

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

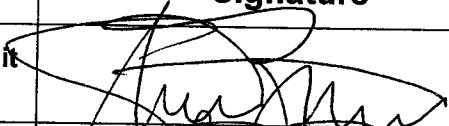
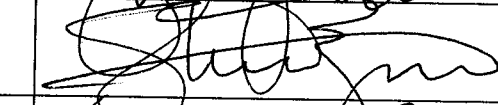

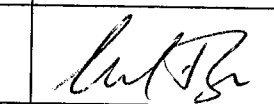
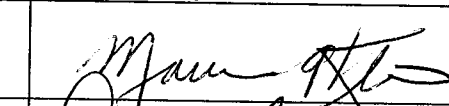

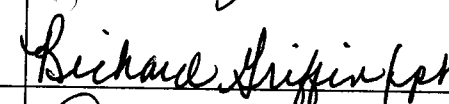

Proposal Title: Minor Change: Making LITR 401/402 Repeatable

Initiating Unit or Individual: Genevieve West, Languages and Literature

Contact Person's Name: Genevieve West e-mail: westg@ferris.edu phone: x3988

Date or Term of Proposal Implementation: _____

- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- 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		04/09/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty		04/09/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head		4-11-08	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee		4/29/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean		4/30/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee		10/9/08	<input checked="" type="checkbox"/> Support 9-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate		10/9/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs		10/10/08	<input checked="" 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 specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved)

Board of Trustees (Date Approved)

President's Council (Date Approved)

REC'D OCT 09 2008

1. Proposal Summary

This minor change will make our 400-level literature courses repeatable. The topic, periods, authors, and genres covered vary each time offered, so highly motivated students may repeat the class without duplication. May be repeated twice with permission of the advisor.

2. Summary of All Course Action Required*

a. **Newly Created Courses to FSU:**
Prefix Number Title

b. **Courses to be Deleted From FSU Catalog:**
Prefix Number Title

c. **Existing Course(s) to be Modified:**
Prefix Number Title
LITR 401 Major Literary Movements
LITR 402 Major Authors

d. **Addition of existing FSU courses to program**
Prefix Number Title

e. **Removal of existing FSU courses from program**
Prefix Number Title

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

MODIFY COURSE
Course Data Entry Form

FORM F

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

LITR 401 may be repeated twice with the permission of the advisor.

a. List the changes to be made (See Proposed Changes a through p below):

b. Term Effective (6 digit code only): Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEpendent Study – Check (x)
Practicum: Seminar:
d. Course Title:

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEpendent Study – Check (x)
Practicum: Seminar:
d. Course Title: (Limit to 30 characters/spaces.)
e. College Code: f. Department Code:

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

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

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

k. Levels: Check (x) Undergraduate Graduate Professional


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

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

n. Term(s) Offered: (See instructions for listing.) o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces.

UCC Chair Signature/Date:

 10/9/08

Academic Affairs Approval Signature/Date:

 10/10/08

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 Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

MODIFY COURSE
Course Data Entry Form

FORM F

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

LITR 402 may be repeated twice with permission of the advisor.

a. List the changes to be made (See Proposed Changes a through p below):

b. Term Effective (6 digit code only): Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title:

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: f. Department Code:

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

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

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

k. Levels: Check (x) Undergraduate Graduate Professional

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

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

n. Term(s) Offered: (See instructions for listing.) o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 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 Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___



Leonard Johnson/FSU
09/26/2008 10:44 AM

To Sandra L Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS, Barbara A Ross/FSU@Ferris, Maureen E
cc
bcc
Subject Fw: LITR 401/402 and LITR 370/371 Proposals

fyi

Leonard R. Johnson, Ph.D
Professor
Ferris State University
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(231) 591-2134
<http://www.ferris.edu/education/education>

----- Forwarded by Leonard Johnson/FSU on 09/26/2008 10:43 AM -----



Genevieve West/FSU
09/26/2008 10:43 AM

To Leonard Johnson/FSU@Ferris
cc
Subject Re: LITR 401/402 and LITR 370/371 Proposals

Leonard, we held an e-mail vote on making 401 and 402 repeatable twice. The vote was 26 in favor 0 opposed. I've attached the revised forms below. Thank you for your patience. I'm still learning!



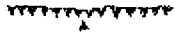
FORM A Arts Sciences 401 & 402.doc MODIFY COURSEFORM F LITR 401.doc MODIFY COURSEFORM F LITR 402.doc

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Fax: 231-591-2910
Leonard Johnson/FSU



Leonard Johnson/FSU
09/23/2008 01:16 PM

To Genevieve West/FSU@FERRIS
cc
Subject Re: LITR 401/402 and LITR 370/371 Proposals



Hi Genevieve

Thanks for your speedy response to recent requests made by the UCC. Members of the Senate have always been rather adamant in their insistence that all curriculum changes, no matter how minor, be voted on by faculty every step of the way. They have even go so far as to insist on reporting the actual numbers. This vote can be taken informally via email, if you like....I just need to be able to check the box on the

Form A!
Thanks.
Leonard

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Genevieve West/FSU



Genevieve West/FSU

09/22/2008 03:42 PM

To Leonard Johnson/FSU@Ferris

cc

Subject Re: LITR 401/402 and LITR 370/371 Proposals

Hi Leonard.

LITR 370/371 revisions are attached; the library form went out to Paul Kammerdiner today.

We have LITR 370 on the schedule for spring because LITR 371 does not yet exist. We can't build it and put it in banner if it has not been approved, can't reserve rooms, etc. Once approved, we'll change the class to 371 if possible. If not, it will stay 370 for the spring. And, it is not the equivalent of ENGL 370--but is the equivalent of LITR 370. We've simply expanded the time periods faculty can cover in the class. And, since it is impossible to cover all of women's literature in a single semester, the topics, genres, and themes approach allows faculty to create a cohesive focus for the class.

I'm still working on the 401/402 forms. We didn't vote on this change. It went to our Literature Committee and our Curriculum Committee, but I didn't realize such minor changes needed a department vote. So, do departments have to vote on EVERY change?

[attachment "FORM A Removal of 370.doc" deleted by Leonard Johnson/FSU] [attachment "FORM E--add 371.doc" deleted by Leonard Johnson/FSU] [attachment "FORM F 370 Removal.doc" deleted by Leonard Johnson/FSU] [attachment "FORM G--add LITR371.doc" deleted by Leonard Johnson/FSU]

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Leonard Johnson/FSU



Leonard Johnson/FSU

09/19/2008 12:52 PM

To Genevieve West/FSU@FERRIS

Sandra L Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS, Barbara A Ross/FSU@Ferris, Maureen E Watson/FSU@Ferris, Gregory Wellman/FSU@FERRIS,

cc Joanne Gerst/FSU@FERRIS, Paula L Hadley-Kennedy/FSU@Ferris, Donald Flickinger/FSU@FERRIS, Patricia Russell/FSU@Ferris, Harold G Palmer/FSU@Ferris, Daniel L Burcham/FSU@Ferris, Terrence J Doyle/FSU@Ferris

Subject LITR 401/402 and LITR 370/371 Proposals

Hi Genevieve

The UCC met yesterday and discussed your two proposals noted in the subject line above. Before either proposal can be moved forward, there are a few details that will require your attention. Please see the attached minutes, and contact either Sandy Alspach or me should you have any questions.

Thanks,
Leonard

[attachment "MINUTES08_Sept18.doc" deleted by Leonard Johnson/FSU]

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