
SURV 1160 Dendrology – New Course 2CR SURV 3310 Surveying Management – New Course 3CR SURV 3360 Advanced Surveying Dendrology – New Course 2CR SURV 3390 Advanced Surveying & Mapping – New Course 3CR
7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.
SURV 2260 and SURV 3320 will be unavailable after Fall 2023

8. **Teach-out Arrangement**: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course?
Students may take SURV 1160 in place of SURV 2260 and GEOG 2213 in place of SURV 3320. A course substitution memo will be submitted by program coordinator

C. CHANGE IN PROGRAM DESCRIPTION (if applicable)

1. Current Program Description
No Change
2. Proposed Program Description

D. RATIONALE

1. **Description of the Rationale/Justification.** Describe the rationale for changing the program's curriculum. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change?
Changes are based on feedback from the Accrediting Board for Engineering and Technology (ABET) during the Fall 2021 initial accreditation visit as well as feedback from the SGET IAC meeting in Fall 2022. This is also heavily due to technological advances and market trends in the surveying discipline. Upon implementation, it is expected that students will enter the workforce with more knowledge on graphic information systems and technology-based surveying measurements.

E. RESOURCES

1. Will new faculty, be needed to support the program change? If no new faculty are required and the revision is adding classes or substituting courses, identify how current faculty will meet the demand.
New faculty are required for the program. This need was also identified by ABET and the Dean and Chair will be conducting a search.
2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the program change? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).
No new changes at this time.

F. PROGRAM CHANGE SUMMARY

A. **APPENDIX A**: For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.

B. For minors and certificates, attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A
B.S. Degree in Surveying & Geomatics Engineering Technology
Current Program

Degree Requirements

Core Curriculum Courses
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.

Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5 X
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANF 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	3
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3 X

Required Major Courses (81 Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
SURV 2200	Professional Surveying Practices	3
SURV 2210	Interpreting Land Records	3
SURV 2220	Surveying Engineering Graphics	3
SURV 2230	Land Survey Boundary	3
SURV 2260	Dendrology	2
SURV 2290	Boundary Retracement	3
SURV 3320	Geodesy	3
SURV 3340	Principles of Photogrammetry	3
SURV 3380	Topographic Surveying	3
SURV 4400	Surveying Internship	3
SURV 4420	Surveying Practices & Decision Making	3
SURV 4480	Surveying Projects and Applications	4
CIVL 1100	Introduction to Civil Engineering Technology	1
CIVL 2200	Introduction to Surveying	3
CIVL 2240	Construction/Land/Route Surveying	3
CIVL 2275	Civil Engineering Graphics	3
CIVL 2280	Environmental Engineering Technology I	3
CIVL 3305	Hydraulics and Hydrology	3
SCIE 1107	Graphic Information Systems	4
CHEM 1101	General Chemistry	4
PHYS 1101	Introduction to Physics I	4
PHYS 1102	Introduction to Physics II	4
MATH 1520	Applied Technical Math II	3
MATH 1550	Applied Statistics	3
TECH 1108	Engineering Graphics I	3
TECH 2290	Engineering Analysis I	4
	TOTAL	81

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

Concentration Courses (XX Credit Hours) – IF APPLICABLE [A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.		
Course Prefix & Number	**Course Name**	**Credit Hours**

Total Core Curriculum Credit Hours:	**30**
Total Required Major Courses Credit Hours:	**81**
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	
Total Free Electives Credit Hours:	**9**
TOTAL CREDIT HOURS	**120**

B.S. Degree in Surveying & Geomatics Engineering Technology
Proposed Program

Degree Requirements

Core Curriculum Courses
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column.

Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510*(**MATH 1410)*, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4 X
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5 X
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 X
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	**Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 **Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 **Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3 X

Required Major Courses (90 Credit Hours)		
Course Prefix & Number	**Course Name**	**Credit Hours**
SURV 1160	***Surveying Dendrology***	***2***
SURV 2200	Professional Surveying Practices	3
SURV 2210	Interpreting Land Records	3
SURV 2220	Surveying Engineering Graphics	3
SURV 2230	Land Survey Boundary	3
SURV 2290	Boundary Retracement	3
SURV 3310	***Surveying Management***	***3***
SURV 3340	Principles of Photogrammetry	3
SURV 3360	***Advanced Surveying Dendrology***	***2***
SURV 3380	Topographic Surveying	3
SURV 3390	***Advanced Surveying & Mapping***	***3***
SURV 4400	Surveying Internship	3
SURV 4420	Surveying Practices & Decision Making	3
SURV 4480	Surveying Projects and Applications	4
CIVL 2200	Introduction to Surveying	3
CIVL 2240	Construction/Land/Route Surveying	3
CIVL 2275	Civil Engineering Graphics	3
CIVL 2280	Environmental Engineering Technology I	3
CIVL 3305	Hydraulics and Hydrology	3
CHEM 1101	General Chemistry I	4
PHYS 1101	Introduction to Physics I	4
MATH 1410	***Applied Technical Math I – Enhanced***	***4***
MATH 1520	Applied Technical Math II	3
MATH 1550	Applied Statistics	3
TECH 1108	Engineering Graphics I	3
TECH 2290	Engineering Analysis I	4
GEOG 2210	***Introduction to Geography***	***3***
GEOG 2213	***History of 21st Century Geography***	***3***
GEOG 3316	***Introduction to Geospatial Methods***	***3***
	TOTAL	**90**

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

Concentration Courses (XX Credit Hours) – IF APPLICABLE [A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.		
Course Prefix & Number	**Course Name**	**Credit Hours**

Total Core Curriculum Credit Hours	**19**
Total Required Major Courses Credit Hours	**90**
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	**11**
Total Free Electives Credit Hours (if applicable)	
TOTAL CREDIT HOURS	**120**

Commented [JS1]: It looks like these are free elective credits, so maybe this should go in the cell below?

NEW COURSE PROPOSAL GUIDELINES

A. **NEW COURSE PROPOSAL FORM:** Use this for for establishing a new undergraduate or graduate course as a program requirement or elective.

   PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE: Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

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

C. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE**: Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

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

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

F. **COURSE PROPOSAL SUBMISSION DATE**: Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted upon in time for implementation the next academic year.

G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Executive Director of Academic Programs on or before the second Tuesday of the month will be on that month's agenda.

New Course Proposal

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

COURSE PROPOSAL NUMBER: SURV 1160

REVISION (label Revision #1, #2, etc.):Original

SECTION 1: PROPOSAL INFORMATION

Name:	Tabitha Lafferre
Title:	Assistant Professor of Civil Engineering Technology
E-mail Address:	tabitha.lafferre@fairmontstate.edu
Phone Number:	304-367-4631

College:	College of Science & Technology
Department:	Engineering Tech
Program Level:	Undergraduate
Date Originally Submitted:	10/27/2023
Implementation Date Requested:	7/1/2024

APPROVAL

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

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

College	Dean's Signature
Science and Technology	Steven Ray

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SURV 1160
2. **Course Title:** The title of the course as it will appear in the course catalog.	Surveying Dendrology
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.	2
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	0
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	N/A
6. **Course Co-requisites:** Include subject prefix and course number.	N/A
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	N/A
8. **Course Restrictions** (e.g., Seniors only)	N/A
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).	Standard A-F
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).	Required SGET major course
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Fall only
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	No
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
Course is required for Surveying & Geomatics Engineering Technology Students as surveying landmarks are often trees. The course is being changed from a 2000-level course to a 1000-level course upon assessment of the adjunct instructor and program faculty.

