EKU MPH –EHS Program for Graduate Certificate in Occupational/Environmental Health

Students in the Graduate Certificate in Occupational/Environmental Health will interact in classes that include other professionals, teachers, researchers and others interested in occupational & environmental health. An interdisciplinary, applied focus on occupational & environmental health is enhanced by the diverse enrollment in the OEH Graduate Certificate. Students will come from many disciplines, careers, and interest. OEH is designed for both degree seeking and non-degree seeking students. Students will need to meet the GPA of 2.5 or 2.74 of their last 60 semester hours of the baccalaureate program. Degree seeking students must submit a Program Change application for admission and all supporting documents as listed in the Catalog under the section APPLICATION TO THE GRADUATE SCHOOL. Up to 12 hours of the courses taken may be applied toward their MPH/EHS degree.

Currently, there are no certificate programs at any of the state universities in Kentucky to address the need for additional education in this area. Eastern Kentucky University with its CEPH accredited Masters of Public Health/ Environmental Health Science program, and the only accredited environmental health science program in the state, has the faculty with the appropriate training, teaching and certification credentials to make the OEH Graduate Certificate Program a one of a kind program. The faculty in the program has over 75 years of work experience in this field. Our program is designed for students currently working with classes scheduled on-line, at night and on the weekend. Attached is a curriculum and schedule of classes.

The 18 hour graduate certificate program will enable hundreds of Kentuckians presently involved in working for local, state and federal agencies and private companies to enhance their knowledge and skills in occupational & environmental health(OEH). Kentucky is an OSHA state, therefore, the employees are state employees operating as Occupational Health & Safety officers. These employees perform the exact job duties as a federal OSHA employee in enforcing the Occupational Safety and Health Act and its regulations. Kentucky has thousands of manufacturing companies of varying sizes. A large percentage of these companies have environmental health and safety personnel to manage their OSHA and EPA mandated regulations. Many of these managers have degrees in chemistry, biology or other sciences. The OEH Graduate Certificate program will allow them to have more industrial hygiene/occupational safety courses than most graduate programs teach. It will increase the educational level beyond a bachelor’s degree, encourage many to complete a master’s degree, and enhance the opportunities for advancement in their careers.

Students completing the Graduate Certificate Program in OEH will have acquired the following CEPH competencies:

**Domain #1 Analytical Skills**
1. Determine appropriate uses and limitations of both quantitative and qualitative data.
2. Evaluate the integrity and comparability of data and identify gaps in data sources.
3. Obtain and interpret information regarding risks and benefits to their organization.
Domain #2 Policy Development & Program Planning Skills
4. State policy options and write clear and concise policy statements.
5. Decide on appropriate actions based on available data
6. Develop a plan to implement policy, including goals, objectives and implementation steps
7. Prepare and implement emergency response plans

Domain #3 Communication skills
8. Communicate effectively both in writing and orally
9. Lead and participate in groups to address specific issues
10. Listens to others in an unbiased manner, respects points of view of others, and promotes the expression of diverse opinions

Domain #4 Cultural Competency Skills
11. Utilizes appropriate methods for interacting sensitivity, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional background, and persons of all ages and lifestyle preferences

Domain #5 Community Dimensions of Practice Skills
12. Establishes and maintains linkages with key stakeholders
13. Describes the role of government in the delivery of community health services

Domain #6 Basic Public Health Science Skills
14. Identifies and retrieves current relevant scientific evidence
15. Identifies the limitation of research and the importance of observations and interrelationships
16. Identifies and applies basic research methods used in public health

Domain #7 Financial Planning & Management Skills
17. Manages programs with budget constraints
18. Applies budget processes
19. Monitors program performance
20. Develops and presents a budget
21. Conducts cost-effectiveness, cost-benefit, and cost utility analyses

Domain #8 Leadership & System Thinking Skills
22. Creates a culture of ethical standards within organizations and communities
23. Helps create key values and shared vision and uses these principles to guide actions
24. Promotes team and organizational learning
25. Uses the legal and political system to effect change
26. Applies the theory of organizational structures to professional practice
18 HOUR GRADUATE CERTIFICATE PROGRAM in INDUSTRIAL HYGIENE

The program will be a University approved 18 graduate credit-hour certificate taught in the EHS-MPH program by graduate faculty. It will have a time frame of 3 semesters with 2 classes taught each semester. One of the 6 classes will be online. The students will be approved through the Graduate School via the Non-Degree Admissions-Certification Admission graduate application process including an acceptable GPA from an accredited college or university.

The following are the 6 courses required to complete the certificate:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS 840</td>
<td>Industrial Hygiene Principles</td>
<td>D. Gary Brown DrPH CIH</td>
<td>3 hrs</td>
</tr>
<tr>
<td>EHS 841</td>
<td>Essential of Industrial Hygiene</td>
<td>D. Gary Brown DrPH CIH</td>
<td>3 hrs</td>
</tr>
<tr>
<td>EHS 865</td>
<td>Environmental Toxicology</td>
<td>Carolyn Harvey PhD CIH</td>
<td>3 hrs</td>
</tr>
<tr>
<td>*EHS 875</td>
<td>Principles of Ventilation</td>
<td>Carolyn Harvey PhD CIH</td>
<td>3 hrs</td>
</tr>
<tr>
<td>*EHS 885</td>
<td>Crisis Management, Risk Assessment</td>
<td>D. Gary Brown DrPH CIH</td>
<td>3 hrs</td>
</tr>
<tr>
<td>*EHS 710</td>
<td>Radiological Health</td>
<td>Doug Draper MS, CHP</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

Spring 2010
- EHS 840 Industrial Hygiene Principles D. Gary Brown DrPH CIH 3 hrs
- EHS 875 Principles of Ventilation Carolyn Harvey PhD CIH 3 hrs

Fall 2010
- EHS 865 Environmental Toxicology Carolyn Harvey PhD CIH 3 hrs
- EHS 710 Radiological Health Doug Draper MS, CHP 3 hrs

Spring 2011
- EHS 885 Crisis Management, Risk Communication/Assessment D. Gary Brown DrPH CIH 3 hrs
- EHS 841 Essentials of Industrial Hygiene D. Gary Brown DrPH CIH 3 hrs

*Course description attached
+Course on-line
EHS 885 is a new course to increase the knowledge of risk assessment and risk management for employees working in the field of environmental/occupational health.

Five of these courses are currently being taught by existing faculty. Current faculty will teach EHS 885.
Certificate Program Approval Process

1. Proposing Institution: Eastern Kentucky University

2. College/Department: Health Sciences/Environmental Health

3. Program Title: Certificate - Industrial Hygiene

4. CIP Code: 15.0701

5. Part of Existing Program? Yes No

6. Program Description (Attach course sequence, new course identification, and competencies.)
   See Attached

7. Statement of Need: Regional Stewardship/Workforce Development

8. Licensure/Certification: Yes No (If yes, please specify agency and level)

9. Plans for collaboration with other institutions (if applicable): N/A

10. Anticipated enrollment/completions: 10-15 per year

11. Admission Requirements

   a. Are there specific admission requirements in addition to the general institutional requirements? Yes No (If yes, please indicate):

   b. Indicate the student placement level for the program Graduate Level - MPH Program

12. Implementation Date: Fall 2010

   EKU Council on Academic Affairs Approval Date: 
   EKU Faculty Senate Approval Date: 
   EKU Board of Regents Approval Date: 
   KCTCS Approval Date: 
   CPE Approval Date:
Curriculum Change Form

Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>Environmental Health Science &amp; Clinical Lab Science</th>
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<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>College</td>
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<tr>
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<td>Hybrid Course (&quot;S,&quot; &quot;W&quot;)</td>
<td>*Course Title (30 characters)</td>
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</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Program Title</td>
<td>Certificate in Industrial Hygiene</td>
</tr>
<tr>
<td>X New Program (Part III)</td>
<td>(Major ___, Option ___; Minor ___; or Certificate X)</td>
<td></td>
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<tr>
<td>Program Revision (Part III)</td>
<td></td>
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</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.

Proposal Approved by: Departmental Committee 9/4/09 Graduate Council* 1/29/10

Is this a SACS Substantive Change? Yes**** No

Council on Academic Affairs 1/29/10

College Curriculum Committee 11/18/09 Approved x Disapproved 3/18/10

Graduate School via the Non-Degree Admissions – Certification Admission application process including an acceptable GPA from an accredited college of university.

General Education Committee* NA Faculty Senate**

Teacher Education Committee* NA Board of Regents**

Council on Postsecondary Edu.***

**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

A. 1. Specific action requested: Create new graduate certificate in Industrial Hygiene in the EHS - MPH program
A. 2. Effective date: Fall 2010
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
The 18 hour graduate certificate program will enable hundreds of Kentuckians presently involved in working for local, state and federal agencies and private companies to enhance their knowledge and skills in occupational & environmental health (OEH). This is a regional stewardship/workforce development need.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

Graduate Certificate Program in Industrial Hygiene
CIP 15.0701

The Graduate Certificate in Industrial Hygiene is designed for both degree-seeking and certificate-seeking students. The degree-seeking student may apply the certificate courses toward their degree and earn the official EKU Graduate Certificate in Industrial Hygiene.
The students will be approved through the Graduate School via the Non-Degree Admissions – Certification Admission graduate application process including an acceptable GPA from an accredited college of university.

The following six courses are required to complete the certificate:
EHS710, 840, 841, 865, 875, and 885 …………………………………………………………………………………18 hours total
### Part I

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<tr>
<td>X New Program (Part III)</td>
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<td>(Major __, Option ___; Minor ___; Certificate or</td>
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<tr>
<td>Program Suspended (Part III)</td>
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<td>X Endorsement)</td>
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*Provide only the information relevant to the proposal.

