# NEW COURSE PROPOSAL GUIDELINES

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

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

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

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

E. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month.

F. **2nd TUESDAY OF THE MONTH.** Proposals submitted to the Provost's Office/ on or before the second Tuesday of the month will be on that month's agenda. The last possible date to submit a new course proposal for the academic year is the 2nd Tuesday in January.

# New Course Proposal

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

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

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

## SECTION 1: PROPOSAL INFORMATION

| | |
|---|---|
| Name: | Joshua Smallridge |
| Title: | Professor of Criminal Justice |
| E-mail Address: | joshua.smallridge@fairmontstate.edu |
| Phone Number: | 304-367-4740 |

| | |
|---|---|
| College: | College of Liberal Arts |
| Department: | Social Science |
| Program Level: | Undergraduate |
| Date Originally Submitted: | 10/22/2024 |
| Implementation Date Requested: | Fall 2025 |

**APPROVAL**

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

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

| College | Dean's Signature |
|---|---|
| Liberal Arts | James Matthews |
| | |
| | |
| | |

**ADDITIONAL COMMENTS:**

# New Course Proposal

## SECTION 2: COURSE CATALOG INFORMATION

| | |
|---|---|
| 1. **Course Subject Prefix and number (e.g., ENGL 1101):** Course number/prefix combinations may be used only once, and may not be recycled; please check with the Registrar's Office to get a list of available, valid course numbers. | CRIM 4406 |
| 2. **Course Title:** The title of the course as it will appear in the course catalog. | Applying Evidence-Based Solutions to Crime |
| 3. **Number of Credit Hours:** Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here. | 3 |
| 4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit. | No |
| 5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses). | None |
| 6. **Course Co-requisites:** Include subject prefix and course number. | None |
| 7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230) | None |
| 8. **Course Restrictions** (e.g., Seniors only) | None |
| 9. **Grade Type:** Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG). | A-F |
| 10. **Requirements:** Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s). | Serves as an elective course for the BS in Criminal Justice, BS in Criminal Justice-Online, and the Criminal Justice Minor |
| 11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer) | Fall, Spring |
| 12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement? | No |
| 13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee. | No |

**SECTION 3: CURRICULUM-BASED RATIONALE**

| What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point. |
|---|
| The criminal justice faculty are updating the criminal justice program by removing elective options that are outdated. In addition, we are creating new options that better meet the needs as the criminal justice field changes.<br>This would be an elective course. This proposed course blends topics related to criminological theory, criminal justice policy, and research methodology. Students gain a deeper understanding of "what works" regarding crime reduction and prevention. In addition, they evaluate various policies and programs to determine why they have historically succeeded or failed. In recent years, there has been a greater focus on evidence-based policy in the criminal justice field. Thus, this class will serve our students well. |

**SECTION 4: COURSE SYLLABUS**

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

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

**Course Learning Outcomes:** These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with "Upon successful completion of this course, students should be able to…"

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

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

## Catalog Course Description:

This course delves into the effectiveness of various crime control and prevention strategies. Students will examine both historic and contemporary crime control strategies, focusing on identifying what works and what doesn't. Empirical evidence, criminological theory, and the policy process are examined to determine why some strategies succeed while others fail.

## Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. (CLO1) Identify key terms related to crime control/ prevention.
2. (CLO2) Explain the strategies used in various crime control efforts. Including efforts within and outside of the criminal justice system, both historically and in contemporary society.
3. (CLO3) Evaluate the justification and evidence for various crime prevention/control strategies.
4. (CLO4) Assess factors that can influence the effectiveness of crime control strategies.
5. (CLO5) Identify factors that influence the selection of crime control strategies for implementation (such as research, funding, politics, etc.).
6. (CLO6) Propose effective crime prevention/ control strategies based on a review of theory, and existing evidence.

## Assessment:

| Assessment | Course Learning Outcomes |
|---|---|
| Tests (Combination of essay and multiple choice/ true and false) | CLOs: 1, 2, 3, 4, 5, 6 |
| Papers reflecting and evaluating policy/ programs | CLOs: 2, 3, 4, 6 |

## Course Outline:

Unit 1:
In this unit we review key terms and concepts that form the foundation for many topics covered throughout the class. In addition, we discuss how crime control and prevention strategies our usually evaluated. And finally, review some factors related to researching the effectiveness of crime prevention strategies. Below are the unit 1 outcomes.

- Distinguish between crime control and prevention.
- Identify definitions related to crime control/prevention and research on crime control/ prevention.
- Discuss bias in research and how the existence of bias can limit program effectiveness.

Unit 2

In this unit we review crime control perspectives. Crime control perspectives consist of the views people have with respect to how the justice system should operate, the causes of crime, what should be done about crime, and what the proper goals for the criminal justice system should be.

- Compare and contrast crime control perspectives.
- Discuss how to strong of an adherence to a particular perspective on crime control can contribute to flawed programs/ policy.

Unit 3

In the next few units we are going to focus on police-based strategies. Starting with traditional police-based strategies in this unit!

- Identify traditional policing strategies and relevant terms.
- Evaluate the effectiveness of various traditional policing strategies.
- Identify and discuss what criminological theories align with traditional policing strategies.

Unit 4

In this unit we are going to start examining more recent policing strategies that we can consider proactive.

- Identify terms related to more modern policing strategies, such as proactive strategies.
- Classify strategies presented in this unit (proactive policing, disorder-reducing approaches, focused deterrence, etc.) based on effectiveness.
- Evaluate factors that affect the effectiveness of the strategies presented in this unit (proactive policing, disorder-reducing approaches, focused deterrence, etc.) .
- Assess the theoretical foundations for the strategies presented in this unit, such as those based on the broken windows theory.

# CURRICULUM CHANGE PROPOSAL
# GUIDELINES

A. **CURRICULUM CHANGE FORM:** Use this form for changes to a single program (degree, major, concentration, teaching specialization, minor, certificate), such as:

1. Adding existing or new course(s) to the program. If adding a brand-new course, submit a separate new course proposal form and attach to this proposal.
2. Deleting course(s) from the program. If deleting a course, submit a separate course deletion form and attach to proposal.
3. Changes in requirements for majors, minors, concentrations, certificates.
4. Adding a concentration and using existing courses
5. Changes to program credit hours.
6. Modifying a program description.
7. Other substantive curriculum changes.

B. **APPROVAL STEPS**
- College and/or Department
- Curriculum Committee
- Faculty Senate

C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.

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

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

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

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

# CURRICULUM CHANGE PROPOSAL

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

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

**REVISION** Revision #1

## SECTION 1: CONTACT INFORMATION

| | |
|---|---|
| Name: | Elizabeth Savage |
| Title: | Professor of English, Codirector of Women's & Gender Studies |
| E-mail Address: | esavage@fairmontstate.edu |
| Phone Number: | 304.367.4085 |

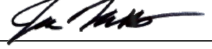
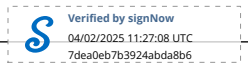
## SECTION 2: PROGRAM INFORMATION

| | |
|---|---|
| College: | College of Liberal Arts |
| Department: | Humanities |
| Title of Degree Program/Certificate: | English, Creative Writing and Writing for the Workplace Tracks |
| Degree Program Level: | Bachelor's Degree |
| Date Originally Submitted: | 1/31/2024 |
| Implementation Date Requested: | Fall 2025 |

## APPROVAL

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

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

| College | Dean's Signature |
|---|---|
| CoLA |  |
| |   |
| | |
| | |

## ADDITIONAL COMMENTS:

## SECTION 3: Curriculum Change Request

### A. PROPOSAL ABSTRACT.

| **Write a brief abstract, not exceeding 150 words, describing proposed changes.** |
|---|
| ENGL3322 is merely an addition to the Required electives for the English Programs. This course adds another option into the writing courses menu for Creative Writing, Literature, and Writing for the Workplace concentrations of the English major and the Creative Writing minor. |

### B. DESCRIPTION OF THE PROPOSAL

| | |
|---|---|
| 1. Full Program Name: | English |
| 2. Current number of credit hours required for the program: | 120 |
| 3. Is the program changing the number of credit hours required for the program? | Yes ☐ No ☒ |
| 4. How many credit hours will be added to the program? | None |
| 5. How many credit hours will be deleted from the program? | None |

| |
|---|
| 6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course. |
| English 3322: Art Writing<br>Proposed course that currently runs as a cross listed (ENGL/ART) 3399 |
| 7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course. |
| NA |
| 8. **Teach-out Arrangement**: If a required course will be deleted from the program, what is the arrangement for current students in the program to complete the required course? |
| NA |

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

| 1. Current Program Description |
| --- |
| The new elective will not change the program descriptions. |
| **2. Proposed Program Description** |
| |

## D. RATIONALE

| 1. **Description of the Rationale/Justification.** Describe the rationale for changing the program's curriculum. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change? |
| --- |
| Offering AW in this category will allow majors more options for meeting requirements and increase course rotation for efficient graduation. At the same time, the course will relieve pressure on the Journalism program to answer to the writing track needs while keeping journalism education pedagogically sound. |

## E. RESOURCES

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

## F. PROGRAM CHANGE SUMMARY

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

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

**APPENDIX A**
**B.A. Degree in English: Literature**
**Current Program**

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

## Degree Requirements

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

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

**Foundation Courses (6 Credit Hours)**

- 
- ENGL 2220 - World Literature I: Origins to 1650 **Credit Hours: 3**
- ENGL 2221 - World Literature II: 1650 to the Present **Credit Hours: 3**

**Major Courses (15 Credit Hours)**

- ENGL 2251 - Introduction to Literary Studies **Credit Hours: 3**
- ENGL 3301 - Theories of Language and their Application to English I **Credit Hours: 3**
- ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s **Credit Hours: 3**
- **OR**
- ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present **Credit Hours: 3**
- ENGL 3313 - Survey of British Literature I. **Credit Hours: 3**
- **OR**
- ENGL 3314 - Survey of British Literature II **Credit Hours: 3**
- ENGL 3374 - Shakespeare **Credit Hours: 3**

**Literature Concentration (15 Credit Hours)**

- **Select the courses from the list below not taken in the Major**
- ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s **Credit Hours: 3**
- **OR**
- ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present **Credit Hours: 3**
- 
- ENGL 3313 - Survey of British Literature I. **Credit Hours: 3**
- **OR**
- ENGL 3314 - Survey of British Literature II **Credit Hours: 3**
- 
- ENGL 3320 - Literary Criticism **Credit Hours: 3**
- ENGL 4400 - Senior Seminar **Credit Hours: 3**

**And One of the Following**

- ENGL 3332 - Narrative and Descriptive Writing **Credit Hours: 3**
- ENGL 3333 - Writing Non-Fiction **Credit Hours: 3**
- ENGL 3344 - Writing Poetry **Credit Hours: 3**
- ENGL 3345 - Writing Fiction **Credit Hours: 3**
- ENGL 3349 - Advanced Technical Communication **Credit Hours: 3**

**Concentration Electives (12 Credit Hours)**

**Select one course from each of the following categories for a total of 12 hours.**
**British Literature**

- ENGL 3370 - Literature of the Middle Ages **Credit Hours: 3**
- ENGL 3373 - Chaucer **Credit Hours: 3**
- ENGL 3375 - Later Renaissance British Literature **Credit Hours: 3**
- ENGL 3377 - Literature of the Enlightenment **Credit Hours: 3**
- ENGL 3378 - British Romanticism **Credit Hours: 3**
- ENGL 3379 - Literature of the Victorian Period **Credit Hours: 3**
- ENGL 3380 - Twentieth-Century British Literature **Credit Hours: 3**
- ENGL 3381 - The British Novel **Credit Hours: 3**

**American Literature**

- ENGL 3361 - American Romanticism **Credit Hours: 3**

- ENGL 3362 - American Realism and Naturalism Credit Hours: 3
- ENGL 3363 - The American Novel Credit Hours: 3
- ENGL 3365 - American Modernism Credit Hours: 3
- ENGL 3366 - Contemporary Literature Credit Hours: 3
- ENGL 3393 - Southern Literature Credit Hours: 3

**Study of Genre**

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- ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3
- ENGL 3382 - The World Novel Credit Hours: 3
- ENGL 3383 - Epic Tradition Credit Hours: 3
- ENGL 3390 - Modern Drama Credit Hours: 3
- ENGL 3391 - The Short Story Credit Hours: 3
- ENGL 3392 - Contemporary Poetry Credit Hours: 3
- ENGL 3394 - The Art of the Motion Picture Credit Hours: 3

