Missouri State.

Curricular Action Workflow

designed by
Computer Services

Change Course Proposal Form

Submitted on 01/27/2017 by Kenneth Vollmar (Kenvollmar@missouristate.edu).

*All fields require input

This proposal applies to:

◉　　An existing COURSE

○　　An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

CSC450 Introduction to Software Engineering

Will this proposal need to be reviewed by CGEIP?　　◉ No　○ Yes

Will this proposal need to be reviewed by EPPC?　　◉ No　○ Yes

Current online catalog description:

CSC 450 Introduction to Software Engineering

Prerequisite: CSC 325 and CSC 335 and CSC 365. Principles, techniques and tools used to effect the orderly production of medium and large scale computer programs will be studied. These techniques will be applied to programming projects with students working in teams and managing all phases of a programming project. 3(3-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

←	→		B	*I*	S̶			

CSC 450 Introduction to Software Engineering

Prerequisite: ~~CSC 325 and CSC 335 and~~ CSC ~~365~~ **344**. Principles, techniques and tools used to effect the orderly production of medium and large scale computer programs will be studied. These techniques will be applied to programming projects with students working in teams and managing all phases of a programming project. 3(3-0) F

What is changing? Check all boxes that apply.

☐　　Course Code　　　　☐　　Course Number (Check Availability)　　　☐　　Title　　☑　　Prerequisite

☐   Credit Hours/Contact Hours   ☐   Periodicity   ☐   Description   ①

Reason for proposed change

A new degree option has changed the prior courses that all students should take.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ⦿ No   ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☑   Routine or annual review/assessment of curriculum   ☑   Faculty Input   ☐   Student Input

☐   Accreditation/certification compliance   ☐   Review of catalog information

☐   Other (be specific):

☑   Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)   01/27/2017
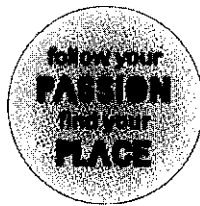
Current Status:

College Council Review

Proposal Progress:

01/27/2017 - Submitted by Department Head (Kenneth Vollmar)

Review Comments:

No comments have been added to this proposal.

Missouri State.

Curricular Action Workflow

(2)

designed by
Computer Services

New Course Proposal Form

Submitted on 01/27/2017 by Kenneth Vollmar (Kenvollmar@missouristate.edu).

*All fields require input

◉   New COURSE

○   New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:
CSC

Course Number: (Check Availability)
388

Course Title:
Introduction to Secure Computing

Will this proposal need to be reviewed by CGEIP?   ◉ No ○ Yes

Will this proposal need to be reviewed by EPPC?   ◉ No ○ Yes

Prerequisite/Co-requisite or enter 'None':
CSC 232

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

CSC 388 Introduction to Secure Computing. Prerequisite: CSC 232. This course will provide an introduction to the general principles of secure computing and computer security. Students will learn about common threat types and cyber attacks including malware, denial-of-service, spoofing, and phishing as well as fundamental building blocks of secure computing systems such as authentication, encryption, and digital signatures. This course will also cover selective topics in computer forensics.

| Credit Hours: | 2 | Lecture Contact Hours: | 2 | Lab Contact Hours: | 0 |

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☑ Fall   ☐ Fall (even-numbered years only)   ☐ Fall (odd-numbered years only)

☑ Spring   ☐ Spring (even-numbered years only)   ☐ Spring (odd-numbered years only)

☐ Summer   ☐ On Demand only

Complete Catalog Description:
CSC 388 Introduction to Secure Computing
Prerequisite: CSC 232
CSC 388 Introduction to Secure Computing. Prerequisite: CSC 232. This course will provide an introduction to the general principles of secure computing and computer security. Students will learn about common threat types and cyber attacks including malware, denial-of-service, spoofing, and phishing as well as fundamental building blocks of secure computing systems such as authentication, encryption, and digital signatures. This course will also cover selective topics in computer forensics.
Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0
Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

CSC 388(2): Introduction to Secure Computing
Spring 2016 - Thursday 14:30-15:20 @ CHEEK-0210
Instructor: Dr. Razib Iqbal
Office: Cheek Hall 211A | riqbal@missouristate.edu | www.razib.info
Office Hours: M W 1215-1415 or R 1530-1630
Course Description: Prerequisite: CSC 232. This course will provide an introduction to the general principles of secure computing and computer security. Students will learn about common threat types and cyber attacks including malware, denial-of-service, spoofing, and phishing as well as fundamental building blocks of secure computing systems such as authentication, encryption, and digital signatures. This course will also cover selective topics in computer forensics.
Course Outline: This course has been divided into the following 3 modules.
1.   Module-A: Foundational concepts in computer security
2.   Module-B: Threats and attacks
3.   Module-C: Application security & principles of secure design
Reference Textbooks:
1.   Introduction to Computer Security, 2011, Goodrich & Tamassia, ISBN-13: 9780321512949
2.   Security in Computing, 5/E, Pfleeger, Pfleeger, & Margulies, ISBN-13: 9780134085043
3.   Computer Security: Principles and Practice, 3/E, Stallings & Brown, ISBN-13: 9780133773927
Course Work and Evaluation:
Activities Grading Scale (Based on weighted average) Important Dates

Quizzes* (6-10)   30%
Course Project   70%

* Unannounced/Take home   93% A
90% A-
87%   B+
84% B
80% B-
77% C+
74% C
70% C-
65% D+
60% D
<60%   F   Initial Project Proposal:
Jan 19, 2016 at 9:00am

Final Project Submission:
May 05, 2016 at 9:00am

Final Project Presentation:
May 12, 2016 at 1:15pm

Course Project: Students are required to produce a term project complementing the materials covered in class. Students will investigate the existing issues or innovative techniques addressing the computer security and secure computing needs. Students may choose to work individually or in a team consisting of 2-3 members. Projects must culminate with a presentation for the class and the submission of a final report.
Instructor might suggest few areas for course project topic selection. Student may select one of the suggested areas, or may propose their own area of interest. The instructor must approve all projects. Teams must submit a well-organized proposal of maximum two pages in length (in ACM SIG Proceedings template style) on January 19 at 9am. The proposal should clearly describe the project to be undertaken, including the topic to be covered, motivation for choosing this topic, any investigation, development, or experimentation to be conducted, and the expected results. Students must submit bi-weekly progress reports in Blackboard. Project teams will submit their working codes with documentation (if any) and a 6-page long final project report (in

Purpose of Course

Required course for Computer Science degree (new requirement from ABET accreditation for this course).

Relationship to Other Departments

N/A

Is there a graduate/undergraduate parallel course to this one?   ◉ No   ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	40	Maximum Enrollment Limit per section:	40
Anticipated Average Enrollment per semester:	40	Maximum Enrollment Limit per semester:	50
Anticipated Average Enrollment per year:	80	Maximum Enrollment Limit per year:	100
Faculty Load Assignment (equated hours):	2		

Is another course being deleted?   ◉ No   ○ Yes

What will this course require in the way of:

Additional library Holdings

N/A

Additional computer resources

N/A

Additional or remodeled facilities

N/A

Additional equipment or supplies

N/A

Additional travel funds

N/A

Additional faculty; general vs specialized

General

Additional faculty; regular vs per-course

Regular or per-course could teach this course

Other additional expenses

N/A

If additional faculty are not required, how will faculty be made available to teach this course?

Course is within standard faculty load

List names of current faculty qualified and available to teach this course

Razib Iqbal

What is the anticipated source of students for this course?

Within the CS major

If from within the department, will students be taking this course in addition to or in place of other courses?

Recently, CSC 460(3) and CSC 320(4) were DELETED, while CSC 344(3) was a NEW COURSE. This second NEW COURSE CSC 388(2) is not a net increase of hours.

If from outside the department, which courses in other departments would most likely be affected?

N/A

Other comments:

N/A

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)   01/27/2017

Current Status:

College Council Review

Proposal Progress:

01/27/2017 - Submitted by Department Head (Kenneth Vollmar)

Review Comments:

No comments have been added to this proposal.

