

Curricular Action Workflow

Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Change Course Proposal Form**

Change Course Proposal Form

Submitted on 02/14/2020 by Rajinder Jutla (Rajinderjutla@missouristate.edu).

***All fields require input**

This proposal applies to:

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

Existing Course:

PLN100 Understanding Cities

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

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

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

Current online catalog description:

PLN 100 Understanding Cities

Prerequisite: 12 hours. General Education Course (Focus on Public Issues). MOTR number URBN 202 - Introduction to Urban Studies. This course provides an introduction to understanding metropolitan issues from a variety of viewpoints. It will explore questions such as: What is a city? What is the relationship between the natural and built environments? How do planners create a sustainable city? How do people perceive cities? How do planners work with diverse communities? What are their current issues and problems? How will cities respond to a changing world economy and the globalization of culture? This course will help students recognize community needs and how to contribute knowledge and work within diverse communities to meet those needs. 3(3-0) F,S

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

← → **B** *I* ~~S~~

PLN 100 ~~Understanding Cities~~ **Introduction to Urban Studies**

Prerequisite: 12 hours. General Education Course (Focus on Public Issues). MOTR number URBN 202 - Introduction to Urban Studies. This course provides an introduction to understanding metropolitan issues from a variety of viewpoints. It will explore questions such as: What is a city? What is the relationship between the natural and built environments? How do planners create a sustainable city? How do people perceive cities? How do planners work with diverse communities? What are their current issues and problems? How will cities respond to a changing world economy and the globalization of culture? This course will help students recognize community needs and how to contribute knowledge and work within diverse communities to meet those needs. 3(3-0) F,S

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What is changing? Check all boxes that apply.

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

Reason for proposed change

To attract more students and reach a wider audience.

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

Explain.

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

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information

Other (be specific):

Check if this is a non-substantive change.

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

02/07/2020

Current Status:

Department Head Review

Proposal Progress:

This proposal is waiting for its first review.

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Contact Information

Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Change Program Proposal Form**

Change Program Proposal Form

Submitted on 02/13/2020 by Rajinder Jutla (Rajinderjutla@missouristate.edu).

Department:

Geography, Geology, & Planning

Type of Program**Choose One:**

- | | |
|---|--|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input checked="" type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Small Town Planning and Development-Undergraduate Certificate

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

Small Town Planning and Development

This certificate provides a program for city employees (including city administrators), planning commissioners, council members, developers, and other practitioners who wish to familiarize themselves with the basics of the planning profession. Students interested in obtaining this certificate are welcome to enroll.

Program requirements (13 hours)

- A. PLN 371(3) or 372(3); PLN 572(4) or 576(4)
- B. Select six additional hours from GRY 322(3) or PLN courses numbered above 371.
- C. All candidates must satisfy the General University Certificate Requirements.

Not Attached

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

↶ ↷ **B** *I* ~~S~~

Small Town Planning and Development

This certificate provides a program for city employees (including city administrators), planning commissioners, council members, developers, and other practitioners who wish to familiarize themselves with the basics of the planning profession. Students interested in obtaining this certificate are welcome to enroll.

Program requirements (~~13 hours~~ **12-14 hours**)

A. **Choose 4 courses from PLN 300(3), 367(3), PLN 371(3), or 372(3); 505(3), PLN 572(4), 573(3), 574(3) or 576(4), 597(3), 599(3), GRY 322(3), 325(3), LAW 537(3)**

B. ~~Select six additional hours from GRY 322(3) or PLN courses numbered above 371.~~
Select six additional hours from GRY 322(3) or PLN courses numbered above 371.

C. All candidates must satisfy the General University Certificate Requirements.

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Not Attached

Total Hours:

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements

Other

The current program requires 13 credit hours. Because of the new options of 3 cr and 4 cr courses, the proposed program will require 12 to 14 hours.

Reason for Proposed Change:

We are proposing this to make the certificate requirements flexible to attract more students.

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

02/07/2020

Current Status:

College Council Review

Proposal Progress:

02/14/2020 - Submitted by Department Head (Toby Dogwiler)

Review Comments:

02/14/2020 - Department Head Review - Toby Dogwiler - We are clarifying the courses suitable for this certificate providing further flexibility to make the certificate easier to navigate for students.

No review notes have been added.

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Curricular Action Workflow



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Change Program Proposal Form

Submitted on 02/14/2020 by Rajinder Jutla (Rajinderjutla@missouristate.edu).

Department:

Geography, Geology, & Planning

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Community and Regional Planning-BS

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

Community and Regional Planning (Comprehensive)
 Bachelor of Science
 A. General Education Program and Requirements
 B. Major Requirements (45-46 hours)

1. PLN 100(3) or GRY 100(3) or GRY 108(3) or GRY 142(4) or GLG 110(4) or GLG 171(3); PLN 300(3), 367(3), 371(3), 372(3), 570(3), 571(3), 572(4), 576(4), 599(3); GRY 322(3) or 325(3); GEO 363(4), SOC 302(3)
2. Select an additional 3 hours from PLN courses numbered above 300.
3. Public Affairs Capstone Experience will be fulfilled by completion of PLN 572(4).

C. General Baccalaureate Degree Requirements

Not Attached

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

↶ ↷ **B** *I* ↵

Community and Regional Planning (Comprehensive)
 Bachelor of Science
 A. General Education Program and Requirements
 B. Major Requirements (45-46 hours)

1. PLN 100(3) or GRY 100(3) or GRY 108(3) or GRY 142(4) or GLG 110(4) or GLG 171(3); PLN 300(3), 367(3), 371(3), 372(3), 570(3) **or LAW 537 (3)**, 571(3), 572(4), 576(4), 599(3); GRY 322(3) or 325(3); GEO 363(4), SOC 302(3)
2. Select an additional 3 hours from PLN courses numbered above 300.
3. Public Affairs Capstone Experience will be fulfilled by completion of PLN 572(4).

