Faculty Senate
February 3, 2003
3:30 p.m.

Call to order

Approval of Minutes:
January 13, 2003

Reports:

Report from the President: Senator Glasser
Report from the Executive Committee Chair: Senator Johnson
Report from the Faculty Regent: Senator Schloemann
Report from the COSFL Representative: Senator Siegel
Report from the Provost: Senator Wasicsko
Report from the Student Senate: Mary Hall
Report from Standing Committees:
  Budget Committee: Senator Wade
  Rules Committee: Senator Yoder
  Rights and Responsibilities Committee: Senator Gillaspie
  Elections Committee: Senator Everett
  Committee on Committees: Senator Wolf
  Faculty Welfare Committee: (Chair, TBA)
Report from Ad Hoc Committees:
  Lecturers/Part-Time Lecturers: Renee Everett, chair
  Plus/Minus Grading: Senator Fisher

New Business:

Report from the Council on Academic Affairs: Senator Wasicsko
  2. Master’s of Science in Nursing, Rural Community Health Care Nursing
  3. Master of Public Health
  4. Recreation and Park Administration (B.S.)
  5. Course By Special Arrangement

Extended Medical Leave Policy - Ken Johnston
University Diversity Committee Report - (Information item only) - Senator Miranda

Adjournment
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

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<tr>
<th>Part I</th>
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<td>X Program Revision (Part III)</td>
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<tr>
<td>Program Suspended (Part III)</td>
<td>*Provide only the information relevant to the proposal.</td>
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Proposal Approved by:
Departmental Committee
College Curriculum Committee
General Education Committee*
Teacher Education Committee*

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*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

Completion of A, B, and C is required: (Please be specific, but concise.)
A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Program title change from Computer Electronic Publishing to Digital Imaging Design. CIP CODE Change from 48.0201.01 to 10.0303 (CIP Code 48.0201.01 has been deleted). Delete QMB 200, EET 303, PMT 317 and 319 as required courses. Add BEM 295 and CSC 177. Add PMT 317, 319 or TEC 190 as a 3 semester hour course option.

A. 2. Effective date: (Example: Fall 2001)

Fall 2003

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Broaden the degree to be of interest to more students.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
No Change

Operating Expenses Impact:
No Change

Equipment/Physical Facility Needs:
No Change

Library Resources:
No Change

TEC 17

Q:\University_Forms\WP_Forms\Win\Curriculum.form.wpd-06-02
Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.

Current Program Requirements as Shown in Catalog

Computer Electronic Publishing (A.S.)
CIP Code: 48.0201.01

Supporting Course Requirement.......................................................... 30 hours
BTO 100 (1), CHE 101(4), ECO 230, six hours of English Composition, MAT 107, QMB 200, SPE 100, three hours of general education humanities, and four hours restricted electives.
Free Electives................................................................................. 1 hour
Major Requirements......................................................................... 33 hours
ART 152, EET 303, PMT 211(2), 212(1), 217, 316, 317, 319, TEC 161, 255(2), 256(1), 355(2), 356(1) and 313.
Total Curriculum Requirements...................................................... 64 hours
Students must take a computer publishing assessment examination before graduation.

New or Revised* Program
(“Use strikethrough for deletions and underlines for additions.)

Digital Imaging Design (A.S.)
CIP Code: 10.0303

Supporting Course Requirement.......................................................... 27 hours
BTO 100 (1), CHE 101(4), ECO 230, six hours of English Composition, MAT 107, QMB 200, SPE 100, three hours of general education humanities, and four hours restricted electives.
Free Electives................................................................................. 3 hours
Major Requirements......................................................................... 34 hours
ART 152, BEM 295(4), CSC 177, EET 303, PMT 211(2), 212(1), 217, 316, 847, 349, TEC 161, 255(2), 256(1), 313, 355(2), 356(1) and 3 hours from PMT 317, 319 or TEC 100.
Total Curriculum Requirements...................................................... 64 hours
Students must take a computer publishing assessment examination before graduation.

TEC 18
Q:\University_Forms\WP_Forms\WinCurriculum.form.wpd-08-02
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

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Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To add a choice of a second functional area in nursing education in addition to the current functional area of administration for the Master’s of Science in Nursing program Rural Community Health Care Nursing option. Also, the new proposed course NSC 836 would be substituted for the revised NSC 832 course which is no longer appropriate for this option. Statements in admission requirements will be modified to reflect adjustment in sequencing for the new functional area.