SECTION 4: ATTACH THE FOLLOWING SYLLABUS COMPONENTS:

Catalog Course Description:

Course provides an overview of tree taxa of the Appalachian Region. Topics include indigenous species identification, morphology, distribution, habitat and ecology. Students will gain knowledge on how morphology, life history, and ecology are related to habitat and distribution of woody plants.

Course Learning Outcomes & Assessment:

Outcome	Direct Assessment	Satisfactory Performance Standard
Identify indigenous trees, shrubs, and forbs of species of the Appalachian Region.	Exam/Homework, Project, Group Work	A class average of 80% or higher.
Identify commercially important logs from bark, wood, and knot characteristics.	Exam/Homework	A class average of 80% or higher on associated questions.
Demonstrate knowledge of key vegetative indicators of habitat types in the Appalachian Region.	Exam/Homework, Project, Group Work	A class average of 80% or higher.
Demonstrate knowledge of tree taxa of world's major forest types.	Exam/Homework	A class average of 80% or higher on associated questions.

Course Outline:

1. Introduction to Indigenous Species
    a. Indigenous Trees
    b. Indigenous Shrubs
2. Silvics
    a. Regionally Indigenous Species
    b. Major Local Commercial Trees

3. Vegetative Indicators and Morphology

NEW COURSE PROPOSAL GUIDELINES

A. **NEW COURSE PROPOSAL FORM:** Use this form for establishing a new undergraduate or graduate course as a program requirement or elective.

   PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE: Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

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

C. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE**: Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

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

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

F. **COURSE PROPOSAL SUBMISSION DATE**: Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted upon in time for implementation the next academic year.

G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Executive Director of Academic Programs on or before the second Tuesday of the month will be on that month's agenda.

New Course Proposal

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

COURSE PROPOSAL NUMBER: SURV 3310

REVISION (label Revision #1, #2, etc.):Original

SECTION 1: PROPOSAL INFORMATION

Name:	Tabitha Lafferre
Title:	Assistant Professor of Civil Engineering Technology
E-mail Address:	tabitha.lafferre@fairmontstate.edu
Phone Number:	304-367-4631

College:	College of Science & Technology
Department:	Engineering Tech
Program Level:	Undergraduate
Date Originally Submitted:	10/27/2023
Implementation Date Requested:	7/1/2024

APPROVAL

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

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

College	Dean's Signature
Science and Technology	Steven Ray

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SURV 3310
2. **Course Title:** The title of the course as it will appear in the course catalog.	Surveying Management
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.	3
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	0
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	SURV 2200
6. **Course Co-requisites:** Include subject prefix and course number.	N/A
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	N/A
8. **Course Restrictions** (e.g., Seniors only)	N/A
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).	Standard A-F
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).	Required SGET major course
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Fall only
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	No
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
Course content has been indicated as necessary by the Industrial Advisory Committee. Due to the lack of licensed surveyors in the geographic region, most licensed surveyors complete work under their own Certificiage of Authority. This class will help students navigate the muddy waters of working professionally while also managing their own business.

SECTION 4: ATTACH THE FOLLOWING SYLLABUS COMPONENTS:

Catalog Course Description: This course covers the basics of survey business organization and management. Topics include business estimating, surveying project planning, and field management systems. Upon completion of the course, students will be able to prepare their own surveying business plan.

Course Learning Outcomes & Assessment:

Outcome	Direct Assessment	Satisfactory Performance Standard
Use standard business communication methods.	Project, Group Work	A class average of 80% or higher.
Examine surveying business contracts.	Exam/Homework	A class average of 80% or higher.
Assess legal and professional elements of a surveying business.	Exam/Homework, Project, Group Work	A class average of 80% or higher.
Prepare a business plan for a surveying business.	Project	A class average of 80% or higher.

Course Outline:

1. Standard business techniques
    a. Communication
    b. Organizational structure
2. Business Planning and Startup
    a. Business and professional insurance
    b. Preparing surveying estimates
    c. Surveying bids and contracts
    d. Ethics and standards
3. Financial Operations
    a. Preparing surveying estimates
    b. Bookkeeping and accounting

4. Surveying Business Plan Preparation

NEW COURSE PROPOSAL GUIDELINES

A. **NEW COURSE PROPOSAL FORM:** Use this for for establishing a new undergraduate or graduate course as a program requirement or elective.

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

C. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE**: Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

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

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

F. **COURSE PROPOSAL SUBMISSION DATE**: Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted upon in time for implementation the next academic year.

G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Executive Director of Academic Programs on or before the second Tuesday of the month will be on that month's agenda.

New Course Proposal

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

COURSE PROPOSAL NUMBER: SURV 3360

REVISION (label Revision #1, #2, etc.):Original

SECTION 1: PROPOSAL INFORMATION

Name:	Tabitha Lafferre
Title:	Assistant Professor of Civil Engineering Technology
E-mail Address:	tabitha.lafferre@fairmontstate.edu
Phone Number:	304-367-4631

College:	College of Science & Technology
Department:	Engineering Tech
Program Level:	Undergraduate
Date Originally Submitted:	10/27/2023
Implementation Date Requested:	7/1/2024

APPROVAL

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

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

College	Dean's Signature
Science and Technology	Steven Ray

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SURV 3360
2. **Course Title:** The title of the course as it will appear in the course catalog.	Advanced Surveying Dendrology
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.	2
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	0
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	SURV 1160
6. **Course Co-requisites:** Include subject prefix and course number.	N/A
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	N/A
8. **Course Restrictions** (e.g., Seniors only)	N/A
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).	Standard A-F
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).	Required SGET major course
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Spring only
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	No
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
Course is required for Surveying & Geomatics Engineering Technology Students as surveying landmarks are often trees. This course is a continuation of SURV 1160, which primarily focuses on leaf-on identification. This course will focus on twig, bark, and other relevant attribute identification.

SECTION 4: ATTACH THE FOLLOWING SYLLABUS COMPONENTS:

Catalog Course Description:

Course provides an advanced analysis of tree and shrub taxa of the Appalachian Region. Topics include identification based on twig, bark, cone, and fruit along with leaf identification.

Course Learning Outcomes & Assessment:

Outcome	Direct Assessment	Satisfactory Performance Standard
Identify indigenous trees, shrubs, and forbs of species of the Appalachian Region based on twig, bark, and other relevant attributes.	Exam/Homework, Project, Group Work	A class average of 80% or higher.
Associate important silvics and morphological characteristics with plants	Exam/Homework, Project, Group Work	A class average of 80% or higher.
Demonstrate knowledge of tree and shrub taxa of major forest types.	Exam/Homework	A class average of 80% or higher on associated questions.

Course Outline:

1. Silvics
    a. Regionally indigenous tree species
    b. Regionally indigenous shrub species
2. Vegetative Indicators and Morphology
    a. Bole indicators and morphology
    b. Crown indicators and morphology
3. Cone and fruit identification

NEW COURSE PROPOSAL GUIDELINES

A. **NEW COURSE PROPOSAL FORM:** Use this for for establishing a new undergraduate or graduate course as a program requirement or elective.

   PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE: Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

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

C. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE**: Proposals originating from the academic unit are to be submitted electronically to the Provost Office/Executive Director of Academic Programs by the Dean or Chair on behalf of the department.

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

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

F. **COURSE PROPOSAL SUBMISSION DATE**: Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted upon in time for implementation the next academic year.

G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Executive Director of Academic Programs on or before the second Tuesday of the month will be on that month's agenda.

