

PROPOSAL SUMMARY AND ROUTING FORM


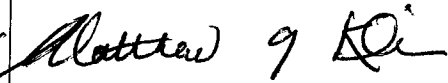

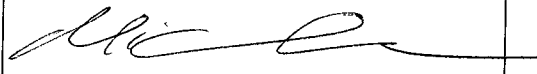
Proposal Title: New Course: SOCH 340 Minority Groups in America Honors

Initiating Unit or Individual: Social Sciences

Contact Person's Name: John Thorp e-mail: thorpj@ferris.edu phone: x-2760

Date or Semester of Proposal Implementation: Spring 2008

- Group I - A – New degree/major or major, or redirection of a current offering
- Group I - B – New minors or concentrations
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program or Academic Unit Faculty	NA		<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty	NA		<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee		2/14/07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

*Support with Concerns or Not Support must include a list of concerns.

**Vote counts are to be shown for faculty group actions. "X" for administrative actions.

To be completed by Academic Affairs

 President (Date Approved)

 Board of Trustees (Date Approved)

 President's Council (Date Approved)

FORM A CONT.

1. Proposal Summary

The classes I have listed from your various depts for '07F (honors students) are the following. **Notice that they all must have an "H" at the end of each designator in order to reduce confusion on Banner and in the registrar's office, and the word Honors must appear in the title.** All of these changes, albeit minor ones, shall have to go through the UCC. – Maude Bigford, email 1/23/07

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix	Number	Title
SOCH	340	Minority Groups in America Honors

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
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c. Existing Course(s) to be Modified:

Prefix	Number	Title
--------	--------	-------

d. Addition of existing FSU courses to program

Prefix	Number	Title
--------	--------	-------

e. Removal of existing FSU courses from program

Prefix	Number	Title
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*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

CREATE A NEW COURSE

FORM F
Create Course
rev. 2/14/05

Course Date Entry Form

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in section I and section II.
2. : If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective: a. Semester b. Year See instructions.

II. PROPOSED FOR NEW COURSE: Complete all sections of this part through Prerequisites. See instructions in manual for further clarification.

a. Course Prefix b. Number c. Enter Contact Hours or check Independent Study (X).
LECture hr/week LAB hr/week INDEpendent Study
Practicum: hr/semester Seminar: hr/week

d. Full Course Title:

e. Abbreviated Course Title: . (Abbreviate only if necessary. Use Arabic numerals. Limit to 26 characters and spaces.)

f. Semester(s) Offered: (See instructions for listing.) g. Max. Section Enrollment:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

h. Type: Variable Fixed i. Maximum Credit Hours j. Minimum Credit Hours

k. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. May Be Repeated for Added Credit: Check (x) Yes No

n. Levels: Check (x) Undergraduate Graduate Professional

o. Does proposed new course replace an equivalent course? Check (x) Yes No

p. Equivalent course: Prefix Number See instructions on Replacement courses.

q. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

r. Prerequisites: (if no prerequisites, write "None") Limited to 60 spaces. .

UCC Chair Signature/Date: _____

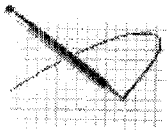
Academic Affairs Approval Signature/Date: _____

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY









Date Received: _____ Date Completed: _____ Entered: SIS [125 ___ 1D4 ___ 12R ___, 131 ___]



John P Thorp/FSU
01/24/2007 09:29 AM

To Matthew Klein/FSU@FERRIS
cc Reinhold Hill/FSU@FERRIS
bcc
Subject Honor Program Course Designator Changes

I approve the following changes requested by Maude Bigford.

