Missouri State.



Curricular Action Workflow



Delete Program Proposal Form

Submitted on 10/01/2018 by Toby Dogwiler (<u>TDogwiler@MissouriState.edu</u>).

Geography, Geology, & Plani	ning	
Type of Program		
Choose One: O Non-Comprehensive	Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
ComprehensiveUndergraduate Major	O Certificate	Other
O Graduate Program		
Title of Program Affected:		

Major(s)	
Earth Science Education	
Not Attached	
	Total Hours: 100-102
Reason for Proposed Deletion:	
The Earth Science BSED Progr program will ensure that stude (particularly upper-level cours	am will be replaced by a new option in the Geology major. The new nts have a more robust background in Earth Sciences content es) and provide a 4+1 pathway to completing the MAT program and necessary for eligibility to teach dual credit courses.
What is the date that this new (MM/DD/YYYY)	program was approved by departmental or program faculty?
9/9/2016	
9/9/2016 Current Status: College Council Review Proposal Progress:	
9/9/2016 Current Status: College Council Review Proposal Progress:	partment Head (Toby Dogwiler)
9/9/2016 Current Status: College Council Review Proposal Progress:	partment Head (Toby Dogwiler)
9/9/2016 Current Status: College Council Review Proposal Progress: 10/01/2018 - Submitted by Departments: No comments have been added.	ed to this proposal.
9/9/2016 Current Status: College Council Review Proposal Progress: 10/01/2018 - Submitted by Dep	ed to this proposal.

CAW - Delete Program Proposal Form - Curricular Action Workflow - Missouri State Un... Page 2 of 4

Missouri State.



Curricular Action Workflow



Delete Program Proposal Form

Submitted on 10/01/2018 by Toby Dogwiler (<u>TDogwiler@MissouriState.edu</u>).

Geography, Geology, & Plann	ing	
Type of Program		
Choose One:		_
O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
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Copy As New Proposal

3

Missouri State.

Curricular Action Workflow



New Course Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

All fie	ields require input	
®	New COURSE	
0	New REGULAR PERMANENT SECTION existing variable topics course, enter t	N of an existing variable content course. If a new regular section of an the existing course number below
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BIO	DITTO A SECURITION OF THE PROPERTY OF THE PROP	212
Cours	rse Title:	
Elem	ments of Microbiology	
Will t	this course become part of a program?	No O Yes (A corresponding program change form must be submitted)
\A/81 +	this proposal peed to be reviewed by CGE	ip? ● No ○ Yes

 No O Yes Will this proposal need to be reviewed by EPPC? Prerequisite/Co-requisite or enter 'None': CHM 116 and 117 or CHM 160; and 4 hours of BIO or BMS courses. Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.) Public health aspects of microbiology, particularly causes and control of infectious diseases, immunology, sterilization and disinfection, and food and water bacteriology. A student who takes BIO 212 and BIO 312 receives credit toward graduation only for BIO 312. Lab Contact Hours: Lecture Contact Hours: Credit Hours: 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 (odd-numbered years only) Fall (even-numbered years only) V Fali Spring (odd-numbered years only) Spring (even-numbered years only) \square Spring On Demand only [] Summer Complete Catalog Description: **BIO 212 Elements of Microbiology** Prerequisite: CHM 116 and 117 or CHM 160; and 4 hours of BIO or BMS courses. Public health aspects of microbiology, particularly causes and control of infectious diseases, immunology, sterilization and disinfection, and food and water bacteriology. A student who takes BIO 212 and BIO 312 receives credit toward graduation only for BIO 312. Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0

CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 2 of 8

Typically offered: Fall, Spring

nclude sample syllabus (list topics, course goals.)	Jse text box OR upload only file types of PDF, DOC or D	ocx.
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Attached		
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microbiology relevant to industry and medicine.		
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Relationship to Other Departments		
Elements of Microbiology is part of several degre	es in the College of Health and Human Services and the	Darr ,
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of current faculty qualified and available to teach this course	
of current faculty qualified and available to teach this course er Lupfer, Katy Frederick-Hudson, Angela Plank	

CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 5 of 8

To lo die	anticipated source of students for this course?	loav
a-profess	sional and allied health students including pre-veterinary, pre-fittioning, pro- pro-	,- 3,
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MICROBIOLOGY (BIO212) – Fall 2019 Syllabus and Policy statement

Lecture Time:

T, Th 11:00 am - 11:50am

Lecture Location:

Temple 002

Instructor: Christopher Lupfer, PhD

Office Hours: T, Th 9:00 am - 11:00 am, or by appointment

Contact info: Office: Temple 254

Email: christopherlupfer@missouristate.edu

Phone: (417)-836-6887

The easiest way to contact me is by email. From time to time, I will email the class announcements or reminders or post announcements on Blackboard, so please make sure you check the course site on Blackboard and your email regularly.

For class related questions, there is a forum on the Discussion Board available titled "Professor's Quorum Sensing". I will check this Discussion Board on a daily basis and will answer questions as needed. I also highly encourage students to read and respond to postings from their classmates. Part of the nature of this class is for students to help each other troubleshoot problems and develop critical-thinking skills. Working through questions on the forum is an excellent method to develop proficiency in these areas.

COURSE OVERVIEW

Microbiology is a diverse field of biology with applications in medicine, environmental science, biotechnology, and other industries. This class focuses on public health aspects of microbiology, particularly causes and control of infectious diseases, immunology, genetics, biotechnology, metabolism, sterilization/disinfection and food/ water microbiology. Issues involving microorganisms include flu outbreaks, contamination of food and pharmaceuticals, and die offs in fish populations due to bacterial and algal blooms. At the same time, many of the foods we enjoy are made with the aid of microbial organisms (yogurt, cheese); they are also the source of many life-saving antibiotics. It is our intention that you will come away from the course with a better understanding and appreciation of the microbial world. The course is intended for pre-nursing, radiology, dietetics, and physical therapy students, biology majors and minors, pre-professional students, other allied health students, animal science majors and others interested in a current course in microbiology.

I FARNING OUTCOMES

This course is designed to meet the recommended curriculum guidelines for a general undergraduate course in microbiology as outlined by the American Society of Microbiology. Briefly, at the completion of this course you should be able to:

- Compare and contrast prions, viruses, viroids, prokaryotes (bacteria), and eukaryotes (protozoa, fungi, and helminthes)
- Understand microbial growth, control, and environmental factors influencing growth
- Develop a basic understanding of microbial metabolism and genetics and how they relate to growth
- Describe the role and contribution of microbes in health care, the environment, and industry
- Examine pathogenic microbes and what makes them pathogenic.
- Understand a variety of physical, chemical, medical, and immunological methods for sanitation or sterilization
- Explain terms used in epidemiology

PREREQUISITES

The prerequisites for the course are: CHM 116 and 117 or CHM 160 (C- or better), and 4 hours of BIO or BMS courses. Each student is responsible for having met the prerequisites prior to enrollment. If you have not met the prerequisites, you must obtain permission from the instructor to remain enrolled. Once a student is enrolled, a lack of prerequisites is no excuse for poor performance.

Textbook(s):

 The required textbook is Microbiology, A Systems Approach, 5th Edition (McGraw Hill) by Cowan and Smith with the accompanying Connect online access code and learnsmart lab access code. The online access is required and online reading is required, the hard copy of the text book is optional.

Online course material:

You will access the McGraw-Hill Connect website through links in Blackboard.

Laboratory:

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A separate laboratory syllabus/policy statement will be made available during the first lab period.

Grading:

Lecture Exams: There will be 4 lecture exams given during the semester worth 100 points each. You will be allowed to drop the lowest exam score. These exams (~50 questions, ~2 points each) will consist mostly of multiple-choice, true/false, ordering, and matching questions. The exam dates and the material covered on each exam will be subject to change depending on our progress or other unforeseen problems that may arise during the semester (e.g. weather delays, cancellations, etc.). Most of the examination questions will come from the material covered in the lecture. Students should do the assigned **Smartbook** reading in the online textbook to complement the lecture as assigned. Also, additional information from other sources will be added to strengthen the lectures. **For this reason, it is highly recommended you attend the lecture.** Each exam will test largely on new material covered in class since a prior exam, but may contain questions that require new and previous material. Students arriving late for exams or quizzes will be allowed to take the exam in the remaining time allotted if no student has finished the exam. If another student finishes the exam, no one will be allowed to start late.

Final Exam: The fourth and final exam will take place during the Final Exam week. The exam will include new material covered in the last quarter of the class (~50 questions, ~2 points each) and will also include a comprehensive component (~25 questions, ~2 point each) covering material tested on earlier in the semester. This exam will follow the format of the lecture exams but will be more extensive and worth 1.25x as much as any individual lecture exam (125 points).

Connect: McGraw Hill's Connect Microbiology website will be used throughout the course in the form of participation (e.g. Smartbook reading assignments, pre-tests, videos, practice problems, etc.) and will be linked to points. These tools are intended to foster understanding and comprehension. Completion of reading assignments (regardless of the answer given) will be worth 75 points and account for 10% of the student's grade (i.e. *FREE POINTS*!! ③). The Connect Microbiology website will also be used for lecture quizzes. There will be <u>6 graded online quizzes</u> throughout the semester, each worth 10 points. Students will have 3 days to complete the quiz and will be given 1 attempt. The lowest quiz score will be dropped.

Extra Credit: MSU is a public affairs and community outreach university. In addition, many professions require or look highly on community service activities. Thus, up to 10 points of extra credit will be awarded for community service (2 points for 1 hour of service). If you have an ongoing volunteer activity with organizations such as Ronald McDonald House, COX North Hospital, or Big Brothers Big Sisters, talk with me so we can get that documented. The university also has a Community Involvement Website. There is also the MSU Public Affairs Week with service opportunities. Extra credit for service must be verified and will be added to your grade at the end of the semester.

Grades will be calculated on a standard scale and based on the number of points earned. An explanation of the University's grading system can be found at University Grading policy.

Grading Scale:

tem	Points each	Total points
8 Lecture Exams	125 points each (drop	lowest). 250 points
Final Exam	125 points	125 points

6 Lecture Quizzes	10	points	each	(drop	lowest)) 50	points
Connect website Participation	75	points				75	points
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Percentage	Letter Grade
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77-79.9	C+
73-76.9	C
70-72.9	C-
67-69.9	D+
60-66.9	D
<60%	<u> F </u>

Expectations:

Attendance:

The University's attendance policy can be found in the Undergraduate Catalog at <u>University attendance policy</u>. Attendance in lecture is expected and may be monitored periodically. Good attendance will generally lead to a better comprehension of the subject. Because class attendance and course grade are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. Each instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. Lecture attendance is not mandatory (you will not lose points), but I very strongly encourage you to attend class as the majority of the exam material comes from the information presented in class.

Email:

Please email me directly with questions of a regarding grading, advising help or with any other issues that are not appropriate for the rest of the class to read. Please use ONLY your MSU email when sending email correspondence to me in this course. As I teach multiple courses each semester, it will help me assist you faster if you include the course name and section number in the subject line of your email. Not including this information could delay my response to you. Please allow 24 hours to respond to your email during the work week, and 48 hours on weekends.

Unless you have made prior arrangements, or it is specifically stated in the assignment/quiz description, assignments/quizzed will not be accepted via email.

Makeup work:

We will make efforts to accommodate students whose absence from class resulted from: 1) participation in University-sanctioned activities and programs; 2) serious personal illness; or 3) family and/or other compelling circumstances. If you have an emergency, personal or family, please take care of the emergency and let me know as soon as possible so that we can work out a solution. Emergencies could include a family death or severe illness, personal accident or severe illness, car accident and more. Failing to complete assignments on time for work or

personal reasons will not be considered an emergency. It is your responsibility to schedule your time appropriately and to manage your time commitments. (A doctor's note or other documentation verifying the reason for the absence will be necessary). If no arrangements are made in a timely manner, a zero will be given for the lecture exam or missed course work. A makeup exam may be varied in format relative to the missed exam, likely consisting of a combination of oral and written essay questions and will be completed outside of class time. Quizzes can only be made-up in extreme circumstances (e.g. prolonged illness) and missed quizzes will normally result in a zero for the quiz.

Internet: To be successful in this course, you must have reliable computer and Internet access to use <u>Blackboard</u>, <u>Connect and LearnSmart Labs</u>. It is each student's responsibility to have access to a dependable computer and Internet connectivity. It is strongly recommended that, in addition to your standard means of access, you have an alternative plan for acquiring course materials, should your computer fail to function or your Internet connectivity becomes disrupted. The MSU campus library is an excellent option if it is nearby; otherwise, most public libraries offer Internet access. If you have a laptop computer, then familiarity with local "hotspots" might also serve you well. It is your responsibility to actively and proactively address technical problems. Therefore, develop a plan to address technical problems before they arise as extra time will not be given to complete assignments on blackboard or connect due to technical issues. **Do not procrastinate.**

If you need assistance with Blackboard the MSU helpdesk can be reached by phone at 417-836-5891 or by emailing HelpDesk@MissouriState.edu. You can also visit the HelpDesk website for a live chat option. For issues with the Connect website, contact McGraw Hill directly.

Dropping the Class:

It is the student's 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. To review the relevant drop deadlines, see the <u>Academic Calendars website</u> for deadlines.

In-class Technology Policy:

I use a web based student response system that you can use to answer questions through your phone, tablet or laptop. Use of electronic devices for responding to questions is encouraged. However, 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. I reserve the right to ask you to leave the class if cell phone or electronic device usage becomes distracting to others in the class and to remove participation points from your grade! I do not allow

3

electronic devices of any kind during tests. If I see one out during a test I reserve the right to give you an F and take additional actions as outlined in the honor code. See academic honesty below and the Student Academic Integrity Policies and Procedures.

Disabilities:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Nondiscrimination and student conduct:

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.

Behaviors that create a hostile, offensive or intimidating environment based on gender, race, ethnicity, color, religion, age, disability, marital status or sexual orientation will be referred to the Affirmative Action Office. Behaviors that are disruptive to teaching and learning will not be tolerated, and will be referred for disciplinary action.

Academic Honesty:

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, <u>Student Academic Integrity Policies and Procedures (link)</u> and 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. Below are some examples. These are not all inclusive!

- · cheating- use/attempted use of unauthorized materials, information or study aids
- · fabrication- falsification or invention of any information
- assisting- helping another commit an act of academic dishonesty
- · tampering- altering or interfering with evaluation instruments and documents
- plagiarism- representing the words or ideas of another person as one's own

All students must do their own work. Even if you are working in a group, you must fill out your own notebooks or assignments.

3

Audio and video recording course activity:

Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

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.

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. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For additional information students should contact the Disability Resource Center, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576. For more information go to Emergency Quick Reference and Emergency Operations Plan.

Shelter Information (in case of severe weather such as tornados).

Building	Shelter Information
Temple Hall	Evacuate fourth floor using central, east, northwest and southwest stairs Basement and 1st Floor: Shelter in Basement hallway, Rooms 1, 2, 3, interior labs and classrooms 2nd floor and 3rd floor, Shelter in interior labs and classrooms

Evacuation Instructions (in case the building needs to be evacuated for events such as fire, gas leak, etc.)

Building	Evacuation Information



North to Meyer Library Main Entrance; Alternate: Northwest to Glass Temple Hall rooms 101, 102 and 108; and West to Kemper Hall. (Destination will be determined by type of emergency and weather condition.)

Lecture Schedule:

The following schedule for lecture topics is a guideline and is subject to change depending on our

progress o	r extenuating circumstances during the semester.	
DATE	TOPIC	CHAPTERS
	AND CARE AND	
8/6/11	Coline injoduction Streamstory of Wildradiology & Bally State	Marinton bizotto
8/23	Microseopes to obsancticlessification and a processing and a process of the contraction o	12-3-4
8/28	Prokaryotes	4
8/30	Eukaryotes	5
19/4/11	AMicrobial nutrition and growth and a least the second of	
96 + 1	Catching and Reviews 15 15 15 15 15 15 15 15 15 15 15 15 15	
9/11	Exam I	
9/13	Controlling microbial growth	11
(0) (8)	Aptimicrobial drugs to the state of the stat	
9/2/05	Genetics and proteins Constituting or and proteins of the second pro	10
9/25	Regulation of genes and proteins, Genetic engineering Metabolism	8
9/27	Metapolism Catchup a(de Review) Catchup a(de Re	
101/2/45 119	Examile 1 and 1 an	A GARLY AND V
THE REPORT OF THE PERSON NAMED IN COLUMN	BARUUU	
10/9	Environmental, applied and industrial microbiology	24-25
10/3	FALL HOLIDAY (NO CLASS)	
70/16	Viruses Minords and fortons in the Rest of the American India	
(i)(0)/((5)	Micrope-Human-Interactions (good and lead) # 10 10 10 10 10 10 10 10 10 10 10 10 10	413
10/23	Innate immunity	14
10/25	Adaptive immunity	15
014 10 16 (D) (Barrier	Infection of the Skin and Eyes a constitution of the Skin and Eyes and Eyes a constitution of the Skin and Eyes and Eyes a constitution of the Eyes and Eyes and Eyes and Eyes and Eyes a constitution of the Eyes and Eyes	
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11/6	Catchup and Review	
11/8	Exam III	
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MIANAISI (***)	Respiratory infections (15) 24 - 18 (2) 24	
	Gasirojhtesubal infections 生血症,生生化酶性病、多种生物	
11/20	Epidemiology	13
11/22	Thanksgiving Holiday (NO CLASS)	
211/27/	Biagraosing integlions	
TO III COMPANY AND		Service 50: Victoria particulari dell'Associatione dell'Associatio
		10
11/29 12/4 12/6 12/7	Genitourinary infections Nervous system infections REVIEW STUDY DAY (NO CLASSES) FINAL EXAM (11am-1pm) 14	19

4

Missouri State.

Curricular Action Workflow

(9	designed by Computer	Services
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New Course Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

All field	ds require input	
•	New COURSE	
0	New REGULAR PERMANENT SECTION existing variable topics course, enter	ON of an existing variable content course. If a new regular section of an the existing course number below
Course	e Code:	Course Number: (Check Availability)
BIO		213
Cours	e Title:	
Elem	ents of Microbiology Laboratory	
	nis course become part of a program?	No O Yes (A corresponding program change form must be submitted) EIP? No O Yes

	proposal need	to be rev	iewed by EPPC? No O Yes		
Prerequ	isite/Co-requis	ite or ent			e many constraints of the second of the second seco
BIO212	or concurrent	enrollmei	1	- Carlotte	والمرابعة والمستواد والمستواء والمستواء والمتحديد والمتحديد والمتحديد والمتحديد والمتحدد والم
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9/28/2018

Typically offered: Fall, Spring

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o instruct students on basic microbiology techn	niques and experiments relevant to healthcare and industry.	gatha
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select of agriculture. Elements of Microbiology	is required for Nursing, Respiratory Therapy and Radiograph	iy ·
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CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 3 of 8



What will this course require in the way of:

Additional library Holdings	The way are the second of a support of the support
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	ssional and allied health students including pre-veterinary, pre-nursing, pre-physical therapy. Biology	ê
majors ar	d minors in some disciplines may also take this course.	
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		,
	in addition to or in place of other	~AUTED6?
	If from within the department, will students be taking this course in addition to or in place of other	
	No. BIO210 will be deleted and students will take BIO212/213 in its place.	φ
		*
	If from outside the department, which courses in other departments would most likely be affected?	")
	We are not aware of any courses, outside of biology, that would be affected by this change.	erren e
	We are not aware of any courses, outside of biology, that would be allowed by the	i
a single	mments: Tent Elements of Microbiology course (BIO 210) combines lecture (2 credits) and lab (1 credit) compon class. Creating a laboratory-only option would facilitate student registration by allowing students to the circum of microbiology separate from the lecture and repeat lecture or lab independent of each other.	ents in ake
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No comments have been added to this proposal.

Fall 2019 Biology 213- Elements of Microbiology Laboratory

Laboratory Schedule and Statement of Policy

Section 07

Laboratory Instructor: XXXXX

Office: XXXX

Phone: XXXX

E-mail: XXXX

Office Hours: XXXX

Biology 210, Elements of Microbiology, is intended for nursing, radiology, dietetics, and physical therapy students, biology majors and minors, pre-professional students, other allied health students, animal science majors, and others interested in a current course in microbiology.

Educational Goals

• Students be familiar with the principles, operation, problems and limitations of microbiological laboratory practices and instrumentation.

• Students will be able to collect, analyze, interpret, evaluate, and present data and other information in a competent matter.

• Students understand the importance and interrelations of major microbiological concepts, tenets and principles.

Laboratory course /section	Time and Room INSTRUCTOR	DAYS	START TIME	END TIME	BUILDING /ROOM TEMP 0002
BIO 210-A	Chris Lupfer	T/R	11:00 AM	11:50 AM	I EMP 0002
BIO 21 <u>0-001</u>	Angela Plank	W	9:05 AM	10:55 AM	TEMP 0235
BIO 230-602 BIO 230-605 BIO 230-608 BIO 240-007	Keshe Naffa Keshe Naffa (*) Partis Mavhoed Partis Mavhood (*)		HTISAN MEZSHM	10.55 AW 1705 PM 18115 RML 5725 PM	TEMP 0728 TEMP 0728 TEMP 0728

Laboratory Instructors

Angela Plank, M.S.- Lab Supervisor, Biology Department Advising Coordinator, Temple 217, 836-6851, AngelaPlank@MissouriState.edu

Bruce Green- Graduate Student, Temple 240B, <u>Bruce720@live.missouristate.edu</u>
Katy Frederick, PhD- Lab Coordinator, Temple 236, <u>KFrederickHudson@MissouriState.edu</u>
Keslie Naffa- Graduate Student, Temple 240B, <u>keslie1994@live.missouristate.edu</u>
Parris Mayhood- Graduate Student, Temple 240B, <u>parris417@live.missouristate.edu</u>

Laboratory Dress and Safety

All students are required to read the safety rules on p. xi-xiii in the laboratory manual prior to the first lab meeting. A safety statement containing these rules will be provided to the student, which must be signed before any hands-on laboratory work is performed. In the lab, students are *required* to wear closed toe shoes and to have appropriate attire (ex: at least short sleeves and thighs fully covered). This includes anytime you are working in the lab outside of class as well. If you are not appropriately dressed you will be asked to leave and will be counted as absent.