New Course Proposal

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

COURSE PROPOSAL NUMBER: SURV 3390

REVISION (label Revision #1, #2, etc.):Original

SECTION 1: PROPOSAL INFORMATION

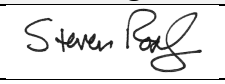
Name:	Tabitha Lafferre
Title:	Assistant Professor of Civil Engineering Technology
E-mail Address:	tabitha.lafferre@fairmontstate.edu
Phone Number:	304-367-4631

College:	College of Science & Technology
Department:	Engineering Tech
Program Level:	Undergraduate
Date Originally Submitted:	10/27/2023
Implementation Date Requested:	7/1/2024

APPROVAL

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

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

College	Dean's Signature
Science and Techology	

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: 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.	SURV 3390
2. **Course Title:** The title of the course as it will appear in the course catalog.	Advanced Surveying & Mapping
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.	3
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	0
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	SURV 3340, SURV 3380
6. **Course Co-requisites:** Include subject prefix and course number.	
7. **Course Cross-listings** (e.g., PSYC 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).	Standard A-F
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).	SGET Required major course
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Spring Only
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	No
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.
This course is being added to reflect the changing environment in the surveying field, which is constantly advancing on a technologicial level. The Fall 2021 ABET visit also indiciated a need for more geomatics-based courses in the curriculum.

SECTION 4: ATTACH THE FOLLOWING SYLLABUS COMPONENTS:

Catalog Course Description: Building on photogrammetry and topography, this course explores advanced surveying and mapping techniques in a professional setting.

Course Learning Outcomes & Assessment:

Outcome	Direct Assessment	Satisfactory Performance Standard
Demonstrate advanced knowledge of U.S. Public Land Survey System	Exam	A class average of 70% or higher.
Prepare maps and land descriptions for surveyors and title professionals.	Project	A class average of 80% or higher.
Analyze data from surveying equipment.	Project	A class average of 80% or higher.
Design and prepare survey maps and site plans.	Project	A class average of 80% or higher.

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

1. Land Records
    a. U.S. Public Land System
    b. COGO calculations
2. Surveying Data Interpretation
    a. Northing and easting coordinate systems
    b. Plainimetric feature evaluation
    c. Plan-profile drawings
    d. Photogrammetry and remote sensing data
3. Mapping for construction and infrastructure

New Course Proposal

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

COURSE PROPOSAL NUMBER: 23-24-19e

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

SECTION 1: PROPOSAL INFORMATION

Name:	Tabitha Lafferre
Title:	Assistant Professor of Civil Engineering Technology
E-mail Address:	tabitha.lafferre@fairmontstate.edu
Phone Number:	304-367-4631

College:	College of Science & Technology
Department:	Engineering Tech
Program Level:	Undergraduate
Date Originally Submitted:	10/27/2023
Implementation Date Requested:	7/1/2024

APPROVAL

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

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

College	Dean's Signature

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: COURSE CATALOG INFORMATION

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.	SURV 4480
2. **Course Title:** The title of the course as it will appear in the course catalog.	Surveying Projects and Applications
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
4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit.	0
5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	SURV 4420, SURV 3380
6. **Course Co-requisites:** Include subject prefix and course number.	N/A
7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230)	N/A
8. **Course Restrictions** (e.g., Seniors only)	N/A
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).	Standard A-F
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).	Required SGET Major Course
11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Spring only
12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement?	Yes
13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

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

SECTION 4: COURSE SYLLABUS

Attach the course syllabus or at minimum the following course components:

Catalog Course Description: This course is designed to serve as a capstone course for Surveying and Geomatics Engineering Technology majors. Students are required to successfully complete and approved senior project, with industry collaboration. This course requires both individual participation and teamwork in presentations, industry standards, and professional written communications. (PR: SURV 4420, Baccalaureate majors only)

Course Learning Outcomes and Assessment:

Outcome	Direct Assessment	Satisfactory Performance Standard
Demonstrate ability to generate data, maps and documents specific to modern surveying practices.	Projects, Group Work	A class average of 80% or higher.
Use techniques, skills, and modern technological equipment necessary for professional practice.	Projects, Group Work	A class average of 80% or higher.
Demonstrate knowledge of contemporary issues necessary to understand the impact of surveying in global, societal, and environmental concepts.	Projects, Group Work	A class average of 80% or higher.
Demonstrate an understanding of professional, societal, and ethical practice and responsibilities for surveyors.	Projects, Group Work	A class average of 80% or higher.

Course Outline:

1. Introduction to Project
    a. Industry Collaboration
    b. Overview of Project Outcomes
2. Project Phase I
    a. Project Planning
        i. Project Written Requirements
        ii. Project Oral/Presentation Requirements
        iii. Project Team Requirements
    b. Management Hierarchy
3. Project Phase II
    a. Data Collection
        i. GPS Data
        ii. GIS Data
        iii. Boundary Data
    b. Data Analysis
    c. Mapping and Boundary Applications
4. Project Phase III
    a. Project Written Submission
    b. Project Team Presentation

Memorandum

To: Susan Ross
Associate Provost of Academic Affairs; Dean of Graduate Studies

From: Dr. Steven Roof, Dean – College of Science and Technology

Date: October 27, 2023

Re: Discontinue – SURV 2260 – Dendrology

- The purpose of this memo is to remove SURV 2260 from the Surveying and Geomatics Engineering Technology (SGET) Program.

- The discontinuation of this course only affects the SGET program.

- The course is being moved to a 1000 level upon reflection of the instructor, program faculty, and the SGET Industrial Advisory Committee. A new course application is being submitted for SURV 1160 – Surveying Dendrology.

- Teach-out arrangement – A course substitution memo will be submitted for SURV 1160 – Surveying Dendrology.

Memorandum

To: Susan Ross
Associate Provost of Academic Affairs; Dean of Graduate Studies

From: Dr. Steven Roof, Dean – College of Science and Technology

Date: October 27, 2023

Re: Discontinue – SURV 3320 - Geodesy

- The purpose of this memo is to remove SURV 3320 from the Surveying and Geomatics Engineering Technology (SGET) Program.

- The discontinuation of this course only affects the SGET program.

- As this course is heavily based on Geographic Information Sciences, courses from the GISc minor are being added to the program of study. SURV 3320 was deemed redundant by faulty evaluation from the SGET and GEOG programs.

- Teach-out arrangement – A course substitution memo will be submitted for GEOG 2213 in place of SURV 3320.

FAIRMONT STATE UNIVERSITY™

Office of the Associate Provost
1201 Locust Avenue • Fairmont, West Virginia 26554
Phone: (304) 367-4098 • Fax: (304) 367-4902
www.fairmontstate.edu

MEMORANDUM

Approved by Curriculum Committee on February 13, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: WIC Proposal

I recommend the approval of the WIC SURV 4480 - #23-24-20 curriculum proposal seeking to add WIC to SURV 4480 to meet ABET outcomes. The course assesses written communication per ABET outcomes.

cc: Dr. Dianna Phillips
Dr. Steven Roof
Dr. Deb Hemler
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

Writing Intensive Course (WIC)

The Fairmont State General Studies Program indicates that "students will be required to complete at least one designated writing intensive course as part of their general studies program or their major field of study. This course will not be in addition to their other courses, but rather a course from those approved as general studies or majors courses."

Rationale for WIC

Writing intensive courses benefit students by (a) improving writing skills as a means of self-expression, (b) increasing knowledge and understanding of course content, and (c) enhancing critical thinking skills (e.g., evaluation, analysis, interpretation, inference, explanation, self-regulation)

Criteria for WIC

1. **Writing is Part of the Learning Outcomes of the Course.** The syllabus must reflect the critical role that writing plays in the course. Writing assignments in the WI course may be designed as a means to achieving mastery of course content, developing professional communication, or both.