#### Proposal Approved by:

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<th>Departmental Committee</th>
<th>December 2009</th>
<th>Graduate Council*</th>
<th>Date</th>
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<td>January 12, 2010</td>
<td>Approved x Disapproved</td>
<td>3/18/10</td>
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<td>General Education Committee*</td>
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<td>Faculty Senate**</td>
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<td>Teacher Education Committee*</td>
<td>January 26, 2010</td>
<td>Board of Regents**</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Council on Postsecondary Edu.***</td>
<td></td>
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</tr>
</tbody>
</table>

*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
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

#### 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.)

Create a Teacher Leader Endorsement

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

Fall 2010

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

**B. The justification for this action:**

This endorsement program provides an avenue for candidates who previously completed a master’s degree or for candidates who completed Rank II 5th year or Rank I 6th year programs prior to December 31, 2010 an option to add the Teacher Leader Endorsement to their credentials. This program also provides an opportunity for candidates who may complete or who have completed a non-education master’s degree to add a Teacher Leader Endorsement to their credentials.

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

**Personnel Impact:** None

**Operating Expenses Impact:** None

**Equipment/Physical Facility Needs:** None

**Library Resources:** None
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 the current catalog text with the proposed text using strikethrough for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

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 the current program requirements using strikethrough for deletions and underlines for additions.
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.

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

SEE BELOW

TEACHER LEADER ENDORSEMENT

I. GENERAL INFORMATION

The Teacher Leader Endorsement is designed to prepare teachers to be essential contributors to the shared leadership in the school. Teacher leadership becomes a ground level collaborative to strengthen teacher performance.

II. ADMISSION REQUIREMENTS

Candidates will apply for Certification Admission status as described in the Graduate Catalog. Candidates must have completed an initial teaching certification program and have earned a Master’s degree. Candidates who completed a Rank II 5th year program prior to December 31, 2010 are waived from the master’s degree requirement for admission to the program. In addition, candidates must have earned an overall 3.0 graduate GPA.

III. PROGRAM REQUIREMENTS

Curriculum Requirements

Teacher Leader Core ................................................................................................................................. 15 hours

ETL 800, 801 ............................................................................................................................................. 6 hours
ETL 802 or EPY 869 ................................................................................................................................. 3 hours
ELE 810, EMG 810, EMS 850, ESE 863, or SED 800 ................................................................................. 3 hours
EAD 869 or EMS 889 or a course approved by the advisor ..................................................................... 3 hours
IV. EXIT REQUIREMENTS

Candidates must earn an overall GPA of 3.0 or higher, with no grade lower than a C.

A field-based research project, which culminates in a technology-enhanced presentation, is required in the Capstone Seminar or in a designated course. A portfolio review may be required.
Curriculum Change Form  
(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

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<th>Part I</th>
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<td>New Program (Part III)</td>
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<tr>
<td>X Program Revision (Part III)</td>
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<td>*Provide only the information relevant to the proposal.</td>
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<tr>
<td>Program Suspended (Part III)</td>
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</tr>
</tbody>
</table>

Proposal Approved by:  
Departmental Committee  12/7/2009  
Graduate Council*  
Is this a SACS Substantive Change?  Yes**** No X  
Council on Academic Affairs  
College Curriculum Committee  
General Education Committee*  NA  
Teacher Education Committee*  NA  
Faculty Senate**  
Board of Regents**  
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  
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.  

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

A. **Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
To reduce the number of hours for the BA degree in Globalization and International Affairs from 128 semester hours to 120 semester hours by reducing Free Electives.  
A. **Effective date:** (Example: Fall 2001)  
Fall 2010.  
A. **Effective date of suspended programs for currently enrolled students:** (if applicable)  

B. **The justification for this action:**  
Proposed change will make the major more competitive within Kentucky and will benefit students in completing their degree in a timely manner.  

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

Personnel Impact: No direct impact. If the credit hour reduction attracts more students, the enrollment increase could increase class sizes. Some increase can be accommodated with current staffing.  

Operating Expenses Impact: No impact.  

Equipment/Physical Facility Needs: No impact.  

Library Resources: No impact.
**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 the current catalog text with the proposed text using **strike-through** for deletions and **underlines** for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised* Catalog Text**

(*Use **strike-through** for deletions and **underlines** for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)*

---

**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 the current program requirements using **strike-through** for deletions and **underlines** for additions.
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.

**New or Revised* Program Text**

(*Use **strike-through** for deletions and **underlines** for additions.)*

---

*CAA 12*
Globalization and International Affairs (B.A.)
CIP Code: 30.2001

Major Requirements..............................................................................................................42 hours
A minimum grade of “C” is required in all courses counted toward the major.

Foundation courses...........................................................................................................15 hours
Complete 15 hours from the following list, including 9 hours from group (a) and 6 hours from group (b).
(a) ANT 120 or 200 (choose one), ECO 231, GEO 200, POL 212
(b) Up to six hours of one foreign language
   Up to six hours of EKU-approved Study Abroad courses
   Up to three hours from one of the following courses:
   FCC 210, FCC 220, FCC 222, FCC 226, FCC 227

Core courses.......................................................................................................................12 hours
ECO 394, GEO 322, HIS 347, POL 220.

Elective courses.................................................................................................................12 hours
Choose four courses from the following list, with no more than two having the same course prefix.
   ANT 499, ECO 340, ECO 395, GEO 322, GEO 330, GEO 347, HIS 320, HIS 346, HIS 350,
   HIS 365, HIS 375, HIS 378, HIS 380, HIS 384, HIS 386, HIS 434, HIS 474, HIS 475,
   HUM 360, POL 310, POL 315, POL 316, POL 321, POL 325, POL 327, POL 410, POL 415,
   POL 421, POL 451, POL 499, POL 517, POL 525, SOC 425, plus (with prior approval) various
   “special topics” and seminar courses offered by individual departments.

Capstone course..................................................................................................................3 hours
GLO 490, Globalization Senior Seminar.

Supporting Course Requirements.......................................................................................9 hours
MAT 107 or higher (General Education Area II or VII-QS).
HIS 247 (General Education Area V-A).
ECO 230 (General Education Area V-B).

General Education Requirements.....................................................................................39 hours
Standard General Education program excluding block II or VII-QS; block V-A; and block V-B. Refer
   to Section Four of this Catalog for details on the General Education and University requirements.

University Requirement....................................................................................................1 hour
ASO 100.

Free Electives.....................................................................................................................37 29 hours
Total Curriculum Requirements.........................................................................................428 120 hours
**Curriculum Change Form**  
(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

### Part I

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<tr>
<th>(Check one)</th>
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<th>College</th>
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<tr>
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<td>Foreign Languages &amp; Humanities</td>
<td>Arts &amp; Sciences</td>
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<tr>
<td>Course Revision (Parts II, IV)</td>
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<td></td>
<td>Minor in Humanities</td>
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</table>

| (Check one)                                      |                         |                             |                |
| Hybrid Course (‘S,’ ‘W’)                        |                         |                             |                |
| Course Dropped (Part II)                        |                         |                             |                |

| (Check one)                                      |                         |                             |                |
| New Program (Part III)                           |                         |                             |                |

| (Check one)                                      |                         |                             |                |
| Program Revision (Part III)                      |                         |                             |                |

| (Check one)                                      |                         |                             |                |
| Program Suspended (Part III)                     |                         |                             |                |

*Provide only the information relevant to the proposal.*

**Proposal Approved by:**  
**Date**  
Departmental Committee  
10/28/2009

Graduate Council*  
Date  
NA

Council on Academic Affairs  
3/18/10

College Curriculum Committee  
3/1/2010

Approved  
Disapproved

General Education Committee*  
NA

Faculty Senate**  
3/1/2010

Teacher Education Committee*  
NA

Board of Regents**  
3/18/10

College Curriculum Committee  
3/1/2010

Approved  
Disapproved

General Education Committee*  
NA

Faculty Senate**  
3/1/2010

Teacher Education Committee*  
NA

Board of Regents**  
3/18/10

*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

****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

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

Reducing the overall required hours from 24 to 18 and changing the courses required for the minor.

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

Fall 2010

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

**B. The justification for this action:**

Reduce the number of required hours to complete in due time. Raise the academic bar for the minor by requiring HUM 302 and two upper division HUM courses. Make the requirements for the minor more flexible for students. Change the required courses for the minor to make it more in-line with the requirements for the humanities major in the event that students wish to transition to the major.

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

<table>
<thead>
<tr>
<th>Personnel Impact</th>
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<td>Equipment/Physical Facility Needs</td>
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<td>Library Resources</td>
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### Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)
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 the current program requirements using strikethrough for deletions and underlines for additions.
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.

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

Minor in Humanities

A student may minor in humanities by completing the following courses: HUM 124, 226 or 228, 300 or 395; three hours of foreign culture and civilization (FCC) or REL 301; three hours of upper-division art history; three hours from ENG 335, THE 390, 391, or 430; MUS 272, 371, or 372; PHE 200* or three hours of upper-division philosophy (PHI). When the major and the minor require the same courses, three hours may be waived from the minor upon the recommendation of the Chair of the Department of Foreign Languages and Humanities.

*Students who plan to teach humanities in the public schools should select this course.

Minor in Humanities:

A student may minor in humanities by completing the following courses: HUM 302; six hours from HUM 300, 320, 330, 340, 350, or 360; nine hours from ARH 390, 391, ENG 334, 335, 337, 340, 345, 350, 351, 352, 353, 374, 375, FCC 220, 222, 226, 227, HIS 336, 337, 339, 341, 342, 343, 344, 347, MUH 371, 372, PHE 200*, PHI 300, 310, 320, 330, 332, 342, THE 390, 391, or REL 301.