Laboratory Equipment

You will be responsible for all laboratory equipment used, and each individual is especially urged to help maintain cleanliness in the laboratory. Attention should be given to the microscopes. Our microscopes are used by multiple sections of other microbiology courses, and it is imperative that the utmost care be used in the operation and maintenance of the microscope. Your laboratory instructor will insist that you follow the special precautions outlined on page 3 of your laboratory manual.

Each student is required to furnish the following items: microscope slides. Your instructor will provide you with information on these supplies during your first laboratory meeting. Please refrain from purchasing these materials until after the first laboratory session. Note that cover slips and wax pencils will be provided and are not necessary purchases.

Textbooks

The required (custom) laboratory manual is *Benson's Microbiological Applications* by Alfred E. Brown. This book is available at the MSU bookstore. Because it is a customized book, care should be taken when purchasing from other vendors.

Blackboard

The Blackboard Learning System is a Web-based server software platform for course management. With this, you will have access to Connect Online where you will complete prelabs using LearnSmart Labs. You may take each quiz as many times as you like to get full credit. You must use blackboard to access additional information including lecture PowerPoints, assignments, announcements, lab notes, as well as grades.

Disability accommodation-

Microbiology's statement- please let us know how we can help you access and learn the material ASAP. We want to be helpful and we cannot make changes retroactively. University's Statement- If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.



Laboratory procedures and attendance

Exercises from your laboratory manual have been selected for completion in the laboratory. Each student is required to follow safety rules provided on page xi-xiii of your laboratory manual. Before coming to laboratory, the student is required to read and understand the theory and procedures for each exercise that is assigned. You are required to keep records of your observations in the appropriate section of your laboratory manual or separate notebook. You will be working with a partner throughout the semester. You may wish to select that partner on the first day of classes if you are familiar with others in your section. You may be directed by your instructor to sit out of performing procedures if you are unable to complete the tasks safely. If you have difficulty working with a particular person, please contact your instructor. Any issues or concerns with your instructor should be directed to the Lab Coordinator: Dr. Frederick, Lab Supervisor: Ms. Plank or Instructor of Record: Dr. Lupfer.

Attendance in laboratory is required. Five points will be deducted from the student's laboratory points for each unexcused absence. Documentation must be made available for an absence to be excused. Students missing more than 2 laboratory periods must schedule a conference with the instructor to discuss the consequences of excessive absences. No provision for make-up quizzes is in place. Only in extreme circumstances, and permission granted, will a test be administered for a missed laboratory exam. The make-up test will be oral and will be scored by two laboratory instructors. Students should consult the University Attendance Policy Statement, which can be found at Registrar's website.

Outside classwork will be required on occasion to follow up on results. More extensive time may be required during work on unknowns which is partially done outside of class time.

Dropping the 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. See Academic Calendars for deadlines.

Examinations and Grading

Laboratory examination dates are provided on the attached schedule. There are two laboratory exams, one at the midterm and one at the final worth 100 points each. Make-up laboratory examinations are rarely given since they are primarily a practical exam. If you are late, you are not allowed to start the exam after the first exam has been collected. If you must miss an exam, you may be given an oral examination by at least two of the laboratory instructors after asking permission ahead of time. If you do not ask permission ahead of time, it may be the decision of the instructor **not** to administer a makeup exam. It is unlikely you will be allowed to take a make-up exam if you fail to notify your instructor in advance.

There are five lab quizzes and the mandatory identification of an unknown microorganism all worth 10 points each. The lowest lab quiz is dropped leaving a total of 40 points to be added to your lab exam total. No provisions for making up points are made if you miss a laboratory quiz. If you are late, you are not allowed to start the quiz after the last quiz has been collected. Laboratory attendance is mandatory and there are no make-up laboratories for this course, since lab materials and cultures are not available at a later date.

Your final laboratory grade will consist of two laboratory examinations (100 points each), five ten point unannounced quizzes (drop the lowest quiz, 40 points total), a ten point **mandatory** unknown identification (10 points) and 50 pre-lab points through LearnSmart Labs. The sum of these adjusted points earned in lab will be divided by 300 (possible points) to calculate the lab grade.

Academic Dishonesty

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 <u>University's academic integrity policy</u> plus additional morespecific policies for each class. A copy of the university policy, formally known as the "Student Academic Integrity Policies and Procedures" is 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.

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. For more information please visit the Office for Institutional Equity and Compliance office's website.

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.

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

Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

For additional information students should contact the Office of Disability Services, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576. For further information follow the hyperlink to Missouri State University's Emergency Response Plan Students will 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. For more information go to Emergency Quick Reference Guide and Campus Emergency Response Plan.

Shelter instructions in case of severe weather

Building	Shelter Information
Temple Hall	Shelter in interior labs and classrooms

Evacuation Instructions (in case of fire, gas leak, etc.)

Building	Evacuation Information
Temple Hall	Northwest to Glass Hall rooms 101, 102 and 108; and West to Kemper Hall.

Audio and Video Recording

Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

Week	DE (e)	Exercises 1
		Check-in, Ex. 1: Brightfield Microscopy and Ex. 8: The Fungi: Molds and
1	August 22	Yeasts
		Ex. 7: Ubiquity of Bacteria, Ex. 9: Aseptic Technique, Ex. 10: Pure
2	August 29	Culture Technique
3	September 5	Ex. 11: Smear Preparation and Ex. 12: Simple Staining
4	September 12	Ex. 15: Gram Staining
	Contombor	
5	September 19	Ex. 21: Enumeration of Bacteria, Ex. 31: UV Light: Lethal Effects
	September	Ex. 34: Antibiotic Sensitivity Testing: The Kirby Bauer Method and Ex.
6	26	35: Evaluation of Antiseptics and Disinfectants
7	Ootobor 2	Ex. 27: Effects of Oxygen, Ex. 28: Temperature: Effects on Growth and Ex. 30: Water Activity and Osmotic Pressure (Demonstrations)
'	October 3	
8	October 10	Examination Midterm Exam
8	October 10	EVOLUMENTALISECTOR AND
9	October 17	Ex. 40: Physiological Characteristics: Hydrolytic Reactions
	October 17	LA. 40. 1 Hydiological Characteristics. Hydrolytic Reactions

10	October 24	Ex 39: Physiological Characteristics: Oxidation and Fermentation Tests *Take-home quiz*
11	October 31	Ex. 41: Multiple Test Media (amended), Ex. 39 cont. and START UNKNOWNS
12	November 7	Ex. 70: The Streptococci: Isolation and Identification
13	November 14	Ex. 69: The Staphylococci: Isolation and Identification and Ex. 70 cont. Ex 72: Synthetic Epidemic. UNKNOWNS DUE
14	November 21	Thanksgiving Holiday; no classes
15	November 28	Ex 76: WBC Counts, cont. Ex 70 and 69
16	December 5	EXâmination II - Final Cab Exam

Lab schedule is subject to change dependent upon availability of cultures and expendable materials.

Missouri State.

Curricular Action Workflow



New Course Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

*All fields require in

- 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:

BIO

Course Title:

Course Number: (Check Availability)

312

Course Title:
Microbiology

Will this course become part of a program? O No XYes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP?

● No ○ Yes

Will this	proposal need	to be rev	viewed by EPPC? No O Yes	·
Prerequ	isite/Co-requis	ite or ent	ter 'None':	والمستعدد
"C-" or	better in BIO 2	35 and 23	36 or BMS 230 or BMS 231; and "C-" or better in CHM 116 and 117 or CHM	160.
applicat	oility, UG/GR p	arallel cou	iclude any Pass/Not Pass grading restrictions, repeatable limits, limitation urse, etc.) probiology for Biology majors and pre-professional students. A student wh	
			it toward graduation only for BIO 312.	
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Credit I	Hours:	3 \	Lecture Contact Hours: 3 V Lab Contact Hours:	0 🗸
Note: If		t, enter th	he highest number and add to end of course description. (e.g. "Variable cr	edit, may be taken
Periodio	city. Check a	il that a	apply.	
✓	Fall		Fall (even-numbered years only)	ed years only)
\checkmark	Spring		Spring (even-numbered years only) Spring (odd-numb	pered years only)
	Summer		On Demand only	
BI∩ 31	lete Catalog E 2 Microbiology	i		
Prerec	quisite: "C-" or l	oetter in E	BIO 235 and 236 or BMS 230 or BMS 231; and "C-" or better in CHM 116 an	d 117 or CHM 160. no takes BIO 212 and
			crobiology for Biology majors and pre-professional students. A student wi d graduation only for BIO 312.	sange bio min and
			ct hours: 3 Lab contact hours: 0	
	ally offered: Fa			

CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 2 of 8

nclude sample syllabus (list topics, course goals.)	Use text box C	DR upload only file types of PDF, DOC or DOCX.	
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Attached			
Purpose of Course	al students to 0	core concepts of microbiology relevant to ecology	, _{21.} ,
To introduce Biology majors and pre-professional industry and medicine.	ii students to c	and dolladpic of mile execution of	
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Relationship to Other Departments			phylonical distribution in the
Microbiology is part of two degrees in the Colleg	ne of Health an	d Human Services. Microbiology is required for	
Clinical Laboratory Science and is an option for	Cellular and M	olecular Biology. The appropriate departments ha	ave
already been contacted about the proposed cha	inge.		
already been contacted about the proposed cha	inge.		
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already been contacted about the proposed cha	inge.		
		No ○ Yes	
already been contacted about the proposed cha		No ○ Yes	
		No ○ Yes	
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Is there a graduate/undergraduate parallel cours			10.00
Is there a graduate/undergraduate parallel cours		No O Yes Maximum Enrollment Limit per section:	120
Is there a graduate/undergraduate parallel cours lew Course Resource Information Anticipated Average Enrollment per section:	se to this one?	Maximum Enrollment Limit per section:	
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What will this course require in the way of:

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Other addi	tional expenses	
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ional faculty are	not required, how will faculty be made available to teach this course?	
udents in the n	ew course are those that are currently enrolled in BIO 310. Therefore, no new faculty are	
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CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive Pag	e 6 of 8
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Biology maj	ors and Cellular and Molecular Biology Majors.	\$
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one of the section of		_
	If from within the department, will students be taking this course in addition to or in place of other course	S'?
	No. Microbiology is a core course for all Microbiology/Biotech majors and an option for many General	p.s
	Biology majors.	
		18/8/11/2
	If from outside the department, which courses in other departments would most likely be affected?)	
	We are not aware of any courses, outside of biology, that would be affected by this change.	***************************************
	We are not aware or only obtained a second of the second o	
Other comr	nents:	********
The currer	nt microbiology course (BIO 310) combines lecture (3 credits) and lab (2 credit) components in a single	_
class. Cre	ating a lecture-only option would facilitate student registration by allowing students to take this portion of	Ţ
microbiolo	gy separate from the lab and repeat lecture or lab independent of each other.	
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	on the property of the departmental or program	
	he date that this new course was approved by departmental or program 09/14/2018 (MM/DD/YYYY)	
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roposal P	rogress. 3 - Submitted by Department Head (S Mathis)	
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CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive	Page 7 of 8
09/14/2018 - Department Head Review - S Mathis - Separating lecture and lab components also facilitates assigning transfer credit to students whose transfer course included only a 3-hr lecture.	ure or a
2-hr lab.	
Copy As New Proposal	,
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MICROBIOLOGY (BIO312) Syllabus and Policy statement

Lecture Time:

M, W, F 10:10 am - 11:00am

Lecture Location:

Glass Hall 101

Instructor: Christopher Lupfer, PhD

Office Hours: T, Th 9:00 am - 11:00 am, or by appointment

Contact info: Office: Temple 254

Email: christopherlupfer@missouristate.edu

Phone: (417)-836-6887

The easiest way to contact me is by email. From time to time, I will email the class announcements or reminders or post announcements on Blackboard, so please make sure you check the course site on Blackboard and your email regularly.

For class related questions, there is a forum on the Discussion Board available titled "Professor's Quorum Sensing". I will check this Discussion Board on a daily basis and will answer questions as needed. I also highly encourage students to read and respond to postings from their classmates. Part of the nature of this class is for students to help each other troubleshoot problems and develop critical-thinking skills. Working through questions on the forum is an excellent method to develop proficiency in these areas.

A separate laboratory syllabus/policy statement will be made available during the first lab period.

I. COURSE DESCRIPTION

Microbiology is a diverse field of biology with applications in medicine, environmental science, biotechnology, and other industries. The study of microorganisms has greatly expanded our understanding of biological processes. Issues involving microbial organisms permeate contemporary news ranging from flu outbreaks, contamination of food and pharmaceuticals, and die offs in fish populations due to bacterial and algal blooms. At the same time, many of the foods we enjoy depend on the byproducts of microbial organisms (yogurt, cheese). Although only a small fraction of microorganisms are the cause of many infectious diseases, they are also the source of many life-saving antibiotics but most are innocuous. It is our intention that you will come away from the course with a better understanding and appreciation of the microbial world.

II. COURSE COMPETENCIES



This course is designed to meet the recommended curriculum guidelines for a general undergraduate course in microbiology as outlined by the American Society of Microbiology. Briefly, at the completion of this course you should be able to:

- Explain and describe the cellular structures and functions of Bacteria, Archaea, Eukarya, and viruses
- Understand microbial growth, control, and environmental factors influencing growth
- Have a working knowledge of microbial metabolism and how it relates to growth
- Fully understand the flow of genetic information, genetic systems, and mutations
- Understand genomics and how it can be used to study living organisms
- Understand evolutionary concepts at the microbial level
- Describe the contribution microbes make to environmental nutrient cycling
- Understand introductory level immunological concepts
- Understand introductory level microbial pathogenesis mechanisms and disease
- Perform fundamental laboratory techniques
- Perform and analyze a variety of laboratory tests applicable to microorganisms

III. PREREQUISITES

The prerequisites for the course are: BIO 235/236 Principles of Genetics or BMS 230/231 Human Genetics (C- or better) and CHM 116/117 Fundamentals of Chemistry or CHM 160 General Chemistry I (C- or better). Each student is responsible for having met the prerequisites prior to enrollment. If you have not met the prerequisites, you must obtain permission from the instructor to remain enrolled. Once a student is enrolled, a lack of prerequisites is no excuse for poor performance.

Textbook(s):

 The required textbook is Prescott's Microbiology, 10th Edition (McGraw Hill) by Willey, Sherwood and Woolverton with the accompanying Connect online access code.

Connect Smartbook reading assignments are accessed through links on the Blackboard website

Grading:

Lecture Exams: There will be 3 equally weighted lecture exams given during the semester. These exams (~50 questions, ~2 points each) will consist mostly of multiple-choice, true/false, ordering, and matching questions. The exam dates and the material covered on each exam will be subject to change dependent on our progress or other unforeseen problems that may arise during the semester (e.g. weather delays, cancellations, etc.). Most of the examination questions will come from the material covered in the lecture. Students should do the assigned Smartbook reading in the text to complement the lecture. Also, additional information from other sources will be added to strengthen the lectures. For this reason it is highly recommended that the lecture be attended. Each exam will test largely on new material covered in class since a prior exam, but may contain questions that require new and previous material. Students arriving late for exams will be allowed to take the exam in the remaining time allotted provided that an exam has not already been completed and turned in by another student.

Final Exam: The fourth and final exam will take place during the Final Exam week. The exam will include new material covered in the last quarter of the class (~50 questions, ~2 points each) and will also include a comprehensive component (~25 questions, ~2 point each) covering material tested on earlier in the semester. This exam will follow the format of the lecture exams but will be more extensive and worth 1.5x as much as any individual lecture exam.

Connect: McGraw Hill's Connect Microbiology website will be used throughout the course in the form of participation (e.g. Smartbook reading assignments, pre-tests, videos, practice problems, etc.) and will be linked to points. These tools are intended to foster understanding and comprehension. Completion of these exercises will be worth 170 points and account for 17% of the student's grade. If you score at least 50% on each reading assignment, then you will receive full credit for the assignment. You may repeat reading assignments as many times as you wish. The Connect Microbiology website will also be used for lecture quizzes. There will be <u>9 online</u> quizzes throughout the semester. Students will have 3 days to complete the quiz and will be given 1 attempt. Each quiz must be completed in one sitting.

Grades will be calculated on a standard scale and based on the number of points earned. An explanation of the University's grading system can be found at http://www.missouristate.edu/registrar/catalog/grades.html.

Failure of either the lecture or the lab portion (i.e. lower than 60%) will result in a failing course grade. For example, if you get an F in the lecture but an A in lab, you still fail the whole course!!! Similarly, if you get an A in lecture but an F in lab, you fail the whole course!!!

3 Lecture Exams 9 Lecture Quizzes Connect website Participation Final Exam	1/U points	200 points 80 points 170 points 150 points 600 points
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Expectations:

A. Attendance:

The University's attendance policy can be found in the Undergraduate Catalog at www.missouristate.edu/registrar/attendan.html. Attendance in lecture is expected and may be monitored periodically. Good attendance will generally lead to a better comprehension of the



subject. Because class attendance and course grade are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. Each instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. Lecture attendance is not mandatory (you will not lose points), but I very strongly encourage you to attend class as the majority of the exam material comes from the information presented in class. Laboratory attendance is mandatory. Five points will be deducted from your cumulative point total for each unexcused lab missed. Good class participation will be looked upon favorably for those students that find themselves on a letter grade borderline.

B. Email:

Please email me directly with questions of a regarding grading, advising help or with any other issues that are not appropriate for the rest of the class to read. Please use ONLY your MSU email when sending email correspondence to me in this course. As I teach multiple courses each semester, it will help me assist you faster if you include the course name and section number in the subject line of your email. Not including this information could delay my response to you. <u>Please allow 24 hours to respond to your email during the work week, and 48 hours on weekends.</u>

Unless you have made prior arrangements, or it is specifically stated in the assignment/quiz description, assignments/quizzed will not be accepted via email.

C. Makeup work:

We will make efforts to accommodate students whose absence from class resulted from: 1) participation in University-sanctioned activities and programs; 2) serious personal illness; or 3) family and/or other compelling circumstances. If you have an emergency, personal or family, please take care of the emergency and let me know as soon as possible so that we can work out a solution. Emergencies could include a family death or severe illness, personal accident or severe illness, car accident and more. Failing to complete assignments on time for work or personal reasons will not be considered an emergency. It is your responsibility to schedule your time appropriately and to manage your time commitments. (A doctor's note or other documentation verifying the reason for the absence will be necessary). If no arrangements are made in a timely manner, a zero will be given for the lecture exam or missed course work. A makeup exam may be varied in format relative to the missed exam, likely consisting of a combination of oral and written essay questions and will be completed outside of class time. Quizzes can only be made-up in extreme circumstances (e.g. prolonged illness) and missed quizzes will normally result in a zero for the quiz.

D. Blackboard/Connect:

Technology: To be successful in this course, you must have reliable computer and Internet access. It is each student's responsibility to have access to a dependable computer and Internet connectivity. It is strongly recommended that, in addition to your standard means of access, you have an alternative plan for acquiring course materials, should your computer fail to function or your Internet connectivity becomes disrupted. The MSU campus library is an excellent option if it is nearby; otherwise, most public libraries offer Internet access. If you have a laptop computer, then familiarity with local "hotspots" might also serve you well. It is your responsibility

to actively and proactively address technical problems. Therefore, develop a plan to address technical problems before they arise as extra time will not be given to complete assignments on blackboard or connect due to technical issues. Do not procrastinate.

If you need assistance with Blackboard the MSU helpdesk can be reached by phone at 417-836-5891 or by emailing HelpDesk@MissouriState.edu. You can also visit the Help Desk website for a live chat option. For issues with the Connect website, contact McGraw Hill directly.

E. Dropping the Class:

It is the student's 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 417-836-5520. To review the relevant drop deadlines, see Academic Calendars www.missouristate.edu/registrar/acad_cal.html for deadlines.

I use a web based student response system that you can use to answer questions through your phone, tablet or laptop. Use of electronic devices for responding to questions is encouraged. However, 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. I reserve the right to ask you to leave the class if cell phone or electronic device usage becomes distracting to others in the class and to remove participation points from your grade! I do not allow electronic devices of any kind during tests. If I see one out during a test I reserve the right to give you an F and take additional actions as outlined in the honor code. See academic honesty below and the Student Academic Integrity Policies and Procedures.

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) at the disability website, Meyer Library, Suite 111, Phone: 417-836-4192 or 417-836-6792 (TTY), to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early

(3)

notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

H. Nondiscrimination and student conduct:

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/.

Behaviors that create a hostile, offensive or intimidating environment based on gender, race, ethnicity, color, religion, age, disability, marital status or sexual orientation will be referred to the Affirmative Action Office. Behaviors that are disruptive to teaching and learning will not be tolerated, and will be referred for disciplinary action.