Note that the changes adopted in the Admissions’ policy to reflect the new GRE score reporting and the new University policy were effective October 1, 2002 and were addressed in a separate memo. The current catalog text given in this form reflects the change in admission policy stated in that memo.

A. 2. Effective date: (Example: Fall 2001)

Summer 2003

A. 3. Effective date of suspended programs for currently enrolled students: (If applicable)

curriculum.form.wpd-06-01
B. The justification for this action:

The Rural Community Health Care Nursing option of the Master’s of Science in Nursing program currently has a functional area in administration. With the documented shortage of nursing faculty now and the projected increased shortage in the future, the need for an alternative functional area is strong. In addition, many of the Associate Degree Nursing programs in the state, including the one at EKU, have requested the nursing education alternative to help prepare nursing faculty to staff their programs. New nursing faculty need specific content to prepare them to work with a nursing curriculum within the context of legal, licensure, and accreditation mandates. Students must be prepared for the National Council Licensure Examination (NCLEX); therefore, the specific requirements for writing test items to ensure students’ preparation is a major expectation of faculty working with prelicensure students. In addition, the clinical teaching role has many expectations related to legal, licensure, evaluation, and accreditation issues within which new faculty must be prepared. The shortage of nursing faculty is a major issue nationally and regionally (please see the attached information from the Southern Regional Education Board study). A number of potential students have inquired about and requested this alternative. Adding the functional area would address the needs of the profession, potential employers, society, and potential students.

The changes in the admission requirements must be made to reflect the different starting date for full time admission for students selecting the nursing education functional area. The altered starting time will allow the heavier loading of the new courses in the summer schedule and facilitate the most efficient use of staffing resources.

C. The projected cost (or savings) of this proposal is as follows:

**Personnel Impact:**

No additional personnel will need to be hired. Current full-time faculty have the expertise and educational background to teach the new courses and supervise the practicum. As much as possible, the course work will be loaded on the summer schedule and will not greatly affect current workload. The Nursing Education functional area offering can be rotated with the Administration functional area offering to facilitate staffing and maximize student enrollment.

**Operating Expenses Impact:**

None. Will be covered with course fees.

**Equipment/Physical Facility Needs:**

No additional.

**Library Resources:**

Minimal. Some additional texts will be added, and one to two new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.
Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

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Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

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The Department of Baccalaureate and Graduate Nursing offers the Master of Science in Nursing degree. The program is designed to allow nurses with a baccalaureate degree to prepare for rural health advanced practice roles. Master's degree options available are in the Rural Health Family Nurse Practitioner option or the Rural Community Health Care Nursing option which has a functional area in administration.

Graduates of the M.S.N. program will have specific competencies related to rural health nursing practice either as a Family Nurse Practitioner or a Community Health Nursing Specialist. Advanced Nursing Practice Outcomes:

1. Demonstrate the synthesis of expert knowledge for advanced practice in rural communities.
2. Evaluate theory and research in nursing and related disciplines for their contribution to advanced nursing practice and professional role development.
3. Function as a leader in the analysis and advancement of rural health care.
4. Utilize research methodology and advanced nursing practice knowledge to identify client needs, propose interventions at the advanced practice level, and evaluate effectiveness of solutions and alternatives.
5. Work within complex organizational and political systems to influence rural health care delivery.
6. Communicate, collaborate, and consult with clients and colleagues in nursing and other disciplines to meet rural health care needs.
7. Interpret the purpose and role of advanced nursing practice to professional colleagues and consumers.
8. Integrate ethical and legal principles into advanced nursing practice.

**Special Program Requirements**

**NURSING**

**MASTER OF SCIENCE IN NURSING**

Admission – Minimum requirements for admission to the program include 1) a baccalaureate degree in nursing from a nationally accredited program, 2) a free and unrestricted R.N. license in Kentucky, and 3) an undergraduate GPA of at least 2.75 (4.0 scale) cumulative or in last 60 hours. Admission is competitive and limited to available space. In addition to the above criteria, consideration is also given to the applicant’s scores on the subtests of the Graduate Record Examination general test, the student’s statement of Personal and Professional Objectives submitted with the Graduate School application, the three required professional references, and the rural nature of the site identified for matriculation or proposed for future practice. Application deadlines are January 15 for summer admission (full-time) and March 15 for fall admission (part-time). Admission may be granted at other times during the year if spaces are available in an option.