 Honors-ANHH371-Form A.doc	 Honors-ANHH371-Form F.doc	 Honors-PSYH325-Form A.doc	 Honors-PSYH325-Form F.doc
 Honors-SOCH340-Form A.doc	 Honors-SOCH340-Form F.doc	 Honors-SOCH341-Form A.doc	 Honors-SOCH341-Form F.doc



Roxanne M Cullen/FSU
02/20/2007 09:01 AM

To Maureen Milzarski/FSU@Ferris
cc
bcc
Subject Fw: honors designation

Here's part 1. I'm sending you two emails that outline this

Roxanne Cullen, Ph.D.
Professor of English
Prakken 120
Ferris State University
Big Rapids, MI 49307

phone 231-591-2713

----- Forwarded by Roxanne M Cullen/FSU on 02/20/2007 09:00 AM -----

Roxanne M Cullen/FSU
10/09/2006 02:26 PM

To Leonard R Johnson Jr <JOHNSOLE@FERRIS.EDU>
cc
Subject Re: honors designation 

Leonard,
Sounds good. I'll write something to Jo.

Roxanne Cullen, Ph.D.
Associate Vice President for Academic Affairs
Professor of English
310F Center for Student Services
Ferris State University
Big Rapids, MI 49307

fax 231-591-3592

phone 231-591-2713

Leonard R Johnson Jr <JOHNSOLE@FERRIS.EDU>



Leonard R Johnson Jr
<JOHNSOLE@FERRIS.EDU
>
10/07/2006 08:01 PM

To Roxanne_Cullen@ferris.edu
cc
Subject Re: honors designation

Roxanne

I don't see any reason why we can't fast track this kind of change. Heck, because the courses already exist, I'm not sure it has to be anything other than an information item to the UCC. Maybe just a

memorandum from the VPAA to Jo Gerst indicating that all effected parties in University College and A&S have agreed to the proposed designation with copies to Bill Potter, Matt Klein, Reinhold Hill, Maude Bigford, and UCC.

Seems like this is similar and even less complicated than the addition of the EDGP prefix that was done for the SOE courses that were converted to one credit modules.

Because the courses in question already exist, this is an administrative rather than a curriculum change.

Leonard

Roxanne_Cullen@ferris.edu wrote:

>Leonard,
>The other part of the question that I didn't ask you was can we do an
>expedited version of this approval, do it like a 290 so it doesn't have
>to
>go to all the committees?
>
>
>Roxanne Cullen, Ph.D.
>Associate Vice President for Academic Affairs
>Professor of English
>310F Center for Student Services
>Ferris State University
>Big Rapids, MI 49307
>
>fax 231-591-3592
>phone 231-591-2713
>
>
>Leonard R Johnson Jr <JOHNSOLE@FERRIS.EDU>
>10/07/2006 01:08 PM
>
>To
>Roxanne_Cullen@ferris.edu
>cc
>
>Subject
>Re: honors designation
>
>
>
>
>
>
>Excellent. Now. I suppose Reinhold Hill would be doing the paperwork on
>this--or is it more logical that Maude should do it copying him a Form
>B?
>Leonard
>

>Roxanne_Cullen@ferris.edu wrote:

>

>

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>>

>>

>>

>>Leonard,

>>

>>I talked to Jo and now I understand the issue and what we need to do.

>It

>>isn't the full prefix that changes, just the last letter, so a

>literature

>>course would be LITH. Jo wants a form F and a form A to go through UCC

>>just so they can put the LITH or HUMH or HISH in the system and any time

>>that course is taught as an honors course, they have the prefix to go

>back

>>to. We are really only talking about a handful of courses at this

>point so

>>it shouldn't be too cumbersome. There is a template that Maude is using

>>that describes what an honors course is (how it differs from the course

>>when it is offered without the H on the end of the prefix).She should

>>include that generalized info on the form a, I think.

>>

>>

>>Roxanne Cullen, Ph.D.

>>Associate Vice President for Academic Affairs

>>Professor of English

>>310F Center for Student Services

>>Ferris State University

>>Big Rapids, MI 49307

>>

>>fax 231-591-3592

>>phone 231-591-2713

>>

>>

>

>



Roxanne M Cullen/FSU
02/20/2007 09:01 AM

To Maureen Milzarski/FSU@Ferris
cc
bcc
Subject Fw: honors designation

part 2.

