

**Charleston Southern University
Curriculum Committee Annual Report
2021-22**

Membership of the Committee:

Dr. Jackie Fish	Vice President for Academic Affairs, <i>ex officio</i>
Dr. Andy Blauch	Engineering
Ms. Amanda Baron	Registrar
Dr. Amanda Butler	Education
Dr. Marc Embler	CAPS
Dr. Lindsey Egli	Public Health
Mr. Joseph Fox	Library
Dr. Emory Hiott	Business
Dr. Peter Jenkins	Biology
Dr. Amy King	Communication
Dr. Peter Link	Christian Studies
Prof. Kerri Nelson	Nursing
Dr. David Perry	Chemistry
Dr. Christina Sinisi	Psychology
Prof. Mark Sterbank	Music
Prof. Linda Warren	Nursing
Dr. Annie Watson	Student Success and Academic Advising
Dr. Mark Williams	History
Dr. Scott Yarbrough, Chair	English/Academic Affairs
Ms. Laura Rochester, Recorder	Office of the Registrar, <i>ex officio</i>

In all the Committee held six monthly meetings by Zoom, with an additional May e-mail review held for 2 course revisions.

The current process for curricular action proceeds as follows:

- A given department member or department desires to make a change (such as implement a new course or delete an old one).
 - The department grants approval and the chair signs the approval form appropriate to the action.
 - The dean then examines and approves the action.
 - The Registrar then examines the curricular action for possible impacts and signs the request.
 - If the request is a Level One action, 2 copies are presented to the Registrar more than 1 week before the next meeting.
 - If the request is a Level Two action, 2 print copies are presented to the Registrar more than 1 week before the next meeting; additionally, a scanned or digital copy is e-mailed to the chair and distributed to entire committee.
 - The chair and Registrar meet before the committee meeting to review all submitted requests and insure that each is appropriately designated Level 1 or 2 and that all forms are approved properly and all information in order. The chair then prepares a Level 1 report for committee.
 - Upon meeting, the committee reviews the level 1 report and all level 2 actions submitted for the meeting.
- When the addition of a new course or new program (or revisions to previously existing ones) will have an impact on either Administrative Services (for example, a course will always be taught in a computer lab, or extensive amounts of computer resources will be required) or the Library (for example, a course might require the acquisition of an extensive series of texts and films, or a database), the Chair or Dean is required to notify the head of Administrative Services and the Director of the Library as part of the curricular process. This notification and the response to the department from Administrative Services &/or the Director of the Library should be submitted with the curriculum request to the Curriculum Committee.
- The following deadlines are observed:
 - Deadline for new Spring classes: October meeting
 - Deadline for new May/Summer classes: March meeting
 - All significant Level 2 programmatic changes: February meeting.
- Special Topics courses, once approved, do not need to be approved again unless the course description, learning outcomes, or placement in a program significantly change.

ACTIONS APPROVED BY THE CURRICULUM COMMITTEE

LEVEL 1 ACTIONS

I: CATALOG CHANGES AND COURSE REVISIONS

AERONAUTICS:

- AERN 270: Commercial Pilot Certification. Change pre-requisite from AERN 261L to AERN 162L to allow for students to progress to Commercial ground school prior to completing Instrument training in accordance with FAA regulations and Part 141 syllabi. Increases options for out-of-sequence students and improves schedule flexibility.
- AERN 460: Multi Engine Rating. Change pre-requisite from AERN 373L to AERN 162L to align with FAA regulations (14 CFR 61) and increase student options for course availability and flight training progression.
- Lab fees: remove lab fees from course descriptions to separate table in catalog for the following classes: AERO 161L, 162L, 261L, 271L, 372L, 373L, 461L, and 491L.
- AERO 330: Change title of “Aerodynamics” to “Aerodynamics for Pilots” in that “the course is non-mathematical, and focuses on theory most relevant to a functional understanding for aviators. The course does not satisfy math or science core requirements.”
- AERO 498: Aerospace Management Capstone. Change credit hours to 1 hour; course originally intended as 1 hour and submitted with typo. See program revision.

ART:

- ART 219: Illustration I: Materials and Techniques. (3). Pre: ART 211. “Illustration I is a studio art course, focused on the tools and techniques for the craft of illustration as a medium for design and art. Students will be asked to create projects based on specific goals using media, which are traditional to the art form.”
- ART 312: Drawing III. Add ART 219 (below) as pre-req to class. The new pre-req will be either ART 212 or 219.

BUSINESS:

- BUSI 204: Business Communications. Remove pre-req of ENGL 111 and 112 to “prevent bottleneaking.”
- BUSI 455: International Business. Remove BUSI 305 (retain ECON 211/212) to “prevent bottleneaking.”
- FINA 446: Investments and Securities Analysis. Add a “I” to the title to indicate that a second class will be forthcoming and available.
- ACCT 450: Financial Statement Analysis. Remove ACCT 310 (Intermediate Accounting I) from pre-reqs; no longer required since a brief review of financial accounting is included earlier in the course. Retain FINA 305.
- BUSI 383: Creative Teamwork. Change pre-req to add MRKT 310 (Principles of Marketing) and MGMT 310 (Principles of Management) for Business majors only in addition to instructor permission.

CAPS:

- LEAD 202: Duty, Virtue, and Leadership: The Content of Character. Remove LEAD 101 as pre-req to allow more students and scheduling flexibility.
- LEAD 203: A Leader’s Legacy: The Power of Relationship and Commitment. Remove Lead 101 and 202 as pre-reqs; “[n]either 101 nor 202 are necessary and it will only serve as a hinderance to enrollment.”
- LEAD 304: The Call and Purpose of the Leader (etc): Change Pre-req to “One or more of the following LEAD 101, LEAD 202, or LEAD 203 (or permission of the chair).”
- LEAD 305: Preparing for Leadership, Contribution, and Impact. Change Pre-req to “One or more of the following LEAD 101, LEAD 202, or LEAD 203 (or permission of the instructor).”
- LEAD 304: The Call and Purpose of the Leader: Lessons from Antiquity. Revise title and description: The Leader as Shepherd: Leadership Lessons from the Holy Land. “Students will explore how shepherding translates into meaningful service using the Holy Land as backdrop. Students will connect their calling to servant leadership though historical examples in both ancient and modern Israel, and they will add this dimension to their own life plan for leadership.”

