

PROPOSAL SUMMARY AND ROUTING FORM


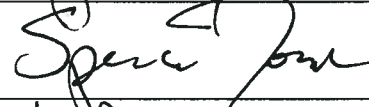

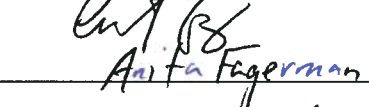


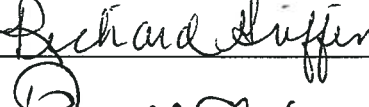

Proposal Title: New Fleet Management Minor

Initiating Unit or Individual: Management Department

Contact Person's Name: Karen Ottobre e-mail: ottobrek@ferris.edu phone: 2427

Date or Semester of Proposal Implementation: 09 Summer

- 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 Faculty		12-5-08	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty		12-5-08	18 <input type="checkbox"/> Support 0 <input type="checkbox"/> Support with Concerns 0 <input type="checkbox"/> Not Support
Department Head		12-5-08	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee		12-5-8	8 <input type="checkbox"/> Support 0 <input type="checkbox"/> Support with Concerns 0 <input type="checkbox"/> Not Support
Dean		12/8/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee		3/17/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate		4/7/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs		4/9/09	2 <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.

To be completed by Academic Affairs		
_____ President (Date Approved)	_____ Board of Trustees (Date Approved)	_____ President's Council (Date Approved)

1. Proposal Summary

This proposal involves a newly created Fleet Management Minor that entails a partnership between the College of Business (COB) with the College of Engineering Technology (CET). Six of the 18 credits come from the CET and the other twelve credits come from the Management Department within the COB.

This minor consists of a set of classes that is aligned with the managerial emphasis advocated by the National Association of Fleet Administrators (NAFA), the leading professional organization in the fleet management industry. NAFA has partnered with Ferris to be the nation's sole provider of this focused minor. NAFA looks to this academic offering as aiding their decade-long efforts to further professionalize the fleet-management workforce and provide industry employers a pool of experienced and proficient managers. This minor's topical emphasis is evident though NAFA's professional testing and certification program, CAFM (Certified Administrator in Fleet Management).

It should be noted, however, that while the CAFM testing program was referenced while formulating the minor, the sound discretion and expertise of the Ferris faculty were utilized in its creation. The initial program faculty includes Spence Tower (College of Business) and Gary Maike (College of Technology). Upon program growth, additional faculty may join.

All courses involved with this minor currently exist as face-to-face offerings. Additionally, BLAW 321 and MGMT 357 have all been offered in online formats. An online HSET 302 is in the near-term planning stages and will follow the appropriate curriculum approval process when converted. With program growth and greater evolving clarity on student demographics of those attracted, the remaining classes may also be offered online in the future.

Following are the two targeted student groups for this minor:

Group One: Existing Four-year degrees at Ferris

- College of Business majors wanting to work in the automotive, heavy equipment, or construction industries
- Heavy equipment service engineering technology students
- Automotive management students
- Automotive engineering technology students
- Construction Management students

Group Two: Existing two-year degree alumni (this may entice them to continue with a four-year degree)

- Automotive service technology alumni
- Building construction technology alumni
- Construction administration alumni
- Heavy equipment technology alumni

The number of existing four-year degree students expected to enroll in the minor is 0 to 10 in 2009 and 10 to 15 in future years. The number of two-year degree alumni expected to enroll in the minor is 0 to 5 in 2009 and 5 to 10 in future years. These numbers are estimates.

As written above, NAFA is seeking this partnership with Ferris to provide the nation's first academic minor in the growing field of fleet management. Other collaborative Ferris-NAFA efforts are also in the works, such as a twelve-credit certificate as well as the provision of administrative and technical support for the CAFM testing program (which would be done through the Ferris Corporate & Developmental Services Office).