CSC 388(2): Introduction to Secure Computing

Spring 2016 - Thursday 14:30–15:20 @ CHEEK-0210

Instructor: **Dr. Razib Iqbal**
Office: Cheek Hall 211A | riqbal@missouristate.edu | www.razib.info
<u>Office Hours</u>: M W 1215-1415 or R 1530-1630

Course Description: Prerequisite: CSC 232. This course will provide an introduction to the general principles of secure computing and computer security. Students will learn about common threat types and cyber attacks including malware, denial-of-service, spoofing, and phishing as well as fundamental building blocks of secure computing systems such as authentication, encryption, and digital signatures. This course will also cover selective topics in computer forensics.

Course Outline: This course has been divided into the following 3 modules.

1. Module-A: Foundational concepts in computer security
2. Module-B: Threats and attacks
3. Module-C: Application security & principles of secure design

Reference Textbooks:

1. Introduction to Computer Security, 2011, Goodrich & Tamassia, ISBN-13: 9780321512949
2. Security in Computing, 5/E, Pfleeger, Pfleeger, & Margulies, ISBN-13: 9780134085043
3. Computer Security: Principles and Practice, 3/E, Stallings & Brown, ISBN-13: 9780133773927

Course Work and Evaluation:

Activities		Grading Scale (Based on weighted average)		Important Dates
Quizzes* (6-10)	30%	93%	A	Initial Project Proposal:
		90%	A-	Jan 19, 2016 at 9:00am
		87%	B+	
		84%	B	
Course Project	70%	80%	B-	Final Project Submission:
		77%	C+	May 05, 2016 at 9:00am
		74%	C	
Unannounced/Take home		70%	C-	Final Project Presentation:
		65%	D+	May 12, 2016 at 1:15pm
		60%	D	
		<60%	F	

Course Project: Students are required to produce a term project complementing the materials covered in class. Students will investigate the existing issues or innovative techniques addressing the computer security and secure computing needs. Students may choose to work individually or in a team consisting of 2-3 members. Projects must culminate with a presentation for the class and the submission of a final report.

Instructor might suggest few areas for course project topic selection. Student may select one of the suggested areas, or may propose their own area of interest. The instructor must approve all projects. Teams must submit a well-organized proposal of maximum two pages in length (in <u>ACM SIG Proceedings template</u> style) on January 19 at 9am. The proposal should clearly describe the project to be undertaken, including the topic to be covered, motivation for choosing this topic, any investigation, development, or experimentation to be conducted, and the expected results. Students must submit bi-weekly progress reports in Blackboard. Project teams will submit their working codes with documentation (if any) and a 6-page long final project report (in <u>ACM SIG Proceedings template</u> style) on the last day of class as well as give a final presentation in front of an audience during the time allocated for final exam.

Course Policy:

1. Unless otherwise instructed, all course deliverables must be submitted in **Blackboard**. Do not email.
2. Instructor will communicate with the students using MSU official email outside the class times. It is the responsibility of the students to check their emails regularly.

3. Instructor may, at his sole discretion, award partial credit (not exceeding 80% of the total) for activity submissions that are near completion and have been properly submitted at least once in Blackboard. In case of multiple submissions, the latest submission will be taken into consideration.

4. There will be **no make-up** exam/quiz, and late submission of assignment/project will receive zero credit unless there is a situation beyond a student's control. Sleeping, hunting, travelling, family get-togethers, unavailability of resources etc. are not good excuses – please plan suitably.

5. Instructor must be notified at least 48 hours before any planned/anticipated absences (e.g. a special medical appointment or travelling on University business). Official document or satisfactory evidence is required for justifications.

6. A student will automatically **fail** this course if unable to secure at least 50% marks separately in any of the above activity categories. Grades will not be curved. However, instructor reserves the right to exclude any activity from the final grade calculation for the entire class. Bonus points may be awarded to outstanding submissions.

Electronic devices: Students are encouraged to bring their own laptop/tablet for note taking. However, if the presence of an electronic device becomes a source of distraction then the instructor reserves the right to require the owner to turn off that device. The Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Academic Integrity: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures, also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Disability Accommodations: Eligible students must contact/notify/remind the instructor ahead of time. To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Carrington Hall, Suite 302, 417-836-4192 or 417-836-6792 (TTY). Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787.

Emergency Response: At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information see the Emergency Quick Reference and the Emergency Response Plan.

- **Cheek Hall Shelter Information**
  In case of severe weather or other conditions requiring shelter, evacuate floors 1, 2, and 3 using the center, north, and west stairs, and take shelter in the basement interior hallway.
- **Cheek Hall Evacuation Information**
  If the building must be evacuated for any reason, such as a fire, head west to the Siceluff first-floor classrooms and lobby; if those areas are full, go to the lower level of Plaster Student Union.

Nondiscrimination: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

(3)

Missouri State.

Curricular Action Workflow

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Computer Services

Change Program Proposal Form

Submitted on 01/27/2017 by Kenneth Vollmar (Kenvollmar@missouristate.edu).

Department:

Computer Science

Type of Program
Choose One:

◉ Major (Non-Comprehensive/Graduate Program)

○ Comprehensive Major

○ Option

○ Minor

○ Certificate

○ Certification

○ Academic Rules

○ Other

Title of Program Affected:

Computer Science/Computer Science-BS

Current Catalog Description: (Either cut and paste present description from online catalog OR provide as an attachment below)

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)
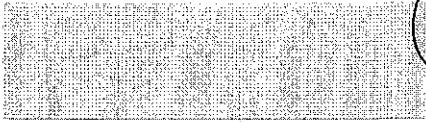
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←  →  B  I  S̶
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Attached

What is changing? Check all boxes that apply:

☐ Title change

☐ From option to program (major)

☐ Other

☑ Course changes of under 18 hours   ☐ From program (major) to option

☐ Course changes of 18 hours or more

Reason for Proposed Change:

Correct typographical errors in entry of program.

Add course CSC 388, required by ABET accreditation

Add acceptable science courses CHM 116/117 to the list

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

01/27/2017

Current Status:

College Council Review

Proposal Progress:

01/27/2017 - Submitted by Department Head (Kenneth Vollmar)

Review Comments:

No comments have been added to this proposal.

Computer Science	
Major(s)	
Computer Science (Non-Comprehensive)	
Bachelor of Science	
A. General Education Requirements - see General Education Program and Requirements section of catalog	
B. Major Requirements	
1. CSC 130(3), 131(4), 232(4), 325(3), ~~333(2)~~, 335(3), 338(~~32~~), 344(3), 365(3), **388(2)**, 450(3), 482(1)	333(2) is incorrectly included here, should have only been within the Computer Science option Typographical error; 338 is a 2-hr course 388(2) is a new course
2. Select nine additional hours from eligible CSC 399(3); MTH 421 or CSC 421; or CSC courses numbered 500 or higher with at least six hours from courses other than CSC 399 and CSC 596	
3. Related mathematics requirement: MTH 215(3) or MTH 261(5)*	
4. Related science requirements: select at least four hours from the following: BIO 121(4)*; BMS 110(3)* and 111(1)*; **CHM 116(4) and CHM 117(1)**; CHM 160(4) and CHM 161(1); GLG 110(4), GRY 135(4), GRY 142(4) Other science	CHM 116(4) and CHM 117(1) are new allowable alternatives