*Students who plan to teach humanities in the public schools should select this course.

Total Curriculum Requirements...................................................18 hours
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>Accounting, Finance, and Information Systems</td>
<td>College of Business and Technology</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hybrid Course (&quot;S,&quot; &quot;W&quot;)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td></td>
<td></td>
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<tr>
<td>New Program (Part III)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X Program Revision (Part III)</td>
<td></td>
<td></td>
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</table>

Proposal Approved by: Date Date
Departmental Committee 1/20/2010—2/5/2010 Graduate Council* NA
Is this a SACS Substantive Change? Yes**** No X Council on Academic Affairs
College Curriculum Committee 2/19/2010 Approved x Disapproved ____________ 3/18/10
General Education Committee* NA Faculty Senate**
Teacher Education Committee* NA Board of Regents**
Council on Postsecondary Edu.***

*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
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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.)

Reduce the total number of hours required for a degree in Accounting, to add Accounting Information Systems as a required course, and to make MAT 211 required for all accounting majors.

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

Fall 2010

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

B. The justification for this action:

To align the number hours required for a degree in accounting with other programs on campus, to add a course in Accounting Information Systems which will contain tools and skills needed by accountants after graduation, and to increase the mathematical skills of our students.

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

Personnel Impact:
None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
None

Library Resources:
None
### 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 the current program requirements using *strike through* for deletions and *underlines* for additions.
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.

#### New or Revised* Program Text

(*Use *strike through* for deletions and *underlines* for additions.)

**Accounting (B.B.A.)**

*CIP Code: 52.0301*

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTO 100</td>
<td></td>
</tr>
<tr>
<td>University Requirement</td>
<td></td>
</tr>
<tr>
<td>General Education Requirements</td>
<td></td>
</tr>
<tr>
<td>College Requirement: Professional Skills Seminar</td>
<td></td>
</tr>
<tr>
<td>BTS 300 (CR) and BTS 400 (CR)</td>
<td></td>
</tr>
<tr>
<td>Supporting Course Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Free Electives (non-business)</td>
<td>9</td>
</tr>
<tr>
<td>Business Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Business Core</td>
<td>21</td>
</tr>
<tr>
<td>Free Electives (non-business)</td>
<td>9</td>
</tr>
<tr>
<td>Business Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Business Core</td>
<td>21</td>
</tr>
<tr>
<td>Total Curriculum Requirements</td>
<td>128</td>
</tr>
</tbody>
</table>

AFIS 32
**Curriculum Change Form**
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

### Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>Accounting, Finance &amp; Information Systems</td>
<td>Business &amp; Technology</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td><em>Course Prefix &amp; Number</em></td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td><em>Course Title (30 characters)</em></td>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td><em>Program Title</em></td>
<td>Finance (BBA)</td>
</tr>
<tr>
<td>Program Revision (Part III)</td>
<td>Finance</td>
<td>(Major x, Option __; Minor ___; or Certificate ___)</td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td><em>Provide only the information relevant to the proposal.</em></td>
<td></td>
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</table>

**Proposal Approved by:**

<table>
<thead>
<tr>
<th>Departmental Committee</th>
<th>Date</th>
<th>Graduate Council*</th>
<th>Date</th>
<th>Council on Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/5/2010</td>
<td></td>
<td>NA</td>
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<table>
<thead>
<tr>
<th>College Curriculum Committee</th>
<th>Date</th>
<th>General Education Committee*</th>
<th>Date</th>
<th>Teacher Education Committee*</th>
<th>Date</th>
<th>Board of Regents**</th>
<th>Date</th>
<th>Council on Postsecondary Edu.***</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/19/2010</td>
<td></td>
<td>NA</td>
<td></td>
<td>NA</td>
<td></td>
<td>Approved x</td>
<td>Disapproved</td>
<td>3/18/10</td>
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</tbody>
</table>

*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
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

**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.)
Reduce the total hours required for Finance major to 120, and to incorporate recently approved courses FIN 310 and FIN 311 into the finance program. Edit courses for alphabetizing purposes.

**A. 2. Effective date:** (Example: Fall 2001)
FALL 2010

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

**B. The justification for this action:**
Most programs in EKU Business now require 120 hours for a BBA degree. Therefore, we propose the revision of the Finance major that requires only 120 hours. We also recently proposed two new courses in Personal Financial Planning and Entrepreneurial Finance that would serve Financial Planning and Managerial Finance options.

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

**Personnel Impact:**
None

**Operating Expenses Impact:**
None

**Equipment/Physical Facility Needs:**
None

**Library Resources:**
None

AFIS 35
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 the current program requirements using *strike-through* for deletions and *underlines* for additions.
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.

<table>
<thead>
<tr>
<th>New or Revised Program Text</th>
<th>(*Use <em>strike-through</em> for deletions and <em>underlines</em> for additions.)</th>
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</thead>
<tbody>
<tr>
<td><strong>Finance (B.B.A.)</strong></td>
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<td><em>CIP Code: 52.0801</em></td>
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</table>

**University Requirement**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BTO 100.</td>
<td>1</td>
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**General Education Requirements**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard General Education program, excluding general education blocks II, VB, VC, and VII(QS). Refer to Section Four of this Catalog for details on the General Education and University requirements.</td>
<td>36</td>
</tr>
</tbody>
</table>

**College Requirement: Professional Skills Seminar** 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTS 300 (CR) and BTS 400 (CR).</td>
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</tr>
</tbody>
</table>

**Supporting Course Requirements**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 212 or CSC 104; ECO 230, 231; MAT 211 or the combined courses of MAT 107 and QMB 240; PSY 200 or PSY 200W or SOC 131; ECO 230, 231, 320, 420; CIS 212 or CSC 104.</td>
<td>21-24 15-18</td>
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**Free Electives (non-business)**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Free Electives (non-business).</td>
<td>3-8</td>
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</table>

**Business Requirements** 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Pre-Business Core.</td>
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</tbody>
</table>

**Business Core**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Business Core</td>
<td>21</td>
</tr>
</tbody>
</table>

**Major Requirements**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 201, 301, 410, 450 (1); and one of the following options:</td>
<td>29-34 30</td>
</tr>
</tbody>
</table>

**Managerial Finance Option**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 401, 424, 455, ACC 250, 301, 302, 327, FIN 310, 330, 410, 424 and three hours from ACC 322, 327, 425, 440, 441, 501, 525, CIS 335 FIN 311, 324, 349, 420.</td>
<td></td>
</tr>
</tbody>
</table>

**Financial Planning Option**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 322, FIN 311, 324, 420, INS 370, 374, 474 and six three hours from FIN 310, 330, 349, 410, 424, INS 378, 380, 474, 476.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Curriculum Requirements**: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Requirements.</td>
<td>120</td>
</tr>
</tbody>
</table>

AFIS 36
Curriculum Change Form  
(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

### Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>Accounting Finance and Information Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>College</td>
<td>Business &amp; Technology</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
<td></td>
</tr>
<tr>
<td>Hybrid Course (&quot;S,&quot; &quot;W&quot;)</td>
<td>*Course Title (30 characters)</td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Program Title</td>
<td>Insurance (BBA)</td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>(Major X, Option ___; Minor __; or Certificate ___)</td>
<td></td>
</tr>
<tr>
<td>XX</td>
<td>Program Revision (Part III)</td>
<td></td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td>*Provide only the information relevant to the proposal.</td>
<td></td>
</tr>
</tbody>
</table>

Proposal Approved by:  
Departmental Committee: 2/5/2010  
Graduate Council*: NA  
Council on Academic Affairs: NA  
College Curriculum Committee: 2/19/2010  
Approved X Disapproved ____  
Approved 3/18/10  
General Education Committee*: NA  
Faculty Senate**: NA  
Teacher Education Committee*: NA  
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  
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

A. **Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
Decrease number of free electives to reduce total number hours required to 120. Revise and increase Major Requirements hours to reflect current course offerings.

A. **Effective date:** (Example: Fall 2001)  
Fall, 2010  
A. **Effective date of suspended programs for currently enrolled students:** (if applicable)  
NA

B. **The justification for this action:**  
To update curriculum to reflect current changes in programs and courses.

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

**Personnel Impact:**  
None

**Operating Expenses Impact:**  
None

**Equipment/Physical Facility Needs:**  
None

**Library Resources:**  
None

AFIS 37
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 the current program requirements using strikethrough for deletions and underlines for additions.
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.

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

Insurance (B.B.A.)
CIP Code: 52.1701

University Requirement........................................................................................................................................................................1 hour
BTO 100.

General Education
Requirements.........................................................................................................................................................................................36 hours
Standard General Education program, excluding general education blocks II, VB, VC, and VII(QS).
Refer to Section Four of this Catalog for details on the General Education and University requirements.

College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements.....................................................................................................................................................15-18 hours
CIS 212 or CSC 104; ECO 230, 231; MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131;
ECO 230, 231; CIS 212 or CSC 104.

Free Electives (non-business).........................................................................................................................................................46-49 hours

Business Requirements
Pre-Business Core........................................................................................................................................................................12 hours
ACC 201, 202; GBU 204; QMB 200.

Business Core........................................................................................................................................................................21 hours
CCT 300, CIS 300, FIN 300, MGT 300, 370, MKT 300, GBU 480.