Learning Outcomes. Upon completion of these classes, students should be able to

- Describe a wide array of available preventive transportation maintenance systems
- Relate manual and computerized fleet maintenance systems to greater efficiencies and cost-reductions
- Apply management- and/or maintenance-related knowledge in an experiential project related to fleet management
- Apply a Plan/Do/Check/Act analysis on management-related problems in effort to efficiently serve employees, customers, and the community
- Assess a business to identify, analyze, measure, and then create a preventative risk-management plan
- Identify primary uses of appropriate financial tools to aid understanding of business performance trends
- Articulate and apply the rules of common law and the UCC to contract formation, execution, breach and remedies

Assessment Plan

Since each outcomes is directly related to a specific course, assessment will be based on each course's set of various projects, demonstrations, exams and/or other evaluation techniques.

2. Summary of All Course Action Required*

d. Addition of existing FSU courses to program

Prefix	Number	Title
HEQT	200	Planned Maintenance Systems
HSET	302	Fleet Management
MGMT	301	Applied Management
MGMT	350	Tools for Financial Decision Making
MGMT	357	Risk Management
BLAW	321	Contracts and Sales

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title New Fleet Minor & Certificate

Initiator(s): Spence Tower, Gary Maike, David Steenstra, Keith Cripe

Proposal Contact: Karen Ottobre **Date Sent:** 10/17/08

Department: Management **Campus Address:** Bus 212
(Please print)

Responding Department: Heavy Equipment

Chair/Head/Coordinator: Keith Cripe, HEC 206 **Date Returned:** 10/27/08

Based upon department faculty review on 10/27/08 (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: New Fleet Management Minor

Projected number of students per year affected by proposed change: 5-15

Initiator(s): Spence Tower & Gary Maike

Proposal Contact: Karen Ottobre Date Sent: 12/5/08

Department: Management/Heavy Equipment **Campus Address:** Bus 212
(Please print)

Liaison Librarian Signature:  **Date:** 12-5-08

Dean of FLITE Signature:  **Date Returned:** 12-5-08

Based upon our review on 12-5-08 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$_____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

Ferris State University – College of Business

PROPOSED

Management Department

FORM D

FLEET MANAGEMENT MINOR - 18 Credits

Name: _____

ID#: _____

Major: _____

REQUIRED	COURSE TITLE - PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE	GR. PTS.
REQUIRED COURSES - 18 Credits				
HEQT	200	Planned Maintenance Systems (None)	2	
HSET	302	Fleet Management (None)	4	
MGMT	301	Applied Management (None)	3	
MGMT	350	Tools for Financial Decision Making (None)	3	
MGMT	357	Risk Management (MGMT 301 or instructor –approval)	3	
Select one of the following:				
BLAW	301	Legal Environment of Business (None)	3	
BLAW	321	Contracts and Sales (None)	3	

NOTE: No more than 50% of the credits in this minor may be transferred from another institution, nor, will this minor be granted if more than 6 credits are specifically required in the students major.

**For more information, please contact the
Management Department at (231) 591-2427.**

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the minor which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**NOTE: A 2.00 cumulative GPA is required for completion
of the Advanced Fleet Management Minor.**

Student: _____ Date: _____

Advisor: _____ Date: _____

Mgmt Dept. Chair: _____ Date: _____

(To receive this minor, you must complete a minor clearance in the College of Business - Room 200)



Leonard Johnson/FSU
02/10/2009 11:24 AM

To Karen M Ottobre/FSU@FERRIS
Sandra L Alspach/FSU@FERRIS, Leonard
cc Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS,
Barbara A Ross/FSU@Ferris, Gregory
bcc
Subject Re: Fw: Fleet Mgt Certificate/Minor 

Let's sit on it until the change goes through on the HSET course.
In the meantime, revise the Form As and your checksheets (Form Ds) to reflect this change.
There should still be plenty of time to meet the deadline to make the March 3rd Senate meeting.
Thanks.
Leonard

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>

Karen M Ottobre/FSU



Karen M Ottobre/FSU
02/09/2009 04:40 PM

To Leonard Johnson/FSU@Ferris
cc
Subject Fw: Fleet Mgt Certificate/Minor

Hi Leonard,

Ok, we are fixing the Fleet Minor and Certificate with the class below. Of course, this means they are starting at ground zero so, how would you like to proceed? Can you just sit on it until the new info gets passed? I can fix the forms you have. Let me know.