and mathematics courses may be acceptable with department approval.	
5. Public Affairs Capstone Experience will be fulfilled by completion of CSC 335(3), 365(3), and 482(1).	
6. Select one of the following options:	
a. Computer Science	
1. CSC 325(3), 333(2), ~~460(3)~~	CSC 460 is no longer offered
2. Additional related mathematics requirements: 11-13 hours from MTH 215(3), 261(5)*, 280(5) 345(3), 540(3). Note: These required mathematics courses automatically satisfy the requirements for a minor in Mathematics.	
3. PHY 203(5)	
4. Select additional science or mathematics courses to total at least 14 hours from the following: BIO 121(4)*; BMS 110(3)* and 111(1)*; **CHM 116(4) and CHM 117(1)**; CHM 160(4) and CHM 161(1); GLG 110(4), GRY 135(4), GRY 142(4); PHY 204(5); and MTH courses numbered 400 or higher. Other science and mathematics courses may be acceptable with department approval.	CHM 116(4) and CHM 117(1) are new allowable alternatives
b. Software Development	
1. CSC 455(3)	
2. Select three additional hours from eligible CSC courses numbered 500 or higher excluding CSC 596.	
3. ECO 165(3); PSY 121(3); ENG 321(3). Each of these courses may also count toward General Education requirements.	
4. Select additional science courses to total at least seven hours from the following: BIO 121(4)*; BMS 110(3)* and 111(1)*; **CHM 116(4) and CHM 117(1)**; CHM 160(4) and CHM 161(1); GLG 110(4), GRY 135(4), GRY 142(4), PHY 203(5); and MTH courses	CHM 116(4) and CHM 117(1) are new allowable alternatives

numbered 400 or higher. Other science or mathematics courses may be acceptable with department approval.	
5. Select one of the following: MKT 350(3), MGT 340(3), COM 315(3), PSY 305(3), PSY 481(3). Other courses may be acceptable with department approval.	
*May also count toward General Education requirements	
C. Minor Required (Note: The 'Computer Science" option contains courses that satisfy the requirements for a minor in Mathematics.)	
D. General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog	

Missouri State.

Curricular Action Workflow

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Computer Services

Change Program Proposal Form

Submitted on 01/27/2017 by Kenneth Vollmar (Kenvollmar@missouristate.edu).

Department:

Computer Science

Type of Program
Choose One:

● Major (Non-Comprehensive/Graduate Program)

○ Minor

○ Academic Rules

○ Certificate

○ Other

○ Comprehensive Major

○ Certification

○ Option

Title of Program Affected:

Computer Science/Software Development-BS

Current Catalog Description: (Either cut and paste present description from online catalog OR provide as an attachment below)

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)

← → **B** *I* ~~S~~

Attached

What is changing? Check all boxes that apply:

☐ Title change

☐ From option to program (major)

☐ Other

☑ Course changes of under 18 hours   ☐ From program (major) to option

☐ Course changes of 18 hours or more

(4)

Reason for Proposed Change:

Correct typographical data entry in catalog program description

Add required course CSC 388 (required by ABET accreditatation)

Add CHM 116/117 to list of acceptable alternatives in science

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

01/27/2017

Current Status:

College Council Review

Proposal Progress:

01/27/2017 - Submitted by Department Head (Kenneth Vollmar)

Review Comments:

No comments have been added to this proposal.

Computer Science

Major(s)

Computer Science (Non-Comprehensive)

Bachelor of Science

A. General Education Requirements - see General Education Program and Requirements section of catalog

B. Major Requirements

Requirement	Comment
1. CSC 130(3), 131(4), 232(4), 325(3), ~~333(2)~~, 335(3), 338(~~3~~2), 344(3), 365(3), **388(2)**, 450(3), 482(1)	333(2) is incorrectly included here, should have only been within the Computer Science option Typographical error; 338 is a 2-hr course 388(2) is a new course
2. Select nine additional hours from eligible CSC 399(3); MTH 421 or CSC 421; or CSC courses numbered 500 or higher with at least six hours from courses other than CSC 399 and CSC 596	
3. Related mathematics requirement: MTH 215(3) or MTH 261(5)*	
4. Related science requirements: select at least four hours from the following: BIO 121(4)*; BMS 110(3)* and 111(1)*; **CHM 116(4) and CHM 117(1)**; CHM 160(4) and CHM 161(1); GLG 110(4), GRY 135(4), GRY 142(4) Other science	CHM 116(4) and CHM 117(1) are new allowable alternatives

④

and mathematics courses may be acceptable with department approval.	
5. Public Affairs Capstone Experience will be fulfilled by completion of CSC 335(3), 365(3), and 482(1).	
6. Select one of the following options:	
a. Computer Science	
1. CSC 325(3), 333(2), 460(3)	CSC 460 is no longer offered
2. Additional related mathematics requirements: 11-13 hours from MTH 215(3), 261(5)*, 280(5) 345(3), 540(3). Note: These required mathematics courses automatically satisfy the requirements for a minor in Mathematics.	
3. PHY 203(5)	
4. Select additional science or mathematics courses to total at least 14 hours from the following: BIO 121(4)*; BMS 110(3)* and 111(1)*; **CHM 116(4) and CHM 117(1)**; CHM 160(4) and CHM 161(1); GLG 110(4), GRY 135(4), GRY 142(4); PHY 204(5); and MTH courses numbered 400 or higher. Other science and mathematics courses may be acceptable with department approval.	CHM 116(4) and CHM 117(1) are new allowable alternatives
b. Software Development	
1. CSC 455(3)	
2. Select three additional hours from eligible CSC courses numbered 500 or higher excluding CSC 596.	
3. ECO 165(3); PSY 121(3); ENG 321(3). Each of these courses may also count toward General Education requirements.	
4. Select additional science courses to total at least seven hours from the following: BIO 121(4)*; BMS 110(3)* and 111(1)*; **CHM 116(4) and CHM 117(1)**; CHM 160(4) and CHM 161(1); GLG 110(4), GRY 135(4), GRY 142(4), PHY 203(5); and MTH courses	CHM 116(4) and CHM 117(1) are new allowable alternatives

	numbered 400 or higher. Other science or mathematics courses may be acceptable with department approval.
	5. Select one of the following: MKT 350(3), MGT 340(3), COM 315(3), PSY 305(3), PSY 481(3). Other courses may be acceptable with department approval.
	*May also count toward General Education requirements
	C. Minor Required (Note: The 'Computer Science" option contains courses that satisfy the requirements for a minor in Mathematics.)
	D. General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog

Computer Science	
Major(s)	
Computer Science (Non-Comprehensive)	
Bachelor of Science	
A. General Education Requirements - see General Education Program and Requirements section of catalog	
B. Major Requirements	
1. CSC 130(3), 131(4), 232(4), 325(3), ~~333(2)~~ 335(3), 338(~~2~~2), 344(3), 365(3), **388(2)**, 450(3), 482(1)	333(2) is incorrectly included here, should have only been within the Computer Science option Typographical error; 338 is a 2-hr course 388(2) is a new course
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Requirements	Notes
and mathematics courses may be acceptable with department approval.	
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1. CSC 455(3)	
2. Select three additional hours from eligible CSC courses numbered 500 or higher excluding CSC 596.	
3. ECO 165(3); PSY 121(3); ENG 321(3). Each of these courses may also count toward General Education requirements.	
4. Select additional science courses to total at least seven hours from the following: BIO 121(4)*; BMS 110(3)* and 111(1)*; **CHM 116(4) and CHM 117(1)**; CHM 160(4) and CHM 161(1); GLG 110(4), GRY 135(4), GRY 142(4), PHY 203(5); and MTH courses	CHM 116(4) and CHM 117(1) are new allowable alternatives

numbered 400 or higher. Other science or mathematics courses may be acceptable with department approval.	
5. Select one of the following: MKT 350(3), MGT 340(3), COM 315(3), PSY 305(3), PSY 481(3). Other courses may be acceptable with department approval.	
*May also count toward General Education requirements	
C. Minor Required (Note: The "Computer Science" option contains courses that satisfy the requirements for a minor in Mathematics.)	
D. General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog	

Missouri State.

Curricular Action Workflow

designed by
Computer Services

New Course Proposal Form

Submitted on 01/30/2017 by Xiaomin Qiu (Qiu@missouristate.edu).