**Studies in Literature and Culture**

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- ENGL 3302 - Theories of Language and their Application to English II Credit Hours: 3
- ENGL 3355 - Young Adult Literature Credit Hours: 3
- ENGL 3364 - Appalachian Literature Credit Hours: 3
- ENGL 3385 - The Arthurian Tradition Credit Hours: 3
- ENGL 3386 - The Bible as Literature Credit Hours: 3
- ENGL 3387 - Folk Literature Credit Hours: 3
- ENGL 3388 - Women's Literature Credit Hours: 3
- ENGL 3389 - Minority Literature Credit Hours: 3
- ENGL 3395 - Journeys in Comparative Mythology Credit Hours: 3
- ENGL 3396 - Literature and Film Credit Hours: 3

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | 25-31 |
| **Total Required Major Courses Credit Hours:** | **15** |
| **Total Required Concentration Credit Hours:** | **15** |
| **Total Elective Credit Hours (If applicable):** | **12** |
| **Minor Required** | **18-24** |
| **Total Free Electives Credit Hours:** | **23-29** |
| **TOTAL CREDIT HOURS** | **120** |

**B.A. Degree in English: Literature**

**Proposed Program**

## Degree Requirements

**Core Curriculum Courses**

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

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

**Foundation Courses (6 Credit Hours)**

- 
- ENGL 2220 - World Literature I: Origins to 1650 Credit Hours: 3
- ENGL 2221 - World Literature II: 1650 to the Present Credit Hours: 3

**Major Courses (15 Credit Hours)**

- ENGL 2251 - Introduction to Literary Studies Credit Hours: 3
- ENGL 3301 - Theories of Language and their Application to English I Credit Hours: 3
- ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s Credit Hours: 3
- OR
- ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present Credit Hours: 3
- ENGL 3313 - Survey of British Literature I. Credit Hours: 3
- OR
- ENGL 3314 - Survey of British Literature II Credit Hours: 3
- ENGL 3374 - Shakespeare Credit Hours: 3

**Literature Concentration (15 Credit Hours)**

- Select the courses from the list below not taken in the Major
- ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s Credit Hours: 3
- OR
- ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present Credit Hours: 3
- 
- ENGL 3313 - Survey of British Literature I. Credit Hours: 3
- OR
- ENGL 3314 - Survey of British Literature II Credit Hours: 3
- 
- ENGL 3320 - Literary Criticism Credit Hours: 3
- ENGL 4400 - Senior Seminar Credit Hours: 3

**And One of the Following**

- ENGL 3322-Art Writing Credit Hours: 3
- ENGL 3332 - Narrative and Descriptive Writing Credit Hours: 3
- ENGL 3333 - Writing Non-Fiction Credit Hours: 3
- ENGL 3344 - Writing Poetry Credit Hours: 3
- ENGL 3345 - Writing Fiction Credit Hours: 3
- ENGL 3349 - Advanced Technical Communication Credit Hours: 3

**Concentration Electives (12 Credit Hours)**

**Select one course from each of the following categories for a total of 12 hours.**
**British Literature**

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- ENGL 3373 - Chaucer Credit Hours: 3
- ENGL 3375 - Later Renaissance British Literature Credit Hours: 3
- ENGL 3377 - Literature of the Enlightenment Credit Hours: 3
- ENGL 3378 - British Romanticism Credit Hours: 3
- ENGL 3379 - Literature of the Victorian Period Credit Hours: 3
- ENGL 3380 - Twentieth-Century British Literature Credit Hours: 3
- ENGL 3381 - The British Novel Credit Hours: 3

**American Literature**

- ENGL 3361 - American Romanticism Credit Hours: 3
- ENGL 3362 - American Realism and Naturalism Credit Hours: 3
- ENGL 3363 - The American Novel Credit Hours: 3
- ENGL 3365 - American Modernism Credit Hours: 3
- ENGL 3366 - Contemporary Literature Credit Hours: 3
- ENGL 3393 - Southern Literature Credit Hours: 3

**Study of Genre**

- ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3
- ENGL 3382 - The World Novel Credit Hours: 3
- ENGL 3383 - Epic Tradition Credit Hours: 3
- ENGL 3390 - Modern Drama Credit Hours: 3
- ENGL 3391 - The Short Story Credit Hours: 3
- ENGL 3392 - Contemporary Poetry Credit Hours: 3
- ENGL 3394 - The Art of the Motion Picture Credit Hours: 3

**Studies in Literature and Culture**

- ENGL 3302 - Theories of Language and their Application to English II Credit Hours: 3
- ENGL 3355 - Young Adult Literature Credit Hours: 3
- ENGL 3364 - Appalachian Literature Credit Hours: 3
- ENGL 3385 - The Arthurian Tradition Credit Hours: 3
- ENGL 3386 - The Bible as Literature Credit Hours: 3
- ENGL 3387 - Folk Literature Credit Hours: 3
- ENGL 3388 - Women's Literature Credit Hours: 3
- ENGL 3389 - Minority Literature Credit Hours: 3
- ENGL 3395 - Journeys in Comparative Mythology Credit Hours: 3
- ENGL 3396 - Literature and Film Credit Hours: 3

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | **30-33** |
| **Total Required Major Courses Credit Hours:** | **15** |
| **Total Required Concentration Credit Hours:** | **15** |
| **Total Elective Credit Hours (If applicable):** | **12** |
| **Minor Required** | **18-24** |
| **Total Free Electives Credit Hours:** | **23-29** |
| **TOTAL CREDIT HOURS** | **120** |

**APPENDIX B**
**B.A. Degree in English: Creative Writing**
**Current Program**

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

## Degree Requirements

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

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

**Foundation Courses (6 Credit Hours)**

- ENGL 2220 - World Literature I: Origins to 1650 Credit Hours: 3
- ENGL 2221 - World Literature II: 1650 to the Present Credit Hours: 3
-

**Major Courses (15 Credit Hours)**

- ENGL 2251 - Introduction to Literary Studies Credit Hours: 3
- ENGL 3301 - Theories of Language and their Application to English I Credit Hours: 3
- ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s Credit Hours: 3
- OR
- ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present Credit Hours: 3
- ENGL 3313 - Survey of British Literature I. Credit Hours: 3
- OR
- ENGL 3314 - Survey of British Literature II Credit Hours: 3
- ENGL 3374 - Shakespeare Credit Hours: 3

**Creative Writing Concentration (18 Credit Hours)**

- ENGL 3332 - Narrative and Descriptive Writing Credit Hours: 3
- ENGL 3333 - Writing Non-Fiction Credit Hours: 3
- ENGL 3344 - Writing Poetry Credit Hours: 3
- ENGL 3345 - Writing Fiction Credit Hours: 3
- JOUR 3330 - Writing for Multimedia Credit Hours: 3
- OR
- JOUR 3350 - Participatory Journalism and Social Media Credit Hours: 3
- ENGL 4401 - Creative Writing Capstone Credit Hours: 3

**Creative Writing Electives (9 Credit Hours)**

**Select one course from each of the following categories.**
**American Literature**

- ENGL 3361 - American Romanticism Credit Hours: 3
- ENGL 3362 - American Realism and Naturalism Credit Hours: 3
- ENGL 3363 - The American Novel Credit Hours: 3
- ENGL 3365 - American Modernism Credit Hours: 3
- ENGL 3366 - Contemporary Literature Credit Hours: 3
- ENGL 3393 - Southern Literature Credit Hours: 3

**Study of Genre**

- ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3
- ENGL 3382 - The World Novel Credit Hours: 3
- ENGL 3383 - Epic Tradition Credit Hours: 3
- ENGL 3390 - Modern Drama Credit Hours: 3
- ENGL 3391 - The Short Story Credit Hours: 3
- ENGL 3392 - Contemporary Poetry Credit Hours: 3
- ENGL 3394 - The Art of the Motion Picture Credit Hours: 3

**Studies in Literature and Culture**

- ENGL 3302 - Theories of Language and their Application to English II Credit Hours: 3
- ENGL 3355 - Young Adult Literature Credit Hours: 3

- **ENGL 3364 - Appalachian Literature Credit Hours: 3**
- **ENGL 3385 - The Arthurian Tradition Credit Hours: 3**
- **ENGL 3386 - The Bible as Literature Credit Hours: 3**
- **ENGL 3387 - Folk Literature Credit Hours: 3**
- **ENGL 3388 - Women's Literature Credit Hours: 3**
- **ENGL 3389 - Minority Literature Credit Hours: 3**
- **ENGL 3395 - Journeys in Comparative Mythology Credit Hours: 3**
- **ENGL 3396 - Literature and Film Credit Hours: 3**

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | **30-33** |
| **Total Required Major Courses Credit Hours:** | **15** |
| **Total Required Concentration Credit Hours:** | **18** |
| **Total Elective Credit Hours (If applicable):** | **9** |
| **Minor Required** | **18-24** |
| **Total Free Electives Credit Hours:** | **21-30** |
| **TOTAL CREDIT HOURS** | **120** |

**B.A. Degree in English: Creative Writing**

**Proposed Program**

## Degree Requirements

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

**Foundation Courses (6 Credit Hours)**

- ENGL 2220 - World Literature I: Origins to 1650 Credit Hours: 3
- ENGL 2221 - World Literature II: 1650 to the Present Credit Hours: 3
-

**Major Courses (15 Credit Hours)**

- ENGL 2251 - Introduction to Literary Studies Credit Hours: 3
- ENGL 3301 - Theories of Language and their Application to English I Credit Hours: 3
- ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s Credit Hours: 3
- OR
- ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present Credit Hours: 3
- ENGL 3313 - Survey of British Literature I. Credit Hours: 3
- OR
- ENGL 3314 - Survey of British Literature II Credit Hours: 3
- ENGL 3374 - Shakespeare Credit Hours: 3

**Creative Writing Concentration**
**Select six courses from the following list (18 Credit Hours)**

- ENGL 3322-Art Writing Credit Hours: 3
- ENGL 3332 - Narrative and Descriptive Writing Credit Hours: 3
- ENGL 3333 - Writing Non-Fiction Credit Hours: 3
- ENGL 3344 - Writing Poetry Credit Hours: 3
- ENGL 3345 - Writing Fiction Credit Hours: 3
- JOUR 3330 - Writing for Multimedia Credit Hours: 3
- OR
- JOUR 3350 - Participatory Journalism and Social Media Credit Hours: 3
- ENGL 4401 - Creative Writing Capstone Credit Hours: 3

**Creative Writing Electives (9 Credit Hours)**

**Select one course from each of the following categories.**
**American Literature**

- ENGL 3361 - American Romanticism Credit Hours: 3
- ENGL 3362 - American Realism and Naturalism Credit Hours: 3
- ENGL 3363 - The American Novel Credit Hours: 3
- ENGL 3365 - American Modernism Credit Hours: 3
- ENGL 3366 - Contemporary Literature Credit Hours: 3
- ENGL 3393 - Southern Literature Credit Hours: 3

**Study of Genre**

- ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3
- ENGL 3382 - The World Novel Credit Hours: 3
- ENGL 3383 - Epic Tradition Credit Hours: 3
- ENGL 3390 - Modern Drama Credit Hours: 3
- ENGL 3391 - The Short Story Credit Hours: 3
- ENGL 3392 - Contemporary Poetry Credit Hours: 3
- ENGL 3394 - The Art of the Motion Picture Credit Hours: 3

**Studies in Literature and Culture**

- ENGL 3302 - Theories of Language and their Application to English II Credit Hours: 3
- ENGL 3355 - Young Adult Literature Credit Hours: 3
- ENGL 3364 - Appalachian Literature Credit Hours: 3
- ENGL 3385 - The Arthurian Tradition Credit Hours: 3
- ENGL 3386 - The Bible as Literature Credit Hours: 3
- ENGL 3387 - Folk Literature Credit Hours: 3
- ENGL 3388 - Women's Literature Credit Hours: 3
- ENGL 3389 - Minority Literature Credit Hours: 3
- ENGL 3395 - Journeys in Comparative Mythology Credit Hours: 3
- ENGL 3396 - Literature and Film Credit Hours: 3

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | **30-33** |
| **Total Required Major Courses Credit Hours:** | **15** |
| **Total Required Concentration Credit Hours:** | **18** |
| **Total Elective Credit Hours (If applicable):** | **9** |
| **Minor Required** | **18-24** |
| **Total Free Electives Credit Hours:** | **21-30** |
| **TOTAL CREDIT HOURS** | **120** |

**APPENDIX C**
**B.A. Degree in English: Writing for the Workplace**
**Current Program**

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

## Degree Requirements

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

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

**Foundation Courses (6 Credit Hours)**

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- ENGL 2220 - World Literature I: Origins to 1650 **Credit Hours: 3**
- ENGL 2221 - World Literature II: 1650 to the Present **Credit Hours: 3**