CHRISTIAN STUDIES:

- CHST 412: Christian Doctrine Study. Phrase “this is a rotating topic course” added to description to clarify that it is in actuality a rotating topics course.
- CHST 413: Historical Theology Study. Phrase “this is a rotating topic course” added to description to clarify that it is in actuality a rotating topics course.

COMMUNICATION:

- COMM 250: Interpersonal Communication. To facilitate the addition of COMM 250 (see minutes for March meeting) to the LAC options for Communication, remove pre-req of COMM 110—Public Speaking. “While there are some elements of Public Speaking in COMM 250, it is not significant enough to warrant the completion of COMM 110 as a prerequisite for enrollment in the course.” Description revised as well: “A study of techniques of good interpersonal communication including specific skills in listening, decision making, observation, assessment, interview, and group process. Exploration of the effects of individual attitudes and beliefs on communication, as well as cultural characteristics of communication and barriers to communication.”
- COMM 469/470. Communication Internship. Revise grading scale (letter grades rather than pass-fail) and description: “It is the [opinion] of the department that an overhaul of COMM 469/470 must occur to secure the proper professional experience for our students. In our minds, that begins with eliminating the pass/fail element of the internship and giving our students a more nuanced and traditional grade based upon the successful completion of both the academic and professional standards of the experience, as agreed upon by the professor of record, the department, and the professional organization in question. The blanket pass/fail approach doesn’t account for those who excel in the professional environment versus those who simply complete the course. Evaluating the experience on a traditional letter grade scale would serve as a more accurate reflection of the student’s efforts during the course. In addition to the elimination of the pass/fail element from the course description, the department would also like to remove the “communication and theatre” element. Theatre hasn’t been tied to Communication in years. Also, the major is Communication Studies, not Communication.” New description: (3 hours) Prerequisites: Junior or Senior status and a 2.75GPA overall, and permission of the instructor. Open to Communication Studies majors. Three hours may be applied in the major and three hours may apply as general elective credit. Each student is expected to devote 114 hours per semester to receive credit. An internship which permits qualified students to participate under close supervision in the work of such organizations as radio stations, television stations, advertising agencies, public relations firms, and other appropriate organizations. Counts for ELR credit.”

COMPUTER SCIENCE:

- CSCI 210: Introduction to Computer Science Through Robotics. Revise Description and increase lab fee from \$50 to \$100.00. “Need to establish a course fee to pay for the requisite robotics kits. The fee will be required for both on-ground and online students.” New description: “(3 hours) This course provides a hands-on overview of computer science through the use of educational robots. Topics include introduction to robot construction, programming, and an analysis of how these technologies are impacting our society. The course meets the LAC Computer Literacy requirement. (A lab fee is required.)”

EDUCATION

- EDUC 325: Reading and Writing Across the Content Areas. Increase internal practicum hours to 10 from 5.
- EDUC 423: Assessment Strategies for Reading and ELA for ECE/EE. Decrease internal practicum hours in course from 10 to 5.

ENGINEERING:

- ENGR 341: Thermal Fluids Engineering I. Change pre-reqs from MATH 351 & ENGR 202 (grades of "C" or better) to MATH 351 & ENGR 302 (grades of "C" or better). ENGR 202 as changed to 302 last year; this update to the pre-reqs reflects that earlier change.
- ENGR 350: Communication Systems. Change pre-reqs from ENGR 212 and ENGR 213 (grades of “C” or better) to ENGR 325 (grade of “C” or better). ENGR 212/213 were combined and replaced by 325 last year; this update to the pre-reqs reflects that earlier change.
- ENGR 360: Control systems. Change pre-reqs from ENGR 212 and ENGR 213 (grades of “C” or better) to ENGR 325 (grade of “C” or better). ENGR 212/213 were combined and replaced by 325 last year; this update to the pre-reqs reflects that earlier change.

KINESIOLOGY:

- KINE 370: Scientific Foundations of Strength & Conditioning. Revise descriptions and pre-reqs. “To provide students with an entire course dedicated to the foundational principles of strength training principles and concepts that align with the educational requirements championed by the National Strength and Conditioning Association (NSCA). This organization provides certification for strength and conditioning specialists.” New description: (3). Pre: BIOL 227/227L, KINE 101, KINE 216, 308/308L and junior standing. “The revised KINE 370 course description will need to be as follows: The course is designed to provide students with knowledge in the following areas of exercise sciences, including: anatomy and physiology, biomechanics, bioenergetics and neuroendocrine physiology. Furthermore, it will address contemporary evidence-based literature concerning physiological adaptations, sport psychology, psychological foundations of performance, motor learning and skill acquisition techniques, mental health issues in athletes, and nutrition to enhance performance.”

MATHEMATICS:

- MATH 410: Real Variables. Change pre-reqs from MATH 325 and 330 to MATH 321 and 330. “The current prerequisite of Math 325 is not necessary for the content of the course. Changing the prerequisite to Math 321 and Math 330 (grades of C or better) will allow students to take this course earlier in their degree plan, creating more paths to graduation.”
- MATH 435: Number Theory. Change pre-reqs from MATH 325 and 330 to MATH 222 and 330. “The current prerequisite of Math 325 is not necessary for the content of the course. Changing the prerequisite to Math 222 and Math 330 (grades of C or better) will allow students to take this course earlier in their degree plan, creating more paths to graduation. This will also allow Math 435 to satisfy a math minor requirement in the proposed change to the Math Minor.”