I. Academic Honesty:

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 (link) and 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. Below are some examples. These are not all inclusive!

- cheating- use/attempted use of unauthorized materials, information or study aids
- fabrication- falsification or invention of any information
- assisting- helping another commit an act of academic dishonesty
- tampering- altering or interfering with evaluation instruments and documents
- plagiarism- representing the words or ideas of another person as one's own

All students must do their own work. Even if you are working in a group during lab, you must fill out your own notebooks or assignments.

J. 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. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For additional information students should contact the Disability Resource Center, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576. For more information go to http://www.missouristate.edu/safetran/51597.htm and http://www.missouristate.edu/safetran/erp.htm.



Shelter Information (in case of severe weather such as tornados).

Building	Shelter Information
Glass Hali	1st Floor: Shelter in interior lecture Halls 2nd Floor: Shelter in interior lecture Halls 3rd Floor: Shelter in interior lecture Halls and interior office suites. 4th Floor: Evacuate to 3rd Floor Lecture Halls and Interior Office Suites using northeast, northwest southeast and southwest stairs.

Evacuation Instructions (in case the building needs to be evacuated for events such as fire, gas leak, etc.)

Building	Evacuation Information
Glass Hall	Southwest to Strong Hall Rooms 1, 2, 3 and 4

Lecture Schedule:

The following schedule for lecture topics is a guideline and is subject to change depending on our progress or extenuating circumstances during the semester.

DATE	TOPIC	CHAPTER(S)*
4/17 c	Course Hyrochiction, Brief History of Microbiology 1991 1991 1991	
X47/49) (BriefsHiatory of Microbiology: Brokeryetic call structure/function	13-4 . 15
1/22	Prokaryotic cell structure/function	
1/24	Prokaryotic cell structure/function, Eukaryotic cell structure/function	5
1/26	Eukaryotic cell structure/function, Microbial Nutrition and growth	
F_{2}	Micrologal Nutrition and growin was a line of the control of the c	
	Control of microbial growth. The same are sufficiently to the same and the same are sufficiently to the same are sufficiently and the same are sufficiently as th	
2/2	Control of microbial growth. Molecular Microbiology & The Central	
	IDOODIA AND AND AND AND AND AND AND AND AND AN	13
2/5	Molecular Microbiology & The Central Dogma	15
2/7	Molecular Microbiology & The Central Dogma	10
2/9	Exam I (through Molecular Microbiology & The Central Dogma)	
2/12	Regulation of genes and proteins of substance of the second secon	
2/14/2	Regulation of genesiand proteins. Quantity (gus, and supplied to	
12/4/6 / 15/4	Wiruses and Virology (CA)	
2/19	Presidents Day Holiday	
2/21	Viruses and Virology	147
2/23	Prokaryotic genetics and Genetic engineering	17
0/26	Rokaryotic genetics and Genetic engineering 14.5 g	
2/26 4 5	Genomics 4: 4: 42 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	18. (*)
8/2/11	Genomics 4 1. The land of the control of the contro	
3/5	Evolution and systematics	1, 16
3/7	Review	
3/9	Exam II (through Evolution and systematics)	
3/12-	Spring Break	
3/16		

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723 67	Reproductive the production of	
/26	Anaerobic respiration	
/28	Hydrocarbon Metabolism	
/30	Spring Holiday	
	Chemolithorrophy and niregen (Xallon : 18 - 18 - 1 A	
7213	1/Photosynines (See and a local and	
y/a	Photosynthesis ex 1/2/2 2/1/2	28
4/9	Biogeochemical cycles	
4/11	Review	
4/13	Exam III (through Biogeochemical cycles)	
	Wildrobial ecosystems size day and a second of the second	
	Microbial addsys (a ii) A second and the feature of	
44/2/8) %	Microfal symiloris	
4/23	Microbial symbiosis	37
4/25	Epidemiology	
4/27	Epidemiology Humanituuorobe mieraations Hoathogenesis	
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6/2	以中Junaranio QDE III E A NY E E E E E E E E E E E E E E E E E E	
us permes s	(Immunology	34
5/7	Immunology	
5/9	REVIEW	
5/11	STUDY DAY (NO CLASSES)	
6/46	FINAL EXAM (8:45-10:45)	/la. orders, and genera)

*Chapters 20-27 contain information on major microbial groups (e.g. phyla, orders, and genera). Information within these chapters often contain good summaries of important features of the organisms described. These chapters are much like an encyclopedia and contain useful information on many organisms and groups of organisms that we cannot cover due to time. For information on many organisms and groups of organisms that we cannot cover due to time. For information on many organisms and groups of organisms that we cannot cover due to time. For information or many organisms key features (metabolism, ecology, etc.). Similarly, chapters 38-40 summary of the organisms key features (metabolism, ecology, etc.). Similarly, chapters 38-40 are encyclopedic reference for diseases and can be used similarly to chapters 20-27. Although most of these chapters will not be explicitly covered, information from these chapters will be periodically added to the lectures to strengthen them.

Missouri State.



Curricular Action Workflow



New Course Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

All field	as require input	
•	New COURSE	
0	New REGULAR PERMANENT SECTI existing variable topics course, enter	ON of an existing variable content course. If a new regular section of an rather existing course number below
Course	: Code:	Course Number: (Check Availability)
BIO		313
Course	Title:	
Micro	biology Laboratory	
		O No Yes (A corresponding program change form must be submitted)
Will th	is course become part of a program?	No Yes (A corresponding program change form must be submitted)
Will th	is proposal need to be reviewed by CC	GEIP? No O Yes

viii this pro	posal need to b	e reviewe	,d 2	No O Yes					
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Attached		. Na Articular (Status and Landau
Purpose of Course		The second s
A CONTROL OF THE PROPERTY OF T	nal students to core concepts of microbiology laboratory techn	iques 🎤
relevant to ecology, industry and medicine.		
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Relationship to Other Departments		
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What will this course require in the way of:

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3iology majo	ors and Cellular and Molecular Biology Majors.	
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	If from within the department, will students be taking this course in addition to	or in place of other courses
	No. Microbiology is a core course for all Microbiology/Biotech majors and an	option for many General
	Biology majors.	
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	If from outside the department, which courses in other departments would mo	
	We are not aware of any courses, outside of biology, that would be affected b	y this origings.
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Other comm	ents:	and all the same contracts and the same and
The curren	t microbiology course (BIO 310) combines lecture (3 credits) and lab (2 credit)	components in a single
class Crea	ting a laboratory-only option would facilitate student registration by allowing	students to take this
	nicrobiology separate from the lecture in subsequent semesters and repeat le	ctrite of lap ludebelidelit of
each other		
What is t	ne date that this new course was approved by departmental or program	09/14/2018
	MM/DD/YYYY)	Secretary and the secretary an
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roposal Pi	rogress:	

9/28/2018

Review Comments:

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09/14/2018 - Department Head Review - S Mathis - Separating the lecture and lab also facilitates assessment of transfer credit for students who transfer a microbiology course that only includes a 3-hr
lecture or a 2-hr lab.

Copy As New Proposal



Laboratory Schedule and Statement of Policy Microbiology- 313

Lab Section Information

Section XX

Laboratory Instructor: xxx
Office: xxx
Phone: xxx
E-mail: xxx
Office Hours: xxx

Course Goals

Biology 310, Microbiology, is intended for biology majors and minors, biology majors with an emphasis in microbiology, pre-professional students, and others interested in a modern, general course in microbiology. Students with special needs and requirements should consult with the instructor as early as possible so that arrangements can be made. The educational goal of this laboratory is to provide information so that:

Students be familiar with the principles, operation, problems and limitations of microbiological laboratory practices and instrumentation.

 Students should be able to collect, analyze, interpret, evaluate, and present data and other information in a competent matter.

Students understand the importance and interrelations of major microbiological concepts, tenets and principles.

Laboratory time and room

Section	Time	Days	Room	<u>Instructor</u>
1	9:00-10:50	Tuesday/Thursday	TEMPLE 235	
2	11:00-12:50	Tuesday/Thursday	TEMPLE 235	
3	1:00-2:50	Tuesday/Thursday	TEMPLE 235	
4	3:00-4:50	Tuesday/Thursday	TEMPLE 235	
5	5:00-6:50	Tuesday/Thursday	TEMPLE 235	

Materials and Textbooks

The required (custom) laboratory manual is *Benson's Microbiological Applications* by Alfred E. Brown. This book is available at the MSU bookstore.

Each student is required to furnish microscope slides. Your instructor will provide you with information on these needed supplies during your first laboratory meeting, so please wait to purchase them until you have been to lab. Note that cover slips, and wax pencils will be provided and are not necessary purchases.

Laboratory Equipment

You will be responsible for all laboratory equipment used, and everyone is especially urged to help maintain cleanliness in the laboratory. Attention should be given to the microscopes. Our microscopes are used by multiple sections of other microbiology courses, and

it is imperative that the utmost care be used in the operation and maintenance of the microscope. Your laboratory instructor will insist that you follow the special precautions outlined on page 3 of your laboratory manual.

Disability Accommodation

Microbiology's statement- please let us know how we can help you access and learn the material ASAP. We want to be helpful and we cannot make changes retroactively. University's Statement- If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations

retroactively.

Examinations and Grading Laboratory examination dates are provided on the attached schedule. Each of these exams is worth 100 points and none will be comprehensive. Exams are administered on the scheduled exam dates. Additionally, eight unannounced quizzes, worth 10 points each, will be given at the beginning of certain laboratory periods. The material covered on quizzes will include information from the exercise(s) scheduled for that day plus material from the previous laboratory period. Students should expect safety rules to be covered in some manner on the quizzes. The first quiz will be worth 5 points and the additional 5 points will be based on your adherence to the safety precautions throughout the lab period. The lowest score of the eight quizzes will be dropped. In addition, there will be an unknown identification assignment that will be worth 30 points. The sum scores of the seven highest quizzes and the unknown report will be totaled as a major laboratory examination (100 points). There is no make-up provision for a missed quiz, and quizzes are given only during the first ten minutes of the lab period. Quizzes will not be given to anyone who arrives after the quizzes have been collected. The laboratory grade will account for 40% of the course grade and is composed of the average of three examinations and unannounced quiz/unknown totals. However, you must pass the laboratory component of BIO 310 (>60%) to pass the course. A failing grade in the laboratory will result in the failing of the course, regardless of the student's lecture grade.

Laboratory Procedures

Exercises from your laboratory manual have been selected for completion in the laboratory. Before coming to the laboratory, the student is required to read and understand the theory and procedures for each exercise that is assigned. PowerPoint outlines of each week's lab will be posted on the proceeding Friday. You are required to keep records of your observations in the appropriate section of your laboratory manual or separate notebook. It is suggested that you also keep a microorganism list in your notebook for each test period. You will be working with a partner throughout the semester. You may be directed by your instructor to sit out of performing procedures if you are unable to complete the tasks safely. If you have difficulty



working with a particular person, please contact your instructor. Any issues or concerns with your instructor should be directed to the Lab Coordinator: Dr. Frederick, Lab Supervisor: Ms. Plank or Instructor of Record: Dr. Mirza.

Attendance in laboratory is required.

Five points will be deducted from the student's course grade for each unexcused absence. Students missing more than 2 laboratory periods must schedule a conference with the instructor to discuss the consequences of excessive absences. No provision for make-up quizzes is in place. Only in extreme circumstances, and permission granted, will a test be administered for a missed laboratory exam. The make-up test will be oral and will be independently scored by two laboratory instructors. If you are late to an exam or quiz, you are not allowed to start the exam or quiz after the first assessment has been collected.

Outside classwork will be required

On occasion to follow you and/or your partner will need to follow up on results. More extensive time may be required during work on independent unknowns which is partially done outside of class time. The lab is open Monday, Wednesday, and Fridays 9-4.

Laboratory Dress and Safety

All students are required to read the safety rules on p. xi-xiii in the laboratory manual prior to the first lab meeting. A safety statement containing these rules will be provided to the student, which must be signed before any hands-on laboratory work is performed. In the lab, students are required to wear closed toe shoes and to have appropriate attire (ex: at least short sleeves and thighs fully covered). This includes anytime you are working in the lab outside of class as well.

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 and available at the Reserves Desk in Meyer Library. This includes "assisting or attempting to assist another to violate any provision of this Academic Integrity Policy..." This means that leaving a test and informing others who have not yet taken it of what is on the test is considered "cheating." Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Nondiscrimination 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 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.

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.

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. See Academic Calendars for deadlines.

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.

Audio and Video Recording

Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

Emergency Response

Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For additional information students should contact the Office of Disability Services, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576. For further information go to Missouri State University's Emergency Response Plan.

Shelter instructions in case of severe weather

Building	Shelter Information
Temple Hall	Shelter in interior labs and classrooms

Evacuation Instructions (in case of fire, gas leak, etc.)

2, 60, 60, 60, 60, 60, 60, 60, 60, 60, 60		
Building	Evacuation Information	
Temple Hall	Northwest to Glass Hall rooms 101, 102 and 108; and West to Kemper Hall.	

Email Etiquette

When sending any emails to your instructor, be sure to write your class section in the subject line, as well as a brief explanation of your email subject. For example: "BIO 310-1, Gram Staining Question." Failing to place this information in the subject line may result in your email getting lost or misplaced. Emails should have proper greetings and closings. Please allow 24 hours to respond to your email during the work week, and 48 hours on weekends.

Missouri State.

Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

Biology		
Type of Program		•
Choose One: Non-Comprehensive	Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
O Comprehensive Undergraduate Major	O Certificate	Other
O Graduate Program		
Does this program include an		e submitted to create each new course.)

Title of Program Affected:

Biology-BA-Minor Required		On the second se
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A, General Education Program a	nd Requirements	şi
B. Major Requirements		
·	(1); 310(5) or 320(4); 367(3), 368(1), 302(1), 492(0), 550(3)	
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higher courses. Electives may be a select electives to emphasize area include pre-health studies (pre-me biology, environmental/conservation). Related Requirements: CHM 20 (4) or PHY 203(5) and 204(5); MT 4. Public Affairs Capstone Experier one additional course from the foll (3), 499(1-3), 501(2), 505(3), 50(3), 574(2), 575(3), 576(3), 577(4) elective courses in biology. C. Minor Required (or second major	selected from one of the following emphases. Advisors can assist students is that best meet their interest and career goals. Popular areas of emphasis edical, pre-veterinary, pre-physical therapy, etc.), microbiology, cell/molection biology, and zoology, but other areas of emphasis are also possible. 1(3) and 202(2), or CHM 342(5) and 343(5) or 344(3); PHY 123(4) and 1: TH 261(5) or 287(3) Index will be fulfilled by completion of BIO 367(3), 368(1), 302(1), 492(0) and lowing: BIO 300(1), 355(4), 370(4), 373(3), 398(1), 399(1-3), 485(1-3), 8(3), 509(4), 511(4), 512(3), 520(3), 527(1-4), 539(3), 547(3), 561(2), 133(3), 578(4), 579(4), 584(3), 589(3). Course may also be used to satisfy the proof of the second control	s cular 24 nd 498 573

•	•	
☑ Course changes of under 18 hours	☐ From option to program (major)	Other
☐ Course changes of 18 hours or more	From program (major) to option	
Reason for Proposed Change:	en al 15 Marien anno 18 de anno 1	
The current microbiology course components in a single class. Cr student registration by allowing lecture or lab independent of each	reating lecture-only and laborato students to take each portion of	redits) and lab (2 credit) ry-only options would facilitate microbiology separate and repeat
What is the date that this new pr (MM/DD/YYYY)	ogram was approved by departm	ental or program faculty?
09/14/2018		
Current Status: College Council Review		
Proposal Progress: 09/14/2018 - Submitted by Depart	ertment Head (S Mathis)	
Review Comments: 09/14/2018 - Department Head course numbers for the lecture		requirements are not changing, just the
Copy As New Proposal		

CAW - Change Program Proposal Form - Curricular Action Workflow - Missouri State U... Page 3 of 4

8

Missouri State.

Curricular Action Workflow

(8	designed by Computer Services
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Change Program Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

Department:	A COLOR OF THE STREET, COLOR O	
Biology		
Type of Program		
Choose One: Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
O Comprehensive Undergraduate Major	O Certificate	Other
O Graduate Program		
Does this program include an	y new courses? ding new course form must be	submitted to create each new course.)
Title of Program Affected:		

Biology-BS-Minor Required	and the paper
urrent Catalog Description: (Either cut and paste present description from online	e catalog OR provide as an
tachment below)	
A. General Education Program and Requirements	A
3. Major Requirements	
s. Major Requirements 1. BIO 121(4), 122(4), 235(3), 236(1); 310(5) or 320(4); 367(3), 368(1), 302(1), 492(0), 550(3)
lot Attached	
or Actualities	
	tout area halou [atribathrough all
omplete New Catalog Description: (Either provide the revised description in the	
eletions and insert/bold new information - any content that is copied and pasted will l	ose existing formatting; please review
rior to submission] OR provide as an attachment below)	Signatura was managani managani (nagani managan ma
4 P 7 S	A COLUMN TO THE PARTY OF THE PA
A. General Education Program and Requirements	
B. Major Requirements 1. BIO 121(4), 122(4), 235(3), 236(1); 310(5) 312(3), 313(2) or 320(4); 367 550(3)	7(3), 368(1), 302(1), 492(0),
2. Select elective courses in biology to total a minimum of 36 hours and include	at least 12 hours of 300-level
or higher courses. Advisors can assist students to select electives to emphasize interest and career goals. Popular areas of emphasis include pre-health studies	areas that best meet their
pre-physical therapy, etc.), microbiology, cell/molecular biology, environmental zoology, but other areas of emphasis are also possible.	conservation biology, and
3. Public Affairs Capstone Experience will be fulfilled by completion of BIO 367(3), 368(1), 302(1), 492(0) and
one additional course from the following: BIO 300(1), 355(4), 370(4), 373(3), (3), 499(1-3), 501(2), 505(3), 508(3), 509(4), 511(4), 512(3), 520(3), 527(1-	4), 539(3), 54/(3), 501(Z), 5/3 🚟
(3), 574(2), 575(3), 576(3), 577(3), 578(4), 579(4), 584(3), 589(3). Course m	ay also be used to satisfy the
elective courses in biology. 4. Related Requirements: CHM 201(3) and 202(2), or CHM 342(5) and 343(5) or CHM 342(5) or CHM	244(2) - DHV 122(4) and 124
4. Polated Requirements: CHM 201/3) and 202(2), or CHM 342(5) and 343(5) (or 344(3); PHY 123(4) and 124
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3)	· · · · · · · · · · · · · · · · · · ·
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major)	·
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major)	
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major)	.il
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major) Not Attached	
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major)	
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major) Not Attached Total Hours:	
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major) Not Attached Total Hours: What is changing? Check all boxes that apply:	
(4) or PHY 203(5) and 204(5); MTH 261(5) or 287(3) C. Minor Required (or second major) Not Attached Total Hours:	

CAW - Change Program Proposal	Form - Curricular Action Workfl	ow - Missouri State U Page 3 of 4
✓ Course changes of under 18 hours☐ Course changes of 18 hours or more	From program (major) to option	Other
Reason for Proposed Change: The current microbiology cours components in a single class. Constudent registration by allowing lecture or lab independent of each	e (BIO 310) combines lecture (3 cre reating lecture-only and laborator g students to take each portion of r ach other.	edits) and lab (2 credit) y-only options would facilitate microbiology separate and repeat
What is the date that this new p (MM/DD/YYYY) 09/14/2018	orogram was approved by departm	ental or program faculty?
Current Status: College Council Review		
Proposal Progress: 09/14/2018 - Submitted by De	partment Head (S Mathis)	
Review Comments: 09/14/2018 - Department Hea course numbers for the lectu	ad Review - S Mathis - The prograr re and lab.	n requirements are not changing, just the
Copy As New Proposal		

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Missouri State.

Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

Department:		
Biology		
Type of Program		
Choose One: O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
Comprehensive Undergraduate Major	O Certificate	Other
O Graduate Program		
Does this program include any O No Yes (A correspondi		submitted to create each new course.)