2. **Writing is a Significant Part of the Coursework**. A minimum of twenty pages of written work will be assigned in a variety of formal and informal writing assignments and formats throughout the semester. This might include, but is not limited to: research reports, critical essays, laboratory reports, logs, journals, or short in-class responses.

3. **Writing is Learned Through Revision.** The instructor will provide opportunities for substantial revision in which the student responds to instructor feedback as well as discipline-specific writing instruction.

4. **Writing is Explained and Practiced in the Course.** Explicit writing instruction must be integral to the course, as part of the course content and as a significant, recurring activity. Through instruction, students should learn about writing, including its disciplinary structures and functions, and should practice writing in a variety of modes and settings appropriate to the discipline. The forms and types of writing instruction that will be used in the course should be explained in the syllabus or supporting teaching materials.

5. **Writing is a Significant Part of the Course Grade**. At least 30% of the course grade must be based on writing assignments.

6. **Prerequisites:** English 1101 and English 1102 or English 1103

7. **Enrollment:** An enrollment cap of twenty students.

Writing Intensive Course (WIC) Proposal

The Curriculum Committee meets on the fourth Tuesday of each month during the academic year to review all proposals that have been submitted. All WIC proposals are due in the Office of Academic Affairs on or before the second Tuesday of the month to ensure there is enough time for review.

Instructions: To apply for a Writing Intensive course designation, completely answer all the WIC proposal questions below. Email the WIC proposal and a Word or PDF copy of the new or updated syllabus to Susan.Ross@fairmontstate.edu

Proposal Number:	**23-24-20**
Department:	Engineering Technology
Preparer/Contact Person:	Tabitha Lafferre
Telephone Extension:	4631
Date Originally Submitted:	11/30/2023
Revision (indicate date and label it rev#1, rev#2, etc.)	Original 11/30/23
Implementation Date Requested:	07/01/2024

---

1) **Writing is Part of the Objectives and Outcomes of the Course.** How do writing assignments and writing instruction further the learning objectives or learning outcomes of this course? Where in the syllabus are there are statements about the critical role writing plays in the course?

   The course assesses written communication per ABET outcomes. Sample deliverable and rubrics with performance indicators can be found in Appendix B. Written communication is listed as Outcome 5 on the syllabus. A syllabus statement regarding the writing intensive course specifications follows the outcome.

2) **Writing is a Significant Part of the Coursework**. What types of writing (e.g., research papers, critical essays, technical documents, lab reports, essays, journaling, etc.) will be assigned? Explain how these assignments meet the requirement that writing be a significant part of the course work, including details about group writing assignments, if any. Include the required length for each writing assignment and demonstrate how the 20 pages (or equivalent 5000-word count) for finished writing will be met.

   SURV 4480 required both individual and group writing. Individual writing is primarily completed in reflection reports. A sample deliverable and rubric for a reflection report can be found in Appendix C. There are 4 checkpoints with reflection report requirements. Each report is a 2-3-page requirement.

   Group writing is also required. The deliverable and rubric for the final report can be found in Appendix C. The students are required to use a live Microsoft Word document in Microsoft Teams. The groups must lock change tracking on the document. This allows instructors to view the

contributions that the students are making individually to the group document. The final written report for the project is typically around 200-300 pages. Approximately 10-15 pages of this is group written work. The remainder is graphical information.

3) **Writing is Learned Through Revision**. Indicate which assignment(s) students will be required to revise and resubmit after feedback from the instructor. Indicate who will be providing the feedback. Include an example of the assignment instructions you are likely to use for this assignment or assignments.

   Reflection reports build upon each other as the project progresses. Students are provided feedback on each individual submission at each checkpoint and then are given a deliverable on the information required to be added to the next report.

   Group writing is also assessed at each checkpoint. Each checkpoint is designed to add additional content to the final report. Checkpoint-specific feedback is provided via comments/feedback in Microsoft Word. This allows the professor to track the implementation of revisions along with the individual student contribution to each draft. Students then receive a deliverable outlining the additional writing/content requirements for the next checkpoint.

4) **Writing is Taught and Practiced**. What types of writing instruction will be experienced by students? How much class time will be devoted to explicit writing instruction and at what point in the semester? What types of writing support and resources will be provided to students?

   This course focuses primarily on drafting a technical document that can be utilized by a non-technical audience, as this aligns with ABET standards. All written requirements are outlined in the syllabus, schedule, and deliverables that are provided to the students. Class time is dedicated to drafting technical reports along with surveying narratives. Students are encouraged to use campus resources for writing assistance. Professionals in the surveying industry are also engaged to review the documents and provide feedback to the students. These review sessions are dispersed throughout the semester and make up approximately 15% of the class time.

5) **Writing is a Significant Part of the Course Grade**. How will students' final course grade depend on their writing performance? What percentage of the course grade will depend on the quality and level of the student's writing compared to the percentage of the grade that depends on the course content? Provide this information in the syllabus.

   Approximately 30% of the grade is based on the individual reflection reports. Additionally, approximately 50% is based on group work, which is split 30/20 between the paper and presentation. Therefore, approximately 60% of the SURV 4480 grade is dependent on writing.

Attach the following:

a) Course syllabus
b) Memo from the Dean or Department Chair in respective departments with a statement of support.

Appendix A
Course Syllabus

Fairmont State University

College of Science and Technology

SURV 4480. CRN 20805 - Surveying Projects & Applications

Spring 2023, 4 Credit Hours

Instructor: Donald L. Teter, PS; Tabitha Lafferre, PE

Office Location: Teter**,** 406 ET; Lafferre, 411 ET

Telephone: Teter:304-642-1221; Lafferre 304-367-4631

Email: donald.teter@fairmontstate.edu; tabitha.lafferre@fairmontstate.edu

Office Hours: Teter MW 3:00 pm -4:00 pm; T 1:30 pm-2:30 pm; Th-F 1:30pm-2:30pm (by appointment)

Lafferre – M, T, W, Th 8:30 am-9:30 am; F 10:00 am-11:00 am; MTW 2:00 pm-3:00 pm (by appointment)

Class Days/Time: MW 11:00am-12:50pm

Classroom: 107 ET

IMPORTANT NOTICE: *The Instructor may make modifications to the original course syllabus at any time. Always consult the revised, updated Syllabus in Blackboard for the most accurate information.*

COURSE DESCRIPTION:

This course is designed to serve as a capstone course for Surveying and Geomatics Engineering Technology majors. Students are required to successfully complete an approved senior project, with industry collaboration. This course requires both individual participation and teamwork in presentations, industry standards, and professional written communications.

Prerequisites

SURV 4420 – Surveying Practices and Decision Making

Required Text

Textbook:

There is no textbook required for this course.

Other Readings or Online Resources:

PowerPoints and professional journal articles or other materials may be posted or linked by the instructors.

All course materials comply with copyright/fair use policies.

Technology Requirements

The PowerPoint lecture presentations, links to articles, assignments, quizzes, and rubrics are located on the Blackboard site for the course. To participate in learning activities and complete assignments, you will need:

- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations (transcripts provided);
- Reliable Internet access and an FSU email account;
- A current Internet browser that is compatible with Blackboard (Chrome is the recommended browser for Blackboard or Firefox);
- Microsoft Word as your word processing program; and
- Reliable data storage for your work, such as a USB drive or Office365 OneDrive cloud storage.