MUSIC:

- MUSI 121-61: Change title from “Elevate Music Ensemble” to “Holy City Worship.” “There are two purposes: (1) to separate and eliminate confusion regarding all worship ensembles on campus—including the weekly Campus Ministries’ “Elevate” event and (2) for branding/marketing.”

II: NEW COURSE APPROVAL**AERONAUTICS:**

- AERN 250: Air Traffic Management. (3). Pre: AERN 170. “This course provides students with a comprehensive view of the air traffic management (ATM) and national airspace systems. It includes a review of Federal Aviation Administration (FAA) and International Civil Aviation Organization rules and regulations for ATM, the history of air traffic control, review of navigation systems, the ATM structure and procedures, and detailed discussion of the national airspace system. Students will learn about theory and fundamentals of radar operation, radar separation, oceanic and international air control structures, global positioning, aircraft reporting, reduced traffic separation and the future of the national and international airspace systems.”
- AERN 383: Aviation Maintenance Management. (3). Pre: MGMT 331. This course surveys issues foundational to the management of aviation maintenance operations. Students will study fundamentals of aviation maintenance, technical services, logistics and maintenance support, oversight functions, and learn how to establish and run an efficient, reliable, and cost-effective aircraft maintenance program. The course offers broad, integrated coverage of airline management, aircraft maintenance fundamentals, aviation safety, and the systematic planning and development of successful maintenance programs.
- AERN 385: Space Operations. (3). Pre: MGMT 331. “This course introduces the student to launch, mission operations, and facilities for manned and unmanned missions at U.S and foreign sites. Satellite and spacecraft launch facility system discussion covers safety, meteorology, communications and tracking, and navigation and control systems. Examples of mission control, operations, and systems include spacecraft project description, and control site operations. Computer-based simulation instruction provides mission and site-specific operation detail. Additionally, students will explore principles of space navigation and the space environment and its interactions with orbiting bodies.”
- AERN 469: Aerospace Internship. (2). Pre: 60 semester hours, 2.75 GPA, and permission of the department chairperson. “The 2 internship hours may be applied to the 17 hours of electives needed for the following degree: Bachelor of Science in Aeronautics: Aerospace Management. An intern must work at least 76 hours to receive credit. Note: Grading is on a pass/fail basis. Counts for ELR credit. This course cannot be challenged.”
- AERN 489: Aviation Leadership Seminar. (3). Pre: AERN 440. “This seminar serves to introduce flight leadership concepts and training to future aviators, managers and leaders in aerospace. It meets the intent of the Federal Aviation Administration’s Advisory Circular 121-42, “Leadership and Command Training for Pilots in Command” (PIC), with the stated purpose to “develop PICs as capable leaders with

knowledge of their position and responsibilities within the air carrier/operator/program manager, the regulatory environment, and air carrier/operator/program manager culture within which they must operate.” Students will not only study leadership theory but will engage in discussion with current and former leaders in aerospace industries, government agencies and public service.”

- AERN 498: Aerospace Management Capstone. (3). Pre: Senior standing and Chair permission. “This course serves as a capstone course for students majoring in Aeronautics Management. Each student will complete an intensive study of a pre-approved topic in aerospace management or a related field in conjunction with a faculty supervisor. The student will write a research paper or do a project in which the topic is explored and analyzed in-depth. The student must also present his or her findings on the topic orally to a faculty committee to receive credit for the course.”
- AERN 230: Crew Resource Management. (3). Pre: AERN 170. “This course will provide students an in-depth understanding of interpersonal relationship skills necessary to ensure safe and professional aviation operations. Students will study organizational, group and personal behavior, in-cockpit communications, checklist procedures and the relationship between an aircraft commander/flight lead and first-officer/wingman. Critical assessment and problem-solving exercises will be conducted to enhance student understanding of communications skills in the cockpit in a dynamic and challenging environment. Relevant Federal Aviation Administration (FAA) regulations, NTSB practices and accident investigation conclusions will be studied, including multiple FAA Advisory Circulars critical to the practice of commercial aviation. This course will also introduce students to foundational concepts regarding Human Factors theory as it relates to aviation. Students will study the principles and methods necessary to ensure safe and professional flight operations, with a particular focus on hazardous attitudes and practices, and mitigation of the risks presented by those hazards.”
- AERN 290: Flight Simulation. (1). Pre: None. “This course studies the utilization of flight simulators in aviation training. It includes a review of flight simulator theory, emerging technologies (including virtual reality integration), as well as practical training on building simulation hardware, and designing simulator profiles to augment personal flight training. The overall goal of this course is for students to understand and appreciate the value of flight simulators in training, and to have the necessary skills to utilize them in their professional aviation careers.”
- AERN 420: Missionary Aviation. (2). Pre: AERN 373L. The course provides the aspiring missionary aviator the foundational understanding of basic missionary aviation skills. The course will review basic missionary aviation theory as practiced by The Jungle Aviation and Radio Service (JAARS), to include examination of their mission, history and the required knowledge, skills and attributes (KSAs). Specifically, students will prepare for work within missionary aviation as both professional practitioners of aviation and as emissaries for the Word of God through the dissemination of Bibles world-wide. Students will study International Civil Aviation Organization (ICAO) practices and procedures, flight operations into remote landing sites, Single-Pilot Resource Management (SRM) and solo pilot operations. Students will study tailwheel, short takeoff and landing (STOL), turboprop and short-field, soft-field and rough-field operations, and will be required to demonstrate proficiency in these skills within the associated flight lab (AERN 421L). As schedule and resources permit, students will hear from guest speakers from JAARS and/or will take a class trip to JAARS headquarters in Waxhaw, NC for additional credit.
- AERN 421L: Missionary Aviation Lab. (2). Co: AERN 420. The Missionary Aviation Lab will provide students the necessary flight training to meet JAARS Knowledge, Skills and Attributes (KSAs) standards. Students will participate in ground and flight instruction in tailwheel operations, austere and unimproved airfield operations, compute advanced weight and balance necessary to make deliveries of goods to austere airfields, practice instrument approaches with minimal navigational aids (VOR and NDB approaches), and learn advanced pilotage and dead-reckoning skills necessary for navigation in austere environments. Students will earn their tailwheel endorsement upon completion of the course.
- AERN 450: Military Aviation. (2). Pre: AERN 373L. The course provides the aspiring military aviator the foundational understanding of basic military aviation skills. The course includes a review of military aviation history and requires students to study emerging military aviation-related technologies. Students will be introduced to military terminology, cockpit resource management, checklist usage and emergency procedures. Students will receive ground instruction to facilitate basic military-style flight training, to include basic military ground and flight operations, traffic patterns, formation flight and low-level navigation, and will be required to demonstrate proficiency in these skills and basic military flight maneuvers within the associated flight lab (AERN 451L).
- AERN 451L: Military Aviation Lab. (2). Co: AERN 450. The Military Aviation Lab will provide students the necessary ground and flight training to meet basic military flight standards and prepare students for undergraduate military flight training (U.S. Air Force or Navy). Students will participate in ground and flight instruction in pre- and post-flight briefing, checklist discipline, ground operations, departure and recovery operations, basic formation and advanced pilotage and dead-reckoning skills necessary for low-level navigation.