Title of Program Affected:

Biology/Microbiology and B	iotechnology-BS
urrent Catalog Description	: (Either cut and paste present description from online catalog OR provide as an
ttachment below)	
A. General Education Pro	gram and Requirements
B. Major Requirements	
1. BIO 121(4), 122(4), 235((3), 236(1), 302(1), 492(0), 550(3)
Not Attached	
-	cription: (Either provide the revised description in the text area below [strikethrough all
	ormation - any content that is copied and pasted will lose existing formatting; please revie
rior to submission] OR provide	as an attachment below)
	2
2. PHY 123(4) or 203(5) and 3. MTH 138(5) or 181(3), or 4. BIO 310(5) 312(3), 313(5. CHM 116(4) and 117(1), 6. CHM 201(3) and 202(2), 6. Public Affairs Capstone Excourses from the following: 6 499(1-3), 501(2), 505(3), 50574(2), 575(3), 576(3), 577 requirements. 8. Complete requirements in following can be substituted b. Microbiology and Biotechn 1. Required courses: BIO 31	3), 236(1), 302(1), 492(0), 550(3) PHY 124(4) or 204(5) eligibility for MTH 261 on mathematics placement test (2) or 320(4) or 361(4) or 544(4); consult options below before selecting course or CHM 160(4) and 161(1); consult options below before selecting course or CHM 302(5) or 342(5); consult options below before selecting course perience will be fulfilled by completion of BIO 302(1), 492(0) and two additional BIO 300(1), 355(4), 367(3), 370(4), 373(3), 398(1), 399(1-3), 485(1-3), 498(3), 308(3), 509(4), 511(4), 512(3), 520(3), 527(1-4), 539(3), 547(3), 561(2), 573(3), (3), 578(4), 579(4), 584(3), 589(3). Courses may also be used to satisfy option one of the following options. (Note: With approval of advisor, up to 3 hours of the for one of the BIO courses listed in any option: BIO 300, 399, 499, or 597.)
508(3), 511(4), 512(3); 505 substituted for one of these of these courses	courses; CHM 302(5), or 302(3) and 303(1), or 305(4) find 302(2), or CHM 201(3) and 202(2), or CHM 342(5) and 344(3); CHM 352(3), or CHM 554(3) and 556(3)
508(3), 511(4), 512(3); 505 substituted for one of these of these courses	Chemistry: CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2), or CHM
508(3), 511(4), 512(3); 505 substituted for one of these of these courses	Chemistry: CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2), or CHM 342(5) and 344(3); CHM 352(3), or CHM 554(3) and 556(3)
508(3), 511(4), 512(3); 505 substituted for one of these of these courses 3. Related requirements in C 342(5) and 343(5), or CHM	Chemistry: CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2), or CHM
508(3), 511(4), 512(3); 505 substituted for one of these of these courses 3. Related requirements in C 342(5) and 343(5), or CHM	Chemistry: CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2), or CHM 342(5) and 344(3); CHM 352(3), or CHM 554(3) and 556(3) Total Hours: 120
508(3), 511(4), 512(3); 505 substituted for one of these of these courses 3. Related requirements in C 342(5) and 343(5), or CHM	Chemistry: CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2), or CHM 342(5) and 344(3); CHM 352(3), or CHM 554(3) and 556(3) Total Hours: 120

☑ Course changes of under 18 hours	From program (major) to option	☐ Other
Course changes of 18 hours or more		. >
Reason for Proposed Change:		
components in a single class. Cr	(BIO 310) combines lecture (3 credeating lecture-only and laboratory-students to take each portion of mich other.	only options would facilitate
What is the date that this new pro	ogram was approved by departmen	ntal or program faculty?
09/14/2018		
Current Status: College Council Review		
Proposal Progress: 09/14/2018 - Submitted by Depa	rtment Head (S Mathis)	
Review Comments: 09/14/2018 - Department Head For the lecture a	nd lab.	quirements are not changing, just the
Copy As New Proposal		

CAW - Change Program Proposal Form - Curricular Action Workflow - Missouri State U... Page 3 of 4 (9)

Missouri State.

Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/14/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

Department:	والمستود غارسهم والمعال المعال	
Biology		
Type of Program		
Choose One: O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
Comprehensive Undergraduate Major	O Certificate	O Other
O Graduate Program		
Does this program include any ne	ew courses? I new course form must be submitte	ed to create each new course.)
Title of Program Affected:		

3io	logy/Pre-Teacher Education-BS
	ent Catalog Description: (Either cut and paste present description from online catalog OR provide as an chment below)
۱.	General Education Program and Requirements
	Major Requirements
	BIO 121(4), 122(4), 235(3), 236(1), 302(1), 492(0), 550(3)
t	Attached
٥r	to submission] OR provide as an attachment below)
or	
or ়	to submission] OR provide as an attachment below)
or	General Education Program and Requirements Major Requirements BIO 121(4), 122(4), 235(3), 236(1), 302(1), 492(0), 550(3) PHY 123(4) or 203(5) and PHY 124(4) or 204(5) MTH 138(5) or 181(3), or eligibility for MTH 261 on mathematics placement test BIO 310(5) 312(3), 313(2) or 320(4) or 361(4) or 544(4); consult options below before selecting course CHM 116(4) and 117(1), or CHM 160(4) and 161(1); consult options below before selecting course CHM 201(3) and 202(2), or CHM 302(5) or 342(5); consult options below before selecting course Public Affairs Capstone Experience will be fulfilled by completion of BIO 302(1), 492(0) and two additional arrses from the following: BIO 300(1), 355(4), 367(3), 370(4), 373(3), 398(1), 399(1-3), 485(1-3), 498(3), 9(1-3), 501(2), 505(3), 508(3), 509(4), 511(4), 512(3), 520(3), 527(1-4), 539(3), 547(3), 561(2), 573(3), 44(2), 575(3), 576(3), 577(3), 578(4), 579(4), 584(3), 589(3). Courses may also be used to satisfy option uniferments.
3. 2. 4. 5. (co. 19.	General Education Program and Requirements Major Requirements BIO 121(4), 122(4), 235(3), 236(1), 302(1), 492(0), 550(3) PHY 123(4) or 203(5) and PHY 124(4) or 204(5) MTH 138(5) or 181(3), or eligibility for MTH 261 on mathematics placement test BIO 310(5) 312(3), 313(2) or 320(4) or 361(4) or 544(4); consult options below before selecting course CHM 116(4) and 117(1), or CHM 160(4) and 161(1); consult options below before selecting course CHM 201(3) and 202(2), or CHM 302(5) or 342(5); consult options below before selecting course Public Affairs Capstone Experience will be fulfilled by completion of BIO 302(1), 492(0) and two additional urses from the following: BIO 300(1), 355(4), 367(3), 370(4), 373(3), 398(1), 399(1-3), 485(1-3), 498(3), 9(1-3), 501(2), 505(3), 508(3), 509(4), 511(4), 512(3), 520(3), 527(1-4), 539(3), 547(3), 561(2), 573(3), 4(2), 575(3), 576(3), 577(3), 578(4), 579(4), 584(3), 589(3). Courses may also be used to satisfy option (uirements. Complete requirements in one of the following options. (Note: With approval of advisor, up to 3 hours of the lowing can be substituted for one of the BIO courses listed in any option: BIO 300, 399, 499, or 597.) Pre-Teacher Education (71-73 hours total)*: Required courses: BIO 310(5) 312(3), 313(2), 361(4), 369(4), 515(3) Complete a minimum of 9 additional hours of upper level Biology courses (with approval of advisor). Related requirements in Chemistry: CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2), or CHM 2(5)
ior 3. 1. 3. 5. (course) 5. (course) 6. 6. 7. 6. (course) 6. (course) 7. 6. (course) 7. 7. 7. 8. 8. 9. 9.	General Education Program and Requirements Major Requirements BIO 121(4), 122(4), 235(3), 236(1), 302(1), 492(0), 550(3) PHY 123(4) or 203(5) and PHY 124(4) or 204(5) MTH 138(5) or 181(3), or eligibility for MTH 261 on mathematics placement test BIO 310(5) 312(3), 313(2) or 320(4) or 361(4) or 544(4); consult options below before selecting course CHM 116(4) and 117(1), or CHM 160(4) and 161(1); consult options below before selecting course CHM 201(3) and 202(2), or CHM 302(5) or 342(5); consult options below before selecting course Public Affairs Capstone Experience will be fulfilled by completion of BIO 302(1), 492(0) and two additional urses from the following: BIO 300(1), 355(4), 367(3), 370(4), 373(3), 398(1), 399(1-3), 485(1-3), 498(3), 9(1-3), 501(2), 505(3), 508(3), 509(4), 511(4), 512(3), 520(3), 527(1-4), 539(3), 547(3), 561(2), 573(3), 4(2), 575(3), 576(3), 577(3), 578(4), 579(4), 584(3), 589(3). Courses may also be used to satisfy option puirements. Complete requirements in one of the following options. (Note: With approval of advisor, up to 3 hours of the lowing can be substituted for one of the BIO courses listed in any option: BIO 300, 399, 499, or 597.) Pre-Teacher Education (71-73 hours total)*: Required courses: BIO 310(5) 312(3), 313(2), 361(4), 369(4), 515(3) Complete a minimum of 9 additional hours of upper level Biology courses (with approval of advisor).

Not Attached

Total Hours: 120

CAW - Change Program Proposal	Form - Curricular Action Works	flow - Missouri State U Page 3 of 5
What is changing? Check all boxes ☐ Title change ☐ Course changes of under 18	s that apply: From option to program (major)	☐ Other
hours Course changes of 18 hours or more	☐ From program (major) to option	
Reason for Proposed Change:		,
components in a single class. Cr student registration by allowing lecture or lab independent of each	eating lecture-only and laboratory students to take each portion of nother. Degram was approved by departments	/-only options would facilitate nicrobiology separate and repeat
00/1//0010		
Current Status: College Council Review		
Proposal Progress: 09/14/2018 - Submitted by Depar	rtment Head (S Mathis)	
Review Comments: 09/14/2018 - Department Head F course numbers for the lecture a		equirements are not changing, just the

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Missouri State.

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/17/2018 by Babur Mirza (<u>BaburMirza@MissouriState.edu)</u>.

	Ids require input oposal applies to:
•	An existing COURSE
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.
Existin	g Course:
BIO50	08 Environmental Microbiology

Will this proposal need to be reviewed by CGEIP?

● No ○ Yes

Will this proposal need to be reviewed by EPPC?

No ○ Yes

urrent	online o	catalog	descript	ion:					E.
BIO 50	8 Enviro	nmenta	l Microl	oiology		• .			•
orecen	wisite: B	IO 210 c	or BIO 31	IO. The stu	dy of the ecology of micro	organisms a	and the applied u	se of micr	oorganisms
	*'				vill emphasize current met				200-3
					ly with BIO 608. Cannot re				
evise t	the curre	ent onlir	ne catal	og descript	tion as needed: (Strikethroug	jh all deletion	s and insert/bold ne	w informati	on. Any content
et is co	opied and	pasted w	vill lose ex	disting forma	ntting; please review prior to sul	mission.)			
4	*	В	I	S					
BIO 5	508 Env	ironme	ntal Mic	crobiology				•	v v
ecolo will e concu	gy of m	icroorg ze curro with B	janisms ent mei IO 608	and the a thods used . Cannot r	BIO 213 (lab) or BIO 31 applied use of microorga d in the field of environn receive credit for both BI	nisms by n nental micr	nan in the envir obiology. May t	onment. Se taught	Laboratory
	······································						·		
······································				······································					
hat is	s changii	ng? Che	eck all b	oxes that a	apply.				·
	Course	e Code			Course Number (<u>Check</u> <u>Availability</u>)		Title	✓	Prerequisite
]	Credit Hours		Contact	: □	Periodicity		Description		
easor	n for pro	posed c	hange						
Гһе с	ourse nu	ımbers	of the e	xisting pre	requisite (BIO210 and BIO3	310) have b	een changed bec	ause the l	ecture and
abs a	re separ	ated int	to two d	ifferent se	ctions (BIO212/212, lecture	/ lab and Bi	o312/313, lecture	/labs).	
,							·		124 124 124 125 126 126 126 126 126
Doc	e thie ch	ange ef	fect co	irse assess	sment (e.g. student learnin	g evidence/	outcomes)?	No O Y	es
J. 100	o cina Gli	go ai							
low d	lid you d	etermin	e the ne	eed for this	s change? Check all boxes	that apply o	or specify other.	÷	
		ne or an							Student Inpu

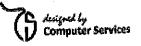
	Accreditation/	certification compliance		Review of catalo	g information
✓	Other (be				
	Be	cause numbers for these courses h	ave been recently ch	anged	
	specific):		·		
✓	Check if this i	is a non-substantive change.			
	is the date that t	this course change was approved b	y departmental or pr	ogram faculty?	09/14/2018
	nt Status: e Council Rev	riew			
	sal Progress:				
09/17/	′2018 - Submi	tted by Department Head (S	Mathis)		
	w Comments:	been added to this proposal.			

9/28/2018

(12)

Missouri State.

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/20/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

	ds require input oposal applies to:	
•	An existing COURSE	
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.	
Existing	g Course:	
BIO511	Immunology	

Will this proposal need to be reviewed by CGEIP?

● No ○ Yes

Will this proposal need to be reviewed by EPPC?

No ○ Yes

Current	online o	atalog c	lescript	ion:						
BIO 51	i Immun	ology								
Prereq	uisite: B	IO 210 o	r BIO 31	10 or BIO 3	20 or BMS 521. A stud	dy of the im	mune	system with emph	asis on m	olecular
and ce	llular me	chanisn	ns unde	rlying hos	t-microbe interactions	s, allergy, tr	anspla	nt rejection, canc	er surveill	ance, and
autoim	mune d	sease. L	aborate	ory empha	sis on techniques use	d to addres	s rese	arch and diagnost	ic proble	ns. May be 🧵
								-		
Revise 1	the curre	ent onlin	e catal	og descrip	tion as needed: (Strike	through all de	eletions	and insert/bold new	informatio	n. Any content
that is co	pied and	pasted w	ill lose ex	kisting forma	atting; please review prior	to submissio	in.)			
4 9	P	В	I	S						200
BIO 5	511 I mr	nunolog	ly							^
syste trans	m with plant re to addr	emphas jection, ess res	sis on r , cance earch a	molecular r surveilla and diagn	and cellular mechar and cellular mechar ance, and autoimmu ostic problems. May BIO 611. Public Affa	nisms unde Ine disease be taught	erlying e. Labo : concu	; host-microbe ir oratory emphasis urrently with BIO	iteraction s on tech 611. Ca	ns, allergy, niques nnot
										.#.
										,,,,1.
				•						
What is		ng? Che e Code	ck all b	oxes that a	Course Number (<u>C</u> Availability)	<u>Check</u>		Title	▽	Prerequisite
	Credit Hours	Hours/9	Contact	: 🗆	Periodicity			Description	·	
Reason	n for pro	posed c	hange							
				site course	es were changed and	needed to l	be upd	ated for this cours	e.	.
Cours	e numb	515 IUI P	rerequi	316 60013	os moro onangou ana				•	
					•					
<u> </u>						_				
Doe	s this ch	ange af	fect col	ırse asses	sment (e.g. student lea	arning evid	ence/c	outcomes)? N	o 🔾 Ye	s
How d	id you d	etermin	e the ne	eed for this	s change? Check all bo	oxes that a	pply o	specify other.		
	Routi	ne or an	nual rev	/iew/asses	sment of curriculum					Student Input

CAW - Change Course Proposal Form - Curricular Action Workflow - Missouri State Un... Page 3 of 4



			Input		
	Accreditation/certification compliance	~	Review of catal	og information	
	Other (be				
	·				·
	specific):				
$\overline{\checkmark}$	Check if this is a non-substantive change.				
	s the date that this course change was approved by department. DD/YYYY)	al or pro	gram faculty?	09/20/2018	
Curren	t Status:				
College	e Council Review				
ropos	al Progress:				
09/20/	2018 - Submitted by Department Head (S Mathis)				
Review	Comments:				
No соп	nments have been added to this proposal.				
Co	ppy As New Proposal				***************************************
			·		

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Missouri State

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/17/2018 by Babur Mirza (<u>BaburMirza@MissouriState.edu)</u>.

	lds require input oposal applies to:
•	An existing COURSE
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.
	g Course: 2 Industrial Microbiology

Will this proposal need to be reviewed by CGEIP?

● No ○ Yes

Will this proposal need to be reviewed by EPPC?

● No ○ Yes

Curren	t online (atalog de	escript	ion:								
BIO 5	12 Indust	rial Micro	biology	y								,
The ir	ndustrial	productio	n of pr	roteins, г	netab	oolites, polym	ers, biocide:	s, and vaco	of industrial and cines will be disc trategies that e	cussed in a	addition t	0
				_		as needed: (9 g; please review			s and insert/bold n	ew informat	ion. Any co	ntent
\$	P.	В	I	<u>\$</u>							•	-
the f meta envi mole	undame abolites, ronment	ntal cond polymer al applic	cepts of s, biod ations	of indust cides, ar . Produc	trial : nd va	and applied in accines will b	microbiolog e discusse nt strategie	gy. The in d in addit s that em	and BIO 313 (dustrial production to biotrans aploy both phys	ction of pr formation sical and r	roteins, ns and modern	
stero proc rece	oorganis olds, use essing, ive cred	ems, the of analy and bio-r it for bot	theory tical e eactor h BIO	y and opequipme r constru 613 and	uced perat nt fo uction d BIC	Laboratory ion of a ferm r monitoring n and design 512. Public	will emphatentor for to product for May be to	he produc ormation, aught cor	selection of Indiction of Protein enzymes analycurrently with operience cours	ıs, antibio ysis, dowi BIO 613.	otics, and nstream . Cannot	İ
stero proc rece	oorganis olds, use essing, ive cred	ms, the of analy and bio-r	theory tical e eactor h BIO	y and opequipme r constru 613 and	uced perat nt fo uction d BIC	Laboratory ion of a ferm r monitoring n and design 512. Public	will emphatentor for to product for May be to	he produc ormation, aught cor	ction of protein enzymes analy currently with	ıs, antibio ysis, dowi BIO 613.	otics, and nstream . Cannot	İ
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stero proc rece	oorganis oids, use essing, ive cred	ems, the of analy and bio-rit for bot	theory/tical ereactor	y and opequipment construction of the construc	uced perati nt fo uction d BIC	Laboratory ion of a ferm r monitoring n and design) 512. Public	will empha nentor for t product fo n. May be to Affairs Ca	he produc ormation, aught cor	ction of protein enzymes analy icurrently with operience cours	ns, antibio ysis, down BIO 613. Se. 3(2-2)	otics, and nstream . Cannot) S	
sterd produce rece	oorganis oids, use essing, ive cred Course Credit Hours	ems, the of analy and bio-rit for bot one of the code	theory/tical ereactor h BIO	y and opequipment construction of the construc	uced perati nt fo uction d BIC	Laboratory ion of a ferm r monitoring n and design) 512. Public y. Course Numb Availability Periodicity	will empha nentor for t product for May be to Affairs Ca	he production, aught corpstone Ex	ction of protein enzymes analy currently with courselence cours	is, antibio ysis, down BIO 613. se. 3(2-2)	Prerec	quisite

Does this change affect course assessment (e.g. student learning evidence/outcomes)?

No O Yes

low d	lid you deteri	mine the need for this change? Check all boxes t	nat apply o	specify other.	
	Routine or	annual review/assessment of curriculum		Faculty Input	Student Input
	Accredita	tion/certification compliance		Review of cata	alog information
✓	Other (be				
		Recently, BIO210 and BIO310 classes have beer (BIO212/212, lecture/ lab and Bio312/313, lecture			
	specific):				
		San Area Control of the Control of t			
✓	Check if t	his is a non-substantive change.			
Vhat		his is a non-substantive change. nat this course change was approved by departn	ental or pro	ogram faculty?	09/14/2018
What MM/	is the date th		ental or pro	ogram faculty?	09/14/2018
What (MM/I	is the date th	nat this course change was approved by departm	ental or pro	ogram faculty?	09/14/2018
What MM/I Irren ollego	is the date the DD/YYYY) Int Status: e Council F	nat this course change was approved by departm	ental or pro	ogram faculty?	09/14/2018
What (MM/I urren blleg opos	is the date the DD/YYYY) Int Status: e Council F	nat this course change was approved by departm Review as: amitted by Department Head (S Mathis)	ental or pro	ogram faculty?	09/14/2018

9/28/2018

Copy As New Proposal

Missouri State.

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/17/2018 by Babur Mirza (<u>BaburMirza@MissouriState.edu)</u>.

	Ids require input oposal applies to:
•	An existing COURSE
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.
Existin	g Course:
BIO51	7 Microbial Physiology and Metabolism

Will this proposal need to be reviewed by CGEIP?

No O Yes

Will this proposal need to be reviewed by EPPC?

● No ○ Yes

	nt online	catalog descrip	ation:					
		bial Physiology		bolism				
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	•			ther [CHM 201 and 202] or CH				
	_			ponses to environmental char elective isolation and identific				- W
		Solution y Will of	- Pridoizo o					墓::
Revise	the curr	ent online cata	ılog descri	ption as needed: (Strikethrough	all deletion	s and insert/bold ne	w informat	ion. Any content
nat is o	copied and	pasted will lose	existing forn	natting; please review prior to subn	nission.)			
ф		B 1	S					
BIO	517 Mic	robial Physiol	ogy and N	1etabolism		-	-	
Prer	eauisite	: BIO 212-21	3 lecture	and lab or BIO 312-313 lec	ture and	lab, and either	[CHM 20:	1 and 202]
or C	HM 342	. Physiology a	ind anator	my of microorganisms inclu iversity will be discussed. L	ding ada	ptive responses	to enviro	onmental
and	identific	ation of micro	organism	ns, the growth dynamics of	microora	anisms, and res	sponses b	y 🦥
mici for t	roorganis both BIC	sms to enviro 617 and BIC	nmental o 517, 4(2	changes. May be taught cor 2-4) F	currently	with BIO 617.	Cannot r	eceive credit
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						•		
/hat i	is changi	ng? Check all l	oxes that	apply.				
	_		_			Tial -		Dunnanijaika
_	Cours	e Code	L_I	Course Number (<u>Check</u> <u>Availability</u>)		Title	✓	Prerequisite
			_	•	_			
	Credit Hours	: Hours/Contac	rt 🗌	Periodicity		Description		
	Hours			Periodicity		Description	·	
	Hours	posed change					ouse the l	poturo and
The	Hours on for pro	posed change umbers of the e	existing pr	erequisite (BIO210 and BIO310		en changed bec		ecture and
The	Hours on for pro	posed change umbers of the e	existing pr			en changed bec		ecture and
The	Hours on for pro	posed change umbers of the e	existing pr	erequisite (BIO210 and BIO310		en changed bec		ecture and
The	Hours on for pro	posed change umbers of the e	existing pr	erequisite (BIO210 and BIO310		en changed bec		ecture and

Student Input

Routine or annual review/assessment of curriculum

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

_ A		Faculty Input	\
□ A			
	accreditation/certification compliance	Review of catal	og information
✓ 0	Other (be		
	Recently, BIO210 and BIO310 classes have been separated (BIO212/212, lecture/ lab and Bio312/313, lecture/labs).	i into two different	lecture and labs sections
S	pecific):		
☑ c	Check if this is a non-substantive change.		
What is th	ne date that this course change was approved by departmental or pr	rogram faculty?	09/14/2018
		•	
Current St	•		
College Co	ouncil Review		
roposal f	Progress:		
-	8 - Submitted by Department Head (S Mathis)	*	·
Review Co	omments:		
lo comm	ents have been added to this proposal.		
Сору	As New Proposal		

Missouri State.