If your computer does not have Microsoft Word, Office 365 ProPlus package is available to you free of charge and allows you to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including tablets. Office 365 also includes unlimited cloud storage on OneDrive. To download Office 365 ProPlus, log into your student (University) email through a web browser, choose Settings (top right corner), and select software. If you have further questions or need help with the software, please contact the (Help Desk link).

Assignments/Assessment

Assignments will consist of both in-class and out-of-class research and surveying applications. Research may require travel off campus, and fieldwork will be done on the project site off campus.

Student Learning Outcomes: Upon successful completion of this course, each student will have:

1. Demonstrated an ability to apply knowledge, techniques, skills, and modern tools of mathematics, science, surveying, and technology to solve broadly defined surveying problems appropriate to surveying and geomatics.
2. An ability to design systems, components, or processes meeting specified needs for broadly defined surveying problems appropriate to surveying and geomatics. This includes the creation of maps of project areas, showing right-of-way boundaries, topography, and ground features in the project area.
3. An ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes. This includes property research, including tax map and deed information.
4. Demonstrated the ability to function effectively as a member or leader on a technical team.
5. An ability to apply written communication in broadly defined technical and non-technical environments; and an ability to identify and use appropriate technical literature in written communication.

Writing Intensive Course Requirements

SURV 4480 meets Fairmont State University's criteria for writing-intensive courses. This course will focus on individual and group writing with checkpoints and revision opportunities throughout the course. Explicit deliverables along with rubrics will be given for all writing assignments.
It is the student's responsibility to review these materials thoroughly prior to all assignment submissions.

Grading Policy

Grading will be partially based on individual performance, as rated by peers and the instructors, and group performance, as rated by the instructors.

Capstone Experience Grading will be based on a total point system. Approximate points and grade percentages are shown.		
Description	Points	Percentage
Checkpoints & Rough Drafts	50	20%
Reflection Reports	75	30%
Practice Presentations	50	20%
Final Draft and Presentation	75	30%
Actual points may vary from listed		

The final course grade will be based on percentages of total possible points using the following scale:
A → 90% - 100%
B → 80% - 89.9%
C → 70% - 79.9%
D → 60%-69.9%
F → <60%

Communication & Support

Email Communication

The best way to contact me outside of class is to send an email through Microsoft Teams or Webmail, not blackboard. If I will be traveling and unable to answer emails, I will announce that in class.

Please consider whether the content of the email is better for email or face-to- face. Good content for emails are questions that can be answered in a paragraph or less. Topics requiring continued conversation would be more appropriate face to face. For example, asking the instructor what you missed in class is a very poor topic for email. Additionally, if you have an issue or concern that cannot be effectively addressed in class or through email, you are encouraged to schedule an appointment with me.

Email Etiquette

Please include the topic you are emailing about in the **subject line**, and use proper salutation, punctuation, capitalization, complete sentences, and a signature in your emails. Avoid using text abbreviations or jargon.

Academic Support and Resources

Accessibility Services
[https://www.fairmontstate.edu/studentservices/accessibility-services]

Career Services
[https://www.fairmontstate.edu/studentservices/career-services]

Counseling Services
[https://www.fairmontstate.edu/studentservices/counseling-service]

Health Services
{https://www.fairmontstate.edu/falconcenter/health-services]

International Student Services
[https://www.fairmontstate.edu/internationalstudents/office-international-student-services]

Library Resources
[https://library.fairmontstate.edu/]

Technical Support

If you have problems with your computer, technology, IT-related questions, support, including Blackboard, please contact the Tech Commons of Information Technology Service Desk at (304) 777-1800 or submit an online request through the **Help@fairmontstate.edu** The Service Desk is open Monday – Friday from 8:00 AM – 6:00 PM (Eastern Daylight Time).

COURSE POLICIES

Students enrolled in the Department of Technology surveying courses at Fairmont State University will primarily be concerned with applying established scientific and surveying knowledge and methods combined with technical skills in support of surveying and engineering activities.

Professionalism and Classroom Etiquette

Students will gain the most from this course if they treat it as a work or professional experience. Being prepared in the classroom means reading *and* comprehending all assignments prior to class meetings. Maintaining and organizing class documents will prepare you for future courses and future goals after you leave this program.

a. *No Tobacco or food is permitted in the classroom. Fairmont State is a tobacco and vapor-free campus.*
b. *Only closed drinking containers are permitted in the classroom.*
c. *Cell phones only permitted when utilizing reference materials for class.*
d. *Professionalism is expected, meaning you will be fully engaged in this class during class time.*
e. *"Sidebar" discussions are distracting to the instructor and to other students. If you have additional insight please share it with the whole class and not just your neighbor.*

Student Workload

This is a professional setting and a high level of work ethic is expected. It is the ***STUDENT'S*** responsibility to participate in classroom discussions and to be prepared (this is accomplished by reading and comprehending any materials provided by the ***Instructor***). It is the ***INSTRUCTOR'S*** responsibility to identify key topics and to present real world projects and experiences in the classroom. Students are responsible for attending class; completing examinations, quizzes, assignments and projects**.**

Late / Missed Assignments

All assignments are due at the beginning of class on the day that it is due. **Late work will be penalized**. If a student is unable to attend class on the day an assignment is due, the student may scan the assignment to a single PDF document and email it to the instructor. Word documents will be acceptable for some assignments at the discretion of the instructor.

INSTITUTIONAL POLICIES:

Academic Integrity

This instructor will enforce Fairmont State's rigorous standards of academic integrity in all aspects and assignments of this course.
Fairmont State values highly the integrity of its student scholars. All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern. Cheating is defined here as:

→the obtaining of information during an examination;
→the unauthorized use of books, notes, or other sources of information prior to or during an examination;
→the removal of faculty examination materials;
→the alteration of documents or records; or
→actions identifiable as occurring with the intent to defraud or use under false pretense.
Plagiarism is defined here as the submission of the ideas, words (written or oral), or artistic productions of another, falsely represented as one's original effort or without giving due credit. Students and faculty should examine proper citation forms to avoid inadvertent plagiarism.

Assessments, Surveys, and Course Evaluations

Fairmont State University values students' opinions. Your participation in special assessments, surveys and course evaluations assists us in improving the services of the institution and the effectiveness of classroom instruction. These are to be viewed as course requirements and completed to the best of your ability and with full attention.

Attendance

Students are expected to attend regularly the class and laboratory session of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study and is an integral part of a student's educational experience.

Consent to Recording

Learning technologies, online testing, and other virtual deliveries of content may require the audio and/or visual recording of you for educational purposes, by enrolling in this course, you consent to such recording for this stated purpose unless you advise the instructor in writing of your objection at least five days following receipt of this notice.

Copyright Notice

Material presented in this course may be protected by copyright law.

COVID-19 Provisions

Following guidance from the CDC as well as State and Local Officials, Fairmont State reserves the right to determine the method of delivery of class content, and modify classroom configuration to comply with COVID-19 safety guidance. The University also reserves the right to institute mandatory safety protocols including requiring students to wear masks at all times while in the classrooms.

Social Justice Statement

Fairmont State University is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran's status, religion, sexual orientation, color, or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise let me know, and make appropriate arrangements with the Office of Accessibility Services (304-367-4141).

Title IX

Violence and harassment based on sex, gender and gender identity are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc.
If you or someone you know has been harassed or assaulted, you can find the appropriate resources at http://www.fairmontstate.edu/adminfiscalaffairs/human-resources/title-ixinstitutional-compliance-and-integrity-reporting-and-complaint-procedure; or by contacting jessica.kropog@fairmontstate.edu or cindy.curry@fairmontstate.edu.