BUSINESS:

Business changed the prefix to financial classes to "FINA" instead of BUSI. See elsewhere in report.

- FINA 320: Financial Planning for Professionals. (3) Pre: BUSI 203, FINA 305. This course is the first of seven in the CFP® program that prepares students to take the CFP® exam. It provides an overview of the financial planning process including practice management and building client relationships. It introduces the fundamentals of income tax, investments, estate, retirement, and risk management planning. It also introduces the legal and ethical standards of the financial planning profession. The Biblical principles of managing money are integrated throughout the course.
- FINA 340: Estate Planning. (3). Pre: FINA 320. This course is one of seven in the CFP® program that prepares students to take the CFP® exam. Students learn the primary elements of estate planning from the perspective of a financial advisory professional. It focuses on the conservation and transfer of wealth, consistent with the goals of a financial planner's clients. It is a study of the legal, tax, financial and non-financial aspects of this process. Students will develop a biblical perspective of wealth and wealth transfer.
- FINA 450: Retirement Savings and Income Planning. (3) Pre: FINA 320. This course is one of seven in the CFP® program that prepares students to take the CFP® exam. Students learn the fundamentals of retirement planning from the perspective of a financial advisory professional. They learn to conduct a retirement needs analysis and to use the various government and private vehicles available to meet those needs. They learn the Biblical perspective of retirement.
- FINA 460: Capstone in Financial Planning. (3). Pre: FINA 320. This course is the last of seven courses in the CFP® program that prepares students to take the CFP® and CKA® exam. This course will require students to synthesize and apply elements of comprehensive financial planning within a biblical context. The course will require students to perform all functions of the financial planning process and apply the CFP Board's Practice Standards. Additionally, this course will satisfy the educational requirements for the Certified Kingdom Advisor, CKA® designation.
- BUSI 384: Creative Teamwork in Business. (3). Pre: MGMT 310 and MRKT 310; instructor permission. "This course is designed to provide strategies for building and working in interdisciplinary teams. The students shall engage and interact with a community-based organization to develop and execute their project. Weekly team meetings/class sessions focus on teamwork skills such as communication, problem solving, conflict resolution as well as planning and delivery to the customer. The course is especially applicable for computer science, graphic design and business majors. This course cannot be challenged. Note: Counts for ELR credit."
- FINA 447. Investments and Securities II (3). Pre: FINA 446. "This course addresses the fundamentals of investing and security analysis by examining the various investments such as stocks, bonds, and mutual funds' investments from the investor and analysis perspectives. The student will learn to use the appropriate asset class and investment vehicle based upon its risk and return characteristics and expected cash flow. Risk-return analysis techniques are discussed for assessment of investments to include identify, measure, and differentiate between types of investment risks including systematic, unsystematic risk, interest rate risk, liquidity risk, credit risk, inflation risk, operating and financial risk, reinvestment-rate risk, exchange-rate risk, and political risk in a portfolio. This course is designed to provide students the opportunity to analyze, manage, and recommend stocks for financial portfolios: a. Students in the course will lead and assist in managing the Buccaneer Student Investment Fund b. Volunteer students will also lead and manage the "Buc Fund."

CHRISTIAN STUDIES:

- CHST 350: Youth Culture and Disciple-making. (3). Pre: Either "Significant Student Ministry experience as determined by the Chair" OR CHST 111/112. "This course will survey current trends, common issues, and generational characteristics of today's youth culture. Through the study of God's word, the course will emphasize the necessity of a Biblical worldview in a teenager's life. Specific attention will be given to the task of making disciples with teenagers in the ministry setting."

CRIMINAL JUSTICE/SOCIOLOGY:

- CRIM 320: Sex Crimes: Victimization and Sex Offender. (3). Pre: COMM 110, or PSYC 110, or SOCI 101. Cross: SOCI 320/PSYC 320. "This course will examine the topic of sex crimes by different types of offenders and victims of sex crimes. The relationship of sex crime victimization to other principle social institutions and the criminal justice system will be explored."
- SOCI 376: Human Services Program Development. (3). Pre: SOCI/PSYC 375. A general introduction to human service program development, including assessment of knowledge base and skill development: in systematic analysis of service needs; planning appropriate strategies, services, and implementation; and evaluation of outcomes. This course cannot be challenged. Cross: PSYC 376.