Thanks for your help and patience, Karen

Karen Ottobre, Management Department Secretary
College of Business, Bus 212
119 South Street
Big Rapids, MI 49307-2284
(231) 591-2427

----- Forwarded by Karen M Ottobre/FSU on 02/09/2009 04:39 PM -----



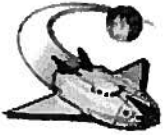
Keith W Cripe/FSU
02/06/2009 07:28 AM

To Karen M Ottobre/FSU@FERRIS
cc Spencer L Tower/FSU@FERRIS
Subject Fw: Fleet Mgt Certificate/Minor

FYI

Keith Cripe
Department Chair
Heavy Equipment Department
Ferris State University
220 Sports Drive
Big Rapids, MI 49307
Keith_W_Cripe@ferris.edu
Phone: 231-591-2811
Fax: 231-591-2812

----- Forwarded by Keith W Cripe/FSU on 02/06/2009 07:27 AM -----



Keith W Cripe/FSU
02/06/2009 07:16 AM

To Keith W Cripe/FSU@Ferris

cc cripek@yahoo.com, Donna J Schmidt/FSU@Ferris, Ronald A Mckean/FSU@Ferris, Spencer L Tower/FSU@Ferris, Thomas E Oldfield/FSU@Ferris, Jean Bennett/FSU@FERRIS

Subject Re: Fw: Fleet Mgt Certificate/Minor 

Ron
Please review - I will bring signed hard copies to you this morning
Thanks,
Keith



FORM_E - HSET302.doc



FORM A Technology, HSET 302.doc



FORM D, HSET BS, HSET 302.doc



FORM F_ModifyCourse, HSET302.doc


Keith Cripe
Department Chair
Heavy Equipment Department
Ferris State University
220 Sports Drive
Big Rapids, MI 49307
Keith_W_Cripe@ferris.edu
Phone: 231-591-2811
Fax: 231-591-2812
Keith W Cripe/FSU



Keith W Cripe/FSU
02/06/2009 05:27 AM

To Ronald A Mckean/FSU

cc Donna J Schmidt/FSU@Ferris, cripek@yahoo.com, Thomas E Oldfield/FSU@Ferris, Spencer L Tower/FSU@FERRIS

Subject Re: Fw: Fleet Mgt Certificate/Minor 



I should have the paper work completed this morning and will email it to you for review
Thanks,
Keith

One correction - our BS degree has only 60 cr hrs plus a 4 cr internship totaling 64. Currently our program has 40 cr hr of 300 and above - this will make 41

Keith Cripe
Department Chair
Heavy Equipment Department
Ferris State University
220 Sports Drive
Big Rapids, MI 49307
Keith_W_Cripe@ferris.edu
Phone: 231-591-2811
Fax: 231-591-2812
Ronald A Mckean/FSU



Ronald A Mckean/FSU
02/05/2009 07:20 PM

To Thomas E Oldfield/FSU@Ferris
cc Keith Cripe, Donna Schmidt
Subject Re: Fw: Fleet Mgt Certificate/Minor

Tom,
Currently (omitting FSUS)
AAS HET has 60cr plus 4cr Internship = 64
BS HESET has 63cr plus 4cr Internship = 67

Total path is 121cr plus 8cr internship = 129cr

The one credit increase will be 122cr + 8cr internship. So, I am ok with this.
The other benefit is that it will bring the HSET program to 40cr at 300 level. Hence students will not need a 300 SA/CE to meet requirements.

Keith - Please move this through the curriculum process for formal approval.

Thanks,
Ron

Ron McKean, Associate Dean
Ferris State University
College of Engineering Technology
Phone: 231.591.2893
Fax: 231.591.2946
Thomas E Oldfield/FSU



Thomas E Oldfield/FSU



02/02/2009 10:41 AM


To Ronald A McKean/FSU@FERRIS
cc
Subject Fw: Fleet Mgt Certificate/Minor

Ron,
Keith wants to increase 302 to a four credit course. Any problems that you foresee? He said they will still be under the 124 hour rule.