Major Requirements......................................................................................................................................................................24-27 hours
INS 370, 372, 374, 378, 486 or 460 or 474, and nine twelve additional hours of insurance electives may be taken from the following: INS 349—up to a maximum of six hours, INS 380, 460, 474, and 476, 486 and INS 400—up to a maximum of six hours total, INS 490—up to a maximum of six hours; APS 350, 351, 352, 438, 465, FSE 221,
322, 350, 361, 366, TRS 332, and 342, GBU 310, 311, MGT 330, MKT 310, FIN 201 or FRM 352, FIN 310, 311,
and 390S.

Total Curriculum Requirements..................................................................................................................................................128 hours
**Curriculum Change Form**
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

<table>
<thead>
<tr>
<th>Part I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Check one)</td>
<td></td>
</tr>
<tr>
<td>New Course (Parts II, IV)</td>
<td></td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td></td>
</tr>
<tr>
<td>Hybrid Course (&quot;S,&quot; &quot;W&quot;)</td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td></td>
</tr>
<tr>
<td>Program Revision (Part III)</td>
<td></td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td></td>
</tr>
</tbody>
</table>

Department Name: Accounting Finance and Information Systems
College: Business & Technology

*Provide only the information relevant to the proposal.

Proposal Approved by:  
Departmental Committee: 2/5/2010  
Graduate Council*: NA  
Council on Academic Affairs: NA  
College Curriculum Committee: 2/19/2010  
Approved x Disapproved ___  
Faculty Senate**: 3/18/10  
Board of Regents**: NA  
Teacher Education Committee*: 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  
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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.)  
Decrease number of free electives to reduce total number hours required to 120. Revise Major Requirements to reflect current course offerings.

A. 2. **Effective date:** (Example: Fall 2001)  
Fall, 2010

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

B. **The justification for this action:**  
To update curriculum to reflect current changes in programs and courses.

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

**Personnel Impact:**  
None

**Operating Expenses Impact:**  
None

**Equipment/Physical Facility Needs:**  
None

**Library Resources:**  
None

AFIS 39
### 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 the current program requirements using *strike through* for deletions and *underlines* for additions.
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.

<table>
<thead>
<tr>
<th>New or Revised* Program Text</th>
<th>(*Use <em>strike through</em> for deletions and <em>underlines</em> for additions.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance (B.S.)</strong></td>
<td>CIP Code: 52.1701</td>
</tr>
<tr>
<td>University Requirement</td>
<td>....................................................................................................... 1 hour</td>
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<tr>
<td>BTO 100.</td>
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<tr>
<td>General Education Requirements</td>
<td>........................................................................................................... 39 hours</td>
</tr>
<tr>
<td></td>
<td>Standard General Education program, excluding general education blocks II, VB, and VII(QS). Refer to Section Four of this Catalog for details on the General Education and University requirements.</td>
</tr>
<tr>
<td>College Requirement: Professional Skills Seminar</td>
<td>BTS 300 (CR) and BTS 400 (CR).</td>
</tr>
<tr>
<td>Supporting Course Requirements</td>
<td>........................................................................................................... 9-12 hours</td>
</tr>
<tr>
<td>ECO 230, CIS 212 or CSC 104; MAT 211 or the combined courses of MAT 107 and QMB 240; ECO 230, CIS 212 or CSC 104.</td>
<td></td>
</tr>
<tr>
<td>Free Electives (At least one hour must be upper division)</td>
<td>....................................................................................................... 22-25 14-17 hours</td>
</tr>
<tr>
<td>Business Requirements</td>
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</tr>
<tr>
<td>Pre-Business Core</td>
<td>....................................................................................................... 12 hours</td>
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<tr>
<td>ACC 201, 202; GBU 204; QMB 200.</td>
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</tr>
<tr>
<td>Core</td>
<td>....................................................................................................... 21 hours</td>
</tr>
<tr>
<td>CCT 300W, CIS 300, FIN 300, MGT 300, 370, MKT 300, INS 370, 374.</td>
<td></td>
</tr>
<tr>
<td>Insurance Major Requirements</td>
<td>....................................................................................................... 21 hours</td>
</tr>
<tr>
<td>INS 372, 378, 400; 460 or 474 or 486; and nine twelve hours from INS 349 (1-6 hours), 376, 380, 400 (1-3 hours up to a maximum of Six hours), 460, 474, 476, 486, 490 (1-6 hours), or any upper division INS course not taken as part of major requirements, GBU 310, 311, MGT 330, MKT 310, APS 350, 351, 352, 438, 465, FSE 221, 322, 350, 361, 366, TRS 332 or 342, FIN 201 or FRM 352, FIN 310, 311 and 390S.</td>
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</tr>
<tr>
<td>Total Curriculum Requirements</td>
<td>....................................................................................................... 128 120 hours</td>
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</table>
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Check one)</strong></td>
</tr>
<tr>
<td>New Course (Parts II, IV)</td>
</tr>
<tr>
<td>Department Name</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
</tr>
<tr>
<td>*Course Prefix &amp; Number</td>
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<tr>
<td>*Course Title (30 characters)</td>
</tr>
<tr>
<td>Hybrid Course (&quot;S,&quot; &quot;W&quot;)</td>
</tr>
<tr>
<td>Program Title</td>
</tr>
<tr>
<td>(Major X, Option X; Minor ___; or Certificate ___)</td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
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<td>Program Revision (Part III)</td>
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<tr>
<td>New Program (Part III)</td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.*

<table>
<thead>
<tr>
<th>Proposal Approved by:</th>
<th>Date</th>
<th>Departmental Committee</th>
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<td>Council on Postsecondary Edu.***</td>
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</table>

*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
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

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

Add "or PSY 200 or 200W" to Supporting Course Requirements. Revise the number of total hours required to obtain Management BBA Degree, Management Option and Human Resource Management Option from 128 hours to 120 hours by decreasing 8 hours from Free Electives. Add "W" to CCT 300 in Business Core.

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

Fall 2010

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

NA

**B. The justification for this action:**

By decreasing the number of hours for degree completion, students will be able to obtain a BBA degree in Management in a more efficient time frame without compromising quality whether choosing the Management Option or the Human Resource Management Option.

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

**Personnel Impact:**

None

**Operating Expenses Impact:**

None

**Equipment/Physical Facility Needs:**

None

**Library Resources:**

None
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 the current program requirements using strikethrough for deletions and underlines for additions.
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.

### New or Revised* Program Text

(*Use strikethrough for deletions and underlines for additions.)

**Management (B.B.A)**

*CIP Code 52.0201*

---

**University Requirement**

BTO 100

---

**General Education Requirements**

- Standard General Education program, excluding general education blocks II, VB, VC, and VII(QS).
- Refer to Section Four of this Catalog for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

- BTS 300 (CR) and BTS 400 (CR)

**Supporting Course Requirements**

- MAT 107 or MAT 211; SOC 131 or PSY 200 or 200W; ECO 230, 231;
- CIS 212 or CSC 104

---

**Free Electives**

- May include 3 hours approved business electives

**Business Requirements**

- Pre-Business Core
  - ACC 201, 202; GBU 204; QMB 200

- Business Core
  - CCT 300W, CIS 300, FIN 300, MGT 300, 370, MKT 300, GBU 480

---

**Major Requirements**

- MGT 320, 340, 400, 480, and one of the following options:
  - **Management Option:**
    - 12 hours of approved management electives above the core
  - **Human Resource Option:**
    - MGT 410, 425, 440, 445

---

**Approved Business Electives**

- 6 hours

**Total Curriculum Requirements**

- 120 hours

---

MMAC 7
### Curriculum Change Form
(Present only one proposed curriculum change per form)  
(Check only the section(s) applicable.)

**Part I**

<table>
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</table>

*Provide only the information relevant to the proposal.*

**Proposal Approved by:**

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**Is this a SACS Substantive Change?**  
Yes**** No X

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<th>Faculty Senate**</th>
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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

****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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.)

Reduce “Total Curriculum Requirements from 128 to 120 hours. Drop CSC 104 or CIS 212; MAT 107 and 108; MGT 480 or INT 408 from Supporting Courses. Add PSY 200W to Supporting Course Requirements. Drop 8-12 hours from Free Electives. Add AVN 310 to the Professional Flight Option and ECO 231 to Aerospace Management Option. Move AVN 340, 401, 402 from Aerospace Management Option to the Aviation Core. Move AVN 325 from Professional Flight Option to Aviation Core. Eliminate VIII (6hours) in General Education Requirements—Previous editorial error.

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

Fall 2010

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

NA

**B. The justification for this action:**

To align aviation program with the international accrediting body, Aviation Accreditation Board International (AABI).

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

**Personnel Impact:**

None

**Operating Expenses Impact:**

None

**Equipment/Physical Facility Needs:**

None

**Library Resources:**

None
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 the current program requirements using strikethrough for deletions and underlines for additions.
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.

### Aviation (B.S.) Area Major

**CIP Code: 49.0102**

<table>
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<th>Requirement</th>
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<td>General Education Requirements</td>
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<td>College Requirement: Professional Skills Seminar</td>
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<tr>
<td>Supporting Course Requirements</td>
<td>40-31 hours</td>
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<td>Free Electives</td>
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<td>Major Requirements</td>
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<td><strong>Aviation Core</strong></td>
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<td><strong>Options:</strong></td>
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<td>Professional Flight</td>
<td>26-27 hours</td>
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<tr>
<td>Aerospace Management</td>
<td>30-27 hours</td>
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<tr>
<td><strong>Total Curriculum Requirements</strong></td>
<td>128-120 hours</td>
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*Students must take an Aviation exit examination before graduation.*
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

<table>
<thead>
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<th>Part I</th>
<th>Department Name</th>
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<tr>
<td>Course Dropped (Part II)</td>
<td>*Program Title</td>
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<tr>
<td>New Program (Part III)</td>
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<td></td>
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<tr>
<td>X Program Revision (Part III)</td>
<td></td>
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<tr>
<td>X Program Suspended (Part III)</td>
<td>*Provide only the information relevant to the proposal.</td>
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Proposal Approved by: [Departmental Committee: 2-26-10 | Graduate Council*: 2-26-10]

<table>
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*Is this a SACS Substantive Change? Yes**** No X

Is this a SACS Substantive Change? Yes**** No X

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

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

****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

A. Specific action requested: To update the elective in the Minor: GEO 200 to GEO 100. To delete ANT 325, ANT 435, SPE 375, TNT 300, and HIS 354 from the electives. To add ANT 250, GEO 205, GEO 302, HUM 350, HUM 360, and CMS 375 to the electives.

