

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	<i>Keith Cripe</i>	2/16/09	<u>4</u> Support ____ Support with Concerns <u>1</u> Not Support
Department Faculty	<i>Keith Cripe</i>	2/16/09	<u>4</u> Support ____ Support with Concerns <u>1</u> Not Support
Department Head / Chair	<i>Keith Cripe</i>	2/16/09	<input checked="" type="checkbox"/> Support ____ Support with Concerns ____ Not Support
College Curriculum Committee	<i>Ron McKean</i>	2/24/09	<u>7</u> Support ____ Support with Concerns <u>1</u> Not Support
Dean	<i>Steve E. [Signature]</i>	3/2/09	<input checked="" type="checkbox"/> Support ____ Support with Concerns ____ Not Support
University Curriculum Committee	<i>Leonard Johnson</i>	3/17/09	<input checked="" type="checkbox"/> Support ____ Support with Concerns ____ Not Support
Senate	<i>Richard Siffert</i>	3/18/09	<input checked="" type="checkbox"/> Support ____ Support with Concerns ____ Not Support
Academic Affairs	<i>Dan [Signature]</i>	3/19/09	<input checked="" type="checkbox"/> Support ____ Support with Concerns ____ 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.

<b>To be completed by Academic Affairs</b>		
<b>President (Date Approved)</b>	<b>Board of Trustees (Date Approved)</b>	<b>President's Council (Date Approved)</b>

REC'D MAR 18 2009

**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.)

**The 2006 VPAA Directive reducing Bachelor of Science degree programs to less than 128 hours. One of the courses in the BS Heavy Equipment Service Engineering Technology degree, HSET 302 – Fleet Management was one of the Heavy Equipment courses that was reduced from four (4) credit hours to three (3) credit hours to meet the VPAA’s directive. The change from three (3) credit hours back to the original four (4) credit hours do not in any way change the content of the course. The one (1) credit hour change is required to meet the credit hour requirements for the certificate and minor degree programs in Fleet Management developed between the Heavy Equipment Department and the College of Business. The proposed revision will increase the the total credit hours required for the 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		

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

## Addition of Credit Hour to HSET 302 – Forms A

**Purpose:** The 2006 VPAA Directive reducing Bachelor of Science degree programs to less than 128 hours. One of the courses in the BS Heavy Equipment Service Engineering Technology degree, HSET 302 – Fleet Management was one of the Heavy Equipment courses that was reduced from four (4) credit hours to three (3) credit hours to meet the VPAA's directive. The change from three (3) credit hours back to the original four (4) credit hours do not in any way change the content of the course. The one (1) credit hour change is required to meet the credit hour requirements for the certificate and minor degree programs in Fleet Management developed between the Heavy Equipment Department and the College of Business. The proposed revision will increase the the total credit hours required for the BS degree – Heavy Equipment Service Engineering Technology from 120 to 121. This change will not exceed the credit hour limits set by the university.

**Instructions:** Please check either the Approve or Disapprove box. If you disapprove of the change, explain why.

Instructor	Signature	Date	Vote/Action*
Keith Cripe	<i>Keith Cripe</i>	2/12/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Gary Maike	<i>Gary Maike</i>	2/12/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Darren Wilson	<i>Darren Wilson</i>	2/12/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
John Strohkirch	<i>John Strohkirch</i>	2/16/09	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input checked="" type="checkbox"/> Not Support <i>Comments</i>
Jerry Zmyslowski	<i>J Zmyslowski</i>	2/12/09	<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.

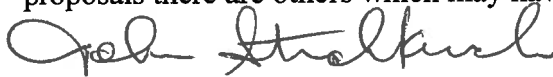
## MINORITY OPINION STATEMENT

I cannot support this proposal without having a discussion/review with the Department/Program Curriculum Committee.

The Heavy Equipment Department/Program Curriculum Committee has not met to review this proposal. The junior members of the department have not been introduced to the curriculum processing as set forth by the Curriculum Planning and Procedures Manual and the College of Technology Policy on the Processing and Approval of Curriculum Actions.

This proposal has not been reviewed and evaluated as its benefit to the program in comparison to the benefit that an increase in credit hours to other courses in the Heavy Equipment Program may have.

Without having a discussion to review proposals at a department/program curriculum committee meeting which would provide a discussion as to benefit comparison to other courses I cannot support this proposal at this time. Without experiencing the correct procedures for curriculum proposals there are others which may have had other levels of support for this proposal.