Copyright Notice

Material presented in this course may be protected by copyright law.

Fairmont State is a tobacco and vapor-free campus

Additional information about all policies can be found online in the **Student Handbook** Additional student resources can be found online on the **Student Resources Page**.

SURV 4480 Spring 2023 Planned Schedule

Changes will be announced in class

Week	Dates		
1	Wed	1/18	Introduction to Class and Project
2	Mon	1/23	Tax Map Research
	Wed	1/25	Adjoiner Notifications
3	Mon	1/30	Plotting Deeds / Work Map
	Wed	2/1	**Checkpoint #1 Record Research & Analysis**
4	Mon	2/6	Recon and Field Surveying
	Wed	2/8	Field Surveying
5	Mon	2/13	Field Surveying
	Wed	2/15	Field Surveying
6	Mon	2/20	Field Surveying
	Wed	2/22	Data Workup
7	Mon	2/27	Oral Presentations
	Wed	3/1	**Checkpoint #2 Physical Surveying**
8	Mon	3/6	**Spring Break**
	Wed	3/8	**Spring Break**
9	Mon	3/13	Decision Making CAD
	Wed	3/15	Decision Making CAD
10	Mon	3/20	Plat Drawing CAD
	Wed	3/22	**No Class WV Expo Checkpoint #3 Boundary Analysis**
11	Mon	3/27	Plat Drawing CAD
	Wed	3/29	**No Class NSPS Competition**
12	Mon	4/3	Survey Description
	Wed	4/5	Narrative Report
13	Mon	4/10	Technical Report
	Wed	4/12	**Checkpoint #4 Boundary Conclusions**
14	Mon	4/17	Slideshow
	Wed	4/19	Preparing for Slideshow Presentation
15	Mon	4/24	Presentations
	Wed	4/26	Revising Presentations
16	Mon	5/1	**Final Presentations**
Final	Wed	5/3	**10:15 – 12:15 Everything Due**

Appendix B
Sample Deliverable and Rubrics

SURV 4480 – SURVEY PROJECTS AND APPLICATIONS

SPRING 2023, REFLECTION REPORT REQUIREMENTS

CHECKPOINT 1, RESEARCH PORTION OF PROJECT

Write a report to document your progress and growth during the course and its application to your future career goals. The report should be 1-2 pages in length and clearly written in sentences. Please use Times New Roman Font. Size 12 for main body text and no larger than size 16 for section headings and titles.
This report will be written in first person.

Include the following sections in your report.
Please note this is just a guide and indicates the bare minimum required for the report!

General Information Section

- Describe your project so far, and give a brief overview of the work breakdown structure of the group. Explain your roles and how your work contributed to the project.

Technical Information and Development of Skills

- Discuss any problems or issues that arose that you assisted with solving.
- Give examples of the science and surveying principles learned through your coursework.
- Share challenges you faced in the class & research environment and how you responded to those challenges.
- List and describe skills you relied on to complete your group assignments.
- Discuss goals set out by your professor or team leader applicable to this checkpoint, or that you set for yourself and whether or not you met them. If you did not, what could you have done differently to meet them?

Self-Assessment

- Evaluate your performance of assigned tasks, noting both areas of strength and improvement.
- Did you enjoy this process for this checkpoint, overall? Were there parts that you enjoyed and parts that you did not?

Conclusion

- Provide two “lessons learned” to share with any student that is participating in group work.
- Suggest one change the group could have made to improve its overall performance throughout this checkpoint process.

The rubric attached on the following page will be used to assess your reflection report.

CAPSTONE RUBRIC FOR REFLECTION REPORT

Outcome 3: An ability to apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literat

ELEMENT OF COMPOSITION	BEGINNING (1-4)	DEVELOPING (5-6)	ACCOMPLISHED (7-9)	EXEMPLARY (10)	SCORE	COMMENTS
Awareness of Purpose and Audience	Gestures towards awareness	Shows awareness inconsistently	Shows basic awareness throughout	Shows complex awareness		
Organization Coherence	Paragraphs are unfocused, with no transitions	Most paragraphs are focused, some transitions are used	Focused paragraphs with transitions	Consistent organization, with smooth, logical transitions		
Correctness	Many errors in grammar, punctuation, and/or spelling	Repeats a few errors that may interfere with comprehension	Some errors present but they do not interfere with comprehension.	Few to no errors		
Style	Words and sentences are inappropriate and ineffective	Words and sentences are often inappropriate and ineffective	Words and sentences are mostly appropriate and effective	Sentence and word variety are used strategically and rhetorically		
Formatting Documentation	Many errors	Some errors	Few errors	No errors		
				TOTAL		

PURPOSE OF THIS REPORT

This report is to serve as the template and first draft for your final report in this course, with the final report being built upon this foundation.

PROCEDURE

The purpose of this project is to establish part of the northern and western boundaries of the Woodlawn Cemetery to aid the trustees in making management decisions regarding that portion of the cemetery.

Record Research Sources

The records to be researched are:

1. Property ownership records in the custody of the Marion County Assessor's Office, with those records being available online.
2. Deed records found in the Marion County Clerk's Office. Those records are available on the *US Land Records* website.

Research Procedure

1. Download copies of the relevant tax maps from the Assessor's website or other source.
2. Compile ownership information for the subject property and the adjoining and nearby properties, including:
    a. Landowner's names and addresses.
    b. Current deed references for the properties.
    c. Lot and block numbers or any other relevant information, including subdivision names.
3. Prepare and send landowner notification letters; as is required in West Virginia Minimum Standards for Boundary Surveys. The letters should:
    a. Identify the group sending the letters.
    b. Explain the purpose of the project, noting that it is an academic exercise.
    c. Request any information or input the landowners wish to share.
    d. Mention that some on-site location of property corners will be required.
4. Obtain copies or prepare abstracts of the current deed for each property, and of the conveyances from a common grantor (i.e., the original split) of those tracts. Be sure to include book and page numbers.
5. Obtain copies of relevant subdivision plats, and any other plats found in the research. Be sure to have deed book and page numbers, or other relevant information about where they are recorded.
6. Complete a report of the research and survey recommendations.

RESEARCH REPORT GUIDELINES FOR CHECKPOINT 1

Cover Page

1. Title of Report, including course numbers
2. Date of Report
3. Submitted by: List all students and identify Project Manager
4. Submitted to: Donald L. Teter, P.S., Assistant Professor of Surveying

Table of Contents

The table of contents should include the numbered sections of the report, and indicate which pages they are found on.

List of Figures and Tables

The list of figures and tables should include all figure numbers, their title, and indicate which pages they are found on. Note: You do not need to include each individual deed and map that is in the appendix. Just indicating the locations of the tax map and ownership information, and of the research for each individual property ownership, including the subject property, is adequate.

Report Body

Page 1 should begin here. Number Sections of the Report as explained below.

1.0 Purpose of the Project

This is the introduction. Discuss why research work is needed for boundary surveys and other projects and what potential problems could be created by insufficient or incorrect research information. Your discussions should focus on the "real world" aspects of the project, not the academic purpose.

2.0 Theory

Explain the steps used in the boundary research process. Do not use acronyms. If words or terms are used which would not be familiar to laypersons, explain or define those words or terms. It is recommended to use subsets in this section to separate different topics. (EX: 2.1 Definitions and Acronyms ; 2.2 Research Process ; 2.3 etc…)

3.0 Project Management

Explain how the project is being managed within the team. Identify all project management methods and software utilized and detail them and their use. Pictures of scheduling and items along those lines are encouraged. Provide a recommendation on whether your method is working or if it needs adjusted for the remainder of the project duration.