- SOCI 455: (3). Human Services Program Evaluation. Pre: SOCI/PSYC 375. A general introduction to human service program evaluation, including making program objectives measurable; determining appropriate methodology and techniques to evaluate effectiveness, efficiency, and process variables; practice problems of program evaluation. This course cannot be challenged. Cross: PSYC 455.
- SOCI 456: (3). Social Advocacy & Community Resource Development. Pre: SOCI/PSYC 375. This course introduces students to the contexts, challenges and opportunities of social advocacy and community resource organizing. It will provide students with frameworks, tools and practical skills to analyze and develop a deeper understanding and practical knowledge of community organizing and advocating of various human service programs. It seeks to engage students in learning communities to collaboratively develop a broader application of community organizing (or human service agency sustainability). Cross: PSYC 456.
- CRIM 385: Introduction to Probation and Parole. (3). Pre: CRIM 210. “This course will provide students interested in the correctional system and its practices with a better understanding of how it functions before and after an offender is convicted of a crime. It explores the importance of the Probation and Parole system and how agents work with offenders and the communities into which they are reintroduced after release. The course will include an overview of the historical development of Probation and Parole, as well as the discussion and explanation of legal concepts and social aspects which are an integral part of the probation and parole processes.”

GENERAL EDUCATION:

- GNED 303: Service Experiential Learning. (0). Pre: advisor approval. (Student must be in 2021 catalog or later). “Students earning more than 15 contact hours of service learning (to include mission work and church service) may contract with their advisors to be pre-approved to earn non-academic ELR credit pending submission of a reflection paper or project.” Notes: With the second ELR, students are to have an option to earn one of the requirements through service learning. This creates a process and placeholder; it is not an actual course. The process: 1) student seeks pre-approval from advisor, including the nature of the reflective project; 2) no academic credit; 3) 15 minimum hours of service/experience.

GEOLOGY:

- GEOL 106 & 106L: Planetary Geoscience (and attendant lab). (4). Pre: none. Co: the class and lab are co-requisites. LAC core option. “An introduction to the history of planetary and solar system exploration and the science of the formation of planetary bodies and moons. In addition to examining the processes involved in the formation of planetary bodies, geologic processes including wind and liquid erosion, volcanism, and body impact which continue to alter and transform planetary surfaces will also be examined. As the best studied body in our solar system (outside of the Earth itself), the Moon will receive special emphasis.” Lab: “This is an introductory level lab for students with little or no experience in geology. Students will have the opportunity to study minerals found in lunar rocks and meteorites as well as conduct computer exercises using maps of remote-sensing data of the Earth, Moon, and other planets.”

KINESIOLOGY:

- KINE 403: Practical/Applied Strength & Conditioning. (3). Pre: Junior Standing, and BIOL 227/227L, KINE 101, KINE 216, KINE 308/308L, KINE 370. “The course is designed to provide students knowledge of exercise techniques [Movement preparation, Resistance training technique (free weight training, resistance machines, alternative modes, non-traditional implements); Olympic weight lifting and plyometric exercise; Speed/sprint technique; Agility technique; Energy systems development (aerobic and anaerobic conditioning activities); Recovery techniques], program design [Needs analysis; Training methods and modes; Exercise selection; Exercise order; Exercise intensities; Training volumes; Work/rest periods, recovery and unloading; Exercise progression; Periodization models and concepts; Programming during athlete injury/reconditioning], testing and evaluation [Select appropriate evidence-based tests; Administer testing and implement monitoring protocols and procedures; Evaluate and interpret test results], and organization/administration [Organizational environment; Design, layout, and organization of strength and conditioning facility; Professional practice; Common litigation issues]. This course follows guidelines from the National Strength & Conditioning Association to prepare students for the practical/applied section of the Certified Strength & Conditioning Specialist (CSCS) Exam. This course cannot be challenged.”

NURSING:

- NURS 319: Palliative Care Nursing. (3). Pre: Enrollment in the BSN program. “*completion of semesters 1 and 2.*” “This course is designed to introduce Palliative Care Nursing to the undergraduate BSN

student. It will provide an overview of the role of the Registered Nurse in palliative care including the nursing process, ethical considerations, family care and patient advocacy.

III: SPECIAL/ADVANCED/ROTATING TOPICS COURSES

ENGINEERING:

- ENGR 280: Special Topics: Introduction to 3D Printing. (1). Pre: None. “An introduction to 3D printing. This course will explore the history of 3D printing, types of modern 3D printers, and the technology involved in making 3D objects. Students will have the opportunity to print their own 3D objects.”

ENGLISH:

- ENGL 180: Introductory Topics--The Rhetoric of Pop Culture. (3). Pre: Completion of Bridge English requirements if any. “Using artifacts and theories of popular culture (including film, television, advertising, music, and internet culture), students will engage in critical analysis to improve their analytical and persuasive writing. English Exit Examination given as final exam. This course may not be challenged.” *Substitutes for ENGL 111 in the LAC.*

HISTORY:

- HIST 280: Special Topics--Archival Research and Management. (3). Pre: HIST 211 or 212. “This is a Special Topics course designed to expose students to the background and methodology of archival research and management while providing practical experience in the field of Public History.” *ELR credit.*

LANGUAGES:

- SPAN 480: Advanced Topics— Hispanic Caribbean Literature. (3). Prerequisite: SPAN 331 or SPAN 332 with a C or better or permission of instructor. This course will supplement the students’ knowledge of Spanish-language literatures and enhance their cultural awareness. It will explore Hispanic Caribbean Literatures situated in their historical-political contexts and complemented by music, art and film.
- ASL 180: American Sign Language I. (3). Pre: None. Co-req: ASL 180L. “This course features an introduction to the basics of American Sign Language. It is designed for students who have little or no previous knowledge of sign language. Readiness for learning will be approached via visual-gestural communication techniques, visual discrimination, and visual memory exercises. ASL questions, commands, and other simple sentence structures are introduced to develop rudimentary conversational skills in ASL. It includes the manual alphabet and numbers. Information regarding the Deaf Community and its culture will also be incorporated into all instruction and culturally appropriate behaviors and expose students to ASL grammar.”
- ASL 180L: American Sign Language Lab. (0/1). Pre: None. Co-Req: ASL 180. “The ASL lab will have to be taken along with the ASL I course during the same semester. This lab is an in-depth look into the language, culture, and daily lives of approximately one million people who use American Sign Language (ASL) as their primary language. It traces the roots of ASL from pre-revolutionary times to current science and knowledge and how it applies to professional fields. The student will be able to choose a one credit or zero credits for this lab.”