C. General Baccalaureate Degree Requirements

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Not Attached

Total Hours:

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)

- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reason for Proposed Change:

Providing flexibility for students to take either PLN 570 or LAW 537.

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

02/07/2020

Current Status:

College Council Review

Proposal Progress:

02/14/2020 - Submitted by Department Head (Toby Dogwiler)

Review Comments:

02/14/2020 - Department Head Review - Toby Dogwiler - We have consulted with the LAW 537 instructor (Dr. Carol Miller) and she has confirmed that she can handle the additional audience in the course and notified her Department Head of this change. Including this course as an option for PLN 570 will reduce our per course faculty needs.

No review notes have been added.

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Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Change Program Proposal Form**

Change Program Proposal Form

Submitted on 02/10/2020 by Kyoungtae Kim (Kkim@missouristate.edu).

Department:

Biology

Type of Program**Choose One:**

- | | |
|---|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input checked="" type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Natural & Applied Science-BI Dept-MNAS

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

Admission requirements

In order to be considered for admission, students must meet the following requirements. These are minimum requirements; acceptance into the program is on a competitive basis.

The student must have a bachelor’s degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university.

The student must have a GPA of 3.00 or higher on a 4.00 scale for the last 60 hours of course work required for the undergraduate degree, AND a score on the Graduate Record Examination (GRE) meeting or surpassing the minimum score prescribed by the MSU Graduate Catalog for admission to graduate study.

The student must submit a Statement of Interest and at least two Letters of Recommendation.

International applicants are also required to submit a score of not less than 79 on iBT or a comparable score of 6. on IELTS TOEFL.

The student must have an undergraduate background of at least 20 semester hours in the natural and applied sciences. Students may be required to meet course prerequisites for their emphasis areas. Undergraduate courses will not be credited as course requirements for the master's degree.

Graduate Assistantships

A limited number of teaching assistantships (TA) may be available, awarded on a competitive basis. Applications (<http://graduate.missouristate.edu/assistantship.htm>) are to be submitted to the MNAS Program Director, or Darr College of Agriculture if Agriculture is the primary area of interest. Applicants should have all application material submitted by March 1 (fall assistantships) or October 1 (spring assistantships) to ensure being considered for a TA position. GRE General Test scores may be considered in awarding assistantships.

Not Attached

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

↶	↷	B	<i>I</i>	S

Admission requirements

In order to be considered for admission, students must meet the following requirements. These are minimum requirements; acceptance into the program is on a competitive basis.

The student must have a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university.

~~The student must have a GPA of 3.00 or higher on a 4.00 scale for the last 60 hours of course work required for the undergraduate degree, AND a score on the Graduate Record Examination (GRE) meeting or surpassing the minimum score prescribed by the MSU Graduate Catalog for admission to graduate study.~~
 minimum GPA of 3.00 or higher on a 4.00 scale for the last 60 hours of undergraduate course work. They are not required to submit GRE scores. However, when students apply for a Graduate Assistantship, they must have a combined score of 290 on the verbal and quantitative sections of GRE.

The student must submit a Statement of Interest and at least two Letters of Recommendation.

International applicants are also required to submit a score of not less than 79 on iBT or a comparable score of 6.0 on IELTS TOEFL.

The student must have an undergraduate background of at least 20 semester hours in the natural and applied sciences. Students may be required to meet course prerequisites for their emphasis areas.

Undergraduate courses will not be credited as course requirements for the master's degree.

Graduate Assistantships

A limited number of teaching assistantships (TA) may be available, awarded on a competitive basis.

Applications (<http://graduate.missouristate.edu/assistantship.htm>) are to be submitted to the ~~MNAS Program Director, or Darr College of Agriculture if Agriculture is the primary area of interest~~ GradCAS application portal. Applicants should have all application materials submitted by March 1 (fall assistantships) or October 1 (spring assistantships) to ensure being considered for a TA position. GRE General Test scores may be considered in awarding assistantships.

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*Not Attached*Total Hours: **What is changing? Check all boxes that apply:**

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements

Other

Important to note that this change will affect the following 11 programs:

- Natural & Applied Science-BI Dept-MNAS (Accelerated)
- Natural & Applied Science-CH Dept-MNAS
- Natural & Applied Science-CH Dept-MNAS (Accelerated)
- Natural & Applied Science-CS Dept-MNAS
- Natural & Applied Science-CS Dept-MNAS (Accelerated)
- Natural & Applied Science-GG Dept-MNAS
- Natural & Applied Science-GG Dept-MNAS (accelerated)
- Natural & Applied Science-MA Dept-MNAS
- Natural & Applied Science-MA Dept-MNAS (accelerated)
- Natural & Applied Science-PA Dept-MNAS
- Natural & Applied Science-PA Dept-MNAS (accelerated)

Reason for Proposed Change:

The MNAS program will drop the GRE requirement for student admission. The MNAS committee and CNAS leaders including the Dean and departmental heads approved this admission requirement change. The key reasons for this action include 1) little correlation between GRE scores and success in graduate school, 2) because of a wave of graduate programs dropping the GRE requirement, and 3) to attract more student applicants to the MNAS program (domestic and international students).

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

11/13/2019

Current Status:

Grad Council Review

Proposal Progress:

02/10/2020 - Submitted by Department Head (S Mathis)

02/10/2020 - Reviewed by Dean (Tamera Jahnke)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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