A. Effective date: Fall 2010

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

B. The justification for this action: to reflect changes in course offerings.

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

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

CAA 28
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 the current catalog text with the proposed text using strikethrough for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Minor in International Studies

(pg. 61 of the 2009-10 Undergraduate Catalog)

Core Courses: ....................................................................9 hours
GEO 200, 100, HIS 347, POL 220.

Study Abroad or Foreign Language: .................6 hours
Six credit hours from either a Study Abroad course (through
Eastern Kentucky University or another accredited university,
with credit transferred back to EKU), or six credit hours of
foreign language at or above the 200 level. Students may split
this requirement by taking 3 credit hours of Study Abroad and
3 credit hours of a foreign language at or above the 200 level.

Electives.............................................6 hours
Six credit hours from among the following courses (Note:
many of these courses, including all College of Business
upper division courses have prerequisites): ANT 325, 435, 250
CMS 375, COM 300, COM 345 or ENG 345, ECO 394, 395, EME 530,
FCC 220, 222, 226, 227, FIN 330, 455, GBU 201, GEO 202, 205
302, 322, 347, HIS 320, 350, 354, 365, 375, 378, 384, 474, 475,
HUM 300, 350, 360, MGT 430, MKT 400, PHI 330, POL 310, 312,
313, 315, 316, 325, 327, 410, 417, 495, REL 301, 335, 340, 345, 355,
SPE 375, TNT 300 (International topics only).

Total……………………………………………………….21 hours

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 the current program requirements using strikethrough for deletions and underlines for additions.
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.

New or Revised* Program Text
(*Use strikethrough for deletions and underlines for additions.)
# Curriculum Change Form

(Complete only the section(s) applicable.)

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## Part I

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<td>*Program Title</td>
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<td>(Major <strong>X</strong>, Option <strong>X</strong>; Minor ____; or Certificate ____)</td>
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<td>*Provide only the information relevant to the proposal.</td>
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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.)

Revise MAEd in Instructional Leadership degree title and components of the program to reflect the requirements and standards for the new Teacher Leader Endorsement. Per an EPSB mandate, all existing Masters degrees/Rank II programs must be closed to new students no later than December 2010.

---

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

Fall 2010

---

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable) Current students must complete the old program no later than January 31, 2013.

---

**B. The justification for this action:**

This revised degree program is in response to the EPSB mandate to provide programs that train teachers to be Teacher Leaders. This program will provide two options: The first option, Teacher Leadership for Student Learning, will provide the proficiency knowledge base for candidates who may later choose to pursue school principal certification. The second option, Safety and Facilities Management in Educational Settings, provides candidates another avenue for earning a School Safety Endorsement. Candidates will be eligible to apply for the Teacher Leader Endorsement upon completion of 15 required hours.

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

**Personnel Impact:** None

**Operating Expenses Impact:** None

**Equipment/Physical Facility Needs:** None

**Library Resources:** None
Part II. Recording Data for New, Revised, or Dropped Course
(For a new required course, complete a separate request for the appropriate program revisions.)

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

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

SEE BELOW – It should be noted that the Department of Educational Leadership and Policy Studies is revising the School Principal, Level 1 and 2, Supervisor of Instruction, Director of Pupil Personnel, and Superintendent of Schools programs to be certification only. The paperwork for the certification only programs will be presented at a later meeting.

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2009/10 GRADUATE CATALOG – PAGES 69-70

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES
Dr. James Rinehart, Chair
Dr. Robert Biggin, Associate Chair

Graduate Coordinators/Advisor:
Dr. Biggin, MAEd and Certification;
Dr. Rinehart, EdD and EdS
www.education.eku.edu
Combs 406, (859) 622-1125

I. GENERAL INFORMATION
The Department of Educational Leadership offers degree and non-degree graduate programs in educational leadership.
Master of Arts in Education in Instructional Leadership
Rank I Programs
Educational Leadership
Specialist in Education
Education Administration and Supervision

Educational Leadership Program Descriptions
Educational Leadership programs are designed to build a professional knowledge-base, leadership and management skills, and positive attitudes among aspiring educational and school district leaders. The courses and experiences address the Interstate School Leaders Licensure Consortium and Technology Standards for School Administrators that has been adopted by the Kentucky Education Professional Standards Board in partnership with the National Council for Accreditation of Teacher Education.

The Instructional Leadership—School Principal (all grades) program prepares educational leaders and managers for leadership positions with P-12 schools. Initial certification for school principal requires completion of an approved master’s degree, Level I or Level II program completion, three years of teaching experience, and successful completion of the School Leaders Licensure Assessment and the Kentucky Principal test. The Supervisor of Instruction program prepares instructional supervisors for district-wide leadership. Initial certification for supervisor of instruction requires completion of an approved master’s degree, the courses required for Level II Principal certification, and three years of teaching experience.
The Director of Pupil Personnel Services program prepares directors and assistant directors of pupil personnel services for school district-wide leadership. Initial certification for director of pupil personnel services requires completion of an approved master’s degree, the courses required for Level II Principal certification, and three years of teaching experience.
The Superintendent of Schools program prepares highly qualified candidates for district-wide leadership. Initial certification for school superintendent requires completion of an approved master's degree, the courses required for Level II Principal certification, three years of teaching, and two years of administrative experience.

II. ADMISSION REQUIREMENTS

Master of Arts in Education
- A score of 300 on the verbal section of the Graduate Records Exam (GRE) or a scaled score of 360 on the Millers Analogy Test (GMAT).
- 3.0 GPA in the undergraduate degree or 3.0 GPA in the last 60 undergraduate hours or a 3.0 GPA in a minimum of 15 graduate hours.

Non-degree Certification Programs
- Master's Degree.
- 3.0 GPA on graduate work.

III. PROGRAM REQUIREMENTS

Assessment Requirements
- A program portfolio is required for each candidate admitted to the program. The program portfolio will be continuously developed and assessed within each course. Content contained within the portfolio shall align with the Interstate School Leaders Licensure Consortium Standards that have been accepted by the Kentucky Education Professional Standards Board. The advisor of each candidate will review the portfolio at least once during Level I and/or Level II and at the completion of a candidate’s program.
- Departmental comprehensive exam.

Research Requirement
- Complete an action research project in EAD 869.

MASTER OF ARTS IN EDUCATION in Instructional Leadership

Curriculum Requirements

Master of Arts in Education in Instructional Leadership

Level I (Principal’s Certificate)
Instructional Leadership
EAD 801, 810, 827, 828, 831, 834, 846, 869, EMS 850.

Level II (Principal’s Certificate)
Instructional Leadership
EAD 801, 810, 827, 828, 834, 869, EMS 850. (with a previously completed Master’s Degree)

Additional Certification Options

Supervisor of Instruction
EAD 849, 859, EPY 816; SED 775, 800, or 810.

Director of Pupil Personnel Services
EAD 808, 821, 849, 859, EPY 816; SED 775, 800, or 810.

Superintendent of Schools
EAD 830, 840, 850, 870.

IV. EXIT REQUIREMENTS

- A master’s degree is required to receive initial certification in a Level I or Level II Principal program.
- A Kentucky classroom teaching certificate and appropriate years of teaching and administrative experience as described above are required.

The following are the exit requirements for all options of the Master of Arts in Education—Educational Leadership. There are no exit requirements for certificates.

Thesis
- A thesis is not required in this program; however, an action research project which culminates in a technology enhanced presentation is required in the Capstone Seminar.

Comprehensive Examinations
- The candidate will have an opportunity to demonstrate professional growth through a written and/or oral examination covering education and major program components.

Certification
- Candidates seeking principal certification must successfully complete the School Leadership Licensure Assessment (SLLA) and the Kentucky Principal’s Test to be recommended for certification.

MASTER OF ARTS IN EDUCATION

in Instructional Leadership

I. GENERAL INFORMATION

The Teacher Leader for Instruction degree is designed to prepare teachers to be essential contributors to the shared
leadership in the school. Teacher leadership is a ground level collaborative to strengthen teacher performance. This degree program provides two options. The first option, Teacher Leadership for Student Learning, will provide the proficiency knowledge base for teachers who may later choose to pursue a school principal master’s degree. The second option, Safety and Facilities Management in Educational Settings, will provide teachers with an avenue for earning a School Safety Endorsement.

II. ADMISSION REQUIREMENTS

A minimum total GRE score of 700 with verbal and quantitative subtest scores of at least 300 is required for clear admission to all options of the M.A.Ed. program in Teacher Leader for Instruction. As an alternative to the GRE, a raw score of 388 on the Miller’s Analogies test or passing scores on all required Kentucky PRAXIS II initial teaching exams will also meet the admission test requirement. Candidates must have completed an initial teaching certification program. In addition, candidates must have earned an overall 3.0 undergraduate GPA or a 3.0 in the last 60 hours completed. Candidates must also meet the general requirements of the Graduate School.
III. PROGRAM REQUIREMENTS

Curriculum Requirements

Teacher Leader Core .................................................................................................................. 15 hours

  ETL 800, 801, 802, EMS 850, 869

Candidates will be eligible to apply for the Teacher Leader Endorsement upon completion of these 15 hours.