**Major Courses (15 Credit Hours)**

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- ENGL 2251 - Introduction to Literary Studies **Credit Hours: 3**
- ENGL 3301 - Theories of Language and their Application to English I **Credit Hours: 3**
- ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s **Credit Hours: 3**
- **OR**
- ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present **Credit Hours: 3**
- ENGL 3313 - Survey of British Literature I. **Credit Hours: 3**
- **OR**
- ENGL 3314 - Survey of British Literature II **Credit Hours: 3**
- ENGL 3374 - Shakespeare **Credit Hours: 3**

**Concentration Courses (15 Credit Hours)**

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- ENGL 1103 - Technical Report Writing **Credit Hours: 3**
- JOUR 2245 - Reporting and Multimedia News Writing **Credit Hours: 3**
- JOUR 3330 - Writing for Multimedia **Credit Hours: 3**
- ENGL 3333 - Writing Non-Fiction **Credit Hours: 3**
- ENGL 4491 - Writing Internship **Credit Hours: 3**
- **OR**
- JOUR 3343 - Journalism Internship **Credit Hours: 3**

**Concentration Electives (6 Credit Hours)**

**Choose two of following classes:**

- JOUR 2275 - Media Literacy **Credit Hours: 3**
- JOUR 3335 - Photojournalism and Digital Imaging **Credit Hours: 3**
- JOUR 3343 - Journalism Internship **Credit Hours: 3**
- JOUR 3350 - Participatory Journalism and Social Media **Credit Hours: 3**
- JOUR 3390 - Multimedia Ethics and Law **Credit Hours: 3**
- ENGL 3349 - Advanced Technical Communication **Credit Hours: 3**

**Choose one class from two different elective groups (6 hours)**

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**British Literature**

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- **ENGL 3370 - Literature of the Middle Ages Credit Hours: 3**
- **ENGL 3373 - Chaucer Credit Hours: 3**
- **ENGL 3375 - Later Renaissance British Literature Credit Hours: 3**
- **ENGL 3377 - Literature of the Enlightenment Credit Hours: 3**
- **ENGL 3378 - British Romanticism Credit Hours: 3**
- **ENGL 3379 - Literature of the Victorian Period Credit Hours: 3**
- **ENGL 3380 - Twentieth-Century British Literature Credit Hours: 3**
- **ENGL 3381 - The British Novel Credit Hours: 3**

**American Literature**

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- **ENGL 3361 - American Romanticism Credit Hours: 3**
- **ENGL 3362 - American Realism and Naturalism Credit Hours: 3**
- **ENGL 3363 - The American Novel Credit Hours: 3**
- **ENGL 3365 - American Modernism Credit Hours: 3**
- **ENGL 3366 - Contemporary Literature Credit Hours: 3**
- **ENGL 3393 - Southern Literature Credit Hours: 3**

**Study of Genre**

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- **ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3**
- **ENGL 3382 - The World Novel Credit Hours: 3**
- **ENGL 3383 - Epic Tradition Credit Hours: 3**
- **ENGL 3390 - Modern Drama Credit Hours: 3**
- **ENGL 3391 - The Short Story Credit Hours: 3**
- **ENGL 3392 - Contemporary Poetry Credit Hours: 3**
- **ENGL 3394 - The Art of the Motion Picture Credit Hours: 3**

**Studies in Literature and Culture**

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- ENGL 3302 - Theories of Language and their Application to English II **Credit Hours: 3**
- ENGL 3355 - Young Adult Literature **Credit Hours: 3**
- ENGL 3364 - Appalachian Literature **Credit Hours: 3**
- ENGL 3385 - The Arthurian Tradition **Credit Hours: 3**
- ENGL 3386 - The Bible as Literature **Credit Hours: 3**
- ENGL 3387 - Folk Literature **Credit Hours: 3**
- ENGL 3388 - Women's Literature **Credit Hours: 3**
- ENGL 3389 - Minority Literature **Credit Hours: 3**
- ENGL 3395 - Journeys in Comparative Mythology **Credit Hours: 3**
- ENGL 3396 - Literature and Film **Credit Hours: 3**

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | **30-33** |
| **Total Required Major Courses Credit Hours:** | **15** |
| **Total Required Concentration Credit Hours:** | **15** |
| **Total Elective Credit Hours (If applicable):** | **12** |
| **Minor Required** | **18-24** |
| **Total Free Electives Credit Hours:** | **21-30** |
| **TOTAL CREDIT HOURS** | **120** |

**B.A. Degree in English: Writing for the Workplace**

**Proposed Program**

## Degree Requirements

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

**Foundation Courses (6 Credit Hours)**

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- **ENGL 2220 - World Literature I: Origins to 1650 Credit Hours: 3**
- **ENGL 2221 - World Literature II: 1650 to the Present Credit Hours: 3**

**Major Courses (15 Credit Hours)**

---

- **ENGL 2251 - Introduction to Literary Studies Credit Hours: 3**
- **ENGL 3301 - Theories of Language and their Application to English I Credit Hours: 3**
- **ENGL 3303 - Survey of Amer Lit I: Beginnings to the 1850s Credit Hours: 3**
- **OR**
- **ENGL 3304 - Survey of Amer Lit II: The 1850s to the Present Credit Hours: 3**
- **ENGL 3313 - Survey of British Literature I. Credit Hours: 3**
- **OR**
- **ENGL 3314 - Survey of British Literature II Credit Hours: 3**
- **ENGL 3374 - Shakespeare Credit Hours: 3**

**Concentration Courses (15 Credit Hours)**

---

- **ENGL 1103 - Technical Report Writing Credit Hours: 3**
- **JOUR 2245 - Reporting and Multimedia News Writing Credit Hours: 3**
- **JOUR 3330 - Writing for Multimedia Credit Hours: 3**
- **ENGL 3333 - Writing Non-Fiction Credit Hours: 3**
- **ENGL 4491 - Writing Internship Credit Hours: 3**
- **OR**
- **JOUR 3343 - Journalism Internship Credit Hours: 3**

**Concentration Electives (6 Credit Hours)**

**Choose two of following classes:**

- **JOUR 2275 - Media Literacy Credit Hours: 3**
- **JOUR 3335 - Photojournalism and Digital Imaging Credit Hours: 3**
- **JOUR 3343 - Journalism Internship Credit Hours: 3**
- **JOUR 3350 - Participatory Journalism and Social Media Credit Hours: 3**
- **JOUR 3390 - Multimedia Ethics and Law Credit Hours: 3**
- **ENGL 3322-Art Writing Credit Hours: 3**

- ENGL 3349 - Advanced Technical Communication Credit Hours: 3

**Choose one class from two different elective groups (6 hours)**

---

**British Literature**

---

- ENGL 3370 - Literature of the Middle Ages Credit Hours: 3
- ENGL 3373 - Chaucer Credit Hours: 3
- ENGL 3375 - Later Renaissance British Literature Credit Hours: 3
- ENGL 3377 - Literature of the Enlightenment Credit Hours: 3
- ENGL 3378 - British Romanticism Credit Hours: 3
- ENGL 3379 - Literature of the Victorian Period Credit Hours: 3
- ENGL 3380 - Twentieth-Century British Literature Credit Hours: 3
- ENGL 3381 - The British Novel Credit Hours: 3

**American Literature**

---

- ENGL 3361 - American Romanticism Credit Hours: 3
- ENGL 3362 - American Realism and Naturalism Credit Hours: 3
- ENGL 3363 - The American Novel Credit Hours: 3
- ENGL 3365 - American Modernism Credit Hours: 3
- ENGL 3366 - Contemporary Literature Credit Hours: 3
- ENGL 3393 - Southern Literature Credit Hours: 3

**Study of Genre**

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- ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3
- ENGL 3382 - The World Novel Credit Hours: 3
- ENGL 3383 - Epic Tradition Credit Hours: 3
- ENGL 3390 - Modern Drama Credit Hours: 3
- ENGL 3391 - The Short Story Credit Hours: 3
- ENGL 3392 - Contemporary Poetry Credit Hours: 3
- ENGL 3394 - The Art of the Motion Picture Credit Hours: 3

**Studies in Literature and Culture**

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- ENGL 3302 - Theories of Language and their Application to English II Credit Hours: 3

- **ENGL 3355 - Young Adult Literature Credit Hours: 3**
- **ENGL 3364 - Appalachian Literature Credit Hours: 3**
- **ENGL 3385 - The Arthurian Tradition Credit Hours: 3**
- **ENGL 3386 - The Bible as Literature Credit Hours: 3**
- **ENGL 3387 - Folk Literature Credit Hours: 3**
- **ENGL 3388 - Women's Literature Credit Hours: 3**
- **ENGL 3389 - Minority Literature Credit Hours: 3**
- **ENGL 3395 - Journeys in Comparative Mythology Credit Hours: 3**
- **ENGL 3396 - Literature and Film Credit Hours: 3**

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | **30-33** |
| **Total Required Major Courses Credit Hours:** | **15** |
| **Total Required Concentration Credit Hours:** | **15** |
| **Total Elective Credit Hours (If applicable):** | **12** |
| **Minor Required** | **18-24** |
| **Total Free Electives Credit Hours:** | **21-30** |
| **TOTAL CREDIT HOURS** | **120** |

**APPENDIX D**
**Minor in Creative Writing**
**Current Program**

**Minor Courses (15 Credit Hours)**

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**Choose five courses from the following:**

- **ENGL 3332 - Narrative and Descriptive Writing Credit Hours: 3**
- **ENGL 3333 - Writing Non-Fiction Credit Hours: 3**
- **ENGL 3344 - Writing Poetry Credit Hours: 3**
- **ENGL 3345 - Writing Fiction Credit Hours: 3**
- **ENGL 4401 - Creative Writing Capstone Credit Hours: 3**
- **ENGL 4491 - Writing Internship Credit Hours: 3**
- **JOUR 3330 - Writing for Multimedia Credit Hours: 3**
- **JOUR 3350 - Participatory Journalism and Social Media Credit Hours: 3**

**Elective Groups (6 credit hours)**

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**Choose six hours from the following three elective groups:**
**Group One**

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- **ENGL 3301 - Theories of Language and their Application to English I Credit Hours: 3**
- **ENGL 3355 - Young Adult Literature Credit Hours: 3**

**Study of Genre**

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- **ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3**
- **ENGL 3382 - The World Novel Credit Hours: 3**
- **ENGL 3383 - Epic Tradition Credit Hours: 3**
- **ENGL 3390 - Modern Drama Credit Hours: 3**
- **ENGL 3391 - The Short Story Credit Hours: 3**
- **ENGL 3392 - Contemporary Poetry Credit Hours: 3**
- **ENGL 3394 - The Art of the Motion Picture Credit Hours: 3**

**Studies in Literature and Culture**

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- **ENGL 3364 - Appalachian Literature Credit Hours: 3**
- **ENGL 3385 - The Arthurian Tradition Credit Hours: 3**
- **ENGL 3386 - The Bible as Literature Credit Hours: 3**
- **ENGL 3387 - Folk Literature Credit Hours: 3**
- **ENGL 3388 - Women's Literature Credit Hours: 3**
- **ENGL 3389 - Minority Literature Credit Hours: 3**
- **ENGL 3395 - Journeys in Comparative Mythology Credit Hours: 3**
- **ENGL 3396 - Literature and Film Credit Hours: 3**

**Minor in Creative Writing**
**Proposed Program**

**Minor Courses (15 Credit Hours)**

---

**Choose five courses from the following:**

- **ENGL 3322-Art Writing Credit Hours: 3**
- **ENGL 3332 - Narrative and Descriptive Writing Credit Hours: 3**
- **ENGL 3333 - Writing Non-Fiction Credit Hours: 3**
- **ENGL 3344 - Writing Poetry Credit Hours: 3**
- **ENGL 3345 - Writing Fiction Credit Hours: 3**
- **ENGL 4401 - Creative Writing Capstone Credit Hours: 3**
- **ENGL 4491 - Writing Internship Credit Hours: 3**
- **JOUR 3330 - Writing for Multimedia Credit Hours: 3**
- **JOUR 3350 - Participatory Journalism and Social Media Credit Hours: 3**

**Elective Groups (6 credit hours)**

---

**Choose six hours from the following three elective groups:**
**Group One**

---

- **ENGL 3301 - Theories of Language and their Application to English I Credit Hours: 3**
- **ENGL 3355 - Young Adult Literature Credit Hours: 3**

**Study of Genre**

---

- **ENGL 3356 - Fantasy, Science Fiction, and Magical Realism Credit Hours: 3**
- **ENGL 3382 - The World Novel Credit Hours: 3**
- **ENGL 3383 - Epic Tradition Credit Hours: 3**
- **ENGL 3390 - Modern Drama Credit Hours: 3**
- **ENGL 3391 - The Short Story Credit Hours: 3**
- **ENGL 3392 - Contemporary Poetry Credit Hours: 3**
- **ENGL 3394 - The Art of the Motion Picture Credit Hours: 3**

**Studies in Literature and Culture**

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- **ENGL 3364 - Appalachian Literature Credit Hours: 3**
- **ENGL 3385 - The Arthurian Tradition Credit Hours: 3**
- **ENGL 3386 - The Bible as Literature Credit Hours: 3**
- **ENGL 3387 - Folk Literature Credit Hours: 3**
- **ENGL 3388 - Women's Literature Credit Hours: 3**
- **ENGL 3389 - Minority Literature Credit Hours: 3**
- **ENGL 3395 - Journeys in Comparative Mythology Credit Hours: 3**
- **ENGL 3396 - Literature and Film Credit Hours: 3**

# NEW COURSE PROPOSAL GUIDELINES

A. **NEW COURSE PROPOSAL FORM:** Use this for for establishing a new undergraduate or graduate course as a program requirement or elective. A course prefix number change or credit hour change will require a new course proposal.