Roxanne Cullen, Ph.D.
Professor of English
Prakken 120
Ferris State University
Big Rapids, MI 49307

phone 231-591-2713

----- Forwarded by Roxanne M Cullen/FSU on 02/20/2007 09:01 AM -----

Roxanne M Cullen/FSU
10/07/2006 03:02 PM

To Leonard R Johnson Jr <JOHNSOLE@FERRIS.EDU>
cc
Subject Re: honors designation 

Leonard,

The other part of the question that I didn't ask you was can we do an expedited version of this approval, do it like a 290 so it doesn't have to go to all the committees?

Roxanne Cullen, Ph.D.
Associate Vice President for Academic Affairs
Professor of English
310F Center for Student Services
Ferris State University
Big Rapids, MI 49307

fax 231-591-3592
phone 231-591-2713

Leonard R Johnson Jr <JOHNSOLE@FERRIS.EDU>



Leonard R Johnson Jr
<JOHNSOLE@FERRIS.EDU>
>
10/07/2006 01:08 PM

To Roxanne_Cullen@ferris.edu
cc
Subject Re: honors designation

Excellent. Now. I suppose Reinhold Hill would be doing the paperwork on

this--or is it more logical that Maude should do it copying him a Form B?

Leonard

Roxanne_Cullen@ferris.edu wrote:

>

>

>

>

>Leonard,

>

>I talked to Jo and now I understand the issue and what we need to do.

It

>isn't the full prefix that changes, just the last letter, so a literature

>course would be LITH. Jo wants a form F and a form A to go through UCC

>just so they can put the LITH or HUMH or HISH in the system and any time

>that course is taught as an honors course, they have the prefix to go back

>to. We are really only talking about a handful of courses at this point so

>it shouldn't be too cumbersome. There is a template that Maude is using

>that describes what an honors course is (how it differs from the course

>when it is offered without the H on the end of the prefix).She should

>include that generalized info on the form a, I think.

>

>

>Roxanne Cullen, Ph.D.

>Associate Vice President for Academic Affairs

>Professor of English

>310F Center for Student Services

>Ferris State University

>Big Rapids, MI 49307

>

>fax 231-591-3592

>phone 231-591-2713

>

>



Paula L Hadley-Kennedy/FSU
02/19/2007 12:58 PM

To Maureen Milzarski/FSU@Ferris
cc
bcc
Subject Fw: Honors Curriculum Process

Mo:

Leonard is looking for the note he sent to Roxanne....more on this later, I hope....

Paula

----- Forwarded by Paula L Hadley-Kennedy/FSU on 02/19/2007 12:57 PM -----



Leonard Johnson/FSU
02/19/2007 11:52 AM

To Paula L Hadley-Kennedy/FSU@Ferris
cc
Subject Fw: Honors Curriculum Process

fyi

Hmmm

Leonard R. Johnson, Ph.D
Professor
Ferris State University
1349 Cramer Circle
Big Rapids, Michigan 49307
(231) 591-2134
<http://www.ferris.edu/education/education>

----- Forwarded by Leonard Johnson/FSU on 02/19/2007 11:50 AM -----



Reinhold Hill/FSU
02/19/2007 11:28 AM

To Leonard Johnson/FSU@Ferris
cc
Subject Honors Curriculum Process

Leonard,

The VPAA's office asked me for the email you sent to Roxanne Cullen regarding an expedited process for honor's courses if it was an existing course that was being given an honor's title. I cannot find the email you sent to Roxanne in my archive. Do you still have a copy? We had agreed to use the x90 process.

Reinhold

College of Arts and Sciences

February 16, 2007

**TO: Michael Harris, Vice President of Academic Affairs
Sandy Alspach, Chair, College Curriculum Committee**

FR: Matthew A. Klein, Dean *MAK*

RE: SOCH 340 – Minority Groups in America Honors

Enclosed for your information is the proposal for SOCH 340 – Minority Groups in America Honors which I have approved to be offered Spring 08 by the Social Sciences Department.

Thank you.

**Cc: John Thorp
Valerie Greenfield**