(15)

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/20/2018 by Christopher Lupfer (ChristopherLupfer@MissouriState.edu).

	ds require input oposal applies to:
•	An existing COURSE
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.
Existing	g Course:
BIO520	O Pathogenic Microbiology

Will this proposal need to be reviewed by CGEIP?

No O Yes

Will this proposal need to be reviewed by EPPC?

● No ○ Yes

CAW - Change Course Proposal Form - Curricular Action Workflow - Missouri State Un	Page 2 of
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	. 11								
			descript						
3IO 52	20 Patho	genic M	licrobiok	ogy					
_	F	210 010	. 510.04	0 5 4					
	•				ental principles of path				#40
		-			oncurrently with BIO 63	zu. Cannot red	ceive credit for D	OTH BIO 620	and BIO
ZU. P	'UDIIC AT	tairs Ca	pstone E	xperience	course. 3(3-0) S	**************************************			
						,			
				-	ion as needed: (Strikethr	•	ns and insert/bold n	ew informatio	n. Any content
at is c	opied and	pasted v	vill lose ex	isting format	ting; please review prior to	submission.)			
4 m	m	В	I	S	4				
									<u> </u>
310	520 Pat	hogenio	: Microb	iology					biology; annot
Prere	equisite	: BIO 2	10 212,	213 or BI	3 10 312,313 . Fund	amental prin	ciples of pathog	genic micro	biology;
trans	mission	ı, infect	ion and	control of	the pathogen. May b	e taught con	currently with	BIO 620. C	annot
recei	ive crea	it for bo	oth RIO	620 and E	BIO 520. Public Affairs	s Capstone E	xperience cours	se. 3(3-0) s)
				**************************************					lh.
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									•
] .		e Code		xes that ap	Course Number (<u>Che</u>	eck 🗌	Title	✓	Prerequisite
٦	Credit	: Hours/	Contact		Periodicity		Description		
_,	Hours				•				
aeni	n for pro	nneed c	hande	-	•				
				*-			J_4_J &		
ours	se numb	ers for p	rerequis	ite courses	were changed and nee	eaea to be upo	pated for this co	urse.	
									,
					·			\sim	
Doe	s this ch	ange af	fect cou	se assessr	nent (e.g. student learn	ing evidence/	outcomes)?	No O Yes	5
ow d	id γou d	etermin	e the ne	ed for this	change? Check all boxe	s that apply o	r specify other.		
			2				.		0
	Routir	ne or an	nual revi	ew/assessi	ment of curriculum	Ш	Faculty Input	<u>Ц</u>	Student Input
							,put		

]	Accreditation/certification compliance	✓	Review of catalo	g information	
]	Other (be				
			٠			
		specific):				
_	2	Check if this is a non-substantive change.				
					·	 7
		the date that this course change was approved by departmental on D/YYYY)	r prog	gram faculty?	09/20/2018	
ζIV	ט קואוו	; :				
Cur	rent	Status:				
		Council Review				
		Il Progress:				
09/	20/2	018 - Submitted by Department Head (S Mathis)	-			
Rev	iew	Comments:				
No	com	ments have been added to this proposal.				
	_	. N. B				
	Cor	y As New Proposal				

CAW - Change Course Proposal Form - Curricular Action Workflow - Missouri State Un... Page 3 of 4



Missouri State.

Curricular Action Workflow



Delete Program Proposal Form

Submitted on 09/17/2018 by Georgianna Saunders (<u>Gigisaunders@missouristate.edu</u>).

Department:		
Biology		
Type of Program		
Choose One:		
O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
ComprehensiveUndergraduate Major	O Certificate	Other
O Graduate Program		
Title of Program Affected:		
Biology Education/Categoric	al Science-BSED	

CAW - Delete Program Proposal Form - Curricular Action Workflow - Missouri State Un	Page 2 of 3

09/17/2018 - Submitted by Department Head (S Mathis)	
Proposal Progress:	
Current Status: College Council Review	
09/14/2018	
What is the date that this new program was approved by departmental or program (MM/DD/YYYY)	faculty?
Teaching).	
The undergraduate biology teacher preparation program (which includes the optionand unified certification) are being replaced by an existing graduate level program	F (8)
Reason for Proposed Deletion:	
Attached	
	12 ALTO 18 ALT

Biology Education

Bachelor of Science in Education (Certifiable grades 9-12)

- A. <u>General Education Program and Requirements</u>
 The following required courses can be used to meet both General
 Education and Major Requirements: <u>BIO 121(4)</u>; <u>MTH 135(3)</u> or <u>181(3)</u>
 or <u>138(5)</u> or <u>261(5)</u> or <u>287(3)</u>; <u>GLG 110(4)</u> or <u>GRY 135(4)</u> or <u>GLG 171(3)</u>
 or PHY 100(4) or PHY 123(4)
- B. Major Requirements
 - 1. Core (32 hours): <u>BIO 121(4)</u>, <u>122(4)</u>, <u>215(2)</u>, <u>235(3)</u>, <u>236(1)</u>; <u>210(3)</u> or <u>310(5)</u>; <u>361(4)</u>, <u>367(3)</u>, <u>368(1)</u>, <u>515(3)</u>; Select elective courses in biology, 300 level or higher, to total a minimum of 32 hours.
 - 2. Related Requirements (6-9 hours): <u>SCI 505(3)</u>; <u>MTH 135(3)</u> and <u>MTH 181(3)</u>, or <u>MTH 138(5)</u> or <u>261(5)</u> or <u>287(3)</u>; *Note:* <u>MTH 130</u> cannot be substituted for MTH 135.
 - 3. Complete the requirements in one of the following grades 9-12 certification areas:
 - a. Categorical Science (12-21 hours): <u>CHM 116(4)</u> and <u>117(1)</u>, or (<u>CHM 160(4)</u> and <u>161(1)</u> and <u>170(3)</u> and <u>171(1)</u>); <u>PHY 100(4)</u> or <u>PHY 123(4)</u> and <u>124(4)</u>; <u>GLG 110(4)</u> or <u>GRY 135(4)</u> or <u>GLG 171(3)</u>
 - b. **Unified Science** (25 hours): <u>CHM</u>
 <u>160(4)</u>, <u>161(1)</u>, <u>170(3)</u>, <u>171(1)</u>; <u>PHY 123(4)</u>, <u>124(4)</u>; <u>GLG</u>
 <u>110(4)</u>; <u>GRY 135(4)</u>
 - 4. Public Affairs Capstone Experience will be fulfilled by completion of SCI 214(1), 314(3),414(3), 493(6), 494(6).
- C. Professional Education Courses: A grade of "C" or better in each course is required for state certification.
 - 1. <u>SCI 214(1)</u>, <u>314(3)</u>, <u>414(3)</u>, <u>493(6)</u>, <u>494(6)</u>
 - Professional Education Required Core and Competencies see Teacher Education Program
- D. General Baccalaureate Degree Requirements
- E. This program also requires compliance with the <u>Teacher Education</u>
 <u>Program</u> for eligibility to enroll in Professional Education courses;
 admission to and continuance in the Teacher Education Program;



approval for supervised teaching; and recommendation for certification which includes following GPA requirements. All GPA requirements include both Missouri State and transfer grades.

- 1. at least a 2.75 GPA on all course work attempted at all colleges attended
- 2. at least a 3.00 GPA in the certificate subject area (major field of study) which includes all courses listed under B
- 3. at least a 3.00 GPA in any additional certificate subject area
- 4. at least a 3.00 GPA in the professional education courses which includes all courses listed under C; and no grade lower than a "C" in all professional education courses

CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 1 of 8

Missouri State.

Curricular Action Workflow



New Course Proposal Form

Submitted on 09/21/2018 by Matthew Siebert (MSiebert@MissouriState.edu).

All fie	olds require input	
•	New COURSE	
0	New REGULAR PERMANENT SECT existing variable topics course, ente	TION of an existing variable content course. If a new regular section of an er the existing course number below
Cours	se Code:	Course Number: (<u>Check Availability</u>)
СНМ	1	345
Cours	se Title:	
Micro	oscale Organic Chemistry Laboratory	
Will th	nis course become part of a program?	O No Yes (A corresponding program change form must be submitted)

No O Yes

Will this proposal need to be reviewed by CGEIP?

	s proposal nee	d to be re	viewed by EPPC? O No • Yes		
rereq	uisite/Co-requi	isite or en	ter 'None':		
"C-" gı	rade or better i	n CHM 17	1 and 342		
	g Course Desci bility, UG/GR p		clude any Pass/Not Pass grading restricti urse, etc.)	ions, repe	atable limits, limitation on course
			techniques used in the microscale organion of organic molecules.	c chemisti	y laboratory, including synthesis,
				V	
			•		
Credit	Hours:	2 🗸	Lecture Contact Hours: 1	$oldsymbol{ol}oldsymbol{ol}oldsymbol{oldsymbol{oldsymbol{oldsymbol{ol}}}}}}}}}}}}}}}$	Lab Contact Hours: 3
Note: I I-3 hou		it, enter tl	he highest number and add to end of cour	se descrip	otion. (e.g. "Variable credit, may be tak
	city. Check a	all that a	pply.		
riodi	•		Fall (even-numbered years only)		Fall (odd-numbered years only)
riodi	Fall				Spring (odd-numbered years only
¥	Fall Spring		Spring (even-numbered years only)		opining codd mambered years only
			Spring (even-numbered years only) On Demand only		Cpring Codd Hamborod yours striy

Prerequisite: "C-" grade or better in CHM 1/1 and 342

Learn and apply experimental techniques used in the microscale organic chemistry laboratory, including synthesis, isolation, and characterization of organic molecules.

Credit hours: 2 Lecture contact hours: 1 Lab contact hours: 3

Typically offered: Fall, Spring

			9
ftached	4		
urpose of Course			
This course is the laboratory portion of CHM342	2. CHM342(5)) is being split into separate lecture [CHM342	(3)] and
aboratory [CHM345(2)] components.			
•		· .	
•			And the second s
elationship to Other Departments			•
	1/2/E)hiah	will require modification to CUM3/2(3) and (~HM345(2)-
The following programs currently require CHM3		Non Comprehensive BS, Biology Comprehens	
a. Biology-Biology Non Comprehensive BS	; DA, Diology	recir completicitate pe, plotogy completions	.,,,
h Biomedical Sciences-Clinical Labora	tory Sciences	s-Medical Technology	
b. Biomedical Sciences-Clinical Labora c. Exercise and Movement Science-Exe			sional
		s-Medical Technology ovement Science Comprehensive, Pre-Profess	sional
			sional
c. Exercise and Movement Science-Exe	ercise and Mo	ovement Science Comprehensive, Pre-Profess	sional
	ercise and Mo	ovement Science Comprehensive, Pre-Profess	sional
c. Exercise and Movement Science-Exe	ercise and Mo	ovement Science Comprehensive, Pre-Profess	sional
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c. Exercise and Movement Science-Exe	ercise and Mo	ovement Science Comprehensive, Pre-Profess	sional
c. Exercise and Movement Science-Exercise there a graduate/undergraduate parallel cours w Course Resource Information	ercise and Mo	evement Science Comprehensive, Pre-Profess	
c. Exercise and Movement Science-Exercise there a graduate/undergraduate parallel cours w Course Resource Information	ercise and Mo	ovement Science Comprehensive, Pre-Profess	sional 20
c. Exercise and Movement Science-Exercise there a graduate/undergraduate parallel cours w Course Resource Information anticipated Average Enrollment per section:	ercise and Mo	evement Science Comprehensive, Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess	
c. Exercise and Movement Science-Exercise there a graduate/undergraduate parallel cours w Course Resource Information	ercise and Mo	evement Science Comprehensive, Pre-Profess	20
c. Exercise and Movement Science-Exercise there a graduate/undergraduate parallel cours w Course Resource Information anticipated Average Enrollment per section:	ercise and Mo	evement Science Comprehensive, Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess	20
c. Exercise and Movement Science-Exercise there a graduate/undergraduate parallel cours w Course Resource Information anticipated Average Enrollment per section:	ercise and Mo	evement Science Comprehensive, Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess Pre-Profess	20
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CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 3 of 8

(17

What will this course require in the way of:

Additional library Holdings		888
None.		
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		<u>EE</u>
Additional computer resources	***************************************	
None.		H.A.
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		X
Additional or remodeled facilities		
None.		1904 - 19
TAOTIE.		
Additional equipment or supplies		2144402
None.		
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		(E))
Additional travel funds		70.27
None.		_
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	Additional faculty; g	general vs specialized				
	None.				·	
		•				
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	h					
	Additional faculty; r	regular vs per-course		The state of the s		
	None.					
	•					
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	Other additional ex	penses				
	None.			,		
				AMERICAN AND THE STREET WAS TO STREET THE STREET AND THE STREET AND THE STREET AND THE STREET AND THE STREET A	***************************************	
	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE			***************************************		
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is cou			hour combined lecture/la assessment, and general			
		itiisting, transier credit/	assessment, and general	improvements to ste	ident expensione.	٠
	lecture for ease of war					

Matthew R. Siebert, Reza Herati, Eric Bosch.



What is the anticipated source of students for this course?

Unchanged. This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

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

This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

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

This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

Other comments:

This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

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

09/18/2018

Current Status:

College Council Review

Proposal Progress:

09/27/2018 - Submitted by Department Head (Bryan Breyfogle)

Review Comments:

No comments have been added to this proposal.



CHM 345

Microscale Organic Chemistry Laboratory

Fall 2018

Prelab lecture

Online

Dr. Matthew Siebert

MSiebert@MissouriState.edu

Office Hours: MWF, 8:50-9:50 AM., Temple 408

REQUIRED COURSE MATERIALS

Textbook

A Microscale Approach to Organic Laboratory Techniques, custom ed. Pavia, Lampman, Kriz, and Engel

This textbook contains much of the background and many of the procedures for the experiments and techniques you will carry out in the laboratory. Please note that although there is pre-laboratory material on BlackBoard, that you will (by design) need to review this textbook most weeks to determine the procedure of the experiment(s) and technique(s). Note that this textbook may not be used while inside

the laboratory.

Other

HGS #1013A, Organic Chemistry Set for Student

Laboratory carbon-copy notebook

Approved safety goggles

Nitrile gloves

COURSE OBJECTIVES

Learn and apply experimental techniques used in organic chemistry, including synthesis, isolation, and characterization of organic molecules.

LAB SECTIONS

All individual lab section meetings take place in Temple 432.

012	T, 8:00-10:45 AM	307	W, 6:20-9:05 PM
001	T, 11:00 AM-1:45 PM	008	R, 8:00-10:45 AM
002	T, 2:00-4:45 PM	009	R, 11:00 AM-1:45 PM
004	W. 9:05-11:50 AM	010	R, 2:00-4:45 PM
003	W 12-20-3-05 PM		*

SAFETY

Each student must pass the start-of-term safety quiz and liability waiver BEFORE working in the lab (see Pavia Technique 1 and BlackBoard Laboratory Technique "Laboratory Safety" to prepare for the quiz). Additionally, each student must pass any experiment-specific laboratory preparedness quiz(zes) and complete the pre-lab activities in her/his carbon-copy notebook BEFORE being admitted to the lab. While in lab you MUST wear safety goggles at all times and wear closed-toed shoes. If you fail to meet these requirements, you will be asked to leave the lab, resulting in a score of zero for that experiment.

INDEPENDENT WORK

In this laboratory you are expected to work *independently*; <u>all work must be your own</u>. You do not have "lab partners" and you may not share/use work of others, including (but not limited to): prelaboratory safety quizzes, prelaboratory notebook pages, or data/observations (including interpretations thereof). The preceding (including the spirit of the preceding) are considered a violation of the Student Academic Integrity Policies and Procedures, see "academic dishonesty" statement below.



DISCLAIMER

I reserve the right to make modifications to this syllabus as necessary. Any modifications will be made with everyone's best interests in mind and will likely benefit you. You will be informed of any changes if/when they occur.

ATTENDANCE/PARTICIPATION

Students are required to prepare using all pre-laboratory materials posted online (remember that this is serious, you are studying these online materials in lieu of a one-hour lecture), attend assigned lab meetings, and attend lab midterm and final sessions (see below). There are no make-up labs/experiments. If you fail to attend MORE THAN three (3) laboratory periods during the semester, you will receive a grade of "0" for the lab course and non-attendance will be reported to the registrar.

COMMUNICATION

The University lists email as an official means of communication at Missouri State University. Dissemination of information will be through blackboard announcements and/or email addressed to your Missouri State University email address. As per University policy (Op12.02-4) it is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive. For more information, go to: http://www.missouristate.edu/policy/Op12_02_4_EmailCommunications.htm.

EVALUALTION/FEEDBACK

Laboratory Preparedness Quizzes	15%
Informal Reports (12 total)	50%
Exams (2 total)	35%
TOTAL	100%

Grades: A 100-89%, B+ 88.99-87%, B 86.99-81%, B- 80.99-79%, C+ 78.99-77%, C 76.99-70%, D 69.99-60%, F below 60%. Grades will not be rounded due to the measures taken to ensure students fall in the proper grade categories.

Exams: There will be two exams (one near midterm and one near finals). We will be taking the exams during our normally scheduled Organic Chemistry I lecture time on the dates below. The exams will focus on material covered since the last exam. If you miss an exam, you will receive a grade of "0". There are no make-up exams.

Midterm Exam: M 10/8, 8-8:50 AM, Temple 002

Final Exam: F 11/30, 8-8:50 AM, Temple 002

Laboratory preparedness quizzes: You will take quizzes on the lab BlackBoard site. One start-of-term safety quiz and liability waiver, followed by one quiz for each experiment. These quizzes will focus on information in the appropriate Experiment/Laboratory Techniques section(s) as well as any/all experimental procedures and/or Safety Data Sheet (SDS) information required to SAFELY complete the pre-lab and understand the theory of the experiment. Your lab preparedness quiz is DUE the Monday prior to each experiment at 11:59 PM. You will not be allowed to enter lab if you have not completed the applicable laboratory preparedness quiz(zes).

Informal reports: You will complete one informal laboratory report for EVERY experiment. Informal reports will largely consist of pre-laboratory preparation, experimental observations, and relatively short post-laboratory experimental processing. Informal reports are DUE at the end of your laboratory period on the day you complete the experiment. See BlackBoard for more information on informal reports. You will not be allowed to enter lab if you have not completed the applicable pre-lab.

Discrepancies in grading between lab sections: If there is substantial discrepancy between the grading styles of different lab instructors, the lab scores may be normalized to ensure that the average lab scores of each section parallel the sections' midterm and final exam averages. This normalization may result in higher OR lower lab scores.



Academic Dishonesty: 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 (https://www.missouristate.edu/academicintegrity/policies.htm) and 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. Of note in the policy:

Cheating: The term "cheating" refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not) or taking any action designed to obtain unearned credit (points) in the class.

Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.

Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Activities applicable to this course that are considered to be academic dishonesty include, but are not limited to:

- Use of Instructor's materials from previous semesters
- Copying, in part or in whole, solutions or work from another student (this could include homework, exams, and/or laboratory data/reports)
- Modification of an exam after it has been submitted to the instructor for grading

Instructor Sanctions for Violation of Student Academic Integrity Policies include:

- denying credit on an assignment and/or examination;
- requiring additional assignments and/or examinations;
- lowering the student's course grade;
- issuing a failing course grade ("F");
- issuing a failing course grade of "XF", which indicates that this failing grade was due to academic dishonesty. The grade "XF" shall be treated as an "F" grade for the purposes of grade point average, course repeatability, and determination of academic standing.





Monday	Tuesday	Wednesday	Thursday	Friday
2027/01/2007	21-Aug	22-Aug	23-Aug	24-Aug
	Safety,	Experiment: Molec	ular Shape and Mo	delling
	28-Aug	29-Aug	30-Aug	31-Aug
		Experiment 2/	A-D: Solubility	
	4-Sep	5-Sep	6-Sep	7-Sep
	Experin	nent 7: IR Spectrosc	opy and BP Determ	nination
Tall B	11-Sep	12-Sep	13-Sep	14-Sep
		Experiment 3A,C	C: Crystallization	r
	18-Sep	19-Sep	20-Sep	21-Sep
	Ex	periment 6A,B: Ch		
	25-Sep	26-Sep	27-Sep	28-Sep
	Experiment 1	6: Spearmint and C	1	
	2-Oct	3-Oct	4-Oct	5-Oct
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8-Oct				
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	16-Oct	17-Oct	18-Oct	
		periment 6D: Chro 24-Oct	25-Oct	26-Oct
	23-Oct	nent: Nuclear Magr	<u></u>	I
	30-Oct	31-Oct	1-Nov	2-Nov
	<u></u> _	,C: Synthesis of n -E		1
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	13-Nov	14-Nov	15-Nov	16-Nov
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*ACS MWRM

^{*}This is an anticipated schedule; changes may be made as necessary at the instructor's discretion.