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

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

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

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

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

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

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

# New Course Proposal

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

**COURSE PROPOSAL NUMBER**: ENGL 3322

**REVISION #1**

## SECTION 1: PROPOSAL INFORMATION

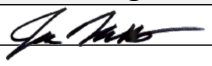
| | |
|---|---|
| Name: | Elizabeth Savage |
| Title: | Professor of English, Codirector of Women's & Gender Studies |
| E-mail Address: | esavage@fairmontstate.edu |
| Phone Number: | 304-367-4085/4717 |

| | |
|---|---|
| College: | College of Liberal Arts |
| Department: | English |
| Program Level: | Undergraduate |
| Date Originally Submitted: | 11/8/2022 |
| Implementation Date Requested: | Fall 2024 |

**APPROVAL**

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

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

| College | Dean's Signature |
|---|---|
| Liberal Arts |  |
| | |
| | |
| | |

**ADDITIONAL COMMENTS:**

# New Course Proposal

## SECTION 2: COURSE CATALOG INFORMATION

| | |
|---|---|
| 1. **Course Subject Prefix and number (e.g., ENGL 1101):** Course number/prefix combinations may be used only once, and may not be recycled; please check with the Registrar's Office to get a list of available, valid course numbers. | ENGL 3322 |
| 2. **Course Title:** The title of the course as it will appear in the course catalog. | Art Writing |
| 3. **Number of Credit Hours:** Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here. | 3 |
| 4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit. | NA |
| 5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses). | English 1102 |
| 6. **Course Co-requisites:** Include subject prefix and course number. | |
| 7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230) | ENGL 3322 |
| 8. **Course Restrictions** (e.g., Seniors only) | NA |
| 9. **Grade Type:** Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG). | A-F |
| 10. **Requirements:** Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s). | Elective for Creative Writing, Literature, & Writing for the Workplace majors and Creative Writing minor. |
| 11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer) | Fall, Spring, or Summer |
| 12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement? | Yes |
| 13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee. | No |

## SECTION 3: CURRICULUM-BASED RATIONALE

| What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point. |
|---|
| This course provides a new elective option to fulfill the hours in the writing courses category for Creative Writing, Literature, and Writing for the Workplace concentrations of the English major and Creative Writing minor. |

## SECTION 4: ATTACH THE FOLLOWING SYLLABUS COMPONENTS:

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

Drawing on keystone texts and contemporary award-winning art writing, the class exercises creative and classical approaches to writing about eclectic mediums across traditional, multimedia, and hybrid forms, from artist statements to exhibit reviews to grant proposals.

**Course Learning Outcomes:** These should be stated in terms of what new knowledge and/or skills students should be able to <u>demonstrate</u> upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with "Upon successful completion of this course, students should be able to…"

Art Writing Learning Outcomes: "Upon successful completion of this course, students should be able to…"
*Compose artist statements in both short and long forms
*Compose introductions to an exhibit catalog, exhibition, or oeuvre
*Compose grant and project proposals
*Compose short and long-form reviews of artworks in multiple mediums
*Combine writing with visual and haptic media for various purposes and audiences

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

Students will compose a wide range of writings and book formats in response to a range of assignments. Initially, work will receive ample written and oral feedback and receive a Credit/No Credit score. Each assignment receives substantial (typically 250+ words) instructor response, and students have the opportunity to revise with the instructor as many times as they wish before selecting work for the graded portfolio. At semester's end, students will revise and select representative samples to create a graded (A-F) portfolio and participate in class critique of the portfolio's presentation.

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

**Required Materials**

Please print, read, annotate, and carry to class all assigned texts. Please take notes on other assigned media, like podcasts, PowerPoints, websites, pecha kuchas, etc. Please turn in hard copies of your writing assignments and email them by attachment when possible for back-up and assessment purposes. Materials will be available in our Teams channel and in the Electronic Reserves.

## Short Writing Assignments (50 points each)

Manifesto or Art Theory (collaboration)
Diptych/s
Word Portraits
Self-Portrait as _____ [vignette, poem, short short, comic]
Artist Statement (your own)
Artist Statement (a third-person bio for someone else)
Ekphrastic essay [the relation between word and image]

## 2-4 page Critical Essays (100 points each)

Fine art work (individual or exhibit)
Silly object
Mobile art review
Landscape & Real Estate
Grant or Project Proposal (due with portfolio)

## Grades for Written Work

As you'll notice, writing assignments are sometimes due within a range of class periods rather than on a punctual date. This flexibility allows for maximal interaction and collaboration and recognizes that your writing and art projects will often be mutually constitutive. The 7 short writing assignments are worth 50 points each; the 5 longer assignments will be worth 100 each, for a total of 850 total points. All papers will be evaluated as C/NC. Your final portfolio will be a selection of your best work comprising 3 short assignments and 3 critical essays, one of which must be your project or grant proposal.

Calendar

August

12 Foundations: Benjamin, Berger, Byrne & Art Project TBA
19 The Manifesto: Dadaist, Feminist, Futurist, Surrealist. DALL*E discussion
Collaborative Manifesto
26 Manifesto Presentations

September

2 Portraits & Postcards: Stein's Portraits
9 Artist's Statements (see folder in Teams, Coan link, find models)
16 Ekphrastics
23 Illuminated Manuscripts & Broadsides
30 Fine Art Writing: Museum & exhibit catalogues, artist's oeuvre

October

7 **Silly Object I**: Ordinary objects and materials, such as dolls, t-shirts, balloon art, "world's biggest," or songs
Read excerpts from Green's *The Anthropocene Reviewed*
Repetition, if there is such a thing

14 **Silly Object II**: Emphasis on belittled art forms relegated to "folk" or "craft," such as silhouettes, decoupage, flip books, cross stitch, or commonplace books
21 Mobile Art
29 Landscape & Real Estate

November

4 Grant/Project Proposals
11 Portfolio Presentations
W 16th 3:30-5:30 Presentations & Critiques

Sample Assignment

## Ekphrastic Essay Assignment

Think of this short (2-4 pages) essay as the analytical version of a diptych. You can go about the assignment in one of two ways, but not both.

*Choose an ekphrastic poem or small text (you could actually use your own or another's diptych) and present a focused interpretation that is brief and grounded in specific evidence.

*Choose a visual image or object and write an analysis of its meaning. In this version, you would be writing critical prose about a visual image rather than critical prose about a creative written response to an image.

Whichever you choose, provide the image in some way—post it in Teams, print a copy, whatever, but it won't be part of the paper (unlike the diptych).

### Outline & Advice

I. Introduce the basics in the first sentence, so that by the end of that sentence, I know which option the paper responds to and the subject matter of the analysis. For example, "Dean Rader's 2012 poem 'Paul Klee's *Winter Journey* at the End of Summer' converts the painting into a narrative of grief."

II. Provide useful, specific information that leads to the thesis. End the introduction with the thesis; for example, "Rader's second-person address positions the reader as both

suffering and empathetic, filling the loss suggested by Klee's stark lines and flat surfaces."

III. Support and expand on the thesis in 2-3 body paragraphs.

End the paper with a paragraph that expands the context of the analysis. Do not end the paper with a recap of what you've already written or empty platitudes about how everyone should be treated equally or all humans suffer or we each have a special journey. Instead, answer (without writing it) the question "So What?"

## Please Use MLA Format

*Papers must be typed, double-spaced, and use reasonable fonts and margins.
*Each paper must have a title that contributes to the paper. The title cannot be the title of the text you are discussing or the name of the assignment. Capitalize the first letter of each important word of your title. DO NOT put your title in italics, bold, all caps, or underline it.

## Valuable Tips

*Do not use "you" anywhere in your paper unless you mean me, Elizabeth Savage.
*Be specific always.
*Don't use "this" unless a noun immediately follows it.
*Proofread! Grammar and punctuation count.
*The titles of books, TV programs, films, albums, etc. are italicized. Songs, episodes of programs, poems, comic strips, anything smallish or partial go in quotation marks.
*Follow MLA guidelines when quoting from a text.
*Commas and periods go inside quotation marks; semicolons and colons go outside them.

# CURRICULUM REVISION PROPOSAL
# GUIDELINES

A. **CURRICULUM CHANGE FORM:** Use this form for substantive changes to a single program (degree, major, concentration, teaching specialization, minor, certificate). Substantive changes include:

1. Adding existing or new course(s) to the program. If adding a brand-new course, complete a separate new course proposal form and attach to this proposal.
2. Changes in course requirements for majors, minors, concentrations, certificates.
3. Adding a concentration and using existing courses at Fairmont State.
4. Changes to program credit hours.
5. Other substantive curriculum changes.

B. **APPROVAL STEPS**
- College Dean
- Curriculum Committee
- Faculty Senate

C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.

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

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

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

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

FAIRMONT STATE UNIVERSITY™

# CURRICULUM CHANGE PROPOSAL

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

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

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

## SECTION 1: CONTACT INFORMATION

| | |
|---|---|
| Name: | Abby Chapman |
| Title: | Program Coordinator – Occupational Safety |
| E-mail Address: | abby.chapman@fairmontstate.edu |
| Phone Number: | 4633 |

## SECTION 2: PROGRAM INFORMATION

| | |
|---|---|
| College: | College of Science & Technology |
| Department: | Engineering Technology |
| Title of Degree Program/Certificate: | Occupational Safety |
| Degree Program Level: | Bachelor's Degree |
| Date Originally Submitted: | 12/2/2024 |
| Implementation Date Requested: | 8/1/2025 |

## APPROVAL

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

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

| College | Dean's Signature |
|---|---|
| | |
| | |
| | |
| | |

**ADDITIONAL COMMENTS:**

## SECTION 3: Curriculum Change Request

### A. PROPOSAL ABSTRACT.

| **Write a brief abstract, not exceeding 150 words, describing proposed changes.** |
|---|
| Updating math substitutions in the program. Proposed changes to the Bachelor's Degree in Occupational Safety aim to enhance curriculum relevance, streamline course progression, and better align with industry needs. The SFTY 4415 course (3 credit hours) will be divided into a 1-credit 1000-level course and a 2-credit 4000-level course. This adjustment creates an entry-level career preparation and exploration course tailored for internship-seeking and associate's degree graduates while retaining advanced career readiness content for seniors. Additionally, MANF 2250 will be replaced with a new 2000-level course under the SFTY designation, emphasizing Environmental, Health, and Safety (EHS) Management Systems and their integration with Total Quality Management principles. This shift enhances program focus on modern EHS strategies critical to professional success. These changes, vetted and approved by the program's Industrial Advisory Board across two meetings in 2023 and 2024, ensure the degree remains innovative, industry-aligned, and student-centered. |

### B. DESCRIPTION OF THE PROPOSAL

| | |
|---|---|
| 1. Full Program Name: | Occupational Safety |
| 2. Current number of credit hours required for the program: | 83 (less free electives) |
| 3. Is the program changing the number of credit hours required for the program? | Yes ☐ No ☒ |
| 4. How many credit hours will be added to the program? | 6 |
| 5. How many credit hours will be deleted from the program? | 6 |

| 6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course. |
|---|
| SFTY 1155. 2270 and 4455 |
| 7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course. |
| SFTY 4415 and MANF 2250 |

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

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

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

**1. Current Program Description**

**2. Proposed Program Description**

## D. RATIONALE

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

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

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

The proposed curriculum changes are informed by multiple assessment methods, including course assessment results, student feedback, and ongoing observations of program outcomes. A key driver is the need to streamline prerequisite requirements and address the increasing frequency of course substitution memos for students who take higher-level math and science courses than

currently required. This adjustment ensures a smoother academic progression and reduces administrative inefficiencies.