----- Forwarded by Thomas E Oldfield/FSU on 02/02/2009 10:40 AM -----



Keith W Cripe/FSU
02/02/2009 09:06 AM

To Thomas E Oldfield/FSU@Ferris
cc
Subject Re: Fleet Mgt Certificate/Minor 


HSET 302 is already part of the minor. We needed the Special Studies (297-497) only because we are lacking one credit hour for the minor and certificate programs. I called the Management Department (2427) - Karen Ottobre - she agrees this will solve the situations with all the certificate and minor degree programs.

Will the CET approve this one credit hour increase?

Keith Cripe
Department Chair
Heavy Equipment Department
Ferris State University
220 Sports Drive
Big Rapids, MI 49307
Keith_W_Cripe@ferris.edu
Phone: 231-591-2811
Fax: 231-591-2812
Thomas E Oldfield/FSU



Thomas E Oldfield/FSU
02/02/2009 07:44 AM

To Keith W Cripe/FSU@Ferris
cc
Subject Re: Fleet Mgt Certificate/Minor 

Keith,

We can't use the 297 or 497. Will the addition of a credit to a current course work? Will they be required to take the course as part of the minor?

Keith W Cripe/FSU



Keith W Cripe/FSU



01/30/2009 01:26 PM

To Thomas E Oldfield/FSU@Ferris
cc David J Steenstra/FSU@FERRIS, Spencer L
Tower/FSU@FERRIS, Gary S Maike/FSU@FERRIS
Subject Fleet Mgt Certificate/Minor

Tom

We have encountered a snag with one of the courses listed for the fleet management certificate and minor programs developed between HET and the COB. The 297 or 497 courses cannot be listed as a requirement for any program - certificate, or minor. Unless Academic Affairs office can approve a variation of the current ruling for the independent or special projects courses, the HET department will be required to develop a one hour course just for the fleet management certificate and minor degree programs. This will delay the implementation of the programs at least one more semester. As you know, since last summer, the COB and the HET departments have worked together on developing these programs. The National Association of Fleet Administrators (NAFA) has inquired several times about the status of the programs and some of their members have already inquired about the availability for completing the programs on-line.

Any suggestions on how to proceed would be appreciated,

Keith

Keith Cripe
Department Chair
Heavy Equipment Department
Ferris State University
220 Sports Drive
Big Rapids, MI 49307
Keith_W_Cripe@ferris.edu
Phone: 231-591-2811
Fax: 231-591-2812

NEW COURSE INFORMATION FORM

See Sample: Limit to One Page.

Course Identification:

Prefix:	Number	Title
HSET	302	Fleet Management

Course Description:

Management techniques and related topics such as planning, organizing, scheduling, and controlling which apply to heavy equipment fleets are introduced, with emphasis on manual and computerized fleet maintenance systems. Qualities required for effective leadership, safety, accident prevention, and duties of the fleet and/or service manager will be presented.

Course Outcomes:**Course Outline including Time Allocation:**

UNITS OF INSTRUCTION AND STUDENT LEARNING GOALS FOR EACH UNIT
(Time Weight = Lecture Hours + Lab Hours):

- I. Introduction and Orientation (1+0)
- II. Fleet Maintenance Systems (5+18)
- III. Shop Operations (4+10)
- IV. Purchasing with Maintenance in Mind (3+0)
- V. Leadership and Personnel Management (3+3)
- VI. Risk Management/Safety Administration (5+0)
- VII. Vehicle Maintenance Cost Considerations (3+0)
- VIII. Parts Inventory Control (3+10)
- IX. Company Organizational Structure (3+2)
- X. Personnel Management (1+2)
- XI. Budgeting for Fleet Maintenance (5+0)
- XII. Operational Resources (4+0)
- XIII. Tests and Quizzes (5+0)

Total Time Weight in Hours:

Lecture – 45
Lab – 45

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Curriculum Changes – HSET

Initiating Unit or Individual: Heavy Equipment Department _____

Contact Person's Name: Keith Cripe e-mail: cripek@ferris.edu phone: ex 2811

Date or Term of Proposal Implementation: Summer 09

- 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 Faculty			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head / Chair			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee			<input 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 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)