UNIVERSITY POLICIES

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/.

Disability Accommodation: If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

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 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.

Temple Hall

Shelter Information (in case of severe weather): Evacuate fourth floor using central, east, northwest and southwest stairs. Basement and 1st Floor: Shelter in Basement hallway, Rooms 1, 2, 3, interior labs and classrooms. 2nd floor and 3rd floor, Shelter in interior labs and classrooms.

Evacuation Instructions (in case the building needs to be evacuated for events such as fire, gas leak, etc.): North to Meyer Library Main Entrance; Alternate: Northwest to Glass Hall rooms 101, 102 and 108; and West to Kemper Hall. (Destination will be determined by type of emergency and weather condition.)

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 of Course: Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written



permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

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.

Mental Health and Stress Management: As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at https://counselingcenter.missouristate.edu/.

Chosen Name Policy: A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student's legal name. Refer to the Chosen Name policy for more information. Students can provide their chosen first and middle names in the Profile tab of My Missouri State.

Title IX Policy: Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an overview of the Title IX office.

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a "Responsible Employee" under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

(18

Missouri State.

Curricular Action Workflow



New Course Proposal Form

Submitted on 09/21/2018 by Matthew Siebert (<u>MSiebert@MissouriState.edu)</u>.

All fiel	ds require input					
•	New COURSE					
0	New REGULAR PERMANENT SECT	ION of an existing variable content course. If a new regular section of an				
	existing variable topics course, enter the existing course number below					
Course	e Code:	Course Number: (<u>Check Availability</u>)				
СНМ		445				
Course	e Title:	•				
Inter	mediate Organic Chemistry Laborator	y .				
L	-					
	•					
Will th	is course become part of a program?	O No Yes (A corresponding program change form must be submitted)				
14/313 Alo	is proposal need to be reviewed by CO	GEIP? No O Yes				
AATH CL	iis hi ohosai iileed to be i exiemed by or	OE				

CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 2 of 8 O No

Yes Will this proposal need to be reviewed by EPPC? Prerequisite/Co-requisite or enter 'None': "C-" grade or better in CHM 343 and 345 Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.) Learn and apply experimental techniques used in the preparative organic chemistry laboratory, including synthesis, multistep synthesis, isolation, purification, and characterization of organic molecules. Course is intended for chemistry majors. Lab Contact Hours: Lecture Contact Hours: Credit Hours: 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 (odd-numbered years only) \square Fall Fall (even-numbered years only) Spring (odd-numbered years only) **V** Spring (even-numbered years only) Spring On Demand only Summer **Complete Catalog Description:** CHM 445 Intermediate Organic Chemistry Laboratory Prerequisite: "C-" grade or better in CHM 343 and 345

Learn and apply experimental techniques used in the preparative organic chemistry laboratory, including synthesis, multistep synthesis, isolation, purification, and characterization of organic molecules. Course is intended for chemistry majors.

Credit hours: 2 Lecture contact hours: 1 Lab contact hours: 3

Typically offered: Fall, Spring

nclude sample syllabus (list topics, course goals.)	Use text box OR upload only file types of PDF, DOC or	DOCX.
	•	7. 2000 2. 2000 2. 2000 2. 2000
Attached		
Purpose of Course		
This course is the laboratory portion of CHM343	CHM343(5) is being split into separate lecture [CHM3	343(3)] and
laboratory	•.	
[CHM445(2)] components.		
		3
Relationship to Other Departments		
	o need exposure to organic laboratory techniques that	will transfer
to higher-level chemistry courses and research.	Currently, the following programs currently require CH	M343(5),
to higher-level chemistry courses and research. which will require modification to: CHM343(3) but a. Biology-Biology Non Comprehensive BA, Biology	Currently, the following programs currently require CH	м343(5),
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Is another course being deleted?

No O Yes



What will this course require in the way of:

Additional library Holdings		
None.		
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Additional computer resources	· ·	
None.		
Nulle.		A
		() () () () () () () () () ()
·		
Additional or remodeled facilities		
None.		A
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	·	6. 195 15. 195 17. 195 17. 195 17. 195 17. 195
		Y
		<u></u>
Additional equipment or supplies		
None.		9,745 80,000 80,000 80,000 80,000
None.		
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Additional travel funds		0 000
None.		^
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None.	•	
Additional faculty	y; regular vs per-cours	e
None.		
		•
Other additional	expenses	
None.		,
al faculty are not re	equired, how will facult	y be made available to teach this course?
		y be made available to teach this course?
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What is the anticipated source of students for this course?

Unchanged. This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

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

This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

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

This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

Other comments:

This course is currently taught, incorporated into a 5-hour combined lecture/lab course. We are simply splitting the lab from lecture for ease of waitlisting, transfer credit/assessment, and general improvements to student experience.

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

09/18/2018

Current Status:

College Council Review

Proposal Progress:

09/27/2018 - Submitted by Department Head (Bryan Breyfogle)

Review Comments:

No comments have been added to this proposal.

CAW -	- New	Course Pro	posal Form	- Curricular	Action	Workflow	- Missouri State Ur	iive	Page 7 of 8
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Copy As New Proposal



CHM 445

Intermediate Organic Chemistry Laboratory

Spring 2018

Prelab Lecture

Online

Dr. Matthew Siebert

MSiebert@MissouriState.edu

Office Hours: MWF 8:50-9:50 AM, Temple 408

REQUIRED COURSE MATERIALS

Textbook

Operational Organic Chemistry, 4th ed. John W. Lehman

This textbook contains much of the background and many of the procedures for the experiments and techniques you will carry out in the laboratory. Please note that although there is pre-laboratory material on BlackBoard, that you will (by design) need to review this textbook most weeks to determine the procedure of the experiment(s) and technique(s). Note that this textbook may not be used while inside the laboratory.

Other

Laboratory carbon-copy notebook

Approved safety goggles

Nitrile gloves

COURSE OBJECTIVES

Learn and apply experimental techniques used in the preparative organic chemistry laboratory, including synthesis, multistep synthesis, isolation, purification, and characterization of organic molecules. Course is intended for chemistry majors.

LAB SECTIONS

All individual lab section meetings take place in Temple 435.

005	M, 11:15 AM - 2:00 PM	Quinton W.	004	T, 11:00 AM - 1:45 PM	Leanna P.
001	M, 2:30 - 5:15 PM	Alec N.	007	T, 2:00 - 4:45 PM	Quinton W.
302	M, 6:00 - 8:45 PM	Alec N.	306	T, 5:30 - 8:15 PM	Andrew E.
003	T, 8:00 - 10:45 AM	Leanna P.			

SAFETY

Each student must pass the start-of-term safety quiz and liability waiver BEFORE working in the lab (see BlackBoard Laboratory Technique "Laboratory Safety" to prepare for the quiz). Additionally, each student must pass any experimentspecific laboratory preparedness quiz(zes) and complete the pre-lab activities in her/his carbon-copy notebook BEFORE being admitted to the lab. While in lab you MUST wear safety goggles at all times and wear closed-toed shoes. If you fail to meet these requirements, you will be asked to leave the lab, resulting in a score of zero for that experiment.

INDEPENDENT WORK

In this laboratory you are expected to work independently; all work must be your own. You do not have "lab partners" and you may not share/use work of others, including (but not limited to): prelaboratory safety quizzes, prelaboratory notebook pages, or data/observations (including interpretations thereof). The preceding (including the spirit of the preceding) are considered a violation of the Student Academic Integrity Policies and Procedures, see "academic dishonesty" statement below.

DISCLAIMER

I reserve the right to make modifications to this syllabus as necessary. Any modifications will be made with everyone's best interests in mind and will likely benefit you. You will be informed of any changes if/when they occur.



ATTENDANCE/PARTICIPATION

Students are required to prepare using all pre-laboratory materials posted online (remember that this is serious, you are studying these online materials in lieu of a one-hour lecture), attend assigned lab meetings, and attend lab midterm and final sessions (see below). There are no make-up labs/experiments. If you fail to attend MORE THAN three (3) laboratory periods during the semester, you will receive a grade of "0" for the lab course and non-attendance will be reported to the registrar.

COMMUNICATION

The University lists email as an official means of communication at Missouri State University. Dissemination of information will be through blackboard announcements and/or email addressed to your Missouri State University email address. As per University policy (Op12.02-4) it is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive. For more information, go to: http://www.missouristate.edu/policy/Op12_02_4_EmailCommunications.htm.

EVALUALTION/FEEDBACK

Laboratory Preparedness Quizzes	15%
Informal Reports (10 total)	50%
Exams (2 total)	35%
TOTAL	100%

Grades: A 100-89%, B+ 88.99-87%, B 86.99-81%, B- 80.99-79%, C+ 78.99-77%, C 76.99-70%, D 69.99-60%, F below 60%. Grades will not be rounded due to the measures taken to ensure students fall in the proper grade categories.

Exams: There will be one midterm exam and one final. Given the online nature of the pre-lab you will be required to attend an exam session to take each of the midterm and final. As the exam date approaches, you will be required to select either of the two possible sessions. All possible sessions are listed below. The exams will focus on material covered since the last exam. If you miss an exam, you will receive a grade of "0". There are no make-up exams.

Midterm Exam: R, 3/8, 4:00 PM OR F, 3/9, 2:30 PM in Temple 002

Final Exam: R, 5/3, 4:00 PM OR F, 5/4, 2:30 PM in Temple 002

Laboratory preparedness quizzes: You will take quizzes on the lab BlackBoard site. One start-of-term safety quiz and liability waiver, followed by one quiz for each experiment. These quizzes will focus on information in the appropriate Experiment/Laboratory Techniques section(s) as well as any/all experimental procedures and/or Safety Data Sheet (SDS) information required to SAFELY complete the pre-lab and understand the theory of the experiment. Your lab preparedness quiz is DUE the Sunday prior to each experiment at 11:59 PM. You will not be allowed to enter lab if you have not completed the applicable laboratory preparedness quiz(zes).

Informal reports: You will complete one informal laboratory report for EVERY experiment. Informal reports will largely consist of pre-laboratory preparation, experimental observations, and relatively short post-laboratory experimental processing. Informal reports are DUE at the end of your laboratory period on the day you complete the experiment. See BlackBoard for more information on informal reports. You will not be allowed to enter lab if you have not completed the applicable pre-lab.

Discrepancies in grading between lab sections: If there is substantial discrepancy between the grading styles of different lab instructors, the lab scores may be normalized to ensure that the average lab scores of each section parallel the sections' midterm and final exam averages. This normalization may result in higher OR lower lab scores.





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Academic Dishonesty: 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 (https://www.missouristate.edu/academicintegrity/policies.htm) and 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. Of note in the policy:

Cheating: The term "cheating" refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not) or taking any action designed to obtain unearned credit (points) in the class.

Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.

Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Activities applicable to this course that are considered to be academic dishonesty include, but are not limited to:

- Use of Instructor's materials from previous semesters
- Copying, in part or in whole, solutions or work from another student (this could include homework, exams, and/or laboratory data/reports)
- Modification of an exam after it has been submitted to the instructor for grading

Instructor Sanctions for Violation of Student Academic Integrity Policies include:

- · denying credit on an assignment and/or examination;
- requiring additional assignments and/or examinations;
- lowering the student's course grade;
- issuing a failing course grade ("F");
- issuing a failing course grade of "XF", which indicates that this failing grade was due to academic dishonesty. The grade "XF" shall be treated as an "F" grade for the purposes of grade point average, course repeatability, and determination of academic standing.

UNIVERSITY POLICIES

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.

Temple Hall

Shelter Information (in case of severe weather): Evacuate fourth floor using central, east, northwest and southwest stairs. Basement and 1st Floor: Shelter in Basement hallway, Rooms 1, 2, 3, interior labs and classrooms. 2nd floor and 3rd floor, Shelter in interior labs and classrooms.

Evacuation Instructions (in case the building needs to be evacuated for events such as fire, gas leak, etc.): North to Meyer Library Main Entrance; Alternate: Northwest to Glass Hall rooms 101, 102 and 108; and West to Kemper Hall. (Destination will be determined by type of emergency and weather condition.)

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.

Attendance policy: Instructors must provide students with a written statement of the specific attendance policy for that class. The instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in the calculation of final grades and the extent to which work missed due to non-attendance can be made up. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade, and also expects instructors to be reasonable in accommodating students whose absence from class resulted from: 1) participation in University-sanctioned activities and programs; 2) personal illness; or 3) family and/or other attendance policy found compelling circumstances. The University's can be http://www.missouristate.edu/registrar/catalog/attendan.html.

Statement of grading policy: Faculty have the choice to utilize either the standard grade policy or the plus/minus grading option but are required to indicate their grading scale on their syllabus. The University's plus/minus grading system can be found at http://www.missouristate.edu/registrar/grades.html

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/.

Disability Accommodation: If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

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.

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. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.



Missouri State.

Curricular Action Workflow



New Course Proposal Form

Submitted on 09/19/2018 by G Schick (<u>AlanSchick@MissouriState.edu</u>).

All Tiel	as require input	
•	New COURSE	
0	New REGULAR PERMANENT SECTION existing variable topics course, enter the second	ON of an existing variable content course. If a new regular section of an the existing course number below
Course	code:	Course Number: (Check Availability)
СНМ		504
Course	e Title:	
Funda	amentals of Physical Chemistry	
	is course become part of a program?(No Yes (A corresponding program change form must be submitted)

Vill thi	s proposal nee	d to be re	viewed by EPPC? No O Yes		
Prereq	uisite/Co-requ	isite or er	ater 'None':		
Prered	quisite: "C-" or	better in (CHM 170; CHM 201 or CHM 342; MTH 261	or MTH 2	87; and in PHY 123 or PHY 203.
	g Course Desc ability, UG/GR		nclude any Pass/Not Pass grading restricti ourse, etc.)	ons, repea	atable limits, limitation on course
equilil major	brium, chemica	al kinetics student	to physical chemistry including the following and spec , atomic and molecular structure, and spec passes CHM 506. May be taught concurre	troscopy.	Does not apply to a Chemistry
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riodi	city. Check	all that a	apply.		
	Fall		Fall (even-numbered years only)		Fall (odd-numbered years only)
V	Spring		Spring (even-numbered years only)		Spring (odd-numbered years only)
	Summer		On Demand only		•
CHM !		ntals of Ph	on: nysical Chemistry ' or better in CHM 170; CHM 201 or CHM 3	42; MTH 2	261 or MTH 287; and in PHY 123 or PHY

9/28/2018

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0

504.

Typically offered: Spring

Syllabi for		lse text box OR upload only file types of PDF, DOC or DOCX.	3%
	both CHM 504/604 and the re-organize	d CHM 505/605 are attached for clarity.	Λ
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The purpo	se of this "new course" is to replace the i	lecture part of CHM 505 Fundamentals of Physical Chemistry. lab course. For reasons related to course administration, offering	
flexibility 1	to non-chemistry graduate students, and	d consistency with other upper-division lecture-lab pairings in our	
departme	nt, we are splitting the lecture and lab co	emponents into separate courses. Due to course numbering issues	V
(what nun	nbers are available and what related exis	ting courses are already numbered within our department) we do	
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Anticipated Average Enrollment per semester:	20	Maximum Enrollment Limit per semester:	32
Anticipated Average Enrollment per year:	20	Maximum Enrollment Limit per year:	32
Faculty Load Assignment (equated hours):	3		
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CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 4 of 8

CAW	- New	/ Cou	ırse Proj	osal Form	- Curriculai	Action	Workflow	- Missouri	State U	Inive	Page 5 of 8
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CAW - New Course Proposal Form - Curricular Action Workflow - Missouri State Unive... Page 7 of 8

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

Current Status:
College Council Review

Proposal Progress:
09/20/2018 - Submitted by Department Head (Bryan Breyfogle)

Review Comments:
No comments have been added to this proposal.

Copy As New Proposal

Spring 20xx

CHM 504/604: FUNDAMENTALS OF PHYSICAL CHEMISTRY

Course/Sections:

CHM 504/604 (3 Credit Hours; 3 Lec 0 Lab)

CRNs 12345/67890

Class Schedule:

Kemper 206, MWF 11:15a-12:05p; Temple 120 (Recitation), R 2:00-3:15p.

Instructor:

Alan Schick, TEM 104, 417-836-4161, AlanSchick@MissouriState.edu

Office Hours: MWF 1:25-2:15pm, or by walk-in (look for door ajar), or by appointment

Catalog Description:

Prerequisite: "C-" or better in CHM 201 or CHM 342; and in MTH 261 or MTH 287. A one semester introduction to physical chemistry including the following topics: thermodynamics, chemical equilibrium, chemical kinetics, atomic and molecular structure, and spectroscopy. Does not apply to a Chemistry major or minor if the student passes CHM 506 or CHM 606. May be taught concurrently with CHM 604. Cannot receive credit for both CHM 504 and CHM

604. 3 Credit hours (3 Hrs Lec, 0 Hrs Lab per week) Spring semester

Course Purpose:

CHM 504/604 provides a one-semester survey of intermediate concepts, theories, and experimental methods in physical chemistry, including thermodynamics, chemical kinetics, quantum chemistry, and various types of spectroscopy.

Learning Objectives:

Upon successful completion of CHM 504/604, a student should be able to...

describe how and why energy and matter can be converted between various forms.

predict and design processes that are inherently spontaneous.

create, interpret, and apply phase diagrams.

predict how much energy can be extracted from spontaneous processes to produce work.

quantitatively express chemical reaction rates.

rationalize relationships between reaction mechanisms and observed reaction rates.

explain the quantized nature of matter at the molecular and sub-molecular levels.

explain the nature of chemical bonding and some mathematical models used to describe it.

explain the underlying principles behind various types of spectroscopy.

Upon successful completion of CHM 604, a student should further be able to...

 read and better comprehend primary literature sources of chemical research related to course content.

Course Text:

P. W. Atkins and J. de Paula, "The Elements of Physical Chemistry," 7th Ed., Oxford University Press: Oxford, United Kingdom, 2017 [ISBN: 978-0-19-879670-1].

Helpful Websites:

Course Blackboard site - http://blackboard.missouristate.edu/ (<Course name in Bb>)

Atkins & de Paula (textbook) site - https://arc2.oup-arc.com/access/echem7e

Assessments:

	CHM 504	CHM 604
Weekly Quizzes	25%	15%
Literature Assignment	N/A	10%
In-term Exam (2)	50%	50%
Final Exam	25%	<u>25%</u>
Total	100%	100%

Course Grades:

Grades will be assigned based on a total weighted course percentage as defined above:

Α	ŗΑ		B+	В		B-	C	+	С)	F
%	93	90	8	7	83		80	77	-	70	60	

Current grades (lecture & lab) will be available in the MyGrades areas of the respective Bb sites. Both lecture and lab components must be passed individually to pass this course.

Quizzes:

Quizzes (closed book, in class) covering recent course material have been scheduled as shown on the Schedule of Classes and should be expected at the beginning of the class period. A late arrival may result in less quiz time (and consequently a lower score).

CHM 604 Literature Assianment:

CHM 604 only: students must complete a special assignment entailing research and presentation of a course-related paper found in a relevant journal. See course Bb site for details.

Spring 20xx

Exams:

Midterm exams will be in-class and closed-book. There will be no make-up exams and no scores will be dropped. The Final Exam must be taken at the scheduled time in accordance

with University policy. The Final Exam will not be cumulative.

Homework:

Breakout Group (BG) problems will be available on the Bb site and should be completed before the corresponding BG sessions. *Extra credit* of up to 4% of your total course grade (both CHM 504 and 604) will be available for participation in BG sessions as described by the instructor.

Inclement Weather:

In the event that the University cancels classes due to severe weather conditions (e.g., snow and/or ice), the scheduled class sequence will resume on the next class period. This includes exams, so be prepared for such circumstances. If an inclement weather closing does occur, the class schedule for the remainder of the semester will be re-organized accordingly.

Attendance:

Class attendance is not graded but is STRONGLY encouraged. <u>No allowances will be made for missed class time.</u> Furthermore, grading appeals are more kindly considered for students with good attendance records, so you'd really rather be here...really.

ADDITIONAL UNIVERSITY POLICIES

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Included as a courtesy



CHM 505/605: FUNDAMENTALS OF PHYSICAL CHEMISTRY LABORATORY

Course/Section:

CHM 505/605, CRN 12345/67890

Class Schedule:

Temple 462, R 9:30a – 12:15p

Course Instructor:

Alan Schick

TEM 104, 417-836-4161, AlanSchick@MissouriState.edu Office Hours: MWF 1:25-2:25p, or by walk-in/appointment

Catalog Description:

Prerequisite: "C-" or better in CHM 302; and in CHM 201 or CHM 342; and CHM 504 or concurrent enrollment. Experiments in physical chemistry employing principles and techniques reflecting material presented in CHM 504/604. May be taught concurrently with CHM 605. Cannot receive credit for both CHM 505 and CHM 605. 1 Credit hour (0 Hrs Lec, 3 Hrs Lab per week) Spring semester.

Learning Objectives:

Upon completion of the lab component of CHM 505/605, a student should be able to...

- explain and understand experimental methods used in determining and/or characterizing various quantities related to thermodynamics, kinetics, and spectroscopy, including
 - o internal energy, enthalpy, and heat capacity
 - o free energy and entropy
 - o equilibrium constants
 - o rate constants and rate laws
 - o energy levels and quantization
- · apply spectroscopic and analytical methods to quantifying characteristic properties of chemical systems
- write effectively, and produce high quality technical reports
- · effectively maintain a lab notebook

Upon completion of the laboratory section of CHM 605, a student should further be able to adapt experiments from the scientific literature into the CHM 505/605 course framework

Course Materials: (Required)

Text: None.