The addition of the two new courses stems from identified gaps in career readiness. Course assessments and student feedback highlighted deficiencies in resume and cover letter preparation, particularly for senior-level students and associate's degree graduates seeking internships or full-time positions. Splitting the SFTY 4415 course allows for the creation of a 1000-level career preparation and exploration course tailored to associate's degree students, while preserving advanced career development content at the 4000 level for seniors.

Replacing MANF 2250 with SFTY 2xxx addresses emerging trends in the discipline by emphasizing EHS Management Systems and their integration with Total Quality Management, aligning the program with industry needs. These changes are expected to enhance students' career readiness, improve their professional presentation, and better prepare them to meet industry expectations.

## E. RESOURCES

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

## F. PROGRAM CHANGE SUMMARY

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

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

**APPENDIX A**
**B.S. Degree in Occupational Safety**
**Current Program**

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

## Degree Requirements

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

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

| Required Major Courses – | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| SCIE 1100 | Human Biology | 4 |
| MATH 1410 | Applied Technical Math I | 4 |
| SFTY 1100 | Safety and Environ. Components of Industry | 3 |
| CHEM 1101 | General Chemistry | 4 |
| CHEM 1102 | General Chemistry II | 4 |
| MATH 1520 | Applied Technical Math II | 3 |
| SFTY 1150 | Safety Mgt. and Concepts in Accident Prevention | 3 |
| PHYS 1101 | Introduction to Physics I | 4 |
| SFTY 2250 | Safety Law and Compliance | 3 |
| SFTY 2291 | Environmental Engineering Tech: Haz Waste | 4 |
| BIOL 1180 | Human Anatomy and Physiology | 3 |
| BIOL 1181 | Human Anatomy and Physiology Lab | 1 |
| PHYS 1102 | Introduction to Physics II | 4 |
| SFTY 2290 | Industrial Hygiene and Toxicology | 4 |
| SFTY 2280 | Construction Safety and Law | 3 |
| SFTY 3300 | Industrial Hygiene Applications and Practices | 4 |
| SFTY 3355 | Air and Water Pollution | 3 |
| SFTY 3360 | Fire Prevention | 3 |
| MECH 1100 | Statics | 3 |
| MANF 2250 | Total Quality and SPC | 3 |
| SFTY 3310 | Ergonomics and Human Factors | 3 |
| MATH 1550 | Applied Statistics | 3 |
| SFTY 4400 | Safety Engineering Design | 3 |
| SFTY 4415 | Safety Internship | 3 |
| SFTY 4420 | System Safety and Management | 3 |
| SFTY 4480 | Application of Safety Strategies | 4 |
| BSBA 3306 | Business Law I | 3 |

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

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

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | **21-25** |
| **Total Required Major Courses Credit Hours:** | **88-90** |
| **Total Required Concentration Credit Hours:** | **No Change** |
| **Total Elective Credit Hours (If applicable):** | **No Change** |
| **Total Free Electives Credit Hours:** | **5-11** |
| **TOTAL CREDIT HOURS** | **120** |

**B.S. Degree in Occupational Safety**

**Proposed Program**

## Degree Requirements

| **Core Curriculum Courses**<br>If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. ⇓ | | |
|---|---|---|
| **Core Area** | **Course Prefix and Number** | **Credit Hours** |
| First Year Seminar | SOAR 1100, HONR 1100, BSBA 1100, NURS 1025, STEM 1100 | 1-3 |
| Written Communication | ENGL 1101, ENG 1102, ENG 1103 | 6-7 |
| Oral Communication | COMM 2200, COMM 2201, or COMM 2202 | 3 |
| Mathematics | MATH 1407, MATH 1507, MATH 1410, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501 | 3-4<br>X |
| Humanities | ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275 | 3 |
| Fine Arts | ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120 | 2-3 |
| Natural Science | BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200 | 4-5<br>X |
| Social Science | BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100 | 3 |
| Citizenship | HIST 1107, HIST 1108, POLI 1100, RECR 1141 | 3 |
| Personal Development | **Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220<br>**Fitness & Wellness**: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100<br>**Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101 | 2-3<br>X |

| Required Major Courses | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| SCIE 1100 | Human Biology | 4 |
| SFTY 1100 | Safety and Environ. Components of Industry | 3 |
| SFTY 1150 | Safety Mgt. and Concepts in Accident Prevention | 3 |
| SFTY 1155 | Career Foundations in Occupational Safety | 1 |
| SFTY 2250 | Safety Law and Compliance | 3 |
| SFTY 2291 | Environmental Engineering Tech: Haz Waste | 4 |
| BIOL 1180 | Human Anatomy and Physiology | 3 |
| BIOL 1181 | Human Anatomy and Physiology Lab | 1 |
| SFTY 2290 | Industrial Hygiene and Toxicology | 4 |
| SFTY 2280 | Construction Safety and Law | 3 |
| SFTY 3300 | Industrial Hygiene Applications and Practices | 4 |
| SFTY 3360 | Fire Prevention | 3 |
| MECH 1100 | Statics | 3 |
| SFTY 2270 | EHS Management Systems and Quality Integration | 3 |
| SFTY 3310 | Ergonomics and Human Factors | 3 |
| SFTY 3355 | Air and Water Pollution | 3 |
| MATH 1550 | Applied Statistics | 3 |
| SFTY 4400 | Safety Engineering Design | 3 |
| SFTY 4420 | System Safety and Management | 3 |
| SFTY 4455 | Safety Internship and Career Readiness | 2 |
| SFTY 4480 | Application of Safety Strategies | 4 |
| BSBA 3306 | Business Law I | 3 |
| MATH 1410 & MATH 1520 | Applied Tech Math I & II | 7 |
| OR | | |
| MATH 1430 OR MATH1530 AND Math 1540 | College Algebra OR Algebra w/support AND Trigonometry | 6-7 |
| | *Additional 1hr free elective will be needed to meet 120 | |
| | | |
| CHEM 1101 & CHEM 1102 | General Chemistry I and II | 8 |
| OR | | |
| CHEM 1105 & CHEM 2200 | Chemical Principles & Foundational Biochemistry | 9 |
| | *Subtract 1 hr of technical electives to meet 120 hrs. | |
| | | |
| PHYS 1101 & PHYS 1102 | Introduction to Physics I & II | 8 |
| OR | | |
| PHYS 1001 and PHYS 1002 | General Physics I & II | 8 |
| | | |

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

| **Concentration Courses (XX Credit Hours) – IF APPLICABLE** |
|---|

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

| | |
|---|---|
| **Total Core Curriculum Credit Hours** | **21-25** |
| **Total Required Major Courses Credit Hours** | **88-90** |
| **Total Required Concentration Credit Hours (if applicable)** | **No Change** |
| **Total Elective Credit Hours (if applicable)** | **No Change** |
| **Total Free Electives Credit Hours (if applicable)** | **5-11** |
| **TOTAL CREDIT HOURS** | **120** |

# NEW COURSE PROPOSAL GUIDELINES

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

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

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

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

E. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month.

F. **2nd TUESDAY OF THE MONTH.** Proposals submitted to the Provost's Office/ on or before the second Tuesday of the month will be on that month's agenda. The last possible date to submit a new course proposal for the academic year is the 2nd Tuesday in January.

# New Course Proposal

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

**COURSE PROPOSAL NUMBER**:

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

## SECTION 1: PROPOSAL INFORMATION

| | |
|---|---|
| Name: | Abby Chapman |
| Title: | Program Coordinator - Occupational Safety |
| E-mail Address: | abby.chapman@fairmontstate.edu |
| Phone Number: | 4633 |

| | |
|---|---|
| College: | College of Science and Technology |
| Department: | Engineering Technology |
| Program Level: | Undergraduate |
| Date Originally Submitted: | 12-2-2024 |
| Implementation Date Requested: | 8-1-2025 |

**APPROVAL**

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

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

| College | Dean's Signature |
|---|---|
| Science & Technology | Deb Hember |
| | |
| | |
| | |

**ADDITIONAL COMMENTS:**

# New Course Proposal

## SECTION 2: COURSE CATALOG INFORMATION

| | |
|---|---|
| 1. **Course Subject Prefix and number (e.g., ENGL 1101):** Course number/prefix combinations may be used only once, and may not be recycled; please check with the Registrar's Office to get a list of available, valid course numbers. | SFTY1155 |
| 2. **Course Title:** The title of the course as it will appear in the course catalog. | Career Foundations in Occupational Safety |
| 3. **Number of Credit Hours:** Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here. | 1 |
| 4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit. | 0 |
| 5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses). | N/A |
| 6. **Course Co-requisites:** Include subject prefix and course number. | N/A |
| 7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230) | N/A |
| 8. **Course Restrictions** (e.g., Seniors only) | N/A |
| 9. **Grade Type:** Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG). | A-F |
| 10. **Requirements:** Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s). | Required - Major Requirement |
| 11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer) | Fall Only |
| 12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement? | N/A |
| 13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee. | N/A |

## SECTION 3: CURRICULUM-BASED RATIONALE

| What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point. |
| --- |
| he creation of the SFTY 1*** course responds directly to a critical gap in the current curriculum identified through course assessments, student feedback, and observation of student performance. Associate¡fls degree graduates and internship-seeking students have consistently demonstrated a lack of readiness in career preparation fundamentals, such as crafting effective resumes and cover letters, understanding internship search strategies, and preparing for interviews. These skills are essential for successfully entering the workforce or securing internships, yet they are not adequately addressed in the current course structure.<br><br>The new SFTY 1*** course will provide foundational career preparation and exploration targeted at early-stage students, particularly those pursuing associate¡fls degrees. |

## SECTION 4: COURSE SYLLABUS

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

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

**Course Learning Outcomes:** These should be stated in terms of what new knowledge and/or skills students should be able to <u>demonstrate</u> upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with “Upon successful completion of this course, students should be able to…”

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

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

# NEW COURSE PROPOSAL GUIDELINES

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

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

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

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

E. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month.

F. **2nd TUESDAY OF THE MONTH.** Proposals submitted to the Provost's Office/ on or before the second Tuesday of the month will be on that month's agenda. The last possible date to submit a new course proposal for the academic year is the 2nd Tuesday in January.

# New Course Proposal

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

**COURSE PROPOSAL NUMBER**:

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

## SECTION 1: PROPOSAL INFORMATION

| | |
|---|---|
| Name: | Abby Chapman |
| Title: | Program Coordinator - Occupational Safety |
| E-mail Address: | abby.chapman@fairmontstate.edu |
| Phone Number: | 4633 |

| | |
|---|---|
| College: | College of Science and Technology |
| Department: | Engineering Technology |
| Program Level: | Undergraduate |
| Date Originally Submitted: | 12-2-2024 |
| Implementation Date Requested: | 8-1-2025 |

**APPROVAL**

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

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

| College | Dean's Signature |
|---|---|
| Science 7 Technology | Deb Hember |
| | |
| | |
| | |

**ADDITIONAL COMMENTS:**

# New Course Proposal

## SECTION 2: COURSE CATALOG INFORMATION

| | |
|---|---|
| 1. **Course Subject Prefix and number (e.g., ENGL 1101):** Course number/prefix combinations may be used only once, and may not be recycled; please check with the Registrar's Office to get a list of available, valid course numbers. | SFTY 4000 |
| 2. **Course Title:** The title of the course as it will appear in the course catalog. | Safety Internship and Career Readiness |
| 3. **Number of Credit Hours:** Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here. | 2 |
| 4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit. | 0 |
| 5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses). | SFTY 1155 and SFTY 2290 |
| 6. **Course Co-requisites:** Include subject prefix and course number. | N/A |
| 7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230) | N/A |
| 8. **Course Restrictions** (e.g., Seniors only) | N/A |
| 9. **Grade Type:** Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG). | A-F |
| 10. **Requirements:** Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s). | Required - Major Requirement |
| 11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer) | Fall Only |
| 12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement? | N/A |
| 13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee. | N/A |

## SECTION 3: CURRICULUM-BASED RATIONALE

| What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point. |
| --- |
| The new SFTY 1*** course will provide foundational career preparation and exploration targeted at early-stage students, particularly those pursuing associate¡fls degrees. By introducing these skills earlier in the program, students will have a stronger foundation to navigate internship opportunities, effectively present themselves to employers, and set clear career goals.<br>Additionally, this course supports the broader objective of splitting the existing SFTY 4415 course into two levels, allowing advanced career readiness content to be preserved at the 4000 level for senior students. This tiered approach ensures that students receive career development instruction at appropriate stages of their academic and professional journeys, enhancing their overall employability and aligning with program goals for workforce preparation. |

## SECTION 4: COURSE SYLLABUS

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

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

**Course Learning Outcomes:** These should be stated in terms of what new knowledge and/or skills students should be able to <u>demonstrate</u> upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with “Upon successful completion of this course, students should be able to…”

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

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

# NEW COURSE PROPOSAL GUIDELINES

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

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

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

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

E. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month.