*All fields require input

◉ New COURSE

○ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:
GEO

Course Number: (Check Availability)
200

Course Title:
Exploring Our Digital Earth

Will this proposal need to be reviewed by CGEIP?   ○ No ◉ Yes

Will this proposal need to be reviewed by EPPC?   ◉ No ○ Yes

Prerequisite/Co-requisite or enter 'None':
None

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

General Education Course (Focus on Public Issues). An exploration of the geospatial technologies related to digital Earth with a focus on their applications in our current world. Topics include geospatial data, digital mapping, geographic information systems(GIS), global positioning systems (GPS), and remote sensing. This course uses a wide range of geospatial technology software freely available on the internet, and provides an introduction to geospatial technologies as critical thinking and inquiry tools. 3(3-0) F,S.

| Credit Hours: | 3 | Lecture Contact Hours: | 3 | Lab Contact Hours: | 0 |

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

(5)

☑	Fall	☐	Fall (even-numbered years only)	☐	Fall (odd-numbered years only)	
☑	Spring	☐	Spring (even-numbered years only)	☐	Spring (odd-numbered years only)	
☐	Summer	☐	On Demand only			

Complete Catalog Description:
GEO 200 Exploring Our Digital Earth
Prerequisite: None
General Education Course (Focus on Public Issues). An exploration of the geospatial technologies related to digital Earth with a focus on their applications in our current world. Topics include geospatial data, digital mapping, geographic information systems(GIS), global positioning systems (GPS), and remote sensing. This course uses a wide range of geospatial technology software freely available on the Internet, and provides an introduction to geospatial technologies as critical thinking and inquiry tools. 3(3-0) F,S.
Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0
Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

The primary goal of GEO 200 is to offer students an overview of knowledge and techniques about several different geospatial technologies related to digital Earth. Students will develop basic skills to utilize geospatial technologies to collect, manage, analyze, and display geospatial information, e.g. point, linear, and polygon data, aerial photos, and satellite images, to address real-world problems, personally or socially relevant. With the geospatial technologies as exploration tools, students will also be able to develop new perspectives and understanding about our dynamic Earth.

Relationship to Other Departments

GEO200 is proposed as a general education course, under Public Affairs---Public Issues, offered solely by geospatial faculty members in the Department of Geography, Geology, and Planning. Other departments do not offer any courses similar to GEO200 at this level.

Is there a graduate/undergraduate parallel course to this one?   ⦿ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	25	Maximum Enrollment Limit per section:	30
Anticipated Average Enrollment per semester:	50	Maximum Enrollment Limit per semester:	60
Anticipated Average Enrollment per year:	100	Maximum Enrollment Limit per year:	120
Faculty Load Assignment (equated hours):	3		

Is another course being deleted? ⦿ No ○ Yes

What will this course require in the way of:

Additional library Holdings

NA

Additional computer resources

NA

Additional or remodeled facilities

NA

Additional equipment or supplies

NA

Additional travel funds

NA

Additional faculty; general vs specialized

NA

Additional faculty; regular vs per-course

NA

Other additional expenses

NA

If additional faculty are not required, how will faculty be made available to teach this course?

Several faculty members with expertise in Geospatial Science in the Department of Geography, Geology, and Planning are currently teaching one or two sections Regional Geography Courses per year, and the Regional Geography Courses do not require instructors with geospatial specialty. Once GEO200 is approved, these faculty members will teach one or two sections of GEO200 per year.

List names of current faculty qualified and available to teach this course

Dr. Xiaomin Qiu; Dr. Toby J. Dogwiler; Dr. Xin Miao; Dr. Jun Luo

What is the anticipated source of students for this course?

Missouri State students with interests in geospatial technologies, e.g. geospatial data, digital mapping, geographic information systems(GIS), global positioning systems (GPS), and remote sensing, from within and outside of the department.

If from within the department, will students be taking this course in addition to or in place of other courses?

If GEO200 is approved as a general education course, under Public Affairs---Public Issues, students could take GEO200, instead of PLN100 Understanding Cities from the department, to fulfill the general education requirement for this category.

If from outside the department, which courses in other departments would most likely be affected?)

If GEO200 is approved as a general education course, under Public Affairs---Public Issues, students could take GEO200, instead of courses from other departments, to fulfill the general education requirement for this category.

Other comments:

Over the past two decades, geospatial technologies, including digital mapping, geographic information systems (GIS), global positioning systems (GPS), and remote sensing, have evolved to recharacterize our Earth. Educators worldwide have recognized that geospatial technologies are key technologies to prepare students to be tomorrow's decision makers dealing with local, regional, and global issues. GEO 200 explores geospatial technologies related to digital Earth with a focus on their applications in our current world. Topics include geospatial data, digital mapping, geographic information systems(GIS), global positioning systems (GPS), and remote sensing. This course will use a wide range of geospatial technology software freely available on the Internet, and provide an introduction to geospatial technologies as critical thinking and inquiry tools. The goals and content of GEO 200 are aligned with the mission, vision, and values of Missouri State University.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)   01/30/2017
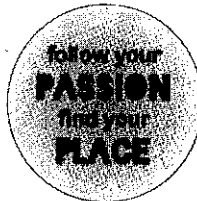
Current Status:

College Council Review

Proposal Progress:

01/30/2017 - Submitted by Department Head (Toby Dogwiler)

Review Comments:

No comments have been added to this proposal.

POLICY STATEMENT

GEO 200 – Exploring Our Digital Earth
FALL 2017
TR 11:00-12:15 pm   TEMPLE 143

INSTRUCTOR: Dr. Xiaomin Qiu
OFFICE: Temple Hall 323
PHONE: 417-836-3219
E-MAIL: qiu@missouristate.edu
OFFICE HRS: Monday 10:00am-12:00pm; Tuesday 4:00-5:00pm; Wednesday 10:00am-12:00pm or by appointments

CATALOG DESCRIPTION: GEO 200 Exploring Our Digital Earth 3(3-0) F,S.
General Education Course (Focus on Public Issues). An exploration of the geospatial technologies related to digital Earth with a focus on their applications in our current world. Topics include geospatial data, digital mapping, geographic information systems(GIS), global positioning systems (GPS), and remote sensing. This course uses a wide range of geospatial technology software freely available on the Internet, and provides an introduction to geospatial technologies as critical thinking and inquiry tools. 3(3-0) F,S.

COURSE OBJECTIVES
The primary goal of GEO 200 is to offer students an overview of knowledge and techniques about several different geospatial technologies related to digital Earth. Students will develop basic skills to utilize geospatial technologies to collect, manage, analyze, and display geospatial information, e.g. point, linear, and polygon data, aerial photos, and satellite images, to address real-world problems, personally or socially relevant. With the geospatial technologies as exploration tools, students will also be able to develop new perspectives and understanding about our dynamic Earth.

GENERAL EDUCATION GOALS AND LINKS TO GEO 200 GOALS
GEO 200 is part of the <u>Public Affairs</u> component of General Education at Missouri State, Focus on <u>Public Issues</u>:

I.   GEO 200 addresses <u>General Goal (1)</u>: *Students will be able to develop the disposition and skills to gather, organize, refine, analyze, and evaluate critically information and ideas.*
The goals of GEO 200 support the Specific Learning Outcomes (SLOs) of General Goal (1) as follows:

SLO1. *Identify and follow through on personally and socially relevant problems and reasonable solutions to those problems.*

GEO 200 Goal 2: Students will be able to understand and follow the process of solving real-world problem by collecting, managing, analyzing, and displaying geospatial data in geospatial software freely available on the Internet.

1

SLO2. *Identify relevant information sources, make reasoned choices among those sources, and open-mindedly follow where those sources lead.*

GEO 200 Goal 1: Students will be able to identify major geospatial data sources at various levels, from federal agencies to local municipalities, from government agencies to open source organizations.

SLO3. *Justify conclusions reached in the analysis of information.*

GEO 200 Goal 3: Students will be able to analyze geospatial information to reach and justify the conclusions about social issues and questions related to our dynamic Earth.