IV: PROGRAM REVISION

AERONAUTICS:

- Revise BS in Aerospace Management, necessary to correct requirements for AERN core:
 - - AERN 498 reduced to 1 credit hour (consistent with AERN 495)
 - - AERN 230 added to core requirements
 - - Total required core credit hours increased to 32 (from 31)
 - - Total required electives credit hours decreased to 16 (from 17)

ART and GRAPHIC DESIGN:

- Revision to Art Minor: Add ART 219 (see above) to list of available electives.
- Revision to Graphic Design BA: Add ART 219 (see above) to list of major electives.

BUSINESS:

- Finance courses: Change “BUSI” label to “FINA” for finance classes 305, 315, 327, 437, 445, and 457.
- Revision to Business Administration Minor: BUSI 203, Personal Finance, cannot count for both a required LAC social science and the minor’s required business electives.
- BBA (all emphases):

- Add ACCT 469 to all emphases as an ELR option.
- Remove MRKT 350 from approved ELR list in emphases
- Add BUSI 384 (see new courses) to list of ELR classes.

CHRISTIAN STUDIES:

- BA in Student Ministry Add CHST 350 (see above) as alternate choice for students in this program (intended as option for online students). Students in this program may take either CHST 351, Contemporary Student Problems and Issues, or CHST 350.
- Minor in Student Ministry: Add CHST 350 (see above) as alternate choice for students in this program (intended as option for online students). Students in this program may take either CHST 351, Contemporary Student Problems and Issues, or CHST 350.

COMPUTER SCIENCE:

- Revision to Applied Computing—Graphic Arts Concentration BA. “ART 318 has a prerequisite of ART 316 which is not part of the program. Dropping ART 318 leaves room for students to take ART 215 Beginning Design. Prof. Andrea Glover recommends adding this ART 215 because it prepares students for ART 216 and ART 221. She emphasized that ART 215 is essential for students to be successful in these other required classes.”

MATHEMATICS:

- Revise Minor in Mathematics. Add MATH 410 and 435 to the list of Pure Math electives for the minor. “Current students seeking a math minor must take a sequence of courses, the last of which is offered only in fall (Math 325 or Math 351). Students that don't start their minor early enough or don't know that the courses are offered only fall cannot complete the minor. Adding 410 and 435 to the minor gives spring options.”

PSYCHOLOGY:

- Move PSYC 255, Health Psychology, from “Elective Hours in Psychology” to list of Clinical classes offered in major.

LEVEL 2 ACTIONS

AERONAUTICS:

I: BS in Aerospace Management

a) Required LAC Courses: Math 111, ECON 211 (Social Science), BUSI 204 (for Communication), AERN 240 (Aviation Weather); CSCI 211.

b) 61 hours:

Leadership & Management Core (30 hrs.):

- (3) ECON 212 - Macroeconomics
- (3) ECON 224 - Bus. & Econ. Statistics
- (3) BUSI 305 - Business Finance
- (3) MRKT 310 - Prin. of Marketing
- (3) MGMT 310 - Prin. of Management
- (3) MGMT 331 - Operations Management
- (3) MGMT 340 - HR Management
- (3) BUSI 481 - Business Ethics
- (3) ACCT 210 – Accounting I
- (3) ACCT 211 – Accounting II

Aeronautics Requirements (31 hrs.):

- (3) AERN 160 – Private Pilot Certification
- (3) AERN 170 – Flight Safety
- (3) AERN 330 – Aerodynamics
- (1) AERN 360 – Unmanned Aerial Sys
- (1) AERN 361 – UAS Lab
- (3) AERN 380 – Airport Management
- (3) AERN 385 – Space Operations
- (3) AERN 390 – Aviation Regulation
- (3) AERN 440 – Safety Management Sys
- (3) AERN 470 – Aviation Law
- (2) AERN 489 – Aviation Leadership Sem
- (3) AERN 498 – Aerospace Mgt Capstone

c) Suggested Electives:

- (2) AERN 161L - Private Pilot Lab I**
- (2) AERN 162L - Private Pilot Lab II**
- (3) AERN 260 - Instrument Pilot Rating
- (2) AERN 261L - Instrument Rating Lab**
- (3) AERN 340 - Advanced Aircraft Systems
- (3) AERN 350 - Global Navigation
- (2) AERN 469 - Aerospace Internship
- (3) AERN 250 – Air Traffic Management
- (3) MATH 209 - Business Calculus
- (3) MGMT 320 - Org Behavior
- (3) BUSI 314 - Information Systems Concepts
- (3) ACCT 330 - Cost Accounting
- (3) MGMT 411 - Org Change and Develop
- (3) MRKT 415 - Intro. to Supply Chain Mgmt.
- (3) BUSI 455 - International Business
- (4) MATH 130 – Precalculus

d) No minor.