Candidacy – Admission to candidacy must be approved no later than the third week of the semester in which the student is enrolled in any of the last 12 hours of the degree program. See the General Academic Information section of this catalog for complete information on candidacy.

**Program** – A minimum of 39 hours of graduate credit is required.

**Core Courses**.................................................15 hours
NSC 840, 842, 890, 892, HEA 855

**Rural Health Family Nurse Practitioner**

Option .................................................................24 hours
NSC 830, 832, 842 .................................................9 hours
Practicum Courses (NSC 870, 872, 874, 876)...........15 hours
In addition, must complete a minimum of 9 hours of NSC 860 to meet clinical clock hour requirement for Family Nurse Practitioner Certification Examination.

**Total Hours**..................................................39 hours
Plus 9 hours of NSC 800

**Rural Community Health Care Nursing**

Option (Administration functional area)..................24 hours
POL 875, HEA 816, NSC 832 or approved substitute....9 hours
Practicum Courses (NSC 850,852,860,862)..............15 hours

**Total Hours**..................................................39 hours
The Department of Baccalaureate and Graduate Nursing offers the Master of Science in Nursing degree. The program is designed to allow nurses with a baccalaureate degree to prepare for rural health advanced practice roles. Master’s degree options available are the Rural Health Family Nurse Practitioner option or the Rural Community Health Care Nursing option which has a choice of a functional area in either administration or nursing education. Students in an option other than Rural Community Health Care Nursing who are interested may also request to take the nursing education courses as electives which are not a part of the planned degree program.

Graduates of the M.S.N. program will have specific competencies related to rural health nursing practice either as a Family Nurse Practitioner or a Community Health Nursing Specialist. Advanced Nursing Practice Outcomes:

1. Demonstrate the synthesis of expert knowledge for advanced practice in rural communities.
2. Evaluate theory and research in nursing and related disciplines for their contribution to advanced nursing practice and professional role development.
3. Function as a leader in the analysis and advancement of rural health care.
4. Utilize research methodology and advanced nursing practice knowledge to identify client needs, propose interventions at the advanced practice level, and evaluate effectiveness of solutions and alternatives.
5. Work within complex organizational and political systems to influence rural health care delivery.
6. Communicate, collaborate, and consult with clients and colleagues in nursing and other disciplines to meet rural health care needs.
7. Interpret the purpose and role of advanced nursing practice to professional colleagues and consumers.
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Special Program Requirements

NURSING

MASTER OF SCIENCE IN NURSING

Admission – Minimum requirements for admission to the program include 1) a baccalaureate degree in nursing from a nationally accredited program, 2) a free and unrestricted R.N. license in Kentucky, and 3) an undergraduate GPA of at least 2.75 (4.0 scale) cumulative or in last 60 hours. Admission is competitive and limited to available space. In addition to the above criteria, consideration is also given to the applicants’ scores on the subtests of the Graduate Record Examination general test, the student’s statement of Personal and Professional Objectives submitted with the Graduate School application, the three required professional references and the rural nature of the site identified for matriculation or proposed for future practice. Application deadlines for the Rural Health Family Nurse Practitioner option and for the Rural Community Health Care Nursing option with a functional area in administration are January 15 for summer admission (full-time) and March 15 for fall admission (part-time).

Application deadline for the Rural Community Health Care Nursing option with a functional area in nursing education is March 15 for both full and part-time admission. Admission may be granted at other times during the year if spaces are available in an option.

Candidacy – Admission to candidacy must be approved no later than the third week of the semester in which the student is enrolled in any of the last 12 hours of the degree program. See the General Academic Information section of this catalog for complete information on candidacy.

Program – A minimum of 39 hours of graduate credit is required.

Core Courses

NSC 840, 842, 890, 892, HEA 855

15 hours

Rural Health Family Nurse Practitioner

Option

NSC 830, 832, 842

9 hours

Practice Courses (NSC 870, 872, 874, 876).....15 hours

In addition, must complete a minimum of 9 hours of NSC 800 to meet clinical clock hour requirement for Family Nurse Practitioner Certification Examination.