II. GEO 200 addresses General Goal (2): *Students will be able to develop new ideas, products, or solutions and explore novel perspectives and approaches.*
The goals of GEO 200 support the Specific Learning Outcomes (SLOs) of General Goal (2) as follows:

SLO1. *Develop creative and novel solutions to personally and socially relevant problems.*

GEO 200 Goal 4: Students will be able to find location-based solutions to the problems socially or personally related by analyzing geospatial data and displaying as mapping product in geospatial software freely available.

SLO2. *Take account of novel, alternative, contradictory, and even radical viewpoints in creating new ideas, products, or solutions appropriate to the domain or subject matter.*

GEO 200 Goal 7: With the geospatial technologies as exploration tools, students will be able to develop novel perspectives and understanding about phenomena and issues on the surface of the Earth.

III. GEO 200 addresses General Goal (12): *Students will be able to recognize the importance of contributing their knowledge and experiences to their own communities and the broader society.*
The goals of GEO 200 support the Specific Learning Outcomes (SLOs) of General Goal (12) as follows:

SLO3. *Utilize knowledge from academic fields, making relevant connections to civic and political participation.*

GEO 200 Goal 6: Students will be able to utilize the geospatial knowledge and skills to map and understand the spatial structure of civic engagement and political participation locally and regionally.

SLO4. *Recognize the needs of the communities to which they belong and understand how to address those needs.*

2

GEO 200 Goal 5: Students will be able to identify where the problems or issues are located locally and regionally and how they can be solved by using geospatial data and technologies.

REQUIRED TEXTBOOK
Introduction to Geospatial Technologies, Third Edition, by
Bradley A Shellito; Macmillan, 2016.

COURSE ASSESSMENT – CGEIP
Methods: Assessment Surveys and Pre-test/Post-test

GEO 200 is a General Education course. As required by the General Education program, GEO 200 will be assessed regularly to determine how well it is satisfying the aims and goals of the General Education program. As a result, students will be required to answer an **Assessment Survey and Pre-Test** in class during the first week of the semester. During the final exam week, students will then be required to answer a second **Assessment Survey and Post-Test**. Students' performance on either of these assessments will not have any negative effect on their grade for this course.

In order to give students an incentive to do well on the **Post-Test**, this course offer the option of substituting students' scores on this **Post-Test** for the score on the lowest of their first two exams (e.g., Exam#1 or Exam#2). That means students' performance on the **Post-Test** can potentially improve their Final Grades for this class.

COURSE REQUIREMENTS
Attendance: As is always the case, it is best to attend all lectures and laboratories. Poor attendance is closely associated with poor performance in classroom at higher education level. You are responsible for all materials and deadlines during classes. You should make appointment with advisors, doctors, etc. for the time other than the class time. A written doctor's note or other official document stating that you were unable to attend class is required for counting missing attendance towards extra attendance credit.

Examinations: There will be a total of four exams, including the final.
Exercises: There will be assignments for this class. No late assignments will be accepted after 2 days. For every day late, the exercise or assignment will drop one letter grade. After 2 days (not 2 class periods) the grade for the assignment will be zero. You have until the beginning of the class on the day the assignment is due to turn it in, after which it will be considered one day late. Computer errors and lost or damaged storage media is not an acceptable excuse for late or missing assignments.
Make-ups: No make-up exams or extensions will be given without a written doctor's note or other official document stating that you were incapacitated and/or unable to attend. All make-up examinations will be arranged with Dr. Qiu before December 1st, 2017.
Conduct: Your conduct in the classroom should be adult-like and conducive to learning. If your conduct does not fit these standards, points may be deducted from your final letter grade.

GRADE DETERMINATION

Your final grade is based upon:
15%   Exam #1
15%   Exam #2
15%   Exam #3
15%   Final Exam
40%   Assignments
3%   Extra Credit for Good Attendance (>90% for the 10-20 **random** attendance checking)

Your scores will be converted to a letter grade according to the following scale:
   92.50%-100.00% -- A
   90.00%-92.49% -- A-
   87.50%-89.99% -- B+
   82.50%-87.49% -- B
   80.00%-82.49% -- B-
   77.50%-79.99% -- C+
   72.50%-77.49% -- C
   70.00%-72.49% -- C-
   67.50%-69.99% -- D+
   60.00%-67.49% -- D
   0.00%-59.99% -- F
   INCOMPLETE: Incompletes are not given for this course.

PROCEDURES FOR DROPPING A CLASS
It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. You may refer to Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for relevant drop deadlines.

ACADEMIC INTEGRITY/CHEATING AND PLAGIARISM
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

DISABILITY ACCOMMODATIONS
To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Meyer Library Suite 111, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which

also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, http://psychology.missouristate.edu/ldc.

NON-DISCRIMINATION POLICY
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Park Central Office Building, 117 Park Central Square, Suite 111, 417- 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

CELL PHONE POLICY
As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

EMERGENCY RESPONSE
At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to http://www.missouristate.edu/safetran/51597.htm and http://www.missouristate.edu/safetran/erp.htm.

Course Outline (tentative*)

Week	Topic & Critical Thinking Question	Reading	Hands-on Application & Assignment
1	Introduction to geospatial technologies and data.	Chapter 1	Examining real estate values online with relation to socioeconomic factors
	What happens to privacy in a geospatial world?		Google Earth (GE) environment & basic functionality
2	Locations in a digital world, position measurements, coordinate systems	Chapter 2	Coordinates and geolocation data in Social Media
	Do you really need printed maps in a digital world? Especially for disadvantaged populations.		Coordinates and position measurements in GE
3	Getting data to match the Map: Reprojecting, control points, and Transformation	Chapter 3	Georeferenced historic maps and the Spyglass
	What happens when the georeferencing is wrong?		Georeferencing images in Microsoft MapCruncher utility
4	Finding location with Global Positioning System (GPS)	Chapter 4	Things to do before you go Geocaching
	What happens if GPS stops working?		GPS satellite positions in Trimble Planning Software
EXAM 1			
5	Working with digital geospatial data and Geographic Information Systems (GIS)	Chapter 5	GIS current events maps
	What happens when you don't have metadata?		Quantum GIS (QGIS) environment & basic functionality
6	Using GIS for spatial snalysis	Chapter 6	The land transformation model
	What are potential societal or policy impacts of GIS models?		Database construction and simple spatial analysis in QGIS
7	Using GIS to make a map	Chapter 7	Presidential election thematic maps and cartograms.
	Why is map design important? Especial related to political propaganda.		Map composer functions in QGIS
8	Getting there quicker with geospatial technologies	Chapter 8	Google Street view
	What kind of issues come with Google Street view?		Geocoding and Shortest Path analysis in QGIS
EXAM 2			

9	Remotely sensed images from above	Chapter 9	World War II aerial photography online
	How can Unmanned Aircraft Systems (UAS) be used for security purposes?		Visual image interpretation in Google Earth
10	Electromagnetic energy, spectral reflectance, digital imagery	Chapter 10	Wavelengths and the scale of the universe
	How does remote sensing affect your privacy?		Remotely sensed imagery and color composites in MultiSpec
11	Satellite remote sensing, satellite orbits, Landsat program	Chapter 11	Examining satellite orbits in real time
	What effect does satellite remote sensing have on political borders?		Working with Landsat imagery in MultiSpec
12	Studying the environment from Space	Chapter 12	NOAA satellite imagery application related to climate change
	How can EOS data be used in studying and monitoring climate change?		Using Terra and Aqua imagery for environmental analysis
EXAM 3			
13	Digital Landscaping	Chapter 13	U.S. Topos as GeoPDFs
	If everything is digital, do we still need printed topographic maps?		Digital terrain analysis in Google Earth and MICRODEM
14	See the World in 3D	Chapter 14	3D CityEngine Web scenes
	What is the advantage of using 3D design?		3D modeling and visualization in SketchUp and Google Earth
15	Life in the Geospatial Cloud and Other Current Developments	Chapter 15	ESRI Story maps
	Who owns geospatial data?		Exploring ArcGIS Explorer
FINAL EXAM			

*The instructor may change topics according to progress during the semester.