F. **2nd TUESDAY OF THE MONTH.** Proposals submitted to the Provost's Office/ on or before the second Tuesday of the month will be on that month's agenda. The last possible date to submit a new course proposal for the academic year is the 2nd Tuesday in January.

# New Course Proposal

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

**COURSE PROPOSAL NUMBER**:

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

## SECTION 1: PROPOSAL INFORMATION

| | |
|---|---|
| Name: | Abby Chapman |
| Title: | Program Coordinator - Occupational Safety |
| E-mail Address: | abby.chapman@fairmontstate.edu |
| Phone Number: | 4633 |

| | |
|---|---|
| College: | College of Science and Technology |
| Department: | Engineering Technology |
| Program Level: | Undergraduate |
| Date Originally Submitted: | 12-2-2024 |
| Implementation Date Requested: | 8-1-2025 |

## APPROVAL

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

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

| College | Dean's Signature |
|---|---|
| Science & Tecnology | Deb Hewlett<br>Verified by signNow<br>03/28/2025 16:25:10 UTC<br>153a765d006e48898565 |
| | |
| | |
| | |

## ADDITIONAL COMMENTS:

# New Course Proposal

## SECTION 2: COURSE CATALOG INFORMATION

| | |
|---|---|
| 1. **Course Subject Prefix and number (e.g., ENGL 1101):** Course number/prefix combinations may be used only once, and may not be recycled; please check with the Registrar's Office to get a list of available, valid course numbers. | SFTY 2270 |
| 2. **Course Title:** The title of the course as it will appear in the course catalog. | EHS Management Systems and Quality Integration |
| 3. **Number of Credit Hours:** Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here. | 3 |
| 4. **Repeatability (number of repeat credit hours):** Students can repeat the course for credit. | 0 |
| 5. **Course Prerequisites:** Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses). | SFTY 1150 |
| 6. **Course Co-requisites:** Include subject prefix and course number. | N/A |
| 7. **Course Cross-listings** (e.g., PSYC 2230 and SOCY 2230) | N/A |
| 8. **Course Restrictions** (e.g., Seniors only) | N/A |
| 9. **Grade Type:** Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG). | A-F |
| 10. **Requirements:** Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s). | Required - Major Requirement |
| 11. **Course Terms:** In what semester(s) will the course be offered? (e.g., Fall only, Summer) | Spring Only |
| 12. **Writing Intensive:** Does this course fulfill the Writing Intensive major requirement? | N/A |
| 13. **Core Curriculum:** Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee. | N/A |

## SECTION 3: CURRICULUM-BASED RATIONALE

| What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point. |
| --- |
| Replacing MANF 2250 with SFTY 2270 addresses emerging trends in the discipline by emphasizing EHS Management Systems and their integration with Total Quality Management, aligning the program with industry needs. These changes are expected to enhance students' career readiness, improve their professional presentation, and better prepare them to meet industry expectations. |

## SECTION 4: COURSE SYLLABUS

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

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

**Course Learning Outcomes:** These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with “Upon successful completion of this course, students should be able to…”

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

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

# CURRICULUM REVISION PROPOSAL
# GUIDELINES

A. **CURRICULUM CHANGE FORM:** Use this form for substantive changes to a single program (degree, major, concentration, teaching specialization, minor, certificate). Substantive changes include:

1. Adding existing or new course(s) to the program. If adding a brand-new course, complete a separate new course proposal form and attach to this proposal.
2. Changes in course requirements for majors, minors, concentrations, certificates.
3. Adding a concentration and using existing courses at Fairmont State.
4. Changes to program credit hours.
5. Other substantive curriculum changes.

B. **APPROVAL STEPS**
- College Dean
- Curriculum Committee
- Faculty Senate

C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.

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

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

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

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

FAIRMONT STATE UNIVERSITY™

# CURRICULUM CHANGE PROPOSAL

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

**PROPOSAL NUMBER**: 24-25-19

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

## SECTION 1: CONTACT INFORMATION

| | |
|---|---|
| Name: | Tabitha Lafferre |
| Title: | Program Coordinator – CET |
| E-mail Address: | tabitha.lafferre@fairmontstate.edu |
| Phone Number: | (304) 367-4631 |

## SECTION 2: PROGRAM INFORMATION

| | |
|---|---|
| College: | College of Science & Technology |
| Department: | Engineering Technology |
| Title of Degree Program/Certificate: | Civil Engineering Technology |
| Degree Program Level: | Bachelor's Degree |
| Date Originally Submitted: | 12/2/2024 |
| Implementation Date Requested: | 8/1/2025 |

## APPROVAL

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

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

| College | Dean's Signature |
|---|---|
| Science & Technology | Deb Hember |
| | |
| | |
| | |

## ADDITIONAL COMMENTS:

## SECTION 3: Curriculum Change Request

### A. PROPOSAL ABSTRACT.

| **Write a brief abstract, not exceeding 150 words, describing proposed changes.** |
|---|
| Updating math and science substitutions in the program. |

### B. DESCRIPTION OF THE PROPOSAL

| | |
|---|---|
| 1. Full Program Name: | Civil Engineering Technology |
| 2. Current number of credit hours required for the program: | 90 |
| 3. Is the program changing the number of credit hours required for the program? | Yes ☒ No ☐ |
| 4. How many credit hours will be added to the program? | 0-1 |
| 5. How many credit hours will be deleted from the program? | 0-1 |

| 6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course. |
|---|
| N/A |
| 7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course. |
| N/A |
| 8. **Teach-out Arrangement**: If a required course will be deleted from the program, how will you accommodate current students in the program to complete the required course? |
| ☐ Courses will continue of be offered for students to complete program under previous catalog. (Typical)<br>☐ Students must transition to new catalog and meet all requirements. (Student advising required)<br>☐ Students in old catalog will take new or existing courses as outlined below. (Student advising required)<br>☐ Department will petition course changes for each student. (Not recommended) |

☒ Change is only editorial and will not impact student progress.

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

| 1. Current Program Description |
| --- |
| |
| **2. Proposed Program Description** |
| |

## D. RATIONALE

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

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

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

Changes will reduce the number of course substitution memos required for the mathematics and science courses.

## E. RESOURCES

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

## F. PROGRAM CHANGE SUMMARY

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

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

**APPENDIX A**
**B.S. Degree in Civil Engineering Technology**
**Current Program**

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

## Degree Requirements

| **Core Curriculum Courses**<br>If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. ⇓ | | |
|---|---|---|
| **Core Area** | **Course Prefix and Number** | **Credit Hours** |
| First Year Seminar | BSBA 1100, HONR 1100, NURS 1025, SOAR 1100, STEM 1100 | 1-3 |
| Written Communication | ENGL 1101, ENG 1102, ENG 1103 | 6-7 |
| Oral Communication | COMM 2200, COMM 2201, or COMM 2202 | 3 |
| Mathematics | MATH 1407, MATH 1410, MATH 1430, MATH 1507, MATH 1520, MATH 1530, MATH 1540, MATH 2501 | 3-4<br>X |
| Humanities | ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275 | 3 |
| Fine Arts | ART 1120, ART 1141, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, THEA 1120 | 2-3 |
| Natural Science | BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, FORS 2201, GEOL 1101, GEOL 1102, PHYS 1001, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200 | 4-5<br>X |
| Social Science | BSBA 2200, BSBA 2211, CHEP 2210, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100 | 3 |
| Citizenship | HIST 1107, HIST 1108, POLI 1100, RECR 1141 | 3 |
| Personal Development | **Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220<br>**Fitness & Wellness**: CRIM 2212, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100<br>**Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101 | 2-3<br>X |

| Required Major Courses – | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| CIVL 2200 | Introduction to Surveying | 3 |
| CIVL 2210 | Light Construction | 3 |
| CIVL 2220 | Construction Materials and Methods | 4 |
| CIVL 2230 | Construction Estimating | 3 |
| CIVL 2240 | Construction, Land and Route Surveying | 3 |
| CIVL 2275 | Civil Engineering Graphics | 3 |
| CIVL 2280 | Environmental Engineering Technology I | 3 |
| CIVL 2290 | Introduction to Structures | 3 |
| CIVL 3305 | Hydraulics and Hydrology | 3 |
| CIVL 3340 | Introduction to Soil Mechanics | 4 |
| CIVL 4400 | Highway Design and Transportation | 3 |
| CIVL 4410 | Advanced Structural Analysis | 3 |
| CIVL 4420 | Construction Planning and Administration | 3 |
| CIVL 4440 | Structural Design | 3 |
| CIVL 4460 | Environmental Engineering Technology II | 3 |
| CIVL 4470 | Advanced Soil Mechanics and Foundation Design | 4 |
| CIVL 4480 | Civil Engineering Project & Applications | 3 |
| MECH 1100 | Statics | 3 |
| MECH 2200 | Strength of Materials | 4 |
| MECH 3320 | Dynamics | 3 |
| TECH 1108 | Engineering Graphics I | 3 |
| | | |
| MATH 1410 | Applied Technical Mathematics I-Enhanced | 4 |
| MATH 1520 | Applied Technical Mathematics II | 3 |
| | | |
| TECH 2290 | Engineering Analysis I | 4 |
| TECH 3300 | Engineering Analysis II | 4 |
| | | |
| CHEM 1101 | General Chemistry I | 4 |
| CHEM 1102 | General Chemistry II | 4 |
| | | |
| | | |
| | | |
| | TOTAL | 90 |

| **Major Elective Courses (0 Credit Hours) – IF APPLICABLE**<br>[Electives are selected from a specific major or program] | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| | | |

**Concentration Courses (0 Credit Hours) – IF APPLICABLE**

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

| Course Prefix & Number | Course Name | Credit Hours |
|---|---|---|
| | | |

| | |
|---|---|
| **Total Core Curriculum Credit Hours:** | **22** |
| **Total Required Major Courses Credit Hours:** | **90** |
| **Total Required Concentration Credit Hours:** | **0** |
| **Total Elective Credit Hours (If applicable):** | **0** |
| **Total Free Electives Credit Hours:** | **8** |
| **TOTAL CREDIT HOURS** | **120** |

**B.S. Degree in Civil Engineering Technology**

**Proposed Program**

## Degree Requirements

| **Core Curriculum Courses**<br>If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. ⇓ | | |
|---|---|---|
| **Core Area** | **Course Prefix and Number** | **Credit Hours** |
| First Year Seminar | BSBA 1100, HONR 1100, NURS 1025, SOAR 1100, STEM 1100 | 1-3 |
| Written Communication | ENGL 1101, ENG 1102, ENG 1103 | 6-7 |
| Oral Communication | COMM 2200, COMM 2201, or COMM 2202 | 3 |
| Mathematics | MATH 1407, MATH 1410, MATH 1430, MATH 1507, MATH 1520, MATH 1530, MATH 1540, MATH 2501 | 3-4<br>X |
| Humanities | ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275 | 3 |
| Fine Arts | ART 1120, ART 1141, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, THEA 1120 | 2-3 |
| Natural Science | BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, FORS 2201, GEOL 1101, GEOL 1102, PHYS 1001, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200 | 4-5<br>X |
| Social Science | BSBA 2200, BSBA 2211, CHEP 2210, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100 | 3 |
| Citizenship | HIST 1107, HIST 1108, POLI 1100, RECR 1141 | 3 |
| Personal Development | **Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220<br>**Fitness & Wellness**: CRIM 2212, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100<br>**Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101 | 2-3<br>X |