Total Hours

39 hours

Plus 9 hours of NSC 800

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Rural Community Health Care Nursing
Option (Administration functional area)..........................24 hours
POL 875, HEA 816, NSC 892, 836 or approved substitute..9 hours
Practicum Courses (NSC 850, 852, 860, 862)....................15 hours

Rural Community Healthy Care Nursing
Option (Nursing Education functional area)......................24 hours
NSC 836 or approved substitute, NSC 844, NSC 846..9 hours
Practicum Courses (NSC 848, 850, 852, 862)..............15 hours
Total Hours..................................................................39 hours
## Curriculum Change Form

(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

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**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

## Completion of A, B, and C is required: (Please be specific, but concise.)

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

1) Drop HEA 798 Health Promotion and Program Planning and HEA 875 Seminar in Contemporary Health Problems from MPH Core and, instead, add as an elective for MPH Community Health Option; 2) Add HEA 810 Human Behavior Change and HEA 830 Biostatistics to the MPH Core; 3) Add HEA 780 Eval of Health Prom Programs and HEA 799 Violence Prevention in Schools and Community as electives for MPH Community Health Option; and, 4) Drop the Wellness option from the program.

**A. 2. Effective date:** (Example: Fall 2001)

Fall 2003

**A. 3. Effective date of suspended programs for currently enrolled students:** (If applicable)

Fall 2003

## B. The justification for this action:

Dropping HEA 798 and HEA 875 from the MPH Core will free up hours for the addition of two new courses, HEA 810 and HEA 830 that are believed to be more pertinent to the major. Furthermore, this MPH Core will be a part of a shared curriculum to prepare professionals with a Masters in Public Health through the KY Public Health Consortium (an ongoing collaborative project including EKU, U of L, WKU, and UK). Plans include offering the Core online in the near future and enrolling students from the four universities. In regards to HEA 780 and HEA 799, these are new courses in the department that are appropriate electives for MPH students. Finally, the Wellness option is inappropriate for Public Health and, therefore, should be dropped from the major.
C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: N/A
Operating Expenses Impact: N/A
Equipment/Physical Facility Needs: N/A
Library Resources: N/A

Part II. Recording Data for New, Revised, or Dropped Course
(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

Current Catalog Text

New or Revised* Catalog Text
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Part III. Recording Data for New, Revised, or Suspended Program

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Current Program Requirements as Shown in Catalog

PROGRAM – A minimum of 36 hours of graduate credit is required.

Core Courses ......................... 18 hours
HEA 798 or EHS 825, HEA 855 or EHS 870, EHS 850, HEA 816, HEA 875, PHE 800 or EHS 800

Chemical Abuse and Dependency Option ...... 12 hours
HEA 794, 795, 796, 797

Community Health Option ....................... 12 hours
Select 12 hours from HEA 791, 792, 793, 794 or 795, 800, 807, 898, NFA 700, POL 845, ACC 750 or 820

Wellness Option .................................. 12 hours
Select 12 hours from HEA 794 or 795, NFA 700, PHE 821, 831, REC 825 or 840, CIS 850

Research/Thesis .................................. 6 hours
HEA 897 or HEA 880 and HEA 899
New or Revised* Program
("Use strikeout for deletions and underlines for additions.")

PROGRAM – A minimum of 36 hours of graduate credit is required.

Core Courses ........................................... 18 hours
  EHS 850, HEA 798 or EHS 826, HEA 810, HEA 816, HEA 830
  HEA 855 or EHS 870, HEA 876, PHE 850 or EHS 800,

Chemical Abuse and Dependency Option ..... 12 hours
  HEA 794, 795, 796, 797

Community Health Option .......................... 12 hours
  Select 12 hours from ACC 750 or 820, HEA 780, 791, 792, 793,
  794 or 795, 798, 799, 800, 807, 875, 898, NFA 700, POL 845

Wellness Option ......................................... 12 hours
  Select 12 hours from CIS 880, HEA 794 or 795,
  NFA 700, PHE 821, 831, REC 825 or 840

Research/Thesis ........................................... 6 hours
  HEA 697 or HEA 880 and HEA 899

Total = 36 hours
Curriculum Change Form
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Proposal Approved by:
- Departmental Committee: 11-11-02
- College Curriculum Committee: 12-04-02
- General Education Committee*: NA
- Teacher Education Committee*: NA
- Graduate Council*: NA
- Council on Academic Affairs: NA
- Approved X Disapproved: NA
- Faculty Senate**: 01-16-03
- Board of Regents**: NA
- Council on Postsecondary Edu.***: NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
- Program Revision Changes:
  1. Reflecting changes made to the BS degree program
  2. Adding "Tourism & Resort Recreation" option to BS degree program (to replace Leisure/Recreation Program Delivery)
  3. Revising the "Therapeutic Recreation" option to break-out supporting course requirements
  4. Changing the option title of "Outdoor Recreation/Environmental Education" to "Natural Resources & Outdoor Recreation with minor course adjustments"
  5. Delete option title of "Leisure/Recreation Program Delivery"
  6. Adding "Public/Non-Profit Recreation Services" option to BS degree program.