Calculator. Scientific, with scientific notation and trigonometric and log functions. Computer hardware: USB drive for data; scanning app or access to scanner;

Computer software: Access to spreadsheet (Microsoft .xls and/or .xlsx compatible) and word processing (Microsoft doc and/or docx compatible) applications software. Access to

illustration software (e.g., PowerPoint, Paint)

Laboratory notebook: Bound, college ruled or grid, pages pre-numbered.

Blackboard (Bb) Site: http://blackboard.missouristate.edu/ (CHM505-CHM605 Lab:Combined Spring 2018). Grades and all course material will be available on the course Bb site. Be familiar with it!

Attendance:

As your course grade is determined by your completing the appropriate experiments,

attendance is required for every experiment to be graded for this course.

Rescheduling:

If it becomes necessary to change a scheduled experiment, it is the student's responsibility to arrange a trade with another group or student. Adding a 3rd person is not allowed.

Instructor approval prior to the date of the experiment is required.

Lab Grading:

Activity	CHM 505	CHM 605
Safety Quiz	50	50
Exercises (4 total, 25 pts each)	100	100
Expts. with abridged reports (4 total, scores vary)	900	900
Expts. with full reports (2 total, 300 each)	600	600
Completion Incentive (25 pts for each of 6 reports)	150	150
Expt. Development (CHM 605 only)	NA	200
Total	1800	2000

Course Grades:

Grades will be assigned based on a total weighted course percentage as defined above:

A	٨ ﴾ ا	4-	B+	3.	B-	C+		С	T D		F
%	93	90	87	83	8	10	77		70	60	

Exercises

Four exercises related to specific experiments are accessible in the Exercises area of the course Bb site. Due dates for these are determined by your specific experiment schedule. Consult the Bb site and CHM 505/605 Experiment Schedule for specific dates.

Experiments/Reports: Experiments will be conducted with your assigned partner. Collaborative data processing and analysis with your partner and other students is allowed for the purpose of general understanding and verifying final values, but all aspects of the reports, including spreadsheets, must be individual efforts unless otherwise stipulated. All reports & associated documentation will be submitted online in Bb and will be automatically evaluated by SafeAssign as you submit them. The last report of the semester is a group effort (one analysis spreadsheet and full report from each group). The due date for each report will be one week (abridged report) or two weeks (full report) following the finishing date of the corresponding lab experiment.

Report Upload:

A report upload will include the report, any spreadsheet file used in collecting or analyzing data, and scans of your lab notebook pages. A maximum of three files will be allowed (you can do it in two if your notebook pages are incorporated into the report file). Only doc or .docx files will be accepted for reports; .xls, or .xlsx files for spreadsheets; and .pdf (or incorporated into report, but .pdf is preferred) for notebook pages.

Completion Incentive and Late Fees:

Twenty-five (25) points is awarded for submitting reports by 11:59:00pm of the due date (dates vary; see Experiment Schedule). Late fees will be deducted as follows: For exercises & reports, 5% per day up to maximum of 35% reduction, starting at 12:00am of the 1st day (for exercises) or 3rd day (for reports) past the due date. For lab attendance, 5% if 15 min late, 10% if 30 min late. No reports will be accepted after 11:59:00 pm on Tuesday of Finals Week.

Lab Notebooks:

A notebook will be kept for the course (see the section on Course Materials above for required features). The general goal of any scientific endeavor is to perform and record the process in enough detail that a trained chemist would be able to follow your experimental procedure and reproduce your results. The record of your procedure and findings will be kept in your lab notebook, and the corresponding scanned pages will be submitted with each report. Be sure to have your notebook with you in lab at all times!

Class Cancellations:

In the event that the University closes campus due to severe weather conditions (i.e., snow days) on a day that lab is scheduled, a make-up lab experience will be made available at the discretion of the instructor. Be prepared for these unforeseen circumstances.

Expt. Development:

CHM 605 students only - Propose a new CHM 505/605 lab experience by adapting an experimental idea from an article published within the last 10 years in a primary source of chemical research (including chem ed). The idea must be pre-approved by the instructor prior to writing-up the experience. More details are available in a separate document.

Other important rules and information:

Each student is responsible for submitting his/her own course work.

Lab re-scheduling must be approved by the instructor(s) prior to the scheduled date of the lab.

No (passing) grade for the lab component will be assigned until the lab is clean at the end of the semester.

Revision: 2018-06-21

Page 2 of 4



ADDITIONAL UNIVERSITY POLICIES

Academic Dishonesty: 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. The Student Academic Integrity Policies and Procedures are available at http://www.missouristate.edu/academicintegrity/ 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.

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 <u>Office for Equity and Diversity</u>, 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/.

Disability Accommodation: If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/), Meyer Library, Suite 111, 417-836-4192, to initiate the process. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide it to them, and they are not required to apply accommodations retroactively.

Cell Phones: 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 <u>Office of the Provost prohibits</u> 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/erp.htm.

Dropping Course: 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 registrar's office at 836-5520. See also Academic Calendars (http://calendar.missouristate.edu/academic.aspx) for deadlines.

Religious Accommodation: Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious beliefs 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.

Revision: 2018-06-21 Page 3 of 4



Schedule of Lab Periods

Week	Day	Date	Start in Temple Rm	Important & Due Dates	Activity
1	w	17 Jan	462		Course Introduction/Safety; Tech. Report Primer;
! 	R	18		A PROPERTY OF THE PROPERTY OF	How to keep a lab notebook
	M	22		Drop Date	Last day to drop course for 100% refund. Intro to Experiments; Reporting Uncertainties;
2	W	24 25	462	Safety Quiz due	Spreadsheets & Graphical Analysis
3	W R	31. 01 Feb	462		Lab experiments as scheduled
4	W R	07 08	462	Exercises due Real Gases	Lab experiments as scheduled
5	W R	14 15	462	date of Expt 1 Uncertainties	Lab experiments as scheduled
6	W R	21 22	462	date of Expt 2	Lab experiments as scheduled
7	W R	28 01 Mar	462	Numerical Integ date of Expt 3	Lab experiments as scheduled
8	W R	07 08	462		Lab experiments as scheduled
	M - F	12 – 16	N/A	Spring Break	No Class! ⊚
9	W R	21 22	462		Expt 4: Bromination of Acetone
10	W R	28 29	N/A	Spring Hollday	No Classi ©
11	W R	04 05 Apr	462		Computer workshop (Graphical Analysis)
12	W R	11 12	462	Graphical Analysis exercise due	Lab experiments as someodies
	F	13		Last Day for W'	Last day to change to P/NP or audit or withdraw
13	W R	19 20	462		Lab experiments as scheduled
14	W R	26 27	462		Lab experiments as scheduled
15	W R	03 04 May	462		Lab experiments as scheduled
16	W	10 11	462	CHM605 only Expt Development Project due	t Lab Wrap-up/Clean-up

Revision: 2018-06-21



Missouri State.

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/19/2018 by Matthew Siebert (<u>MSiebert@MissouriState.edu)</u>.

	oposal applies to:				
•	An existing COURSE				
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.				
Existing Course:					
снмз	42 Organic Chemistry I				

Will this proposal need to be reviewed by CGEIP?

● No ○ Yes

Will this proposal need to be reviewed by EPPC?

O No

Yes

CAW - Change Course Proposal Form - Curricular Action Workflow - Missouri State Un... Page 2 of 4



Current	online	catalog	descripti	on:							
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					ion as needed: (Strike ting; please review prior			and insert/bold ne	w informatio	n. Any conter	nt
4	ø	B	I	S							
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How d	id you	determir	ne the ne	ed for this	change? Check all b	oxes that	apply or	specify other.			
¥	Rout	ine or ar	nnual revi	iew/assess	sment of curriculum		V	Faculty Input	\	Student	input

AW - C	Change Course Proposal Form - Curricular	Action Workflow - Missou	ri State Un Page	:3 01
	Accreditation/certification compliance	Review of ca	talog information	
	Other (be			
	specific):			
	Check if this is a non-substantive change.			
14.1 .1 .1 .1 .1 .1 .1 .1 .1 .1 .1 .1 .1 .	is the date that this course change was approved by	departmental or program faculty?	00/10/10/10	
	is the date that this course change was approved by the DD/YYYY)	departmentar or program lacenty.	09/18/2018	
Curren	t Status:		•	
College	e Council Review			
Propos	sal Progress:			
	2018 - Submitted by Department Head (Brya	an Breyfogle)		•
	/ Comments:			
No con	nments have been added to this proposal.			
Co	ppy As New Proposal			
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(21

Missouri State.

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/19/2018 by Matthew Siebert (<u>MSiebert@MissouriState.edu)</u>.

*All fields require input					
This proposal applies to:					
•	An existing COURSE				
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.				
Existing Course:					
Existing Course: CHM343 Organic Chemistry II					

Will this proposal need to be reviewed by CGEIP?

● No ○ Yes

Will this proposal need to be reviewed by EPPC?

O No

Yes

ullell	t online o	atalog descri	ption:		,		
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Vhat i	s changi	ng? Check all	boxes that a	pply.			.al
Vhat i		ng? Check all e Code	boxes that a	pply. Course Number (<u>Check</u> <u>Availability</u>)	☐ Title		.d
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V

Faculty

Input

Student Input

~

Routine or annual review/assessment of curriculum

V

Accreditation	on/certification compliance	Review of cata	alog information
Other (be			
specific):			•
Check if this	s is a non-substantive change.		
What is the date tha	t this course change was approved by de	partmental or program faculty?	09/18/2018
Current Status: College Council Re	eview		
Proposal Progress 09/19/2018 - Subm	: nitted by Department Head (Bryan	Breyfogle)	
Review Comments			
No comments have	e been added to this proposal.		
:			
Copy As New P	roposal		
< Bridge State Sta			

CAW - Change Course Proposal Form - Curricular Action Workflow - Missouri State Un... Page 3 of 4 (21)

Missouri State.

Curricular Action Workflow



Change Course Proposal Form

Submitted on 09/19/2018 by G Schick (<u>AlanSchick@MissouriState.edu)</u>.

	Ids require input oposal applies to:
•	An existing COURSE
0	An existing REGULAR (e.g. permanent) SECTION of a variable content course.
Existin	g Course:
СНМ5	505 Fundamentals of Physical Chemistry

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

Will this proposal need to be reviewed by EPPC?

• No • Yes

CAW - Change Course Proposal Form - Curricular Action Workflow - Missouri State Un... Page 2 of

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Current	online catalog description) :	-			
СНМ 5	605 Fundamentals of Physi	ical Chen	nistry			
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Kineric	s, atomic and molecular so		and spectroscopy. Easter steel	, oxpo:::		AFPA
Revise	the current online catalog	descript	ion as needed: (Strikethrough a	ll deletions	and insert/bold nev	y information. Any content
			ting; please review prior to submis			
4	⇒ B I €)				
СНМ	505 Fundamentals of Ph	ysical C	hemistry Laboratory			
			02; and in CHM 201 or CH	м 342: а	nnd in MTH 261	or MTH 287 CHM 504
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COILC	differency with an in too					
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What i	s changing? Check all box	es th at a	pply.	•		
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_	-			[]	Description	
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D	n for proposed change					
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The p	ourpose of this "new cours	e" is to re	a lecture/lab course. For rea	sons rela	ated to course ad	nysical Chemistry. ministration, offering
CHM	505 (and parallel 605) is t	dusto eti	udents, and consistency with	other up	per-division lectu	
dona	rtment we are solitting th	e lecture	and lab components into sep	parate co	urses. Due to cou	rse numbering issues
(wha	t numbers are available an	d what r	elated existing courses are a	lready nu	mbered within ou	ır department) we do

Doe	es this change affect cours	se assess	ment (e.g. student learning e	vidence/	outcomes)? O	No O 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	Z	Faculty Input	Student Input
	Accreditation/certification compliance		Review of cata	og information
	Other (be specific):		·	
	Check if this is a non-substantive change.		·	
	is the date that this course change was approved by depart DD/YYYY)	mental of pro	gram raconty.	08/16/2018
	t Status: e Council Review	•		
College Propos	'	eyfogle)		
College Propos 09/20/ Review	e Council Review	eyfogle)		

CAW - Change Course Proposal Form - Curricular Action Workflow - Missouri State Un... Page 3 of 4

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Missouri State.

Curricular Action Workflow

B	designed by Computer Services
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Change Program Proposal Form

Submitted on 09/19/2018 by Matthew Siebert (<u>MSiebert@MissouriState.edu)</u>.

Department:		
Chemistry		
Type of Program		
Choose One:		
O Non-Comprehensive	O Option	O Certification
Undergraduate Major	Minor	O Academic Rules
O Comprehensive Undergraduate Major	O Certificate	O Other
O Graduate Program		
Choose All That Apply:		•
☑ Bachelor of Arts	☐ Bachelor of Music Education	☐ Bach of Science in Athl
☐ Bachelor of Applied Science	☐ Bachelor of Music	Traing

Bachelor of Fine Arts Bachelor of Science Bachelor of Science in Nursing Bachelor of Science in Nursing Bachelor of Science in Nursing Bachelor of Science in Nursing Bachelor of Social Work Bachelor of Social Work Bachelor of Social Work Bachelor of Social Work Bachelor of Social Work Bachelor of Arts Bachelor of Arts Bachelor of Arts Bachelor of Arts Bachelor of Arts Bachelor of Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(5) Artificial Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(5) Chemistry Bachelor of Arts Bachelor of Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(5) Chartification and insert/bold new information - any content that is copied and pasted will lose existing formatting; please revierior to submission) OR provide as an attachment below) A Description: Chartification as a submission of Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(53) and 345(2) B. Select an emphasis area from the options below: a. Analytical: CHM 302(5) b. Biochemistry: CHM 352(3) and 353(2); or CHM 554(3) and 555(2) c. Environmental: CHM 460(3) and 461(3) d. Jonorganic: CHM 343(3) and 376(2) d. Drogranic: CHM 343(3) and 376(2) d. Physical: CHM 343(3) and 376(2) or 542(3) f. Physical: CHM 343(3); and CHM 507(3) or 558(3) h. Student Option: Selected it least 8 hours in CHM courses numbered 302 or higher.						•				•
Bachelor of Social Work oes this program include any new courses? ○ No ② Yes (A corresponding new course form must be submitted to create each new course.) ittle of Program Affected: Chemistry Current Catalog Description: (Either cut and paste present description from online catalog OR provide as an an action of Arts Bachelor of Arts Bachelor of Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(5) Not Attached Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all eletions and insert/bold new information - any content that is copied and pasted will lose existing formatting: please revier rior to submission] OR provide as an attachment below) ★ ★ B J S Chemistry Bachelor of Arts Bachelor of Arts Bachelor of Arts Bachelor of Arts Bachelor of Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(53) and 345(2) B. Select an emphasis area from the options below: a. Analytical: CHM 32(52) b. Blochemistry: CHM 352(3) and 353(2); or CHM 554(3) and 555(2) c. Environmental: CHM 46(3) and 461(3) d. Inorganic: CHM 375(3) and 376(2) e. Organic: CHM 375(3) and 376(2) e. Organic: CHM 375(3) and 376(2) e. Presheath: CHM 343(37); and CHM 507(3) or 508(2) f. Physical: CHM 375(3) and 376(2) e. Presheath: CHM 343(37); and CHM 507(3) or 508(2) f. Physical: CHM 39(37); and CHM 507(3) or 508(2) f. Physical: CHM 50(37); and CHM 507(3) or 508(2) f. Physical: CHM 50(37); and CHM 507(3) or 508(2) f. Physical: CHM 50(53); and CHM 507(3) or 508(2) g. Presheath: CHM 343(37); and CHM 554(3)	☐ Bachelor	of Fin	e Art	s	₹	Bachelor	of Science	.		Bach of Science in Education
Bachelor of Social Work oses this program include any new courses? O No ● Yes (A corresponding new course form must be submitted to create each new course.) itle of Program Affected: Chemistry Chemistry Chemistry Bachelor of Arts Bachelor of Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(5) Not Attached Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all elections and insert/bold new information - any content that is copied and pasted will lose existing formatting; please revierior to submission] OR provide as an attachment below) ★ ★ B F S Chemistry Bachelor of Arts Bachelor of Arts Bachelor of Science A. CHM 160(4), 161(1), 170(3), 171(1); CHM 201(3) and 202(2) or 342(53) and 345(2) B. Select an emphasis area from the options below: a. Analytical: CHM 302(5) b. Biochemistry: CHM 352(3) and 352(3); or CHM 554(3) and 555(2) c. Environmental: CHM 40(3) and 461(3) d. Inorganic: CHM 375(3) and 376(2) e. Organic: CHM 375(3) and 376(2) e. O									_	Bachelor of Science in
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B. Select an emphasis area from the options below: a. Analytical: CHM 302(5) b. Biochemistry: CHM 352(3) and 353(2); or CHM 554(3) and 555(2) c. Environmental: CHM 460(3) and 461(3) d. Inorganic: CHM 375(3) and 376(2) e. Organic: CHM 343(53)-or 344(3); and CHM 514(3) or 542(3) f. Physical: CHM 506(3); and CHM 507(3) or 508(2) g. Pre-health: CHM 343(3): and CHM 352(23) or 554(3)	Bachelor of S	cience				0.114.2047	a) 4 503/3/	o- 242/F 3	١ ـ	-4 24E/3)
a. Analytical: CHM 302(5) b. Biochemistry: CHM 352(3) and 353(2); or CHM 554(3) and 555(2) c. Environmental: CHM 460(3) and 461(3) d. Inorganic: CHM 375(3) and 376(2) e. Organic: CHM 343(53) or 344(3) ; and CHM 514(3) or 542(3) f. Physical: CHM 506(3); and CHM 507(3) or 508(2) g. Pre-health: CHM 343(3): and CHM 352(23) or 554(3)	A. CHM 160(4 B. Select an 6	4), 161 empha	l(1), 1 sis are	.70(3), 17 ea from tl	71(1); he opti	CHM 201(ions below	3) and 202(2) :	or 342(3 3) а	na 345(2)
c. Environmental: CHM 460(3) and 461(3) d. Inorganic: CHM 375(3) and 376(2) e. Organic: CHM 343(53) or 344(3) ; and CHM 514(3) or 542(3) f. Physical: CHM 506(3); and CHM 507(3) or 508(2) g. Pre-health: CHM 343(3): and CHM 352(23) or 554(3)	a. Analytic	cal: CH	M 302	(5)				EEE/2\		
d. Inorganic: CHM 375(3) and 376(2) e. Organic: CHM 343(53) or 344(3) ; and CHM 514(3) or 542(3) f. Physical: CHM 506(3); and CHM 507(3) or 508(2) g. Pre-health: CHM 343(3): and CHM 352(23) or 554(3)	b. Biochen	nistry: menta!	CHM:	352(3) ar 1 460(3) ;	nd 353 and 46	3(2); or CH 51(3)	M 554(3) and	555(2)		•
f. Physical: CHM 506(3); and CHM 507(3) or 508(2)	d. Inorgan	nic: CHI	M 375	(3) and 3	376(2)			• •		
a Pre-health: CHM 343(3); and CHM 352(23) or 554(3)	e. Organic	:: CHM	343(5	53) -or 34 4 ≀\: and Ci	4 (3) ; a нм รถ	and CHM 5 7(3) or 509	14(3) or 542(3 8(2)	3)		
h. Student Option: Select at least 8 hours in CHM courses numbered 302 or higher.	a Pre-hea	alth · CF	-IM 34	3(3): and	I CHM	352(23) or	r 554(3)			h talaan
	h. Student	t Optio	n: Sel	ect at lea	st 8 h	ours in CHI	M courses nun	npered 302	or	nigner.
	Value of the second second second second second second second second second second second second second second									
	•									

CAW - Change Program Proposal Form - Curricular Action Workflow - Missouri State U... Page 2 of 5

Not Attached

	Total H	lours: unchanged
What is changing? Check all boxes Title change Course changes of under 18 hours Course changes of 18 hours or more	s that apply: From option to program (major) From program (major) to option	Other
Reason for Proposed Change: One class in the minor was a con	nbined lecture/lab course that is b	peing split. Additionally, there is an
issue with the number of hours f	or CHM352 (it has been 3, but is i	ncorrectly listed as 2).
What is the date that this new process (MM/DD/YYYY) 09/18/2018		ncorrectly listed as 2).
What is the date that this new production (MM/DD/YYYY)		ncorrectly listed as 2).
What is the date that this new process (MM/DD/YYYY) 09/18/2018 Current Status:	ogram was approved by departme	ncorrectly listed as 2).

Copy As New Proposal

14

Missouri State.

Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/19/2018 by Matthew Siebert (<u>MSiebert@MissouriState.edu)</u>.