4.0 Ownership Discussion

Explain any interconnected nature of the ownerships of the various parcels involved. For example, do some adjoining landowners have multiple parcels, or do several adjoiners come from the same common grantor.

5.0 Surveying Narrative

Guidance for the surveying narrative is found in the Report of Survey handout posted to Blackboard. At Checkpoint 1 you should create and arrange the headings and subheadings to be used, and include any content, if needed, to explain issues or discrepancies in the deed research.

References

Identify the sources of the information (name of office, address, or website address) discussed in your report or contained in your appendices.

Appendices

Your appendices should each have a cover page and be organized.
The deeds and plat you discovered in your research should be in the appendices.

GENERAL GUIDELINES

Any maps, tables or figures which appear in the report body should be numbered consistently with the report section numbers, and should appear in a list of figures with the table of contents.
Use spell check and grammar check.

FORMATTING

The minimum font size should be 12 point.
The maximum font size should be 16 point, which should only be used for major titles.
The maximum line spacing should be double line spacing.
The minimum spacing should be single line spacing.
Allow at least two extra spaces between major sections, and at least one extra space between minor sections.
Margins should be one inch.

PERFORMANCE INDICATOR	BEGINNING (1-3)	DEVELOPING (4-6)	ACCOMPLISHED (7-9)	EXEMPLARY (10)	INSTRUCTOR NOTE
Produce factually correct written content that is supported with evidence.	Gestures towards audience and does not show understanding of problem.	Shows inconsistent awareness of audience and little understanding of problem.	Shows audience awareness at a basic level and basic understanding of problem.	Shows complex awareness of audience and superior understanding of problem.	
Produce factually correct written content that is supported with evidence.	Paper is underdeveloped with no supporting information.	Paper is underdeveloped with little supporting information and technical content.	Paper contains support of major points with appropriate technical content.	Paper/presentation uses detailed complex information to support all major points.	
Produce factually correct written content that is supported with evidence.	Conclusions are not drawn or stated. Errors section does not exist or is nearly incomplete.	Conclusion are stated, but are not fundamentally correct or do not address all required implications. Errors are discussed but are inappropriate to lab.	Conclusions are correctly stated/addressed. Errors are properly identified and discussed.	Conclusions are stated in a professional manner with general implications and suitability addressed. Errors are properly identified and thoroughly discussed with implications to the profession.	
Produce factually correct written content that is supported with evidence.	Results are not presented or presented incorrectly.	Results are somewhat presented, but does not contain correct information.	Results are correctly presented.	Results are correctly presented in a visually appealing manner appropriate to the discipline.	
Produce factually correct written content that is supported with evidence.	Student uses no sources, unacceptable sources, or plagiarizes material.	Student uses sources correctly but may show lapses in integrating those sources into his or her own work.	Student integrates sources effectively into his/her own work but may not fully understand them	Student shows mastery of sources and the process of documenting and integrating them into work.	
Produce factually correct written content that is supported with evidence.	Paragraphs are unfocused with no transitions. Words and sentences are inappropriate and ineffective. Paper has may errors in documentation or paper format.	Most paragraphs are focused with some transitions. Words and sentences are often inappropriate and ineffective. Some errors in documentation or paper format.	Focused paragraphs with transitions. Words and sentences are mostly appropriate and effective. Few errors in documentation or paper formatting.	Consistent organization with smooth, logical transitions. Sentence and word variety are used strategically and rhetorically. No errors in documentation and paper format.	
Produce factually correct written content that is supported with evidence.	Document/presentation has many errors in grammar, punctuation, and/or spelling.	Document/presentation has few errors in grammar, punctuation, and/or spelling that may interfere with comprehension.	Document/presentation has little errors in grammar, punctuation, and/or spelling that do not interfere with comprehension.	Document/presentation has nearly no errors in grammar, punctuation, and/or spelling and there are no comprehension issues	
Produce factually correct written content that is supported with evidence.					
Utilize appropriate productivity software/tools to develop visual aids.	Paper contains little to no graphics to convey technical content.	Paper contains some graphics, but not all required to convey techincal content delivery.	All graphics required to convey technical content delivery are present.	Graphics presented exceed deliverable requirements.	
Utilize appropriate productivity software/tools to develop visual aids.	Drawings, tables, and graphics are incomplete or nearly incomplete	Drawings, tables, and graphics are somewhat complete.	Drawings, tables, and graphics are complete with nearly no errors in formatting or scale.	Graphics have been drafted in a professional manner and exceed all requirements.	

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W ri t in g Inten s iv e Co urse Proposal SURV 44,80 pdf

Hi Susan,

I fully support the attached proposal to include the course SURV 4480 - Survey i ng Pro j ects & App li catio ns in th e Wri t ing Intens ive Course list. This course req uires extens ive w riting and revision in th e technical style appropr iate fo r th e discipline.

The inst ructions say to include a "m emo" fromthe Deanindicatingsupport... would this email suffice or do you want a piece of paper?

Steven Roof,Ph.D.
Dean,COiiegeofScienceandTechnology
302CEngineeringTechnology
Fairmont State University
(304)333-3712

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If we wonder often, the gift of knowledge wfll come. - *Arapaho* Proverb

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MEMORANDUM

Approved by Curriculum Committee on February 13, 2024

TO: Faculty Senate

FROM: Susan Ross

DATE: 3/5/2024

SUBJECT: Curriculum Proposal

I recommend the approval of the attached Information Systems Management - #23-24-21 curriculum proposal seeking to re-instate the Information Systems Management (ISM) minor degree.

cc: Dr. Dianna Phillips
Dr. Rebecca Giorcelli
Ms. Lori Schoonmaker
Ms. Stephanie Gabor
Ms. Laura Ransom

INFORMATION SYSTEMS MANAGEMENT MINOR CURRICULUM PROPOSAL

Proposal Number:

Academic Unit: College of Business and Aviation (CoBA)
Information Systems Management Department

Contact Person: Rebecca Giorcelli, Ph.D.
Interim Dean, CoBA
rgiorcelli@fairmontstate.edu

Telephone Extension: 4183

Department Faculty: Dr. Greg Cutlip, Prof. Gary Edwards, Prof. Cliff Jackson

Date Originally Submitted: November 2023

Implementation Date Requested: Fall 2024

I. Proposal

The purpose of this proposal is to re-instate the Information Systems Management (ISM) minor degree. The previously offered ISM minor was removed due to a cost-benefit assessment of the low enrollments versus effort required for program assessment. However, an oversight of this decision was the loss of the pipeline of students into the ISM program from the Computer Science program. Based upon discussions with the Computer Science faculty and administrators, it was discovered that many Computer Science students commonly took ISM classes with intentions of enrolling in the ISM minor. However, many of these students ultimately chose not to pursue the CS degree and transitioned into the ISM program as a major. By removing the ISM minor, we have lost this pipeline of ISM majors.

The proposed ISM minor degree requirements can be found in Appendix A.

Currently, there is no ISM minor available. This proposal requires 18 total credit hours for a new ISM minor offering. The proposed ISM minor course requirements include nine (9) credit hours for the following courses: BISM 1200, BISM 1500, and BISM 2000. The remaining nine (9) credit hours are to be fulfilled through a list of eleven (11) elective course offerings. All courses will be based upon a subset of current course offerings required for the Information Systems Management (ISM) program at Fairmont State University.