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

Proposed revisions will increase the credit hours for HSET 302 - Fleet Management. This one credit hour change is required to meet the credit hour requirements for the certificate and minor degree programs developed between the Heavy Equipment Department and the College of Business . Proposed revisions will increase the the total credit hours required for our BS degree – Heavy Equipment Service Engineering Technology from 120 to 121. This change will not exceed the credit hour limits set by the university.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix	Number	Title
None		

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
None		

c. Existing Course(s) to be Modified:

Prefix	Number	Title
HSET	302	Fleet Management

d. Addition of existing FSU courses to program

Prefix	Number	Title
None		

e. Removal of existing FSU courses from program

Prefix	Number	Title
None		

PROGRAM, MAJOR, OR MINOR CHECK SHEET(S)

Insert both the current curriculum check sheet (if applicable) followed by proposed curriculum check sheet" and/or "academic program requirements" list for Category I, I-A, II, II-A, III, or IV, per instructions. **LABEL CHECK SHEETS AS "FORM D CURRENT" and "FORM D PROPOSED."** Check sheets should indicate total credits, General Education requirements per catalog guidelines (include course levels), and the minimum number of 300 and 400 level courses. Also any special admissions, continuation, or graduation requirements should be shown.

PROPOSED

HEAVY EQUIPMENT SERVICE ENGINEERING TECHNOLOGY BACHELOR OF SCIENCE DEGREE

THIRD YEAR – FALL.. SEMESTER		CREDITS
HSET 302	Fleet Management	4
ACCT 201	Principles of Accounting 1	3
MATL 240	Introduction to Material Science	4
COMM 221	Small Group Decision Making	3
MATH 126	Algebra & Analytic Trigonometry	4
Total		18 4

THIRD YEAR – WINTER SEMESTER		
HSET 300	Applied Failure Analysis	4
EHSM 330	OSHA Laws & Regulations	2
PHYS 211	Introductory Physics I	4
SURE 331	Ethics & Professionalism in EGRG/TECH	3
Total		16 9

THIRD YEAR – SUMMER SEMESTER		
HSET 393	Industry Internship	4 4

FOURTH YEAR – FALL SEMESTER		
HSET 460	Heavy Equipment Advanced Hydraulic Systems	4
MGMT 301	Applied Management	3
Elective	Directed Elective (300 level or above)	3
Elective	Cultural Enrichment Elective** (200 level or above)	3
Total		13 10

FOURTH YEAR – WINTER SEMESTER		
HSET 410	Interactive Electronic Controls	4
ENGL 311	Advanced Technical Writing	3
ECON 221	Principles of Economics I	3
HSET 403	Testing Systems and Analysis	4
Elective	Social Awareness Elective**	3
Total		17 14

**** One of these courses needs to be a 300 level or higher to meet minimum University requirement of 40 credit hours of 300 level or above coursework.**

Total semester hours required for BS Degree: 61 + 4 hours for Internship (Total - 65 Credit Hours)

Note: Meeting the requirements for graduation indicated on this sheet is the responsibility of the student. Compliance with this agreement will assure the student completion of the program in the time frame indicated. Your advisor is available to assist you. Proposal meets the minimum credit hours for courses 300 level or higher.

The current listings for directed electives will be eliminated.

Students will consult with their advisor to determine what courses they will take to satisfy the directed elective requirements.

MODIFY COURSE

Course Date Entry Form

FORM F
Modify Course
rev. 2/14/05

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

1. Complete all parts of sections I and II; complete only those items in section III that represent changes.
2. If either prefix or number are being changed, use 'Delete Course' and 'New Course' forms rather than this form.

a. List the changes to be made: Change Course Credits from 3 to 4

b. Term Effective: Semester Spring Year 2009 See instructions.

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

a. Course Prefix HSET b. Number 302 c. Enter Contact Hours per week in boxes or check Independent Study (X).
LECTure 2 hr/week LAB 3 hr/week INDEpendent Study
Practicum: 5 hr/week Seminar: hr/week

d. Full Course Title: Fleet Management

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes in the course. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes or check Independent Study (X).
LECTure 3 hr/week LAB 3 hr/week INDEpendent Study
Practicum: 6 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 4 j. Minimum Credit Hours 4

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

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

UCC Chair Signature/Date:

Donald Johnson 3/17/09

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 ___]