Option 1: Teacher Leadership for Student Learning ................................................................. 15 hours

  EAD 811, 812, EME 866 ........................................................................................................ 9 hours
  EME 873, EMG 806, or ESE 774 .......................................................................................... 3 hours
  SED 775, 800, or 810 .......................................................................................................... 3 hours

Option 2: Safety and Facilities Management in Educational Settings ..................................... 15 hours

  EAD 840; SSE 870, 871, 873 ................................................................................................. 12 hours
  SSE 872 or COU 847 .......................................................................................................... 3 hours

Candidates will be eligible to apply for the School Safety Endorsement upon completion of these 15 hours.

Total Program Hours .............................................................................................................. 30 hours

IV. EXIT REQUIREMENTS

Program GPA: Candidates must earn overall GPA of 3.0 or higher, with no grade lower than a C.

A field-based research project, which culminates in a technology-enhanced presentation, is required in the Capstone Seminar or in a designated course in each option, or as part of the comprehensive examination. A portfolio review may be required.
### Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>Baccalaureate &amp; Graduate Nursing</th>
</tr>
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<tbody>
<tr>
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<td>Health Sciences</td>
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<tr>
<td>Course Revision (Parts II, IV)</td>
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<tr>
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<td>*Program Title</td>
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<td>X Program Revision (Part III)</td>
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*Provide only the information relevant to the proposal.*

Proposal Approved by:  

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<th></th>
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<th>Date</th>
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<tr>
<td>Departmental Committee</td>
<td>1/22/10</td>
<td>Graduate Council*</td>
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</tr>
<tr>
<td>College Curriculum Committee</td>
<td>2/17/10</td>
<td>Approved x Disapproved</td>
<td>3/18/10</td>
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<td>General Education Committee*</td>
<td>N/A</td>
<td>Faculty Senate**</td>
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<td>Teacher Education Committee*</td>
<td>N/A</td>
<td>Board of Regents**</td>
<td>N/A</td>
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<td>*If Applicable (Type NA if not applicable.)</td>
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<tr>
<td>**Approval needed for new, revised, or suspended programs</td>
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<td>***Approval/Posting needed for new degree program or certificate program</td>
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<tr>
<td>****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.</td>
<td></td>
<td></td>
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</tbody>
</table>

**Is this a SACS Substantive Change?** Yes**** No X

A. 1. Specific action requested: To update catalog copy to reflect revised mission and outcomes, and also department approval process for three prerequisite nursing courses.

To specify the time frame as five years for accepting older credits on specific prerequisite/ support courses (BIO 171, BIO 273/CLT 209, BIO 301, CHE 105, NFA 201, NSC 232, NSC 242, and NSC 252).

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
B. The justification for this action: The mission and outcomes were revised as part of the self study for reaccreditation process to reflect consistency with documents required for reaccreditation. Also, the department approval process for the three prerequisite nursing courses is slightly revised for increased clarification for students.

The department is working carefully to increase retention and graduation rates for students admitted to the program. This goal is in line with university goals, and is consistent with new mandates by the national accrediting body that all programs maintain a minimum 80% graduation rate. One concern with retention has been the age of some prerequisite and support courses. Although the catalog has a statement regarding transfer courses older than eight years old must be approved, the CARES report and the new Degree Works report has been automatically placing older courses in the support course line as meeting the requirement. We have found some courses 20 to 25 years old and both the advisor and student being led to believe the student was ready to apply for admission. As a result, the department has been carefully considering the issue of age of support courses and student success. The department faculty are concerned about students not having current content on some of the support courses/prerequisite courses, and this deficit has contributed to increased failure rate for a few students early in the program. Requiring the courses to be within the five years prior to admission to the nursing clinical sequence would improve currency of content. Students become frustrated when faculty have expectations that the student will already have a solid foundation in those courses, and faculty do not have time to go back and re-teach content the student has already had. An example is the pathophysiology course where faculty expect students to be current in the content in physiology and other pre courses. Students who do not have a strong background have a fairly high failure rate in this course. Another example includes the assessment courses in which faculty assume students have current content knowledge in anatomy and other pre courses. Again, faculty cannot take time to re-teach that content. Exceptions can be made for individual student situations. In the case where a student has been engaged in an occupation using the content before coming to the program (e.g., paramedic, LPN, biology teacher in a high school, etc), an exception can be given and the time limit waived. Having the time limit clearly published, however, will send a notice to potential students about currency of courses and encourage discussion between students and advisors related to their knowledge base and preparation for entering the nursing clinical sequence. It is not anticipated that a large number of students will be affected, but the small number who are affected will have a better chance of success. The change is requested for Fall 2010, but students who are anticipating entering the program for that semester and have not been advised accordingly will of course be accommodated and an exception granted if they choose.

This time limit will also work in favor of students competing for admission under our current point scale where older previous grades on the course can count against the student for admission. In some cases, the course work is older but the student either has not elected to or is not eligible to bankrupt. The new policy will provide a clean slate for students who have not taken the courses within the previous five years and have to repeat courses.

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

**Personnel Impact:** None in the department. It is not anticipated that it will have a large effect on departments teaching these support courses, as most students who take them at EKU already have taken them within the five year time frame.

**Operating Expenses Impact:** NONE

**Equipment/Physical Facility Needs:** NONE

**Library Resources:** NONE

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

| New or Revised* Program Text |
Department of Baccalaureate and Graduate Nursing

(Page 133 of the 2009-10 Undergraduate Catalog)

The baccalaureate nursing program is based upon the belief that preparation for professional nursing encompasses a broad liberal, general, and professional education. Within the framework of EKU and the College of Health Sciences, the Department of Baccalaureate and Graduate Nursing attempts to provide opportunities for the individual to The threefold mission of the department is congruent with the mission of the college and university; to serve the community of interest by providing high quality, accessible learning opportunities which encourage students to act independently, to think critically, to communicate effectively, and to practice professional or advanced levels of nursing with integrity, enlightenment and creativity. 

Professional Nursing Practice Outcomes

Upon completion of the baccalaureate nursing program the BSN graduate:

1. Treats clients/patients as holistic, unique and self-directive with the right to make decisions for themselves concerning health matters.
2. Uses the nursing process to provide and manage and evaluate culturally competent primary, secondary, and tertiary prevention for diverse clients across the life span in a variety of settings.
3. Uses evidence-based nursing practice, critical thinking and research methodologies, informatics, and healthcare technology to understand relationships, provide therapeutic interventions, predict outcomes, and influence the delivery of health care.
4. Has the knowledge and ability to assume leadership role in health care by communicating and collaborating with clients/patients, and other health care professionals, and health care systems.
5. Is a consumer and sociopolitical advocate who supports safe, quality, responsible, and economic interdisciplinary health care as a consumer and sociopolitical advocate within multiple health care systems.
6. Promotes the ethical and legal practice of professional nursing.
7. Demonstrates self-care, professionalism, accountability, and competence in nursing practice, with a commitment to advancing the profession of nursing.

Admission and Progression Requirements

All students who are accepted by EKU’s Admission Office and declare their major as baccalaureate nursing (four-year nursing) are admitted to the University as pre-baccalaureate nursing majors. However, admission to the freshman year does not guarantee admission to the laboratory nursing courses. Students seeking to enter NSC 232, 242, and 252 in the third semester of the curriculum must meet minimum program GPA requirements of 2.5 and have department chair approval. Spaces in these courses are limited and are reserved for students whose academic record indicates they are more likely to be eligible to be considered for and admitted to the clinical nursing courses. To be eligible to be considered for admission to the clinical nursing courses, students must have completed the first three semesters of college work as outlined in the curriculum plan and have submitted a complete department application. All prerequisite courses must be completed with a grade of “C”/2.0 or better, and a minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. For the prelicensure nursing program, [Nursing Pre-RN (B.S.N.)], some prerequisite courses (BIO 171, BIO 273/CLT209, BIO 301, CHE 105, NFA 201, NSC 232, NSC 242, and NSC 252) must have been taken within five years prior to the time application is made for admission to the clinical nursing courses unless an exception has been approved by the department. For the prelicensure Nursing (B.S.N.) Second Degree Option, the courses in BIO 171, BIO 272/CLT 209, BIO 301, and NFA 201 must have been taken within five years prior to the time application is made for admission to the option unless an exception has been approved by the department. Completion of eligibility criteria does not guarantee admission to the clinical nursing courses. Admission to the clinical nursing courses is competitive and based on review of the applicants’ academic history by the Baccalaureate Nursing Admission/Readmission Committee. Spaces are limited and the most qualified applicants will be selected for admission.
Curriculum Change Form

Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>Family and Consumer Sciences</th>
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<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>College</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
<td></td>
</tr>
<tr>
<td>Hybrid Course (S, W)</td>
<td>*Course Title (30 characters)</td>
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</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Program Title</td>
<td>B.S General Dietetics</td>
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<tr>
<td>New Program (Part III)</td>
<td>(Major __, Option ___; Minor ___; or Certificate ___)</td>
<td></td>
</tr>
<tr>
<td>XX Program Revision (Part III)</td>
<td>*Provide only the information relevant to the proposal.</td>
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</tbody>
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Proposal Approved by:  
Departmental Committee  2/5/10  Graduate Council*  NA  
College Curriculum Committee  2/17/10  Approved x Disapproved ___  3/18/10  
General Education Committee*  NA  Faculty Senate**  
Teacher Education Committee*  NA  Board of Regents**  
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  
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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.)
   a. Change progression/admission and graduation requirements:
      -Increase the minimum cumulative GPA required for admission to the dietetics program from 2.5 to 2.75  
      -Increase the minimum cumulative GPA required to earn the BS in General Dietetics from 2.75 to 3.0  
   b. Delete CHE 330 as a Major Requirement option