A. 2. Effective date: (Example: Fall 2001)
- Fall 2003

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
- NA

B. The justification for this action:
- Reflects changes in options

C. The projected cost (or savings) of this proposal is as follows:
- Personnel Impact: NA
- Operating Expenses Impact: NA
Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

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<tr>
<th>Current Catalog Text</th>
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<th>New or Revised* Catalog Text</th>
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<td>(*Use strikeout for deletions and underlines for additions. Also include Crs, Prefix, No., and description, limited to 35 words.)</td>
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Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.
Core .................................................. 37
REC 101 (1), 102 (3), 163 (1), 263 (2), 300 - 200 (3), 309 410 (3), 311 (3), 350 (3), 450 (3), 460 (3) and 463 (12); current first aid and CPR certification at time of graduation, and one of the following options:

Options (SELECT ONE) ...................................... 15 - 16 17
Leisure/Recreation Program Delivery .................................. 15
REC 290, 310, 406, 530, and SOC 134

Public/Non-Profit Recreation Services .......................... 16
REC 190, 280, 406, 530, Six hours from the following courses: POL 331, 332, 333, 377 or COM 390

Tourism & Resort Recreation ..................................... 15
REC 280, 380, 480, GEO 305, EHS 220

Outdoor Recreation/Environmental Education ................... 15
REC 290, 406, 516, 530, and GEO 302

Natural Resources & Outdoor Recreation .................... 16
REC 190, 290, 380, 406, 516, 530

Therapeutic Recreation .......................................... 17
REC 190, 411, 511, 512; CHS 105; BIO 171, 301
Supporting Course Requirements (TR option) ................... 9
PSY 200, 280, and 308

Additional Supporting Course Requirements (ALL OPTIONS) ........... 18 6
CIS 212 or CSC 104; HEA 202, 203; PSY 200, 280, 308, and SPE 210;
ENG 300 or SPE 210; COM 320A plus two hours from the following courses: COM 320B, COM 320D, COM 320E, COM 320F, COM 320G, or 320H

General Education Requirements ............................... 39 or 42-hours 42-51
Standard General Education Program; excluding course categories 03 and 04 for all majors possibly excluding 03 or 04 for all options if SPE 210 is selected under supporting course requirements; course category 09 for Leisure/Recreation Program Delivery Option; category 12 for Outdoor Recreation/Environmental Education Option; and course categories 13 and 15 for the Therapeutic Recreation Option. Refer to Section Four of this Catalog for details on the General Education and University Requirements.
University Requirements ........................................3

HSO 100 and two hours of restricted electives.

Free Electives ........................................... 16-18 *16-22
Leisure/Recreation Program Delivery ..................... 16
Outdoor Recreation/Environmental Education ............ 16
Tourism & Resort Recreation ................................ *18-22
Natural Resources and Outdoor Recreation .............. *17-21
Therapeutic Recreation .................................. 18 hours *13-17
Public/Non-Profit Recreation Services .................. *17-21
Total Curriculum Requirements .......................... 128

*If SPE 210 is used to satisfy both Supporting and Gen Ed requirement
Course By Special Arrangement and Independent Study

Course By Special Arrangement

A Course By Special Arrangement (CBSA) is a course that is part of the approved curriculum program but is being offered to a student during a term or at a time when it is not scheduled. It should be employed only in cases of extreme scheduling conflict when no substitution is appropriate or available. Prior to registration, students must file the CBSA Petition. This petition requires the signature/approval of the instructor, program chair and dean. An additional $100 per semester hour fee is assessed in addition to regular tuition and fees.

Independent Study

The purpose of an independent study is to allow the competent and prepared student to pursue study of a topic of special interest under the supervision of a full-time faculty member. The independent study is an agreement between a student and faculty member which bring mutual benefit to both with no additional compensation/release for faculty. Tuition and fees for independent study courses are computed at the same rate as other courses.
Eastern Kentucky University
Extended Medical Leave Policy
Proposed February 2003

Eastern Kentucky University provides extended medical leave, beyond Family and Medical Leave under certain conditions. The extended leave is unpaid if the employee has no accrued sick or vacation time available.