Missouri State.

Curricular Action Workflow

Change Course Proposal Form

Submitted on 01/21/2017 by Melida Gutierrez (Mgutierrez@missouristate.edu).

*All fields require input

This proposal applies to:

⦿   An existing COURSE

◯   An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

GLG782 Contaminant Geochemistry

Will this proposal need to be reviewed by CGEIP?   ⦿ No ◯ Yes

Will this proposal need to be reviewed by EPPC?   ⦿ No ◯ Yes

Current online catalog description:

GLG 782 Contaminant Geochemistry

Recommended Prerequisite: undergraduate background in both geology and chemistry. Geochemical principles applied to solve environmental problems involving surface water, groundwater, sediments, soils, and the atmosphere. Case studies in groundwater geochemistry, medical geology, and mining geology. Geostatistics (ArcGIS, SPSS) and geochemical modeling (MINTEQ) tools used. 3(2-2) SO

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

←	→	B	*I*	~~S~~

GLG 782 Contaminant Hydrology ~~Geochemistry~~

Recommended Prerequisite: undergraduate background in both geology and chemistry. Geochemical principles applied to solve environmental problems ~~involving~~ affecting surface water and groundwater.~~, sediments, soils, and the atmosphere~~. Case studies in groundwater geochemistry, medical geology, agricultural practices, and mining wastes. Geostatistics (ArcGIS, SPSS) and geochemical modeling (MINTEQ) tools are used. 3(2-2) SO

What is changing? Check all boxes that apply.

◻ Course Code   ◻ Course Number (Check Availability)   ☑ Title   ◻ Prerequisite

☐ Credit Hours/Contact Hours   ☐ Periodicity   ☑ Description

Reason for proposed change

The name Contaminant Hydrology reflects better the content of the course, as the content mostly addresses the effects and routes of various contaminants into water bodies (surface water, groundwater)

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ⦿ No ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum   ☑ Faculty Input   ☐ Student Input

☐ Accreditation/certification compliance   ☐ Review of catalog information

☐ Other (be specific):

☑ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)   01/20/2017
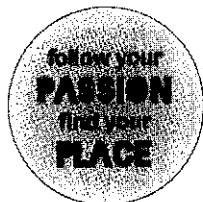
Current Status:

Grad Council Review

Proposal Progress:

01/30/2017 - Submitted by Department Head (Toby Dogwiler)
01/30/2017 - Reviewed by Dean (Tamera Jahnke)

Review Comments:

01/30/2017 - Department Head Review - Toby Dogwiler - This change is mainly a change in name to clearly define the focus of the course as it is typically taught.

Missouri State.

Curricular Action Workflow

designed by
Computer Services

Change Course Proposal Form

Submitted on 01/27/2017 by Debra Finn (DFinn@MissouriState.edu).

*All fields require input
This proposal applies to:

⦿   An existing COURSE

○   An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BIO574 Aquatic Entomology

Will this proposal need to be reviewed by CGEIP?   ⦿ No   ○ Yes

Will this proposal need to be reviewed by EPPC?   ⦿ No   ○ Yes

Current online catalog description:

BIO 574 Aquatic Entomology.

Prerequisite: BIO 370 or BIO 371 or AGR 583. Aquatic insects, ecology and taxonomy with emphasis on field applications. May be taught concurrently with BIO 674. Cannot receive credit for both BIO 674 and BIO 574. Public Affairs Capstone Experience course. 2(1-3) SE

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

| ← | → | **B** | *I* | S̶ |

BIO 574 Aquatic Entomology

Prerequisite: BIO 370 or BIO 371 or **AGP 581** ~~AGR 383~~. Aquatic insects, ecology and taxonomy with emphasis on field applications. **2-3 Saturday field trips scheduled.** May be taught concurrently with BIO 674. Cannot receive credit for both BIO 674 and BIO 574. Public Affairs Capstone Experience course. **3(2-2) F** ~~2(1-3) SE~~

What is changing? Check all boxes that apply.

| ☐ | Course Code | ☐ | Course Number (Check Availability) | ☐ | Title | ☑ | Prerequisite |
| ☑ | Credit Hours/Contact Hours | ☑ | Periodicity | | | ☑ | Description |

Reason for proposed change

I am new Biology faculty. The change to Fall semester is to accommodate my annual teaching schedule, and the change in periodicity reflects student demand for the course. The increase in credit/contact hours (from 1 to 2 lecture contact hours and from 2 to 3 credit hours) is because my experience with this course at other universities suggests that a single lecture hour per week is not sufficient to cover the material. I also added to the description a statement to inform students about required Saturday field trips. Prerequisite change is due to AGR 383 having been replaced by AGP 581 (Applied Entomology).

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ⊙ No ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

| ☐ | Routine or annual review/assessment of curriculum | ☑ Faculty Input | ☑ Student Input |

| ☐ | Accreditation/certification compliance | ☑ Review of catalog information |

☑ Other (be specific): My experience with this course at other universities suggests that a single lecture hour per week is not sufficient to cover the material.

☑ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)   01/27/2017
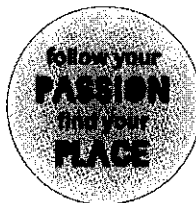
Current Status:

College Council Review

Proposal Progress:

01/27/2017 - Submitted by Department Head (S Mathis)

Review Comments:

No comments have been added to this proposal.

Missouri State.

Curricular Action Workflow

designed by
Computer Services

New Program Proposal Form

Submitted on 01/26/2017 by Melanie Grand (Melaniegrand@missouristate.edu).

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department:

Hospitality Leadership

Proposed Program Title:

Food and Beverage Operations Certificate

Choose One:

○ Major (Non-Comprehensive/Graduate Program)

○ Comprehensive Major

○ Option

○ Minor

◉ Certificate

○ Certification

○ Academic Rules

○ Other

Select Degree Type (or Select Graduate Certificate or Undergraduate Certificate):

UGCT - Undergraduate Certificate

General Education Courses Required:

MTH 130 or higher

Total Hours: 3

General Education Courses Recommended:

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

Total Hours: 0

Courses Required in Department:

HSP 210, 218, 321, 426 and select from HSP 330, 435 or 409.

Total Hours: 15

Courses Required in Other Departments:

Total Hours: 0

Prerequisites for Required Courses:

See catalog descriptions.

Recommended Electives in Department:

Total Hours: 0

Recommended Electives in Other Departments:

Total Hours: 0

Limitations on Electives:

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

1. Statement of Rationale: Attached

2. Estimated costs for first five years: Attached

3. Complete catalog description (including new courses and course changes pending approval): Attached

4. CBHE Application (If applicable): Not Attached

*Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

01/12/2017

Current Status:

College Council Review

Proposal Progress:

01/26/2017 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

Last Modified: 07/17/2015   •   Disclaimer   •   Accessibility   •   EO/AA/M/F/Veterans/Disability
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Rationale for Food and Beverage Operations Certificate

The department has received numerous requests from hospitality industry personnel and non-major students to receive concentrated instruction pertaining to the food and beverage industry. This certificate will allow these individuals to receive instruction in a cohesive, structured manner. Those completing the certificate will have the opportunity to complete two industry certification exams that are often required by food and beverage operations.

Projected Costs:

The certificate program is strategically comprised of current hospitality leadership courses. Faculty lines planned for fall 2018 will be able to accommodate additional students. This is not projected to change over the next five years.

Food and Beverage Operations Certificate

The Food and Beverage Operations undergraduate certificate program provides a 15 hour educational experience in the food and beverage discipline. Students will receive concentrated instruction on a number of pertinent aspects pertaining to the food and beverage industry.

Completion Requirements:

Must obtain a grade of C or better in all food and beverage operation certificate courses.

Admission criteria

Admission to Missouri State University.