John Strohkirch  
Assistant Professor  
Heavy Equipment Program  
College of Engineering Technology



Bachelor of Science Degree  
**Heavy Equipment Service Engineering Technology**  
 Course Sequence Guide

Student:			
Email:		ID:	
Advisor:		Ph:	

YEAR 3 - FALL SEMESTER				Crs	Gr
HSET	302	Fleet Management		3	
ACCT	201	Principles of Accounting 1 (MATH 115)		3	
MATL	240	Introduction to Material Science		4	
COMM	221	Small Group Decision Making		3	
MATH	126	Algebra & Analytical Trigonometry (C- in MATH 116)		4	
<b>Total</b>				<b>17</b>	

YEAR 3 - SPRING SEMESTER				Crs	Gr
HSET	300	Applied Failure Analysis (MATL 240)		4	
EHSM	330	OSHA Laws & Regulations		2	
PHYS	211	Introductory Physics 1		4	
ECON	221	Principles of Economics 1 C- in MATH 110		3	
<b>Total</b>				<b>13</b>	30

YEAR 3 - SUMMER SEMESTER				Crs	Gr
HSET	393	Industrial Internship		4	
<b>Total</b>				<b>4</b>	

Submit Application for Graduation.

YEAR 4 - FALL SEMESTER				Crs	Gr
HSET	460	Heavy Equipment Adv. Hydraulic System (MATH 120/126 or ACT 26; HEQT 160)		4	
MGMT	301	Applied Management		3	
	3--	Directed Elective (Consult with advisor)		3	
		Cultural Enrichment Elective** (200 level or above)		3	
<b>Total</b>				<b>13</b>	

YEAR 4 - SPRING SEMESTER				Crs	Gr
HSET	403	Testing Systems and Analysis		4	
HSET	410	Interactive Electronic Cntrls (HEQT 271, 460)		4	
ENGL	311	Advanced Technical Writing (ENGL211 or 250)		3	
SURE	331	Ethics & Professionalism in EGRG/TECH (ENGL 150)		3	
		Social Awareness Elective **		3	
<b>Total</b>				<b>17</b>	

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

\* Selecting these electives will also require an additional one credit 300 level or higher Special Studies course (e.g. HSET 497). Students should consult with their advisor.

**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**

<b>THIRD YEAR – FALL.. SEMESTER</b>		<b>CREDITS</b>	
<b>HSET 302</b>	<b>Fleet Management</b>	<b>4</b>	
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	
<b>Total</b>		<b>18</b>	<b>4</b>

*Spring*

<b>THIRD YEAR – <del>WINTER</del> SEMESTER</b>			
HSET 300	Applied Failure Analysis	4	
EHSM 330	OSHA Laws & Regulations	2	
PHYS 211	Introductory Physics 1	4	
SURE 331	Ethics & Professionalism in EGRG/TECH	3	
<b>Total</b>		<b>13</b>	<b>9</b>

<b>THIRD YEAR – SUMMER SEMESTER</b>			
HSET 393	Industry Internship	4	4

<b>FOURTH YEAR – FALL SEMESTER</b>			
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	
<b>Total</b>		<b>13</b>	<b>10</b>

*Spring*

<b>FOURTH YEAR – <del>WINTER</del> SEMESTER</b>			
HSET 410	Interactive Electronic Controls	4	
ENGL 311	Advanced Technical Writing	3	
ECON 221	Principles of Economics 1	3	
HSET 403	Testing Systems and Analysis	4	
Elective	Social Awareness Elective**	3	
<b>Total</b>		<b>17</b>	<b>14</b>

**\*\* 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.**

**NEW COURSE INFORMATION FORM**

*See Sample: Limit to One Page.*

**Course Identification:**

<b>Prefix:</b>	<b>Number</b>	<b>Title</b>
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

**MODIFY COURSE**  
**Course Data Entry Form**

**FORM F**

**Modify Course**  
Rev. 07/23/07

**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 is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Increase the credit hours for HSET 302 Fleet Management from three (3) to four (4).

b. Term Effective (6 digit code only): 200901 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 HSET      b. Number 302      c. Enter Contact Hours per week in boxes.  
LECTure 2      LAB 3      INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Course Title: Fleet Management

**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 3      LAB 3      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 4    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. None