| Required Major Courses Mathematics and Science Update Only | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| CIVL 2200 | Introduction to Surveying | 3 |
| CIVL 2210 | Light Construction | 3 |
| CIVL 2220 | Construction Materials and Methods | 4 |
| CIVL 2230 | Construction Estimating | 3 |
| CIVL 2240 | Construction, Land and Route Surveying | 3 |
| CIVL 2275 | Civil Engineering Graphics | 3 |
| CIVL 2280 | Environmental Engineering Technology I | 3 |
| CIVL 2290 | Introduction to Structures | 3 |
| CIVL 3305 | Hydraulics and Hydrology | 3 |
| CIVL 3340 | Introduction to Soil Mechanics | 4 |
| CIVL 4400 | Highway Design and Transportation | 3 |
| CIVL 4410 | Advanced Structural Analysis | 3 |
| CIVL 4420 | Construction Planning and Administration | 3 |
| CIVL 4440 | Structural Design | 3 |
| CIVL 4460 | Environmental Engineering Technology II | 3 |
| CIVL 4470 | Advanced Soil Mechanics and Foundation Design | 4 |
| CIVL 4480 | Civil Engineering Project & Applications | 3 |
| MECH 1100 | Statics | 3 |
| MECH 2200 | Strength of Materials | 4 |
| MECH 3320 | Dynamics | 3 |
| TECH 1108 | Engineering Graphics I | 3 |
| | **Civil Sub-total** | **67** |
| | | |
| MATH 1410 and MATH 1520 | Applied Technical Mathematics I-Enhanced and Applied Technical Mathematics II | 7 |
| or | or | or |
| MATH 1430 or MATH 1530 | College Algebra with Support or College Algebra | 3-4 |
| and | and | and |
| MATH 1540 | Trigonometry | 3 |
| | | |
| TECH 2290 and TECH 3300 | Engineering Analysis I and Engineering Analysis II | 8 |
| or | or | or |
| MATH 2501 | Calculus I | 4 |
| and | and | and |
| MATH 2502 or TECH 3300 | Calculus II or Engineering Analysis II | 4 |
| | | |
| CHEM 1101 and CHEM 1102 | General Chemistry I and General Chemistry II | 8 |
| or | or | or |
| CHEM 1105 and CHEM 2200 | Chemical Principles and Foundational Biochemistry | 9 |
| | **Mathematics and Science Sub-total** | **22-24** |
| | **Major Total** | **89-91** |
| ***No other changes to the curriculum other than acceptable math and science substitutions*** | | |

| **Major Elective Courses (0 Credit Hours) – IF APPLICABLE**<br>[Electives are selected from a specific major or program] | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| | | |

| **Concentration Courses (0 Credit Hours) – IF APPLICABLE**<br>[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit. | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| | | |

| | |
|---|---|
| **Total Core Curriculum Credit Hours** | **21-25** |
| **Total Required Major Courses Credit Hours** | **89-91** |
| **Total Required Concentration Credit Hours (if applicable)** | **0** |
| **Total Elective Credit Hours (if applicable)** | **0** |
| **Total Free Electives Credit Hours (if applicable)** | **4-10** |
| **TOTAL CREDIT HOURS** | **120** |

# CURRICULUM REVISION PROPOSAL
# GUIDELINES

A. **CURRICULUM CHANGE FORM:** Use this form for substantive changes to a single program (degree, major, concentration, teaching specialization, minor, certificate). Substantive changes include:

1. Adding existing or new course(s) to the program. If adding a brand-new course, complete a separate new course proposal form and attach to this proposal.
2. Changes in course requirements for majors, minors, concentrations, certificates.
3. Adding a concentration and using existing courses at Fairmont State.
4. Changes to program credit hours.
5. Other substantive curriculum changes.

B. **APPROVAL STEPS**
- College Dean
- Curriculum Committee
- Faculty Senate

C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.

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

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

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

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

FAIRMONT STATE UNIVERSITY™

# CURRICULUM CHANGE PROPOSAL

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

**PROPOSAL NUMBER**: 24-25-20

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

## SECTION 1: CONTACT INFORMATION

| | |
|---|---|
| Name: | Kaden Statler |
| Title: | Program Coordinator – SGET |
| E-mail Address: | Kaden.statler@fairmontstate.edu |
| Phone Number: | (304) 368-7114 |

## SECTION 2: PROGRAM INFORMATION

| | |
|---|---|
| College: | College of Science & Technology |
| Department: | Engineering Technology |
| Title of Degree Program/Certificate: | Surveying & Geomatics Engineering Technology |
| Degree Program Level: | Bachelor's Degree |
| Date Originally Submitted: | 12/2/2024 |
| Implementation Date Requested: | 8/1/2025 |

## APPROVAL

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

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

| College | Dean's Signature |
|---|---|
| Science & Technology | Deb Hemler |
| | |
| | |
| | |

## ADDITIONAL COMMENTS:

## SECTION 3: Curriculum Change Request

### A. PROPOSAL ABSTRACT.

| **Write a brief abstract, not exceeding 150 words, describing proposed changes.** |
|---|
| Updating math and science substitutions in the program. |

### B. DESCRIPTION OF THE PROPOSAL

| | |
|---|---|
| 1. Full Program Name: | Surveying & Geomatics Engineering Technology |
| 2. Current number of credit hours required for the program: | 90 |
| 3. Is the program changing the number of credit hours required for the program? | Yes ☒ No ☐ |
| 4. How many credit hours will be added to the program? | 0-2 |
| 5. How many credit hours will be deleted from the program? | 0-1 |

| 6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course. |
|---|
| N/A |
| 7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course. |
| N/A |
| 8. **Teach-out Arrangement**: If a required course will be deleted from the program, how will you accommodate current students in the program to complete the required course? |
| ☐ Courses will continue of be offered for students to complete program under previous catalog. (Typical)<br>☐ Students must transition to new catalog and meet all requirements. (Student advising required)<br>☐ Students in old catalog will take new or existing courses as outlined below. (Student advising required)<br>☐ Department will petition course changes for each student. (Not recommended) |

☒ Change is only editorial and will not impact student progress.

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

| **1. Current Program Description** |
|---|
| |
| **2. Proposed Program Description** |
| |

## D. RATIONALE

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

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

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

Changes will reduce the number of course substitution memos required for students who take higher-level math courses.

## E. RESOURCES

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

## F. PROGRAM CHANGE SUMMARY

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

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

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

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

## Degree Requirements

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

| Core Area | Course Prefix and Number | Credit Hours |
|---|---|---|
| First Year Seminar | BSBA 1100, HONR 1100, NURS 1025, SOAR 1100, STEM 1100 | 1-3 |
| Written Communication | ENGL 1101, ENG 1102, ENG 1103 | 6-7 |
| Oral Communication | COMM 2200, COMM 2201, or COMM 2202 | 3 |
| Mathematics | MATH 1407, MATH 1410, MATH 1430, MATH 1507, MATH 1520, MATH 1530, MATH 1540, MATH 2501 | 3-4<br>X |
| Humanities | ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275 | 3 |
| Fine Arts | ART 1120, ART 1141, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, THEA 1120 | 2-3 |
| Natural Science | BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, FORS 2201, GEOL 1101, GEOL 1102, PHYS 1001, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200 | 4-5<br>X |
| Social Science | BSBA 2200, BSBA 2211, CHEP 2210, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100 | 3<br>X |
| Citizenship | HIST 1107, HIST 1108, POLI 1100, RECR 1141 | 3 |
| Personal Development | **Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220<br>**Fitness & Wellness**: CRIM 2212, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100<br>**Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101 | 2-3<br>X |

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

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

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

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

**B.S. Degree in Surveying& Geomatics Engineering Technology**

**Proposed Program**

## Degree Requirements

| **Core Curriculum Courses**<br>If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. ⇓ | | |
|---|---|---|
| **Core Area** | **Course Prefix and Number** | **Credit Hours** |
| First Year Seminar | BSBA 1100, HONR 1100, NURS 1025, SOAR 1100, STEM 1100 | 1-3 |
| Written Communication | ENGL 1101, ENG 1102, ENG 1103 | 6-7 |
| Oral Communication | COMM 2200, COMM 2201, or COMM 2202 | 3 |
| Mathematics | MATH 1407, MATH 1410, MATH 1430, MATH 1507, MATH 1520, MATH 1530, MATH 1540, MATH 2501 | 3-4<br>X |
| Humanities | ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275 | 3 |
| Fine Arts | ART 1120, ART 1141, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, THEA 1120 | 2-3 |
| Natural Science | BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, FORS 2201, GEOL 1101, GEOL 1102, PHYS 1001, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105, SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200 | 4-5<br>X |
| Social Science | BSBA 2200, BSBA 2211, CHEP 2210, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100 | 3<br>X |
| Citizenship | HIST 1107, HIST 1108, POLI 1100, RECR 1141 | 3 |
| Personal Development | **Global Awareness:** FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220<br>**Fitness & Wellness**: CRIM 2212, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100<br>**Technology**: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101 | 2-3<br>X |

| Required Major Courses Mathematics and Science Update Only | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| SURV 1160 | Surveying Dendrology | 2 |
| SURV 2200 | Professional Surveying Practices | 3 |
| SURV 2210 | Interpreting Land Records | 3 |
| SURV 2220 | Surveying Engineering Graphics | 3 |
| SURV 2230 | Land Survey Boundary | 3 |
| SURV 2290 | Boundary Retracement | 3 |
| SURV 3310 | Surveying Management | 3 |
| SURV 3340 | Principles of Photogrammetry | 3 |
| SURV 3360 | Advanced Surveying Dendrology | 2 |
| SURV 3380 | Topographic Surveying | 3 |
| SURV 3390 | Advanced Surveying & Mapping | 3 |
| SURV 4400 | Surveying Internship | 3 |
| SURV 4420 | Surveying Practices and Decision Making | 3 |
| SURV 4480 | Surveying Projects and Applications | 4 |
| CIVL 2200 | Introduction to Surveying | 3 |
| CIVL 2240 | Construction, Land and Route Surveying | 3 |
| CIVL 2275 | Civil Engineering Graphics | 3 |
| CIVL 2280 | Environmental Engineering Technology I | 3 |
| CIVL 3305 | Hydraulics and Hydrology | 3 |
| MATH 1550 | Applied Statistics | 3 |
| TECH 1108 | Engineering Graphics I | 3 |
| GEOG 2210 | Introduction to Geography | 3 |
| GEOG 2213 | History of 21st Century Geography | 3 |
| GEOG 3316 | Introduction to Geospatial Methods | 3 |
| | **Surveying Sub-total** | **71** |
| | | |
| MATH 1410 and MATH 1520 | Applied Technical Mathematics I-Enhanced and Applied Technical Mathematics II | 7 |
| or | or | or |
| MATH 1430 or MATH 1530 | College Algebra with Support or College Algebra | 3-4 |
| and | and | and |
| MATH 1540 | Trigonometry | 3 |
| | | |
| TECH 2290 | Engineering Analysis I | 4 |
| or | or | or |
| MATH 2501 | Calculus 1 | 4 |
| | | |
| CHEM 1101 | General Chemistry I | 4 |
| or | or | or |
| CHEM 1105 | Chemical Principles | 5 |
| | | |
| PHYS 1001 | General Physics I | 4 |
| or | or | or |
| PHYS 1101 | Introduction to Physics I | 4 |
| or | or | or |
| PHYS 1105 | Principles of Physics I | 5 |

| | | |
|---|---|---|
| | **Mathematics and Science Sub-total** | **18-21** |
| | **Major Total** | **89-92** |
| ***No other changes to the curriculum other than acceptable math and science substitutions*** | | |

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

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

| | |
|---|---|
| **Total Core Curriculum Credit Hours** | **18-22** |
| **Total Required Major Courses Credit Hours** | **89-92** |
| **Total Required Concentration Credit Hours (if applicable)** | **0** |
| **Total Elective Credit Hours (if applicable)** | **0** |
| **Total Free Electives Credit Hours (if applicable)** | **6-13** |
| **TOTAL CREDIT HOURS** | **120** |

# CURRICULUM REVISION PROPOSAL
# GUIDELINES

A. **CURRICULUM CHANGE FORM:** Use this form for substantive changes to a single program (degree, major, concentration, teaching specialization, minor, certificate). Substantive changes include:

1. Adding existing or new course(s) to the program. If adding a brand-new course, complete a separate new course proposal form and attach to this proposal.
2. Changes in course requirements for majors, minors, concentrations, certificates.
3. Adding a concentration and using existing courses at Fairmont State.
4. Changes to program credit hours.
5. Other substantive curriculum changes.

B. **APPROVAL STEPS**
- College Dean
- Curriculum Committee
- Faculty Senate

C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.