**Definition:** Extended medical leave is approved time away from the job due to an employee's serious health condition, which exceeds the twelve weeks provided under the provisions of Family and Medical Leave (FMLA).

**Eligibility:** To be eligible for the extended medical leave the employee must first be eligible for Family and Medical Leave which requires that the:

- Employee has worked for EKU for at least one year.
- Employee has worked at least 1,250 hours over the one-year period prior to the date the leave starts.
- Employee has exhausted the twelve weeks of Family and Medical Leave.
- Extended medical leave is applicable only for the serious health condition of the employee.

**Leave Available:** The maximum allowable time period for extended medical leave (leave beyond the 12 week FMLA leave) is computed in the following manner:

- One additional week of extended medical leave for each year of Continuous Service with Eastern Kentucky University in excess of twelve years, plus
- Any additional period covered by accrued sick or vacation time.
- The combination of FMLA and extended medical leave is not to exceed the longer of 6 months away from the job or the exhaustion of accrued sick time. Employees are required to utilize available vacation and sick time for each workday missed while on FMLA and/or extended medical leave.

**Note:** Under the provision of the FMLA and this extended leave policy certain “key” employees may be denied reinstatement. The “key employees” must be among the 10 percent highest-paid employees and whose job restoration would cause substantial and grievous economic injury to the University. Leave and the benefits of leave are available to these employees.

**Benefits while on Leave:** Employees on extended medical leave will continue the benefits of employment in the same manner as when on the initial FMLA to include:

- Retains University paid coverage under the University’s provided group insurance plans which include:
  - Single (Employee only) health insurance
  - Basic Life Insurance
  - Basic Long Term Disability Insurance
- Will be returned to their former or equivalent position when released by his/her/ medical provider.
Eastern Kentucky University
Extended Medical Leave Policy
Proposed February 2003

- Persons on approved extended leave that wish to maintain their dependent health and/or other supplemental benefits must make arrangements in the Human Resources office.
- No vacation or sick leaves are earned while on leave without pay.

Procedure:
- Employee must make a written request for extended medical leave to Human Resources as soon as they determine the need but no later than two weeks before the end of their FMLA leave.
- Extended medical leave approval will be based upon a medical certification supporting the need for leave due to a serious health condition affecting the employee.
- Periodic status reports regarding the employee’s condition and intent to return to work will be required by Human Resources.

Return to Work: Employees must submit a written “release” to return to work from their medical provider as soon as the return date is known.

Unable to Return to Work: The following options/ benefits will be provided to employees who are unable to return to work at the end of their extended medical leave.
- Continued coverage for the basic benefits (single health, life, and LTD) through the 1st or 15th of the month. If the leave ends between the 1st and 15th of the month coverage will end on the 15th. If the leave ends between the 16th and the end of the month, coverage will end on the 1st of the month.
- Employees and their covered dependents will have the option to extend their health insurance coverage through COBRA, and will be notified of their choices and premium rates by Human Resources in accordance with COBRA regulations.
- Employment will be terminated for employees unable to return to work at the latter of the end of the extended leave or the exhaustion of accrued sick and vacation leave.

NOTE: The FMLA gatekeeper (human resources) may approve an extension of the leave periods described above if:

The prognosis, as certified by the healthcare provider, is that the employee’s return to work is imminent and that he/she will be available in less time than would be required to recruit and employ a replacement.
Eastern Kentucky University
Extended Medical Leave Policy
Proposed February 2003

**Reemployment:** Employees whose employment is terminated due to exhaustion of their extended medical leave will be eligible for reemployment if they are able to return to work within one year of the termination date. To be considered for re-employment the individual must make application for a posted vacant position for which he or she is qualified. The individuals will be considered for open positions along with all other applicants. There is no guarantee of reemployment. Reemployment provides the following benefits:

- Retains the prior work credit for determining accrual of vacation and service recognition that had been accrued at the time of termination.
- Preferential hiring for open positions for which the employee makes application and meets job qualifications. Preferential hiring would place the employee ahead of other applicants, if fully qualified, for consideration. Hiring managers would be expected to re-employ these fully qualified applicants.
- Reemployment would be allowed into any position for which the former employee applies and is qualified. Salary into lower or higher positions than the one vacated at termination would be determined based upon the qualifications of the former employee and according to other compensation guidelines. Reemployment into the position vacated at termination will be at the rate of pay at the date of termination, unless salary grade adjustments would place the employee below new grade minimum, in which case the employee would be paid at grade minimum.