UGC Chair Signature/Date:  
Londia Johnson 3/18/09

Academic Affairs Approval Signature/Date:  
Donald Fletcher 3/19/09

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 \_\_\_

**FERRIS STATE UNIVERSITY  
COLLEGE OF TECHNOLOGY  
HEAVY EQUIPMENT DEPARTMENT**

**COURSE OUTLINE**

**Year:  
Instructor:**

**COURSE 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.

**CREDIT HOURS:**

Four (4) semester hours

**CONTACT HOURS:**

Lecture – Three (3) hours per week  
Lab – Three (3) hours per week

**PRE-REQUISITES AND CO-REQUISITES:**

None

**REQUIRED TEXTBOOKS AND REFERENCE MATERIALS:**

Dolce, Fleet Management, 2<sup>nd</sup> Ed., McGraw-Hill Inc.  
RTA Fleet Management/FSU Faculty, Lecture/Lab Guide & Appendix

**ADDITIONAL MATERIALS REQUIRED:**

None

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

- I. Introduction and Orientation (1+0)
  - A. Review of Class Policies
  - B. Review of Schedule of Events

## II. Fleet Maintenance Systems (5+18)

- A. Review of Planned Maintenance
- B. Paper Flow Processes

## III. Shop Operations (4+10)

- A. Review of Forms and Procedures
- B. Scheduling of Vehicle Repairs
- C. Shop Equipment

## IV. Purchasing with Maintenance in Mind (3+0)

- A. Facilities and Shop Equipment - AFE
- B. Vehicle/Equipment Purchasing Considerations

## V. Leadership and Personnel Management (3+3)

- A. Theories of Management
- B. Stress Management
- C. Building Shop Harmony
- D. Handling Crisis Situations
- E. Work Scheduling
- F. Personnel Policies/Procedures

## VI. Risk Management/Safety Administration (5+0)

- A. Accident Prevention
- B. Accident Investigation

## VII. Vehicle Maintenance Cost Considerations (3+0)

- A. Shop Operations Expense
- B. Equipment/Vehicle Repair Expense
- C. Personnel Considerations

## VIII. Parts Inventory Control (3+10)

- A. Facilities
- B. Parts and Paper Flow Activities
  - 1. Bringing parts into inventory
  - 2. Charging parts out of inventory
- C. System Flow Process

## IX. Company Organizational Structure (3+2)

- A. Dealership Operational Command Structure
- B. Fleet Operational Command Structure
- C. Determining Levels of Responsibility

**X. Personnel Management (1+2)**

- A. Hiring Practices
- B. Union vs. Non-Union
- C. Documentation, CYA
- D. Retrenchment, Firing Considerations
- E. Motivation to Optimum Skill Levels

**XI. Budgeting for Fleet Maintenance (5+0)**

- A. Forecasting Costs
- B. Decision Making Using Reports

**XII. Operational Resources (4+0)**

- A. Utilizing People Expertise
- B. Records and Reports
- C. Computer Programs
- D. Bulletin Boards, Trade Journals, Service

**XIII. Tests and Quizzes (5+0)**

Total Time Weight in Hours:

Lecture – 45

Lab – 45

**TOPICAL OUTLINE OF MAJOR UNITS OF INSTRUCTION:**

**I. Introduction and Orientation**

- A. Review of Class Policies
- B. Review of Schedule of Events

**II. Fleet Maintenance Systems**

- A. Review of Planned Maintenance
  - 1. Manual Procedures
  - 2. Computer Operated Systems
- B. Paper-Flow Processes
  - 1. Special Projects

**III. Shop Operations**

- A. Review of Forms and Procedures
  - 1. Equipment Reports
  - 2. Repair Orders
  - 3. Parts Requisitioning
  - 4. Vehicle History
  - 5. Oil Sampling

- B. Scheduling of Vehicle Repairs
  - 1. Prioritizing Operational Needs
  - 2. Identifying Input/Output Procedures
  - 3. Identifying Job Descriptions/Responsibilities
- C. Shop Equipment
  - 1. Purchasing
  - 2. Use/Procedures and Standard Operating Policies

#### IV. Purchasing with Maintenance in Mind

- A. Facilities and Shop Equipment – AFE
- B. Vehicle/Equipment Purchasing Considerations
  - 1. Automotive
  - 2. Equipment
  - 3. Pricing vs. Bid vs. Lease
  - 4. Life Cycle Costing

#### V. Leadership and Personnel Management

- A. Theories of Management
- B. Stress Management (The Key)
  - 1. Organization
  - 2. Prediction
- C. Building Shop Harmony
  - 1. People Skills/Communication
- D. Handling Crisis Situations
  - 1. Practice Situations
- E. Work Scheduling
- F. Personnel Policies/Procedures
  - 1. Illness
  - 2. Injury
  - 3. Dress Codes
  - 4. Personal Conduct
  - 5. Documentation