A. 2. Effective date: Fall 2010

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

B. The justification for this action:
   a: More selective admission and academically rigorous graduation requirements will help to ensure that graduates will be competitive in the dietetic internship selection process and pass the national Registered Dietitian (RD) exam.
   b: Currently, CHE 330 (4 hrs) is offered as an alternative course for NFA 301 (3 hrs). The content of NFA 301, however, is specific to the major and integrated with other courses in the curriculum. Thus, CHE 330 is not equivalent in content to NFA 301.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None
Part III. Recording Data for New, Revised, or Suspended Program

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

**General Dietetics Program**

The dietetics program leads to a baccalaureate degree in General Dietetics. The undergraduate program in dietetics is accredited by the Commission on Accreditation of Dietetics Education (CADE), which is an arm of the American Dietetic Association. Upon completion of the BS in General Dietetics, the student will be issued a Verification Statement which makes the graduate eligible to apply for and complete an Accredited Dietetic Internship. Most internship programs are 9-12 months long and include supervised practice in all areas of the dietetics profession. Some internships are included within a Master’s Degree program and are therefore generally 2 years long. Once the Dietetic Internship has been successfully completed, the student is eligible to take the national registration exam to become a registered dietitian (RD). Upon successful completion of the RD Exam, the student is then a Registered Dietitian.

**Admission and Progression Requirements**

All students who are accepted by EKU’s Admissions Office and declare their major as dietetics are admitted to the University as pre-dietetics majors. However, admission to the pre-dietetics program does not guarantee admission to the dietetics program. To be admitted to the dietetics program the following criteria must be met: (1) complete a minimum of 45 semester hours; (2) attain a minimum cumulative GPA of 2.75 on a 4.0 scale; (3) earn a “C” or better in CHE 101/107 and 102 or their equivalents if taken at another school; (4) earn a “B” or better in NFA 121, 201, and 202. Once these requirements have been met, the student must apply to the Dietetics Program Director for a change from the pre-dietetics program to the dietetics program. No 400-level NFA courses may be taken prior to being admitted to the dietetics program.

After admission to the dietetics program the student must meet the following criteria to receive a BS Degree and be granted a verification statement: (1) attain a minimum cumulative GPA of 3.0 on a 4.0 scale; (2) earn a “C” or better in all major and supporting courses (other than those NFA courses in which a “B” or better is required per admission requirements.)

**General Dietetics (B.S.) Area Major**

*CIP Code: 19.0501*

**Program Goals**

Upon completion of a degree in General Dietetics, graduates will be able to: 1) succeed in one or more of the following: a graduate program related to dietetics, an accredited Dietetic Internship, or employment in dietetics or a related field; 2) exhibit competent professional practice in all areas of the basic foundation knowledge and skills necessary for entry-level dietetics practitioners; 3) demonstrate a commitment to service by participating in service activities to the region and profession; and 4) develop skills for providing comprehensive food and nutrition services in a variety of settings. Employment opportunities are available in hospitals, foodservice or public health and wellness programs. After completing the degree, students may consider applying for a Dietetic Internship in order to sit for the Registered Dietitian (RD) exam.
## GENERAL DIETETICS (B.S.) AREA MAJOR

*CIP Code: 19.0501*

**Major Requirements** ..................................................59-60 hours
CDF 132, FCS 303, 400, FRM 352, NFA 121, 201, 202; NFA 301 or **CHE 330**; NFA 317, 321, 323, 325, 326, 344; NFA 349(1) or FCS330D (1); NFA 401, 402, 403, 404, 411, 415 (2), 445.

**Supporting Course Requirements** .........................27 hours
BIO 273; BIO 301; CHE 101/107, 102; HEA 350 or STA 215*; CIS 212 or CSC 104; ACC 201 or 550; PSY 200.

**General Education Requirements** ..............................33 hours
Standard General Education program, excluding blocks IVB, VB, VII (QS) and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.

**University Requirement** ............................................1 hour
HSO 100.

**Free Electives** ............................................................0 hours

**Total Curriculum Requirements** ..............................120-124 hours

*Cannot be used for general education

To be granted a degree in the General Dietetics Program the student must: (1) attain a minimum cumulative GPA of **2.75** or **3.0** on a 4.0 scale and (2) earn a “C” or better in all major and supporting courses (other than those NFA courses in which a “B” or better is required for admission criteria).
Curriculum Change Form

Part I

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<th>(Check one)</th>
<th>Department Name</th>
<th>Health Promotion and Administration</th>
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<td>*Program Title</td>
<td>Health Education – Wellness Option</td>
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<tr>
<td>New Program (Part III)</td>
<td>(Major X; Option X; Minor ___; or Certificate ___)</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 02-02-10  
Graduate Council* NA  
College Curriculum Committee 2/17/10  
Approved x Disapproved ___ 3/18/10  
General Education Committee* NA  
Faculty Senate**  
Teacher Education Committee* NA  
Board of Regents**  
Program Suspended (Part III) 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  
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

A. 1. Specific action requested: Drop REC 411 and Add PHE 407. Change name of this Health Education option to Worksite Health Promotion

A. 2. Effective date: Fall 2010

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

B. The justification for this action: It is essential that students who work in Worksite Health Promotion have a thorough background in personal training and fitness (PHE 433) and a prerequisite to this course is PHE 407 – Strength and Conditioning. Students employed in Worksite Health Promotion are not as likely to come in contact with seniors, so we are dropping REC 411 (Therapeutic Recreation Services for the Senior Adult). This helps us to stay as close as possible to 120 hours for the option. We would also like to change the option title from Wellness to Health Education with an option in Worksite Health Promotion to better reflect the language in the field.

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

Equipment/Physical Facility Needs: n/a  
Library Resources: n/a
**Part III. Recording Data for New, Revised, or Suspended Program**

<table>
<thead>
<tr>
<th>New or Revised* Program Text</th>
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<tbody>
<tr>
<td>(*Use strikethrough for deletions and underlines for additions.)</td>
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</tbody>
</table>
Health Education offers the Bachelor of Science degree in Health Education with three program options: Community Health, School Health P-12 (Teaching), and Wellness Worksite Health Promotion. Students who complete Community Health option are prepared to determine the health needs of the community and plan and implement effective programs to improve the health of the populations they serve. Community Health Educators may work in the Public Health Departments, Volunteer Organizations, Hospitals, and Family Resource Centers. Students in the School Health Option are prepared to teach core content health topics in public school system grades P-12 and a variety of health related agencies. Students in the Wellness Worksite Health Promotion option are prepared to facilitate behavior change by developing and implementing wellness and fitness programs in worksite health promotion organizations. A student may choose a minor in Community Health (non-teaching) or in School Health P-12 (Teaching).

The Bachelor of Science program in Health Education has met national standards for accreditation from the Society of Public Health Educators, American Association for Health Education, National Council for the Accreditation of Teacher Education, and Kentucky Department of Education.

Students who transfer from another college or university must earn a minimum of 12 hours at EKU in the major. Students who transfer from another college or university must earn a minimum of six hours at EKU in the minor. Students who are accepted by the EKU Admissions Office and declare their major as Health Education must maintain an overall grade point average of 2.25 with a grade of “C” or better in all of the required major and supporting courses found in the Health Education Curriculum.

**Baccalaureate Degree**

**HEALTH EDUCATION (B.S.)**  
*CIP Code: 51.1504*

<table>
<thead>
<tr>
<th>Requirement</th>
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<tr>
<td>Major Requirements</td>
<td>42 – 52 hours</td>
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<tr>
<td>Health Education Core</td>
<td>36 hours</td>
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<tr>
<td>HEA 202, 203, 285, 290, 315, 320, 345, 375 or 592; 350, 380, 455, 480, 490.</td>
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<td>Majors must select an option in Community Health, School Health, P-12 (Teaching) or Wellness Worksite Health Promotion: Community Health</td>
<td>16 hours</td>
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<tr>
<td>HEA 316, 420, 460, 463*; select three hours from HEA 498, 590, 591, 593, 595, 599, or SOC 353.</td>
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<tr>
<td>School Health, P-12 (Teaching)</td>
<td>6 hours</td>
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<td>EME 586 and three hours from HEA 390, 391, 498, 590, 593, 595, or 599.</td>
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<tr>
<td>Wellness Worksite Health Promotion</td>
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<td>HEA 360, 463; PHE 325, 433.</td>
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<td>Supporting Course Requirements</td>
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<td>All Options</td>
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<tr>
<td>BIO 171, 301, NFA 201, CIS 212 or CSC 104, and EHS 280.</td>
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<td>School Health, P-12 (Teaching)</td>
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<td>BIO 378.</td>
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<td>Wellness Worksite Health Promotion</td>
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<td>PHE 312, 315, 320, PHE 407, REC 414, 460.</td>
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<td>Professional Education Requirements</td>
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<tr>
<td>School Health Option</td>
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<td>EDF 103, 203, 319, 413, EMS 499, ESE 490, 587, and SED 401.</td>
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<tr>
<td>General Education Requirements</td>
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<tr>
<td>Standard General Education program, excluding course blocks VI, VII (QS), and VIII (6 hours). Refer to Section Four of this Catalog for details on the General Education and University Requirements.</td>
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</tr>
<tr>
<td>University Requirement</td>
<td>1 hour</td>
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<td>HSO 100.</td>
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<tr>
<td>Free Electives</td>
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<td>Community Health</td>
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<td>(13 of these elective hours are restricted to course work outside of the major and the option.)</td>
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<td>School Health, P-12 (Teaching)</td>
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<td>Wellness Worksite Health Promotion</td>
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<td>(All hours restricted to course work outside of the major and the option.)</td>
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<tr>
<td>Total Curriculum Requirements</td>
<td>120 - 126 hours</td>
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</table>

* Bachelor of Science degree students in the Community Health and Wellness Worksite Health Promotion Options are required to document a minimum of 100 hours of health education/wellness related experiences prior to enrolling in HEA 463, Internship in Health Promotion and Administration.
**Editorial Change - Curriculum Form**
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

**Part I**
Department Name

<table>
<thead>
<tr>
<th>College</th>
<th>Education</th>
</tr>
</thead>
</table>

*Course Prefix & Number

*Course Title *(30 characters)*

*Program Title

(Major __, Option __; Minor __; or Certificate __)

*Provide only the information relevant to the proposal.