II: BT in Aviation Maintenance Management

a) Required LAC Courses: Math 111, ECON 211, AERN 240 (Aviation Weather); suggested BUSI 204 (for Communication)

b) 33 hours in major

Business and Math Courses (18 Credit Hours)

- (3) ECON 212 – Macroeconomics
- (3) MGMT 310 – Prin. of Management
- (3) MGMT 331 – Operations Management
- (3) MGMT 340 – HR Management

- (3) BUSI 481 – Business Ethics
- (3) ECON 224: Business and Economics Statistics

Aeronautics Courses (15 Credit Hours)

- (3) AERN 170 – Flight Safety
- (3) AERN 383-- Aviation Maintenance Management
- (3) AERN 390 – Aviation Regulation
- (3) AERN 440 – Safety Management Systems
- (3) AERN 470 – Aviation Law

c) AS/or AAS rather than minor

III: Program Revision to Aeronautics Prof Pilot core

A) Adding the following:

- AERN 340 (Advanced Aircraft Systems)
- AERN 440 (Safety Management Systems)
- AERN 470 (Aviation Law)
- AERN 490 (Certified Flight Instructor)
- AERN 491 L (Certified Flight Instructor Lab)
- AERN 230 (Crew Resource Management)

B) Delete the following:

- AERN 460 (Multi-Engine Rating)
- AERN 461L (Multi-Engine Rating Lab)

C) Revise Commercial Track to show shifting of courses to Core by deleting AERN 460, 461L from the track, and delete AERN 380 (Airport Management).

D) Add New Track: Military:

- AERN 385 (Space Operations) - 3hrs
- AERN 450 (Military Aviation) - 2 hrs
- AERN 451L (Military Aviation Lab) - 2 hrs

E) Add New Track: Missionary

- AERN 383 (Aviation Maintenance Management) - 3hrs
- AERN 420 (Missionary Aviation) - 2 hrs
- AERN 421L (Missionary Aviation Lab) - 2 hrs

BUSINESS:

I: Program Deletion:

Delete Minor in Economics; no current students to teach out.

II: Add new program—BBA in Personal Financial Management.

Course requirements for the BBA in Personal Financial Management:

Liberal Arts Core (47 Hours):

- Mathematics in the Liberal Arts Core:
- MATH 110 or higher satisfies the Liberal Arts Core minimum requirement in Mathematics for this major.
- Higher mathematics courses may be required as prerequisites for certain courses. Check Course Descriptions for specific requirements.
- Does not change from other BBA degrees in 2021-22 catalog and forward

Bachelor of Business Administration Core (40 hours):

- Does not change from other BBA degrees in 2021-22 catalog and forward

Major in Personal Financial Management (24 hours):

- ACCT 320: Federal Taxation I (3 hours)
- FINA 315: Risk Management and Insurance (3 hours)
- FINA 446: Investments and Securities Analysis (3 Hours)
- FINA 320: Financial Planning for Professionals (3 hours)
- FINA 340: Estate Planning (3 hours)
- FINA 450: Retirement Savings & Income Planning (3 hours)
- FINA 460: Capstone in Financial Planning (3 hours)
- BUSI 469: Business Internship, other ELR course, or
- FINA 457 Peer-to-Peer Coaching (3 hours)

III: Program Deletion: BBA Emphasis in Economics

The three students will be taught out.

IV: Revision to BBA in Financial Management major:

Changes to the degree to include Personal Financial Management courses as electives and eliminate ECON courses no longer to be taught:

A) Add FINA447 as elective

B) Delete from the electives for Financial Management

- BUSI 203 – Personal Finance
- FINA 412 – Principles of Real Estate
- ECON 314 – International Trade
- ECON 331 – Economic Development
- ECON 422 – Intermediate Macroeconomic Theory
- BUSI 473 – Business Senior Project

C) Add to major requirements

- ECON 311 – Money and Banking
- FINA 315 – Risk Management and Insurance
- FINA 327 – Intermediate Business Finance
- FINA 446 – Investments and Securities Analysis I
- ACCT 450 – Financial Statement Analysis
- 3-hour approved elective
- 3-hour approved elective
- BUSI 469 – Business Internship, or FINA 457 – Peer-to-Peer Coaching, or other ELR Course

E) New List of available Financial Management Electives

- ACCT310 – Intermediate Accounting I
- BUSI314 – Information Systems Concepts
- FINA 437 – Entrepreneurial Finance
- FINA 457 – Peer-to-Peer Coaching
- FINA 320 – Financial Planning for Professionals
- FINA340 – Estate Planning
- FINA 447 – Investments and Securities II
- FINA 450 – Retirement Savings and Income Planning
- MGMT 330—Introduction to Business Analytics

COMMUNICATION:

I: Add COMM 250, Interpersonal Communication, to LAC options in Communication:

“To keep up with our competitors and offer the best possible learning experience to CSU students, the department would like to open the LAC communication requirement to include COMM 250, Interpersonal Communication. This would give students the opportunity to choose between COMM 110, Public Speaking, and COMM 250.”

II: Add COMM 250 back to Communication core requirements for Communication Studies BA:

“COMM 250 was removed as a requirement within the Communication Studies degree in Fall 2020. It has since been offered as an elective every semester. The department wanted to add COMM 120, Social Media, to the core requirements, yet keep the number of hours within the degree to 39. . . . With that said, the department would like to move COMM 250 back to the core requirements in the degree. Today’s students, regardless of discipline or future occupation, are missing the mark when it comes to communicating and formulating meaningful relationships at the professional level. By adding COMM 250 back to our core requirements, we are giving our students an opportunity to develop a deeper communicative understanding of the professional environment and hone these vital relational skills.” **Increases the number of credit hours in the degree from 39 to 42.**

EDUCATION:

I Program Revision to Middle Grades Education Math and Social Studies Emphasis. Add MATH 208 to requirement; increases major by 3 hours, increasing total to 58 overall hours and the Math concentration from 13 to 16 hours.

KINESIOLOGY:

I: Program Revision: Kinesiology (Strength and Conditioning Emphasis):

Add KINE 403, “Practical/Applied Strength and Conditioning” (3 hours) to the required Kinesiology core for this emphasis. **Will increase the major by 3 hours from 38 hours to 41 hours.** “To provide a more comprehensive applied course so that the students have more thorough experience regarding strength training concepts and principles that readily align with the NSCA testing standards for the certified strength and

conditioning certification. Starting Jan. 1, 2030, the NSCA is changing the standards for students to take the CSCS exam.”