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

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

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

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

FAIRMONT STATE UNIVERSITY

# CURRICULUM CHANGE PROPOSAL

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

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

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

## SECTION 1: CONTACT INFORMATION

| | |
|---|---|
| Name: | Kristy Henson |
| Title: | Assistant Professor of Forensic Science |
| E-mail Address: | Kristy.Henson@fairmontstate.edu |
| Phone Number: | X4877 |

## SECTION 2: PROGRAM INFORMATION

| | |
|---|---|
| College: | College of Science & Technology |
| Department: | Natural Sciences |
| Title of Degree Program/Certificate: | Forensic Science |
| Degree Program Level: | Bachelor's Degree |
| Date Originally Submitted: | 2/6/2025 |
| Implementation Date Requested: | 8/1/2025 |

## APPROVAL

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

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

| College | Dean's Signature |
|---|---|
| Science & Technology | Deb Hembree |
| | Verified by signNow 02/06/2025 20:25:23 UTC 9b5bec87eb76443e8884 |
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**ADDITIONAL COMMENTS:**

## SECTION 3: Curriculum Change Request

### A. PROPOSAL ABSTRACT.

| **Write a brief abstract, not exceeding 150 words, describing proposed changes.** |
|---|
| The Forensics program proposes modifications to the Forensics minor requirements to address financial aid restrictions, overall bachelor's degree course load, and insights gained from analyzing similar programs at competitive institutions. The revisions aim to reduce the total required credit hours and refine the core coursework to focus specifically on forensic science rather than courses from other disciplines. These changes are expected to increase student enrollment in forensic science courses and enhance interest in the program, ultimately strengthening the minor's accessibility and relevance. |

### B. DESCRIPTION OF THE PROPOSAL

| | |
|---|---|
| 1. Full Program Name: | forensic and investigative science minor |
| 2. Current number of credit hours required for the program: | 22-23 |
| 3. Is the program changing the number of credit hours required for the program? | Yes ☒ No ☐ |
| 4. How many credit hours will be added to the program? | 0 |
| 5. How many credit hours will be deleted from the program? | 4 |

| 6. Added Course(s) (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course. |
|---|
| Students will take 6-8 hours of any of the following courses:<br>FORS 3215<br>FORS 3225<br>FORS 3301<br>FORS 3305<br>FORS 3310 |
| 7. **Deleted Courses (if applicable):** List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course. |
| BIOL 1106<br>CHEM 1101<br>CHEM 1105<br>CRIM 1100<br>CRIM 2226 |

| 8. **Teach-out Arrangement**: If a required course will be deleted from the program, how will you accommodate current students in the program to complete the required course? |
|---|
| ☒ Courses will continue of be offered for students to complete program under previous catalog. (Typical)<br>☐ Students must transition to new catalog and meet all requirements. (Student advising required)<br>☐ Students in old catalog will take new or existing courses as outlined below. (Student advising required)<br>☐ Department will petition course changes for each student. (Not recommended)<br>☐ Change is only editorial and will not impact student progress. |

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

| 1. **Current Program Description** |
|---|
| |
| **2. Proposed Program Description** |
| |

## D. RATIONALE

| 1. **What is the rationale for this change?** |
|---|
| ☐ Annual assessment results<br>☒ Program review<br>☐ Program accreditation<br>☐ College or Department strategic plan<br>☐ To align with University policy or standard<br>☒ Other |

| 2. **Description of the Rationale.** Describe the evidence that supports changing the program's curriculum. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change? |
|---|
| The proposed changes to the Forensics minor requirements are driven by several key factors, including financial aid restrictions, the overall course load for bachelor's degree students, and an analysis of minor programs at competitive institutions. Assessment data from program reviews indicate that the current minor structure presents challenges for students in terms of credit hour requirements and course availability. Additionally, research into comparable programs suggests that a more focused forensic science curriculum aligns better with industry trends and academic standards.<br>To address these concerns, we propose reducing the required credit hours and modifying the core course requirements to emphasize forensic science-specific coursework. This change is expected to increase enrollment in upper-level forensic science courses, ensuring sufficient student participation to meet minimum enrollment requirements identified in our program review. Ultimately, these adjustments will enhance the minor's accessibility while strengthening students' preparation in forensic science, aligning our curriculum with best practices and market expectations. |

## E. RESOURCES

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

## F. PROGRAM CHANGE SUMMARY

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

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

**APPENDIX A**
**Minor in Forensic and Investigative Science**
**Current Program**

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

## Degree Requirements

| Required Minor Courses (22-23 Credit Hours) | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| Biol 1106 | Biological Principles II | 4 |
| Chem 1101 or Chem 1105 | General Chemistry I or Chemical Principles | 4/5 |
| Crim 1100 | Intro to Criminal Justice | 3 |
| Crim 2226 or Fors 2225 | Crime Scene Investigation or Trace Analysis | 3 |
| Fors 2201 | Introduction to Forensic Science | 4 |
| Fors 3201 | Forensic Biology | 4 |
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| **Major Elective Courses (XX Credit Hours) – IF APPLICABLE**<br>[Electives are selected from a specific major or program] | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
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| **Concentration Courses (XX Credit Hours) – IF APPLICABLE**<br>[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit. | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
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| **Total Core Curriculum Credit Hours:** | |
| **Total Required Major Courses Credit Hours:** | **22-23** |
| **Total Required Concentration Credit Hours:** | |
| **Total Elective Credit Hours (If applicable):** | |
| **Total Free Electives Credit Hours:** | |
| **TOTAL CREDIT HOURS** | **22-23** |

**Minor in Forensic Science**
**Proposed Program**

## Degree Requirements

| **Required Minor Courses (17-19 Credit Hours)** | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| Fors 2225 | Trace Analysis | 3 |
| Fors 2201 | Introduction to Forensic Science | 4 |
| Fors 3201 | Forensic Biology | 4 |
| | | |
| | 6-8 hours from the following courses | |
| Fors 3215 | Fingerprint Analysis | 2 |
| Fors 3225 | Forensic Taphonomy | 2 |
| Fors 3301 | Human Osteology | 4 |
| Fors 3305 | Forensic Anthropology | 4 |
| Fors 3310 | Forensic Toxicology | 4 |
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| **Major Elective Courses (XX Credit Hours) – IF APPLICABLE**<br>[Electives are selected from a specific major or program] | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
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| **Concentration Courses (XX Credit Hours) – IF APPLICABLE**<br>[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit. | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
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|---|---|
| **Total Core Curriculum Credit Hours** | |
| **Total Required Major Courses Credit Hours** | |
| **Total Required Concentration Credit Hours (if applicable)** | |
| **Total Elective Credit Hours (if applicable)** | |
| **Total Free Electives Credit Hours (if applicable)** | |

| TOTAL CREDIT HOURS | 17-19 |
|---|---|

# NEW MINOR

A. **APPROVAL STEPS**
   - College and/or Department
   - Curriculum Committee
   - Faculty Senate

   Note: If the new minor requires institutional resources (e.g., new faculty, adjuncts, equipment, space), additional approvals may be required.

B. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.

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

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

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

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

# NEW MINOR

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

**PROPOSAL NUMBER**:

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

## SECTION 1: CONTACT INFORMATION

| | |
|---|---|
| Name: | Dr. Timothy R. Oxley |
| Title: | Interim Dean |
| E-mail Address: | timothy.oxley@fairmontstate.edu |
| Phone Number: | 304-367-4239 |

## SECTION 2: PROGRAM INFORMATION

| | |
|---|---|
| College: | College of Business & Aviation |
| Department: | Department of Aviation |
| Name of Minor | Applied Private Pilot Technology |
| 2020 CIP Code | NCES Search 49.0101 |
| Date Originally Submitted: | March 14, 2025 |
| Implementation Date Requested: | Fall 2025 |

## APPROVAL

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

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

| College | Dean's Signature |
|---|---|
| College of Business & Aviation | |
| | |
| | |
| | |

## ADDITIONAL COMMENTS:

This minor is being developed to serve students who may wish to complete a private pilot license to complement their existing major or for personal development or recreational use.

## SECTION 3:

### A. PROGRAM DESCRIPTION AND CHARACTERISTICS

| | |
|---|---|
| 1. Program full name as it will appear in the catalog: | Applied Private Pilot Technology Minor |
| 2. Number of credit hours required for the minor: | 15 |
| 3. How will the minor be offered? Select all that apply. | Face-to-face and/or distance edcuation except for AVMA 1101 and AVMA 1103 |

4. **Catalog Description:** Describe the nature of the academic minor.

This minor program of study offers students a survey of basic skills, knowledge, and proficiencies necessary to achieve licensure to operate as a private pilot through an FAA approved Part 141 aviation program. This is a highly regulated educational process through the FAA, and students must pass an FAA knowledge test and a flight proficiency practical exam with an approved FAA examiner to receive a private pilot certificate. Additional coursework provides emphasis on air traffic control procedures and meteorology as it applies to aeronautics. Students must meet third-class FAA medical examination by an FAA approved doctor, and commit to the expectations of the flight staff to be successful in this minor program of study. A separate application to this program is required, and additional fees are assessed.

5. **Target Audience**: Define primary internal target audience that would benefit from the proposed minor.

The target audience for this minor will be any student who desires to complete the requirements and who shows the commitment needed to meet expectations in a highly regulated, and high risk, program. Specific fields of interest often associated with private pilot certification include, but are not limited to, criminal justice, GIS, National Security and Intelligence, engineering technology, photography, or for personal development and/or recreation.

6. **Credit for Prior Learning Experience:** Will this program grant credit for prior learning experience? If so, describe the methods for evaluating the learning and maximum number of credits allowed.

Students holding a current and valid FAA private pilot license may receive six (6) hours of credit for AVMA 1101 and AVMA 1103 upon a flight assessment by the flight staff. Additional credit for prior learning will be evaluated on a case-by-case basis, but must not exceed 6 of the 15 hours in the minor program.

7. **Student Learning Outcomes:** Identify clear and concise statements that describe the knowledge, skills, and abilities successful students should have acquired by the end of the program.

(1) Students will recall major elements of the aviation environment .(Measure: exam questions).
(2) Students will articulate basic skills and knowledge necessary for certification as a private pilot. (Measure: Pass rates on FAA written test)
(3) Students will pass the Federal Aviation Administration (FAA) practical exam by demonstrating the necessary skills and knowledge to become a private pilot. (Pass rates on the FAA practical flight exams)

Please note that the FAA written test is a national standard exam for private pilot and requires a score of 70% to pass. Topics covered include aircraft systems, weather, navigation, regulation, flight operations, and aerodynamics. The FAA practical flight exam requires a 70% to pass with satisfactory demonstration of all tested areas of the checkride by a FAA-certified Designated Pilot Examiner (DPE) including piloting, maneuvering, navigation, emergency procedures, and aircraft systems.

## B. EVIDENCE OF NEED

| |
|---|
| 1. **Relationship to Institutional Mission and Goals:** Relate the connection of this program to Fairmont State's mission. |
| This minor program helps to fulfill the University's Strategic Vision Aspirational Goal 1 by providing educational experiences that contribute to students successful careers and lives. Key Initiative 1.1 is furthered by offering programs in high-demand fields. |
| **2. Value-Added Impact:** Describe the potential value-added to prospective employers. Describe the potential value-added for students completing the minor. |
| The value-added impact is offering students an opportunity to obtain a private pilot certificate through a highly trained and successful academic flight program with a reputation of high quality graduates. By opening up the flight training program for private pilots, this very unique program may be accessed by others who have not chosen flight as a career, but as a career enhancement, or for personal fulfillment. Some of these fields were identified in Section 3-A-5 above. |
| **3. Similar Programs on Campus:** Does Fairmont State currently offer a similar minor? If a similar minor does exist, how does the proposed minor differ in terms of student learning outcomes, courses and/or content? |
| No. |

## C. RESOURCES

| |
|---|
| 1. Will new courses need to be developed for the minor? |
| No. |
| 2. Will new faculty or adjuncts, be needed to support the minor? If no new faculty or adjuncts are required and the certificate program requires adding classes or substituting courses, identify how current faculty will meet the demand. |
| Initially, no additional faculty or adjuncts will be needed. If the program enrollment grows beyond its current capacity, adding sections taught by Certified Flight Instructors will be considered. |
| 3. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the certificate program? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable). |
| Students wishing to engage in this minor program of study will be accommodated through the current capacity of the program. If the demand for this minor grows, depending on the growth of majors in the program and its impact on capacity, additional space, instructors, and support will be needed. No library materials/services will be needed and no further taxing of other University resources is expected beyond that noted. |

**Minor in XXXXXXXX**
**Proposed Program**

**D. CURRICULUM REQUIREMENTS**: Include al course requirements.

| **Required Minor Courses (XX Credit Hours)** | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| AVMA 1100 | Introduction to Aviation* | 3 |
| AVMA 1101 | Private Pilot Technology (PR: AVMA 1100) | 3 |
| AVMA 1102 | Introduction to Air Traffic Control* (PR: AVMA 1100) | 3 |
| AVMA 1103 | Private Pilot Technology Flight Lab | 3 |
| AVMA 2210 | Aviation Metorology* | 3 |
| | (*) denotes a grade of C or better to pass course | |

| **Minor Elective Courses (XX Credit Hours) – IF APPLICABLE** | | |
|---|---|---|
| **Course Prefix & Number** | **Course Name** | **Credit Hours** |
| NONE | | |
| | | |
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| **TOTAL CREDIT HOURS** | 15 credit hours |
|---|---|