Department:		
Chemistry		
Type of Program		
Choose One:	•	
Non-Comprehensive	Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
O Comprehensive Undergraduate Major	O Certificate	Other
O Graduate Program		
Does this program include an	y new courses?	
O No Yes (A correspond	ding new course form must be	submitted to create each new course.)
Title of Program Affected:		

Chemistry-BS-Minor Required

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

Chemistry (Non-Comprehensive)

Bachelor of Science

- A. General Education Program and Requirements
- B. Major Requirements

Not 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)

*	*	В	I	S		
Bach A. G B. M 1. Cl 498(CHM 2. Cl a. Fc 376(b. Fc c. Fc num depa 3. P 399 4. R a. M b. P *Wii **If ***	elor of eneral Eajor Real M 160 1)*, 50 397* of hemistror a basic 2), 399 or stude or stude or stude or a special bered gartment will also of the stude of the st	Non-Co Science ducation quiremonic (4), 16 2(3), 5 or 399* y electric ic chen *,** or or or or rester head. fairs Ca fairs Ca fairs Ca fairs Ca count to CHM399 o count	ents 1(1), 103(1), 103(1), 103(1), 103(1), 104(104) 105(1	gram and 170(3), 17; CHM 50 - com one of program v 1-3)*, 460 cong interest not give school selective Experier (10) or M18) or PHY the Public Ifill B.1. and	Requirements 71(1), 302(5), 342(35), 343(35), 345(2) , 375(3), 398(1)*, 445(2) , 4(3) and 505(41) or 506(3) and 507(3) and 508(2); and one hour from the following categories: without a specific area of emphasis, at least eight hours from CHM 352(3) or 461(3), 509(2) est in environmental chemistry: CHM 460(3), 461(3), 462(2) est in biochemistry or health careers: CHM 554(3), 555(2), 556(3), 588 est in education: CHM 352(3), 435(1), 460(3), 462(2). Students interval in the science teaching should declare a Foundation of Interdisciplinary Section in the consultation with the student's academic advisor and approved the student's academic advisor and approved the student's academic advisor and approved the certain the fulfilled by completion of CHM 398 and 498(2); and CHM 398 cs requirements: TH 261*** and 288(8) or MTH 287 and 288(6) 203*** and 204(10) Affairs Capstone Experience requirement and B.2.a.: Any hours of CHM399 used to fulfill B.2.a. are in addition to the content of t	2(3), 57(2) ested in cience courses by the 97 or

Total Hours: unchanged

What is changing? Check all boxes that apply:

Not Attached

Title change	☐ From option to program (major)	✓ Other Three combined lecture/lab
Course changes of under 18 ours Course changes of 18 hours or more	☐ From program (major) to option	courses are being split into separate lecture and lab courses.
Reason for Proposed Change:		
lecture and lab courses to aid in	ecture and lab (CHM342, 343 and 5 n waitlisting, transfer credit/assess nally, Biochemistry II laboratory is b	peing removed from the non-comp.
		or the biochemistry option in our
What is the date that this new p	program was approved by departm	
What is the date that this new p (MM/DD/YYYY)		
What is the date that this new p (MM/DD/YYYY) 09/18/2018 Current Status: College Council Review Proposal Progress:		
What is the date that this new p (MM/DD/YYYY) 09/18/2018 Current Status: College Council Review Proposal Progress:	partment Head (Bryan Breyfogle)	

Missouri State.

Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/19/2018 by Matthew Siebert (<u>MSiebert@MissouriState.edu)</u>.

Chemistry		
Type of Program		
Choose One:		
O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
ComprehensiveUndergraduate Major	O Certificate	Other
O Graduate Program		
Does this program include an O No Yes (A correspond		submitted to create each new course.)

9/28/2018

Title of Program Affected:

Chemistry/Bioc	emistry-BS
urrent Catalog	escription: (Either cut and paste present description from online catalog OR provide as an
tachment below)	
Chemistry (Cor	orehensive)
Bachelor of Sci	
	tion Program and Requirements
3. Major Requir	
ot Attached	
. 1	bold new information - any content that is copied and pasted will lose existing formatting; please rev OR provide as an attachment below)
4 3	OR provide as an attachment below)
Chemistry (Con	OR provide as an attachment below) I S rehensive)
Chemistry (Con Bachelor of Sci A. General Edu B. Major Requir 1. CHM 160(4), 498(1)* 502(3	OR provide as an attachment below) I S rehensive) ce cion Program and Requirements nents 61(1), 170(3), 171(1), 302(5), 342(35), 343(35), 345(2), 375(3), 398(1)*, 445(2), 492(0), 503(1), 506(3), 507(3), 508(2), 554(3), 575(3)
Chemistry (Con Bachelor of Scie A. General Educ B. Major Requit 1. CHM 160(4), 498(1)*, 502(3 2. Related sciel	OR provide as an attachment below) I S rehensive) ce tion Program and Requirements nents 61(1), 170(3), 171(1), 302(5), 342(35), 343(35), 345(2), 375(3), 398(1)*, 445(2), 492(0), 503(1), 506(3), 507(3), 508(2), 554(3), 575(3) e and mathematics requirements: 188(6) or MTH 261** and 280(10) or MTH 261** and 288(8)
Chemistry (Con Bachelor of Scie A. General Educ B. Major Requis 1. CHM 160(4), 498(1)*, 502(3) 2. Related scie a. MTH 287 and b. PHY 123** a	OR provide as an attachment below) I S rehensive) ce tion Program and Requirements nents 61(1), 170(3), 171(1), 302(5), 342(35), 343(35), 345(2), 375(3), 398(1)*, 445(2), 492(0), 503(1), 506(3), 507(3), 508(2), 554(3), 575(3) e and mathematics requirements: 88(6) or MTH 261** and 280(10) or MTH 261** and 288(8) 61 124(8) or PHY 203** and 204(10)
Chemistry (Con Bachelor of Scie A. General Educ B. Major Requir 1. CHM 160(4), 498(1)*, 502(3 2. Related scie a. MTH 287 and b. PHY 123** a c. Recommend 3. Public Affairs	OR provide as an attachment below) I S rehensive) ce cion Program and Requirements nents 61(1), 170(3), 171(1), 302(5), 342(35), 343(35), 345(2), 375(3), 398(1)*, 445(2), 492(0), 503(1), 506(3), 507(3), 508(2), 554(3), 575(3) c and mathematics requirements: 88(6) or MTH 261** and 280(10) or MTH 261** and 288(8) 6124(8) or PHY 203** and 204(10)
Chemistry (Con Bachelor of Scie A. General Educ B. Major Requir 1. CHM 160(4), 498(1)*, 502(3) 2. Related scie a. MTH 287 and b. PHY 123** a c. Recommend 3. Public Affairs or 499(1) 4. Complete re a. Biochemistry. I 236(1), 320(4)	OR provide as an attachment below) I S rehensive) ce tion Program and Requirements nents 61(1), 170(3), 171(1), 302(5), 342(35), 343(35), 345(2), 375(3), 398(1)*, 445(2), 492(0), 503(1), 506(3), 507(3), 508(2), 554(3), 575(3) e and mathematics requirements: 88(6) or MTH 261** and 280(10) or MTH 261** and 288(8) 61 124(8) or PHY 203** and 204(10)
Chemistry (Con Bachelor of Scie A. General Educ B. Major Requis 1. CHM 160(4), 498(1)*, 502(3) 2. Related sciel a. MTH 287 and b. PHY 123** a c. Recommend 3. Public Affairs or 499(1) 4. Complete re a. Biochemistry, 1 236(1), 320(4), physiology, b. Graduate Sc courses: CHM	rehensive) rehensive) rehensive) rehensive) rehensive) resion Program and Requirements renents 61(1), 170(3), 171(1), 302(5), 342(35), 343(35), 345(2), 375(3), 398(1)*, 445(2), 492(0), 503(1), 506(3), 507(3), 508(2), 554(3), 575(3) re and mathematics requirements: release (88(6) or MTH 261** and 280(10) or MTH 261** and 288(8) resion 1124(8) or PHY 203** and 204(10) resion 2011 rements in one of the following options: This program is designed for students preparing for a career in medicine or graduate study in finite required courses: CHM 399(1-3)* or 499(1-3)*, 555(2), 556(3), 557(2); BIO 121(4)**, 235(3), 500 residual courses in an atomy and soil: This program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry. Required following program is designed for students preparing for graduate study in chemistry.
Chemistry (Con Bachelor of Science A. General Education B. Major Requistry (Con Bachelor of Science A. General Education B. Major Requistry 502(3) 2. Related science A. MTH 287 and B. PHY 123** ac. Recommend 3. Public Affairs or 499(1) 4. Complete real Biochemistry (Con Biochemis	rehensive) rehensive rehensive) rehensive rehensive) rehensive rehen
Chemistry (Con Bachelor of Science A. General Edur B. Major Requir 1. CHM 160(4), 498(1)*, 502(3) 2. Related sciena. MTH 287 and b. PHY 123** ac. Recommend 3. Public Affairs or 499(1) 4. Complete rea. Biochemistry. If 236(1), 320(4) physiology. b. Graduate Science Science CHM year foreign lactification. Industrial: If degree, but with the second seco	rehensive) rehensive) rehensive) rehensive) rehensive) residents for fill (1), 170(3), 171(1), 302(5), 342(35), 343(35), 345(2), 375(3), 398(1)*, 445(2), 492(0), 503(1), 506(3), 507(3), 508(2), 554(3), 575(3) re and mathematics requirements: residents res

Not Attached

Total Hours: unchanged

What is changing? Check all boxe	s that apply:	
☐ Title change	☐ From option to program	☑ Other
✓ Course changes of under 18 hours☐ Course changes of 18 hours or more	(major) From program (major) to option	Two combined lecture/lab courses are being split into separate lecture
Reason for Proposed Change:		
and lab courses to aid in waitlisting, trans	ure and lab (CHM342 and 343) are sfer credit/assessment, and gener	
	ogram was approved by departme	ntal or program faculty?
What is the date that this new pro	ogram was approved by departme	ntal or program faculty?
What is the date that this new pro	ogram was approved by departme	ntal or program faculty?
What is the date that this new pro (MM/DD/YYYY) 09/18/2018 Current Status:		ntal or program faculty?

Copy As New Proposal

Curricular Action Workflow

Department



Delete Program Proposal Form

Submitted on 09/19/2018 by Matthew Siebert (<u>MSiebert@MissouriState.edu</u>).

Jopan Intolia.		
Chemistry		
Type of Program		
Choose One:		
O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	Academic Rules
ComprehensiveUndergraduate Major	O Certificate	Other
O Graduate Program		
Title of Program Affected:		
Chemistry Education-BSED		
Chemistry Education-BSED		

Current Catalog Description (cut and paste present description from online catalog):	1 13				
Chemistry Education	A				
Bachelor of Science in Education (Certifiable grades 9-12)					
General Education Program and Requirements	100 X				
Not Attached					
Total Hours: program deletion					
Reason for Proposed Deletion:	eros -				
This program of study has been replaced by a non-comprehensive chemistry degree track with a	٨				
minor (Foundations of Interdisciplinary Science) to expose students interested in secondary school					
science education the proper depth and breadth of science knowledge. Students interested in	995 160				
secondary education can then go on to complete a Master of Arts in Teaching (MAT).					
which is the data that this now program was approved by departmental or program faculty?					
(MM/DD/YYYY)					
What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY) 09/18/2018 Current Status:					
(MM/DD/YYYY) 09/18/2018 Current Status:					
(MM/DD/YYYY) 09/18/2018					
(MM/DD/YYYY) 09/18/2018 Current Status: College Council Review					
(MM/DD/YYYY) 09/18/2018 Current Status: College Council Review Proposal Progress: 09/19/2018 - Submitted by Department Head (Bryan Breyfogle)					
(MM/DD/YYYY) 09/18/2018 Current Status: College Council Review Proposal Progress:					
(MM/DD/YYYY) 09/18/2018 Current Status: College Council Review Proposal Progress: 09/19/2018 - Submitted by Department Head (Bryan Breyfogle) Review Comments:					



Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/26/2018 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Hospitality Leadership		
Type of Program		
Choose One:		
O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
ComprehensiveUndergraduate Major	O Certificate	Other
O Graduate Program		
Deep this program include an	v new courses?	
Does this program include an No ○ Yes (A correspond 		submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership-BAS	
urrent Catalog Description: (Fither	cut and paste present description from online catalog OR provide as an
tachment below)	
Bachelor of Applied Science	
General Education Program and Re	equirements
Major Requirements	
Associate of Science or Associate	of Applied Science degree from an accredited institution. Contact
lot Attached	
omplete New Catalog Description	n: (Either provide the revised description in the text area below [strikethrough all
	n - any content that is copied and pasted will lose existing formatting; please review
rior to submission] OR provide as an att	tachment below)
♦ ♦ B I S	
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) livision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). opproved upper division electives to bring total upper division hours to 40.
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) livision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). opproved upper division electives to bring total upper division hours to 40.
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) livision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). oproved upper division electives to bring total upper division hours to 40. irements
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap General Baccalaureate Degree Requi	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) livision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). oproved upper division electives to bring total upper division hours to 40. lirements Total Hours: 120
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap General Baccalaureate Degree Requi	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) Ilivision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). oproved upper division electives to bring total upper division hours to 40. irements Total Hours: 120 Es that apply: From option to program Other
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap General Baccalaureate Degree Requi	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) division HSP electives will be fulfilled by completion of HSP 490(3) and 499(6). oproved upper division electives to bring total upper division hours to 40. direments Total Hours: 120
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap General Baccalaureate Degree Requi	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) Ilivision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). oproved upper division electives to bring total upper division hours to 40. irements Total Hours: 120 Es that apply: From option to program Other
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap General Baccalaureate Degree Requi	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) livision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). oproved upper division electives to bring total upper division hours to 40. lirements Total Hours: 120 es that apply: From option to program Other (major)
department for details. HSP 210(3), 215(3), 218(3), 321(3) Related Requirements: ACC 201(3); Core Courses: HSP 310(3), 354(3), Major Electives: 12 hours of upper d Public Affairs Capstone Experience w Seven additional hours of advisor ap General Baccalaureate Degree Requi	MKT 150(3) or MKT 350(3) 428(3), 490(3), 499(6) livision HSP electives vill be fulfilled by completion of HSP 490(3) and 499(6). oproved upper division electives to bring total upper division hours to 40. lirements Total Hours: 120 es that apply: From option to program (major) From program (major) to option



Reason for Proposed Change:

The proposed revision provides students in the BAS degree plan an option to satisfy the university's 40 credit hour upper-division requirement without having to add another course to their degree plan. Students in the BAS program tend to transfer to the university with a substantial amount of coursework and are at times challenged to reach the 40 credit hour upper-division requirement

09/19/2018	
Current Status:	
College Council Review	
Proposal Progress:	
09/26/2018 - Submitted by Department Head (Stephanie Hein)	
Review Comments:	
No comments have been added to this proposal.	



Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/26/2018 by Albert Barreda (<u>AlbertBarreda@MissouriState.edu</u>).

Hospitality Leadership		
Type of Program		
Choose One:		
O Non-Comprehensive	Option	Certification
Undergraduate Major	O Minor	O Academic Rules
ComprehensiveUndergraduate Major	O Certificate	Other .
O Graduate Program		
Dogs this program include an	v new courses?	
Does this program include an		e submitted to create each new course.)

Title of Program Affected:



Hospitality Leadersh	nip/General Operations-BS
Current Catalog Desc	cription: (Either cut and paste present description from online catalog OR provide as an
Bachelor of Science	
	Program and Requirements
	ucation Requirement: GRY 100(3)
Not Attached	
Complete New Catal	og Description: (Either provide the revised description in the text area below [strikethrough all
	d 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
Specific General Educ Major Requirements Core Courses: HSP 2 (3), 499(6) Related Requirement Public Affairs Capstor Complete one of the Club Management: H Food and Beverage: General Operations: Lodging: HSP 315(3) Senior Living Manage Tourism: GRY 310(3) Electives to bring tot than one track and to	ment: HSP 330(3); GER 366(3), GER 375(3) , GRY 328(3); HSP 340(3) al number of hours to 120. Students are encouraged to use these hours to complete more
	le,
Not Attached	Total House, 120
•	Total Hours: 120
What is changing? C	check all boxes that apply:
☐ Title change	From option to program
	(major)
✓ Course change	s of under 18 From program (major) to
hours	, -
	option

more	
	- B.
eason for Proposed Change:	
he HSP 370 course (Revenue Management in the Hospi ur lodging students as it gives them the opportunity to e lospitality Leadership—General Operations students had ndustry Certification. Faculty would like to provide stude	ve expressed interest in earning the same
hat is the date that this new program was approved by	departmental or program faculty?
MM/DD/YYYY)	
MM/DD/YYYY) 09/19/2018	
MM/DD/YYYY)	,
MM/DD/YYYY) D9/19/2018 Current Status:	



Curricular Action Workflow



Change Program Proposal Form

Submitted on 09/26/2018 by Albert Barreda (<u>AlbertBarreda@MissouriState.edu</u>).

Hospitality Leadership		
Type of Program		
Choose One:		
O Non-Comprehensive	O Option	O Certification
Undergraduate Major	O Minor	O Academic Rules
ComprehensiveUndergraduate Major	O Certificate	Other
O Graduate Program		
Does this program include ar		submitted to create each new course.)

Title of Program Affected:



				·····		······································							
Hos	pitality	Leader	ship/	Senior Liv	ing M	anagement-B	BS						
									٠				
Curr	ent Cata	alog De	scrip	tion: (Eithe	r cut ar	nd paste presen	nt descrip	tion from	n online	e catalog	OR pro	vide as a	n
attac	hment be	low)										· · · · · · · · · · · · · · · · · · ·	<u> </u>
Bac	helor of	Scienc	e										7.4.1144 A
Ger	neral Edu	ucation	Prog	ram and R	equir	ements							Acceptant to
Spe	cific Ge	neral E	ducat	ion Requi	remen	t: GRY 100(3))						
Not	Attache	d		· .							, , , , , , , , , , , , , , , , , , ,		<u> </u>
Com	plete N	ew Cata	alog [Description	า։ (Eith	er provide the r	revised de	escriptio	n in the	e text are	ea below	[striketh	rough all
delet	ions and i	insert/bo	old nev	v informatio	n - any	content that is	s copied a	nd paste	d will l	ose exis	ing forn	natting; p	lease review
prior	to submi:	ssion] O	R prov	ide as an at	tachme	ent below)		OF A THEORY OF THE AREA OF THE AREA OF THE AREA.			······································		
4	•	В	I	S									
A. Spo B. 1. (3) 2. 3. 4. a. b. c. d. e. f. C. mo	ecific Ger Major R Core Co , 499(6) Related Public A Comple Club Ma Food an Genera Lodging Senior Tourisr Elective ore than C	Educative Educative Educative Educative Education Educat	ion Proucation ents HSP 2 ement capsto of the ent: Harage: tions: 315(3) fanage 310(3 eng total k and	10(3), 215 as: MKT 150 ne Experier following o ISP 330(3), HSP 330(3) HSP 340(3), 360(3), 3 ement: HSF), GRY 328	(3), 21 (3), 21 (3) or nce will ptions 345(3), 409(), 409(); HSP (70(3)) (3); H: (3); H: of hour P elect	RY 100(3) 8(3), 310(3), 350(3); and A be fulfilled by (9 hours): 1); HSP 430(3) 3), 435(3) 430(3) or 436 B); GER 366(3) 5P 340(3) 5 to 120. Studives.	ACC 201(complet or 436(3); HSF or PSY	(3) cion of H9 (3) (3) (3) (3) (3) (3)	SP 490 or 43.	0(3) and 5(3) 375(3)	499(6) or SOC	375 (3)
Not	Attache	d		•						I			
								Total H	ours:	120	······································		
Wha	at is cha	ngina?	Chec	k all boxes	s that	apply:							
	Title cl				_	From option	to prog	ram					
		J			(majo	or)						•	
✓	Course	chang	es of	under 18	_								
hou	rs				optic	From progra n	m (majo	r) to				•	
					, .								

☐ Course changes of 18 hours	Other
or more	
	** (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
	Y
Reason for Proposed Change:	
GER 366(3) and GER 375(3) are offered only once per yea	r. They are not offered every semester.
Adding PSY 366(3) and SOC 375(3) gives students the op	그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그
during semesters in which GER 366 and GER 375 are not	[4] [2]
track, advance faster, and help them with timing. Students	s will be able to take equivalent classes
What is the date that this new program was approved by common (MM/DD/YYYY) 09/19/2018	lepartmental or program faculty?
Current Status:	
College Council Review	
Conege Courier Nevice	
Proposal Progress:	
09/26/2018 - Submitted by Department Head (Stephanie	Hein)
Review Comments:	
No comments have been added to this proposal.	
Copy As New Proposal	

CAW - Change Program Proposal Form - Curricular Action Workflow - Missouri State U... Page 3 of 4



Curricular Action Workflow



Delete Program Proposal Form

Submitted on 09/26/2018 by Rebecca Baker (<u>Beckybaker@missouristate.edu)</u>.

Department:		
Physics, Astronomy, & Mat S	Sci ·	
Type of Program		
Choose One:		
O Non-Comprehensive	O Option	Certification
Undergraduate Major	O Minor	O Academic Rules
© Comprehensive Undergraduate Major	O Certificate	Other
O Graduate Program		
Title of Program Affected:		
Physics Education-BSED		

Current Catalog Description (cut and paste presen	t description from online catalog):
Physics Education	
Major(s)	
Not Attached	
	Total Hours: 121 - 131
Reason for Proposed Deletion:	
Replaced with a Teaching Prep Physics Option un	der the BS in Physics Major.
·	
What is the date that this new program was appro-	ved by departmental or program faculty?
(MM/DD/YYYY)	
09/25/2018	
00/20/20/0	
Current Status:	
College Council Review	
Proposal Progress:	•
09/26/2018 - Submitted by Department Head (Rol	pert Mayanovic)
Review Comments:	
No comments have been added to this proposal.	
Copy As New Proposal	
·	