II. Description of Proposal

a. Deletion of courses/credits from program: N/A

b. Addition of courses/credits to programs and total hours added: N/A

c. Provision for interchangeable use of course(s) with program(s): N/A

d. Revision of course content: N/A

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

The following courses would be required for the proposed ISM minor degree:

BISM 1200 Introduction to Computing
BISM 1500 Business Information Tools
BISM 2000 Management Information Systems (MIS)

f. Creation of new course(s): N/A

g. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s). N/A

1. Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours?

Currently, there is no ISM minor available. This proposal requires 18 total credit hours for a new ISM minor offering. The proposed ISM minor course requirements include nine (9) credit hours for the following courses: BISM 1200, BISM 1500, and BISM 2000. The remaining nine (9) credit hours are to be fulfilled through a list of eleven (11) elective course offerings. All courses will be based upon a subset of current course offerings required for the Information Systems Management (ISM) program at Fairmont State University.

2. Include proof that this proposal meets the degree definition policy (Board of Governors Policy #52)

The proposed ISM minor degree requirements can be found in Appendix A.

3. Exceptions to the degree definition policy – N/A

III. Rationale for the Proposal

A. Quantitative Assessment:

The following provides a summary of the ISM enrollment numbers since 2012-13:

Year	Enrollment	Difference
2012-13	63	
2013-14	69	+6
2014-15	72	+3
2015-16	81	+9
2016-17	75	-6
2017-18	74	-1
2018-19	**59***	**-15**
2019-20	57	-2
2020-21	62	+5
2021-22	**48***	**-14**
2022-23	42	-6

There are two significant drops in ISM enrollment. The most recent significant decrease from 2020-21 to 2021-22 is most likely attributed to the pandemic and the resulting trend of decreasing enrollments across nearly all programs. However, the significant change from 2017-2018 to 2018-19 was investigated further. It appears this timeframe aligns with the decision to drop the ISM minor given the extremely low completion rates. After a discussion during the fall 2023 term with Dr. Mahmood Hossain, Chair of Computer Science, it was determined that computer science students would enroll in ISM classes concurrently with CS classes with the intention of completing the ISM minor. However, many of these students who ultimately dropped out of the CS program would change majors to ISM. Therefore, the ISM minor completion rate was low but the net effect on ISM major enrollments was positive. Now that the ISM minor has been removed, a pipeline of ISM majors has also been lost.

B. Qualitative Assessment:

A fundamental understanding of information systems is important to every discipline and can be an asset to the graduate developing his/her professional career. The technological state of the world today as compared to pre-pandemic is significantly different. Since the pandemic just a few years ago, there has been an exponential increase in the use of technology for remote work, decision-making based upon machine-learning and artificial intelligence (such as ChatGPT), and even ubiquitous computing in everyday personal use (Alexa, smart homes, Web 3.0, Metaverse, etc.). As a result, the Information Systems Management field is even more relevant than ever. Given this growing need for technology literacy, a minor in Information Systems Management is applicable to virtually every field of study.

The proposed list of electives for the ISM minor is divided into suggested combinations of courses (Appendix B). In designing the recommended combination of electives, the attempt to structure the minor into specific topics will better target the interest and needs of the student and his/her chosen field of study. There are a variety of aspects to the field and a more focused approach for the minor will benefit the student as opposed to randomly selecting courses. In

addition, the combinations address pre-requisite courses that may be required for an elective class within the minor.

IV. Other Schools/Programs Affected by this Proposal

College/School	Dean	Signature
College of Business & Aviation	Rebecca J. Giorcelli	Digitally signed by Rebecca J. Giorcelli Date: 2023.11.11 07:47:39 -05'00'

V. Additional Comments

The proposed ISM minor curriculum will not result in any immediate increased cost. Since the proposed ISM minor is based upon current course offerings with the intent to increase low-enrolled courses, it does not change the current teaching load for any ISM faculty member.

Appendix C provides the rotation schedule of courses listed for the ISM minor.

APPENDIX A

Information Systems Management Minor - *Proposed Requirements*

Required Minor Courses			**HRS**	**9**
BISM	1200	Introduction to Computing	3	
BISM	1500	Business Information Tools	3	
BISM	2000	Management Information Systems	3	
Select 9 hours from the following courses:			**HRS**	**9**
MGMT	3500	Intro to Project Management	3	
BISM	2400	Operating Systems Concepts	3	
BISM	2600	Introduction to Networking Administration	3	
BISM	3000	Business Programming Logic	3	
BISM	3300	Info Systems & Data Analytics for Leaders	3	
BISM	3400	Database Design and Development	3	
BISM	3500	Fundamentals of SDLC Methodologies	3	
BISM	3600	E-Commerce and Web Development Strategy	3	
BISM	3800	Object-Oriented Business Applications	3	
BISM	4400	Current Topics in Information Systems	3	
BISM	4600	Information Assurance and Cybersecurity	3	
BISM	4900	Internship in Information Systems	3	
BISM	4998	ISM Undergraduate Research	3	

Total Required Minor Course Credit Hours	9
Total Additional Credit Hours Required	9
TOTAL CREDIT HOURS FOR ISM MINOR	**18**

Appendix B
Suggested Combinations of ISM Minor Electives

IT Management Focus
BISM 2400 OS Concepts
BISM 2600 Intro to Networking Administration
BISM 4900 IS Internship (IT focused internship project)

E-commerce Focus
BISM 3000 Business Programming Logic
BISM 3400 DB Design & Dev
BISM 3600 E-commerce & Web Development Strategy (pre-req: BISM 3400)

Programming Focus
BISM 3000 Business Programming Logic
BISM 3400 DB Design & Dev
BISM 3800 Object-Oriented Business Applications (pre-req: BISM 3000)

Risk-based Project Management Focus
MGMT 3500 Project Management*
BISM 3300 Information Systems and Data Analytics for Leaders
BISM 4600 Information Assurance and Cybersecurity**

Systems Analysis Focus
BISM 3000 Business Programming Logic
BISM 3500 Fundamentals of SDLC Methodologies (pre-req: BISM 3000)
BISM 4600 Information Assurance and Cybersecurity**

Data Analytics Focus
BISM 3300 Information Systems and Data Analytics for Leaders
BISM 3400 DB Design & Dev
BISM 4998 ISM Undergraduate Research (Data analytics-based research project)

**BSBA 2209 Principles of Management gateway pre-requisite will be waived for non-business majors in the ISM minor*
***BISM 4200 Systems Analysis & Design gateway pre-requisite will be waived for non-business majors in the ISM minor*

Appendix C
Information Systems Management Course Rotation Schedule

ISM Course Rotations		
	Fall	**Spring**
Required		
BISM 1200	**BISM 1200**	BISM 1200
BISM 1500	BISM 1500	**BISM 1500**
BISM 2000	**BISM 2000**	BISM 2000
Electives		
MGMT 3500		**MGMT 3500**
BISM 2400	**BISM 2400**	
BISM 2600		**BISM 2600**
BISM 3000	**BISM 3000**	
BISM 3300	**BISM 3300**	
BISM 3400	**BISM 3400**	
BISM 3500		**BISM 3500**
BISM 3600		**BISM 3600**
BISM 3800		**BISM 3800**
BISM 4600		**BISM 4600**
BISM 4400	*Current Topics, Internship, and Undergraduate Research courses do not have a regular rotation*	
BISM 4900		
BISM 4998		

Note: Bold-faced fonts indicate the year/semester when the course appears in the ISM model schedule.