#### VI. Risk Management/Safety Administration

- A. Accident Prevention
  - 1. Theories and Concepts
  - 2. Policies and Procedures
  - 3. Training – Scheduling and Conducting
  - 4. Motivating Personnel toward Safety
- B. Accident Investigation
  - 1. Standard Operating Procedures (OSHA and MIOSHA)
  - 2. Using Checklists
  - 3. Forms/Reporting
  - 4. Re-evaluation of Prevention Processes

## VII. Vehicle Maintenance Cost Considerations

- A. Shop Operations Expense
  - 1. Building Considerations
  - 2. Equipment Considerations (Buy vs. Lease)
  - 3. Paper-Flow Evaluation
  - 4. Procedure Evaluation
- B. Equipment/Vehicle Repair Expense
  - 1. Procedures Considerations
  - 2. Training Evaluations
  - 3. Parts Inventory Considerations
- C. Personnel Considerations
  - 1. Sick Leave Procedures
  - 2. Scheduling Work and Personnel
  - 3. Typical Problems with People
  - 4. Communications
    - a. Shop personnel
    - b. Operations personnel

## VIII. Parts Inventory Control

- A. Facilities
  - 1. Parts Room Set Variations
  - 2. Security
- B. Parts and Paper-Flow Activities
  - 1. Bringing Parts into Inventory
    - a. Considerations on quality and quantity
    - b. Purchasing – local vs. long distance
  - 2. Charging Parts out of Inventory
- C. System Flow Process
  - 1. Manual – Cardex
  - 2. Current Computer Programs

## IX. Company Organizational Structure

- A. Dealership Operational Command Structure
- B. Fleet Operational Command Structure
- C. Determining Levels of Responsibility

## X. Personnel Management

- A. Hiring Practices
- B. Union vs. Non-Union
- C. Documentation, CYA
- D. Retrenchment, Firing Considerations
- E. Motivation to Optimum Skill Levels

## XI. Budgeting for Fleet Maintenance

- A. Forecasting Costs
  - 1. Equipment
  - 2. Facilities
  - 3. Personnel
- B. Decision Making Using Reports

## XII. Operational Resources


- A. Utilizing People Expertise
- B. Records and Reports
- C. Computer Programs
- D. Bulletin Boards, Trade Journals, Service

### **MINIMUM REQUIRED STUDENT LAB ACTIVITIES DEFINED:**

- 1. Fleet Maintenance Systems  
RTA Program Learning Activities
- 2. Shop Operations  
Research Activities
- 3. Leadership and Personnel Management  
Group Interaction Activities and Presentations, Guest Speakers
- 4. Parts Inventory Control  
RTA Program Learning Activities
- 5. Company Organizational Structure  
Tours, Presentations, Outside Guest Speaker
- 6. Personnel Management  
Group Interaction Activities and Presentations



Leonard Johnson/FSU  
03/04/2009 11:02 AM

To Paula L Hadley-Kennedy/FSU@Ferris  
Andrew L Purvis/FSU@Ferris, Barbara A Ross/FSU@Ferris,  
cc Donald Flickinger/FSU@Ferris, Gregory  
Wellman/FSU@Ferris, Harold G Palmer/FSU@Ferris,  
bcc  
Subject Re: New Proposal 

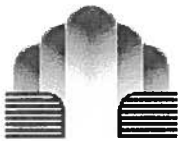
I will ask Keith Cripe to submit a response to the concerns raised by the dissenting faculty member. Should there be other issues you'd like to see addressed before we vote on this proposal, please let me know. (You'll recall that this is the course change we've been waiting on to complete both the minor and the certificate proposed in Fleet Management.)

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>

Paula L Hadley-Kennedy/FSU



Paula L Hadley-Kennedy/FSU  
03/04/2009 08:36 AM


To Barbara A Ross/FSU@Ferris, Sandra L  
Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris,  
Gregory Wellman/FSU@FERRIS, Andrew L  
Purvis/FSU@FERRIS, Maureen Milzarski/FSU@Ferris,  
Joanne Gerst/FSU@FERRIS, Donald  
Flickinger/FSU@FERRIS, Harold G Palmer/FSU@Ferris,  
Terrence J Doyle/FSU@FERRIS, Ronald A  
Mehring/FSU@FERRIS, Kristen L Motz/FSU@FERRIS  
cc  
Subject New Proposal

Curriculum Changes - HSET, was received this morning.