Required courses

| Course Code	Course Title	Credit Hours
HSP 210	Introduction to Hospitality Leadership	3 hrs
HSP 218	Safety and Sanitation	3 hrs
HSP 321	Principals of food preparation	3 hrs
HSP 326	Food and Beverage Management	3 hrs

Choose one of the following:

Course Code	Course Title	Credit Hours
HSP 330	Banquet Operations	3 hrs
HSP 435	Restaurant Management	3 hrs
HSP 409	Beverage Management	3 hrs

⑨

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Curricular Action Workflow
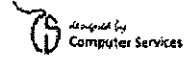
Change Course Proposal Form

Submitted on 01/26/2017 by Melanie Grand (Melaniegrand@missouristate.edu).

*All fields require input
This proposal applies to:

● An existing COURSE

○ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP330 Banquet Operations

Will this proposal need to be reviewed by CGEIP?   ● No ○ Yes

Will this proposal need to he reviewed by EPPC?   ● No ○ Yes

Current online catalog description:

HSP 330 Banquet Operations

Prerequisite: HSP 210 and HSP 321. This course provides students with practical skills and knowledge for effective management of food

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

HSP 330 Banquet Operations

Prerequisite: HSP 210 and HSP 321; **Hospitality Leadership major or enrolled in Food and Beverage Operations Certificate program.** This course provides students with practical skills and knowledge for effective management of food and beverage practices, from the preparation of quantity foods to its service. Laboratory arranged. Supplemental course fee. 3(2-2) F,S

What is changing? Check all boxes that apply.

☐ Course Code   ☐ Course Number (Check Availability)   ☐ Title   ☑ Prerequisite

☐ Credit Hours/Contact Hours   ☐ Periodicity   ☐ Description

Reason for proposed change

To insure that students are academically prepared for the rigors of the class.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ⦿ No ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum

☑ Accreditation/certification compliance

☐ Other (be

specific):

☐ Faculty Input   ☐ Student Input

☐ Review of catalog information

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/12/2017

Current Status:

Routing to next reviewer

Proposal Progress:

This proposal is waiting for its first review.

Review Comments:

No comments have been added to this proposal.

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Stephanie He   2-1-2017
Department Head

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Curricular Action Workflow

Change Course Proposal Form

Submitted on 01/26/2017 by Melanie Grand (Melaniegrand@missouristate.edu).

*All fields require input

This proposal applies to:

- ◉ An existing COURSE

- ○ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

| HSP409 Beverage Operations |

Will this proposal need to be reviewed by CGEIP? ◉ No ○ Yes

Will this proposal need to be reviewed by EPPC? ◉ No ○ Yes

Current online catalog description:

| HSP 409 Beverage Operations

| Prerequisite: senior standing; and Hospitality Leadership major. Principles and methods of operating a profitable beverage component in

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

HSP 409 Beverage Operations

Prerequisite: senior standing; and Hospitality ~~and Restaurant Administration~~ **Leadership** major; **or enrolled in Food and Beverage Operations Certificate program.** Principles and methods of operating a profitable beverage component in a foodservice business. Topics range from inventory control, accounting, equipment and pricing, to legal responsibilities and liability. Supplemental course fee. 3(3-0) F,S

What is changing? Check all boxes that apply.

- ☐ Course Code
- ☐ Course Number (Check Availability)
- ☐ Title
- ☑ Prerequisite
- ☐ Credit Hours/Contact Hours
- ☐ Periodicity
- ☐ Description

10

Reason for proposed change

Students enrolled in the Food and Beverage Operations Certificate program may not have senior standing or be a HSP major.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ● No ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum   ☐ Faculty Input   ☐ Student Input

☑ Accreditation/certification compliance   ☐ Review of catalog information

☐ Other (be

    specific):

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY) | 01/12/2017 |

Current Status:

Routing to next reviewer

Proposal Progress:

This proposal is waiting for its first review.

Review Comments:

No comments have been added to this proposal.

Stephanie His, 2-1-2017
Department Head

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Change Course Proposal Form

Submitted on 01/25/2017 by Melanie Grand (Melaniegrand@missouristate.edu).

*All fields require input
This proposal applies to:

- ⦿ An existing COURSE

- ◌ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP426 Food and Beverage Management

Will this proposal need to be reviewed by CGEIP?   ⦿ No ◌ Yes

Will this proposal need to be reviewed by EPPC?   ⦿ No ◌ Yes

Current online catalog description:

HSP 426 Food and Beverage Management

Prerequisite: HSP 321; and MTH 130 or higher; and junior standing. A continuation of the student's familiarization with food service

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

HSP 426 Food and Beverage Management

Prerequisite: HSP 321; and MTH 130 or higher; and junior standing **or enrolled in Food and Beverage Certificate program**. A continuation of the student's familiarization with food service components in the hospitality industry. Menu, planning, pricing, food service accounting, wage and labor cost control, purchasing, portion control, advertising, sales and other food service principles, practices and techniques are analyzed. 3(3-0) F,S

What is changing? Check all boxes that apply.

| ☐ Course Code | ☐ Course Number (Check Availability) | ☐ Title | ☑ Prerequisite |
| ☐ Credit Hours/Contact Hours | ☐ Periodicity | ☐ Description | |

Reason for proposed change

Students enrolled in the Food and Beverage Certificate program may not have junior standing.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ◉ No ○ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum

☐ Faculty Input   ☐ Student Input

☑ Accreditation/certification compliance

☐ Review of catalog information

☐ Other (be

specific):

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/25/2017

Current Status:

Routing to next reviewer

Proposal Progress:

This proposal is waiting for its first review.

Review Comments:

No comments have been added to this proposal.

Stephanie Hei, 2-1-2017
Department Head

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(12)

Curricular Action Workflow

Change Course Proposal Form

Submitted on 01/26/2017 by Melanie Grand (Melaniegrand@missouristate.edu).

*All fields require input

This proposal applies to:

◉ An existing COURSE

○ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

| HSP435 Restaurant Management |

Will this proposal need to be reviewed by CGEIP?　◉ No ○ Yes

Will this proposal need to be reviewed by EPPC?　◉ No ○ Yes

Current online catalog description:

HSP 435 Restaurant Management

Prerequisite: HSP 321. This course is designed to allow students to experience the step-by-step process of operating "Carrie's" Restaurant

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

HSP 435 Restaurant Management

Prerequisite: HSP 321; **Hospitality Leadership Major or enrolled in Food and Beverage Operations Certificate.** This course is designed to allow students to experience the step-by-step process of operating "Carrie's" Restaurant in Pummill Hall. Students will design the menu, prepare and serve the food and market the restaurant. In addition, students may participate in the planning and execution of various special events in the program. May be repeated to a total of 6 hours. 3(1-4) F,S

What is changing? Check all boxes that apply.

| ☐ | Course Code | ☐ | Course Number (Check Availability) | ☐ | Title | ☑ | Prerequisite |
| ☐ | Credit Hours/Contact Hours | ☐ | Periodicity | ☐ | Description | | |

(12)

Reason for proposed change

To insure that students are academically prepared for the rigors of the class.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ⦿ No ◯ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☐ Routine or annual review/assessment of curriculum

☐ Faculty Input   ☐ Student Input

☑ Accreditation/certification compliance

☐ Review of catalog information

☐ Other (be

specific):

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

01/12/2017

Current Status:

Routing to next reviewer

Proposal Progress:

This proposal is waiting for its first review.

Review Comments:

No comments have been added to this proposal.
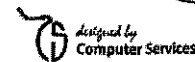
Stephanie Hein, 2-1-2017
Department Head

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Curricular Action Workflow

(13)

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New Course Proposal Form

Submitted on 01/30/2017 by Robert Patterson (Rspatterson@missouristate.edu).