MUSIC:

I: MUSIC: Add new program: BA in Music. 38 hours beyond LAC.

Specified LAC requirements:

- MUSI 241 - Introduction to Language Diction (3 hours)
- MUSI 228 - Music Technology I (3 hours)
- MUSI 371 - Music History and Literature I (3 hours)
- BIOL 210 - Human Anatomy and Physiology (3 hours)
- BIOL 210L - Human Anatomy and Physiology Laboratory (1 hour)

Music requirements (19 hours):

- MUSI 198 - Musicianship I (4 hours)
- MUSI 199 - Musicianship II (4 hours)
- MUSI 298 - Musicianship III (4 hours)
- MUSI 301 - Elementary Conducting (2 hours)
- MUSI 302 - Advanced Conducting (2 hours)
- MUSI 372 - Music History and Literature II (3 hours)

Area Specific Studies: Studio, Piano and Ensemble Requirements (19 hours)

- Studio (minimum 8 hours)
- Studio Piano (3 hours) or secondary instrument/voice for piano primaries
- Ensembles (8 hours)

OTHER ACTIONS BY THE COMMITTEE

September 2021 Meeting:

Special, Advanced, Rotating Topics:

Members were reminded that the levels are “180: Introductory Topics; 280: Special Topics, and 480: Advanced Topics.” Classes with “Rotating Topics” designations are not required to be approved by Curriculum for each topic change, but the Registrar should be notified.

October 2021 Meeting:

Committee reviewed the new rubric for online course development.

November 2021 Meeting:

Committee approved the new rubric for online course development. (Attached)

February 2022 Meeting:

Committee revised Academic Policy R-5, which required the removal of Academic Policy R-56: International Baccalaureate Diploma Program Credit. Added to R-5 International Baccalaureate Diploma Program Credit information and deleted R-56; language made consistent.

March 2022 Meeting:

The Committee agreed that, going forward, the committee will hold responsibility in approving courses for ELR credit. The ELR form will be added to the new course form with a rubric.

April 2022 Meeting:

Committee approved revision of Policy R-55, Recognition of Credit Earned Which Satisfies Requirements in both (1) the Major and (2) the Minor or Second Major. The Committee removed exceptions for Business and stated explicitly that “A student may not choose a minor in the same discipline as their major; see catalog under each program.”

Report Submitted by:

Dr. Scott D. Yarbrough, Associate VPAA for Compliance/Student Success and Chair
Ms. Amanda Baron, Registrar

CSU Rubric for Asynchronous Online Credit Hour Estimates

In asynchronous learning environments, the traditional face-to-face contact time is redefined as the time a typical student spends interacting with course content. This definition excludes student work traditionally done outside of class such as homework, studying, reading, and writing papers.

When faculty plan and develop asynchronous courses, whether fully online or blended, they must account for 15 hours of contact time, as defined above, for each credit hour. They must also account for a minimum of as much as two hours of additional student work per credit hour, or 30 hours, for a total of 45 hours per term for each class. The following rubric can be used to estimate asynchronous contact hours in absence of data.

Faculty should also consider using Rice University’s Course Workload Estimator, available at <https://cte.rice.edu/workload>.

Interaction with Course Content	Time on Task	Examples
Technical Setups	10 minutes per item	Software Downloads and Installations, Computer Preparations, Orientation to Course Management Items
<p>Reading</p> <ul style="list-style-type: none"> • Survey <ul style="list-style-type: none"> No New Concepts Some New Concepts Many New Concepts • Understand <ul style="list-style-type: none"> No New Concepts Some New Concepts Many New Concepts • Engage <ul style="list-style-type: none"> No New Concepts Some New Concepts Many New Concepts 	<p>40 pp. per hour 28 pp. per hour 20 pp. per hour</p> <p>20 pp. per hour 14 pp. per hour 10 pp. per hour</p> <p>10 pp. per hour 7 pp. per hour 5 pp. per hour</p>	<p>Textbooks and Reference Materials, Online and Traditional (approx. 750 words per page, with drawings and photos)</p> <p>Reading to survey main ideas; may skim text.</p> <p>Text contains familiar words and ideas Text contains some unfamiliar words and ideas Text contains many unfamiliar words and ideas</p> <p>Reading to understand the meaning of each sentence.</p> <p>Text contains familiar words and ideas Text contains some unfamiliar words and ideas Text contains many unfamiliar words and ideas</p> <p>Reading while also working problems, drawing inferences, questioning, and evaluating.</p> <p>Text contains familiar words and ideas Text contains some unfamiliar words and ideas Text contains many unfamiliar words and ideas</p>
<p>Writing</p> <ul style="list-style-type: none"> • Reflection/Narrative Writing • Argumentative Writing • Research Writing 	<p>1 hour per page 2 ¼ hours per page 4 ½ hours per page</p>	<p>Longer reflection/narrative, argumentative, or research (250 words per page)</p> <p>Little planning or critical engagement with content. Detailed planning and critical engagement with content, but no outside research. Detailed planning, critical engagement with content, outside research</p>

Discussion Posts - Initial	30 minutes per post	Time to prepare and write post
Discussion Posts – Reading and Replies	1 hour	Time to read other posts and respond to 1 to 3 posts
Video	Length of video	Instructor lectures, brief YouTube videos, demonstrations
Lecture Capture	Length of lecture	Staged or classroom capture
Audio	Length of audio	Music, medical, history, speeches, radio, audio lectures
Simulation and Gaming	Length of simulation	Virtual laboratories, hands-on learning, mock criminal trials, virtual field trips
Practice Problems (not homework)	20 minutes each	Math, computer science, case studies
Outside Online Short Training Courses	Length of short course	Government training courses, e.g. FEMA
Quizzes	1 – 1 ½ hours	Dependent on number of questions and format
Exams	1 – 3 hours	Midterm and final exams may be longer

Revised by Curriculum Committee, Fall 2021