[http://www.ferris.edu/htmls/administration/academicaaffairs/vpoffice/senate/univcurrcomm/20082009/hsetc  
urrchnng.pdf](http://www.ferris.edu/htmls/administration/academicaaffairs/vpoffice/senate/univcurrcomm/20082009/hsetc<br/>urrchnng.pdf)



Keith W Cripe/FSU  
03/04/2009 12:00 PM

To Leonard Johnson/FSU@Ferris  
cc Paula L Hadley-Kennedy/FSU@Ferris  
bcc  
Subject Re: HSET 302 

Leonard

Here are a couple of emails that I sent regarding John Strohkirch's "no" vote of the proposal.

To follow the rules for curriculum revisions. I need your vote on the proposed HSET curriculum revision. As stated on Form A

**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 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.**



FORM A Technology, HSET 302.doc

I would appreciate your response today so I can get the paperwork turned into the Dean's office today

Thanks,  
Keith

Jean & I will attend the meeting - Can we be first to do our presentations? I would also like to attend the laptop initiative presentation. Since the committee has the signed documentation for the 1 credit hour increase for HSET 302 - Fleet Management, do I need to make another presentation about what we are trying to accomplish?

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**

02/20/2009 08:04 AM

To Keith W Cripe/FSU@Ferris  
cc Donna J Schmidt/FSU@Ferris, Thomas E  
Oldfield/FSU@Ferris  
Subject Re: Proposal for HSET 302

Keith,  
The courses proposal is on the agenda for this Tuesday's meeting.  
Call me if you wish to change this.  
Thanks,  
Ron

Ron McKean, Associate Dean  
Ferris State University  
College of Engineering Technology  
Phone: 231.591.2893  
Fax: 231.591.2946  
Keith W Cripe/FSU



**Keith W Cripe/FSU**

02/19/2009 09:59 AM

To Ronald A Mckean/FSU@Ferris  
cc Donna J Schmidt/FSU@Ferris, Thomas E  
Oldfield/FSU@Ferris  
Subject Re: Proposal for HSET 302

John voiced his opinion to everyone in his emails. Everyone, including John, was aware of the time-line restrictions to get this proposal written and approved by the CET curriculum committee. This proposal benefits everyone - the University, CET, COB, & Corporate and Professional Development. John complained when we reduced our credit hours and now he is complaining when we are increasing the hours.

Where dose it indicate in the proposal that the department curriculum committee is required to meet? It indicates vote/action by: Program Faculty - Department Faculty - Department Head/Chair.

The procedures that I have been through:

1. On Friday 2/6/09 at 7:25 am I sent an email to all the HET faculty requesting a vote on the proposal to increase the credit hours for HSET 302 from 3 to 4 - I also asked the faculty to respond that day
2. Also on Friday 2/6/09, I verbal or written responses from everybody but John
3. Saturday 2/7/09 I came into work and reviewed the curriculum forms that I emailed to you on Friday 2/6/09
4. On the following Monday or Tuesday, I brought over the revised Form A for Donna - so copies could be made for the CET Curriculum meeting on Thursday 2/12/09
5. On Thursday, after you called about the HET Faculty vote, I placed a sign-off sheet on the counter in the front office and sent an email to all HET faculty to sign, date, and indicate level of support - Everyone, but John, signed off - supporting the revisions
6. On Friday 2/13/09 sent an email to John requesting his response and if I did not hear back for him, I

was going to submit the results of the faculty vote on Monday 2/16/09

7. John responded on Monday 2/16/09 and I hand carried the paperwork to your office.

I cannot believe that one faculty member has enough leverage to create this much havoc.

Next week, Thursday, we are having a department meeting and since all the HET faculty are on the department curriculum committee, the revision to HSET will be discussed and voted on for a third time.



Department meeting, Jan 26, 09, Ron McKean.doc

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Ronald A McKean/FSU



Ronald A McKean/FSU

02/18/2009 01:26 PM

To Keith Cripe

cc Donna Schmidt

Subject Proposal for HSET 302

Keith,

I strongly suggest that you groups curriculum committee meet to discuss John's concerns as articulated in the proposal. Even if the vote at that meeting remains 4 to 1, the concerns would have been voiced. No meeting creates a risk of delaying the proposal.

Ron

Ron McKean, Associate Dean  
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Leonard Johnson/FSU



Leonard Johnson/FSU

03/04/2009 11:21 AM

To Keith W Cripe/FSU@Ferris

cc

Subject HSET 302

Hi Keith

Thanks for helping to get this proposal through quickly. Before I'll be able to ask for an email vote to expedite this and the Fleet Management proposals out of COB, I'll need to have a response from you addressing the concerns raised by your dissenting faculty member to include in the proposal.

Thanks.  
Leonard

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