*All fields require input

⊕   New COURSE

○   New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

AST

Course Number: (Check Availability)

719

Course Title:

Advanced Astronomical Techniques

Will this proposal need to be reviewed by CGEIP?   ⊕ No ○ Yes

Will this proposal need to be reviewed by EPPC?   ⊕ No ○ Yes

Prerequisite/Co-requisite or enter 'None':

None

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Advanced astronomical observational techniques in imaging, photometry, spectroscopy, and astrometry.
Techniques of data and error analysis. Laboratory portion will include obtaining and analyzing
observational data.

| Credit Hours: | 3 | Lecture Contact Hours: | 2 | Lab Contact Hours: | 2 |

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☐   Fall   ☐   Fall (even-numbered years only)   ☑   Fall (odd-numbered years only)

	Spring		Spring (even-numbered years only)		Spring (odd-numbered years only)
☐		☐		☐	
☐	Summer	☐	On Demand only		

(13)

Complete Catalog Description:
AST 719 Advanced Astronomical Techniques
Prerequisite: None
Advanced astronomical observational techniques in imaging, photometry, spectroscopy, and astrometry. Techniques of data and error analysis. Laboratory portion will include obtaining and analyzing observational data.
Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2
Typically offered: Fall (odd-numbered years only)

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Graduate-only course to prepare student for careers in astronomy and astrophysics or continued graduate studies in these fields.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ⦿ No ○ Yes

New Course Resource Information

Anticipated Average Enrollment per section:	10	Maximum Enrollment Limit per section:	24
Anticipated Average Enrollment per semester:	10	Maximum Enrollment Limit per semester:	24
Anticipated Average Enrollment per year:	10	Maximum Enrollment Limit per year:	24
Faculty Load Assignment (equated hours):	4		

Is another course being deleted? ⦿ No ○ Yes

What will this course require in the way of:

Additional library Holdings

No additional holdings are necessary

Additional computer resources

Existing computer facilities will be used

Additional or remodeled facilities

None

(13)

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

The graduate and undergraduate faculty teaching loads will be equitably distributed among three astronomy faculty.

List names of current faculty qualified and available to teach this course

Peter Plavchan, Mike Reed, Robert Patterson

What is the anticipated source of students for this course?

Graduate students in the Masters in Natural and Applied Sciences (MNAS) program, who specialize in astronomy and astrophysics. Graduates of local and regional universities will be targeted

If from within the department, will students be taking this course in addition to or in place of other courses?

This would be in addition to other courses taken for their Bachelors degree

If from outside the department, which courses in other departments would most likely be affected?)

None

Other comments:

This course will be used to partially fulfill the requirement of a minimum of 16 credits at the 700-level to obtain a Masters in Natural and Applied Sciences (MNAS) degree

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)   01/30/2017

Current Status:

Grad Council Review

Proposal Progress:

01/30/2017 - Submitted by Department Head (David Cornelison)
01/30/2017 - Reviewed by Dean (Tamera Jahnke)

Review Comments:

01/30/2017 - Department Head Review - David Cornelison - The department has three active astronomy faculty who would like to participate fully in the MNAS program. They already have three students admitted to study astronomy and are working on recruitment. The research programs are

in place and we need several courses in order to proceed. The department is very supportive of this course as part of that initiative.

13

(13)

Astronomy 719 – Advanced Astronomical Techniques
Fall 2017
Missouri State University

Course Description and Goals:
Prerequisite: Permission of the Instructor
Advanced astronomical observational techniques in imaging, photometry, spectroscopy, and astrometry. Techniques of data and error analysis. Laboratory portion will include obtaining and analyzing observational data.

Lecture: Monday,Wednesday 12:55-1:45pm
                Kemper 204

Lab: Wednesday, 7:15-9:30pm (nominally; we will have other evenings scheduled)

Instructor: Dr. Peter Plavchan
                Cell: (626) 234-1628
                Office: (417) 836-5131
                E-mail: PeterPlavchan@missouristate.edu

Office Hours: Monday, Wednesday 10:15am-12:45pm, and by appointment; Kemper 103-N

Materials: Course website: ***http://www.plavchan.com/msu/ast719/***
                Course blog: ***http://ast719.blogspot.com/***
                Two required textbooks:
                        To Measure the Sky by Chromey
                        Observational Astronomy by Birney

Exams: Midterm, Final

Homework: There will be weekly homeworks, covering material from the class, submitted in
                class or electronically. Homeworks will be due at 1pm on Fridays, and graded.
                See schedule below for due dates.

Grading Policy: Homework & Labs   40%
                Midterm   20%
                Final Exam   30%
                Class Participation – Quizzes, Attendance 10%
                Makeup exams will not be given without a valid medical excuse.
                A curve will be applied. Several pop quizzes may be given.

Median class course grade will tentatively be curved to an A- (average). Grades more than one standard deviation above or below the class median score will be given an A or C respectively. Grades more than two standard deviations below the class median score will be given a D or F.

Holidays/Canceled Classes: 9/7, 11/16, 11/23, 11/25

Course Outline <u>Subject to Change</u> – Astronomy 719 – 2017 Fall Semester

Week of	Week #	Lecture Topics	HW # Due	Notes
8/21	1	Locations in the Sky	None	
8/28	2	Radiative Processes	1	
9/4	3	Time and its Variations	2	
9/11	4	Science Driven Observing	3	
9/18	5	Proposal writing	4	
9/25	6	Time Allocation Committee	5	
10/2	7	Observation Planning	6	
10/9	8	Midterm	7	
10/16	9	Extinction: Atmospheric & Interstellar	8	
10/23	10	Astronomical Detectors	9	
10/30	11	Cont.	10	
11/6	12	Surveys, variable stars, and catalogs	11	
11/13	13	Cont.	12	
11/20	14	Spectroscopy	13	
11/27	15	Thanksgiving break	None	No class all week
12/5	16	Cont.	14	
12/12	17	Cumulative Final Time/Location TBD	15	

Student Learning Outcomes (SLO)

A student completing Astronomy 719 will be able to demonstrate an advanced mathematical understanding of:

    A.   Locate constellations and important stars in the sky.
    B.   Perform bias, dark, and flat corrections to images.
    C.   Combine multi-filtered images to color ones.
    D.   Produce an HR diagram.
    E.   Wavelength calibrate spectra.
    F.   Identify stellar spectral types by spectral lines.
    G.   Obtain photometric time-series observations

This outcome is measured by the student's qualitative and quantitative performance on tests, quizzes, homework/lab assignments, projects, and presentations.

Attendance and Participation

Class attendance is essential for understanding and comprehension of the material. The biggest predictive factor in your final grade is whether or not you attend class regularly. Excessive unexcused absence(s) may result in the student being dropped from the class. In addition, class participation is highly encouraged and accounts for 10% of your final grade.

Statement of Nondiscrimination

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your

instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/. **In particular, if you have a preferred pronoun, or if I unintentionally make you feel marginalized or unwelcome, *please* bring it to my attention and I will listen and learn from you. I embrace a diversity of opinions and ideas, and I would like to foster an inclusive environment for all students enrolled in my class.**

Disability Accommodation Statement

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Carrington Hall, Room 302, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, http://psychology.missouristate.edu/ldc.

Academic Dishonesty Policy

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's student honor code. Student Academic Integrity Policies and Procedures are also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. **In particular, I will not tolerate copy and paste answers from Wikipedia, the internet, or your fellow students. Please write in your own words, and answer to the best of your abilities.**

Cell Phone Policy

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. **In particular, I acknowledge that you will be checking your cell phones during class, sometimes to the point of distraction. I ask that you be respectful to others in class, and respectful of the education that you're paying for, by minimizing cell phone use during class time. If you need to take a call or listen to video/audio, please take the phone outside of the classroom.**

Emergency Response Statement

At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to http://www.missouristate.edu/safetran/51597.htm and http://www.missouristate.edu/safetran/erp.htm.

Dropping a Class

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or

withdrawing from the university, contact the Office of the Registrar at 836-5520.

Audio and Video Recording Course Activity

Students may make audio or video recordings of course activity. However, the redistribution of audio or video recordings from the course to individuals who are not students in the class is prohibited without the express permission of the faculty member and any of the students who are recorded.

Religious Accommodation

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.