Original Proposal Approved by the Council on Academic Affairs on Date:

**Completion of A 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.)

2009-2010 Graduate Catalog. Update the College of Education introductory catalog text on page 62; Rank II notification of future changes page 63; Departmental leadership changes pages 63, 64, and 73.

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

2010-2011 Graduate Catalog

**Part II. Recording Data for Revised Course**

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

<table>
<thead>
<tr>
<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 Revised Program**
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I. GENERAL INFORMATION

The following information applies to all programs in the College of Education.

Eastern Kentucky University has maintained a strong interest in and commitment to the preparation of teachers since its founding in 1906 and is dedicated to the preparation of teachers who function effectively in a culturally diverse society in order to meet the needs of all candidates. The College of Education, in cooperation with the Office of Graduate Education and Research, offers the Masters of Arts in Education degree programs for elementary teachers, middle grade teachers, secondary teachers, special education teachers, school counselors, library media specialists, speech-language pathologists, and instructional leaders. Other graduate programs include a Master of Arts in Teaching: Elementary Education*, Middle Grade Education, Secondary Education and P-12 programs; a fifth year program for certificate renewal leading to Rank II certification; a sixth year program leading to Rank I certification; the professional certification programs in for Deaf and Hard of Hearing, Interdisciplinary Early Childhood Education, Learning and Behavior Disorders, and Moderate and Severe Disabilities; professional certification programs for Director of Special Education, School Principal, Supervisor of Instruction, Director of Pupil Personnel Services, and Superintendent of Schools; the Master of Arts degree in Mental Health Counseling and in Human Services Student Personnel Services in Higher Education; the Specialist in Education degree in Educational Administration and Supervision, and in Student Personnel Services in Higher Education and the Doctor of Education Degree in Leadership and Policy Studies.

*Admission suspended until further notice, inquiries regarding MAT Elementary (P-5) should be directed to the alternative certification specialist in the Office of Teacher Education Services (859-622-8326).

Graduate Course Credit—All 700 level courses have undergraduate counterparts bearing the
same last two digits. The 700 level courses are offered only for graduate level credit and require additional appropriate experiences for all candidates enrolled. Candidates who have previously taken the undergraduate counterpart of these courses at the 500 level will not be permitted to enroll for graduate level credit in the 700 level counterpart. Credit will not be awarded for both the 700 and 500 level of the same course.

**Cross Listed Courses** — Some courses are offered under different prefixes with the same course content. Candidates will not be awarded credit for any course for which they have previously received credit under a cross listed prefix.

**Master of Arts in Education Programs Requirements**

Specific curricula and requirements for the Master of Arts in Education and Master of Arts in Teaching degree programs are provided in the College of Education individual program sections of this catalog.

The following are general requirements for the Master of Arts in Education. In addition to these general requirements and the University requirements of the Graduate School, specific program requirements may be found in the appropriate departmental section of this Catalog.

**Program Planning** — During the first term, the candidate must develop a planned program. Candidates for whom program plans have not been appropriately filed will not be eligible for a second registration. Subsequent changes of the program plan are permissible, but must be approved on the appropriate form by the advisor, the department chair, the college dean, and the graduate dean. Every candidate for the degree shall complete a minimum of 15 semester hours in professional education as a component of the graduate program. The remainder of the course work shall be determined by the institution in terms of the candidate’s need, provided (1) that at least 12 hours shall be in an approved teaching field, and (2) that all such course work shall be approved graduate level credit. Individuals interested in community college teaching will need to complete the Masters Degree and at least 18 hours of graduate course work in their specialization.

**Transfer Credits** — Candidates for the Master of Arts in Education degree are restricted to transfer of not more than twelve semester hours.

**Thesis** — The thesis is not required in any program leading to the Master of Arts in Education degree. Candidates with special research interests are encouraged to explore thesis possibilities with their advisor.

**Comprehensive Examinations** — The candidate will have an opportunity to demonstrate professional growth through a written and/or oral examination covering education and major program components. Comprehensive exams are scheduled after application for degree has been filed and evidence exists indicating that the candidate should complete all degree requirements.

**Curriculum Requirements for Graduate Programs in Education** — All programs leading to the Master of Arts in Education have a core of professional education requirements. The
candidate should check the specific program for professional education core requirements of that program.

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Rank II Certification, the Fifth Year
Non-Degree Program

THE RANK II CERTIFICATION PROGRAMS ARE UNDER REVIEW AND SOME PROGRAMS WILL BE CLOSED TO NEW STUDENTS DECEMBER 2010. PLEASE CONFER WITH YOUR ADVISOR FOR OTHER DEGREE OPTIONS.

To provide an alternative to a master’s degree program for teachers, the College of Education offers, in cooperation with other colleges of the University, a fifth year of study leading to the Rank II classification and renewal of the elementary, middle grade, secondary, and special education teaching certificate. The fifth year program requires a minimum of 32 semester hours of graduate course work which include:

1. Twelve hours to be taken in the area of teacher specialization.
2. Twelve hours of professional education.
3. Eight hours chosen to fit general or specific needs of candidates without regard to offering department.

Programs of study must be approved and filed with the advisor and the Office of Candidate Teacher Education Services no later than the term in which the first six hours are to be completed.

General institutional guidelines:
1. Candidates must have Rank III (Provisional certification) through a regionally accredited institution.
2. At least 18 of the 32 semester hours must be earned at Eastern Kentucky University.
3. Candidates for the Rank II classification must have a grade point standing at the completion of the program of 2.5 on a 4.0 scale. No more than 40 credits (32 required) may be submitted to achieve the necessary average.
4. Course credits specified for Rank II cannot be more than 10 years old at the completion of the program.

5. Credit earned by correspondence shall not apply toward the fifth year program.

6. A minimum of 12 hours of appropriate credits earned in the Rank II Fifth Year program may be applied in graduate degree programs. Rank II program credits with earned grade of “C” or lower may not be applied to subsequent graduate degree programs. A candidate who desires to enter the master’s degree program after completion of the non-degree fifth year program must:

   a. make application for and be recommended by the department offering the master’s degree program;
   b. meet all current academic criteria specified for admission to and completion of the requested master’s degree.

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OFFICE OF TEACHER EDUCATION SERVICES

Dr. Norman Powell, Director
TBA, Associate Director, Rose Skepple, Assistant Director
Bert Combs 423, (859) 622-1828

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DEPARTMENT OF CURRICULUM AND INSTRUCTION

Dr. Dorothy Combs, Chair;
Graduate Coordinators/Advisors:
Dr. JoAnna Dickey, Dr. Diana Porter MAEd, Rank II, Rank I, Endorsements;
Dr. Cynthia Resor, MAT;
Dr. Mary Ann Kolloff, Library Science
www.education.eku.edu
Combs 215, (859) 622-2154

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DEPARTMENT OF
SPECIAL EDUCATION

Dr. Justin Cooper, Chair. Dr. Deborah Haydon, Chair
Dr. Megan Purcell, Graduate Coordinator
www.specialed.eku.edu
Wallace 245, (859) 622-4442
TO: Council on Academic Affairs

FROM: M. Tina Davis, University Registrar

SUBJECT: Advising and Course Load, Admission to AGS, Catalog revisions

DATE: 3/15/10

(Revisions on pp. 40-41 of the 2009-10 Undergraduate Catalog)

Advising and Course Load

Students with two or more developmental area requirements are enrolled as “undeclared” majors and restricted to 13 hours of University enrollment, unless otherwise specified by admission status. The Office of Academic Advising will assist these students in creating linkages to the departments of their intended majors.

Restrictions with Developmental Requirements

• Students with more than one developmental area requirement will be enrolled in the Associate of General Studies Degree program. The Office of Academic Advising will assist these students in creating linkages to departments of academic interest.

• Students affected by the above policy, but who would be rendered ineligible for specific scholarship opportunities, or who would be denied entrance into academic programs with proven student retention success, may petition for permission to declare a baccalaureate degree program. Letters of petition should be sent after the student’s initial admission into EKU and addressed to the EKU Office of Advising.

• Students with two or more developmental area requirements are restricted to 13 hours of University enrollment, unless otherwise specified by admission status.

• Students enrolled in MAT 090 (Pre-algebra) cannot enroll in any course with the following prefixes: AST, BIO, CHE, CIS, CNM, CSC, FOR, GLY, NAT, PHY, SCI, or STA.
TO: Council on Academic Affairs

FROM: M. Tina Davis, University Registrar

SUBJECT: Academic Dismissal, Catalog Revision

DATE: 3/15/10

The Office of the Registrar submits the following Catalog text revision for your consideration, effective Fall 2010.

Minimum Academic Standards
(pg. 44 of the 2009-10 Undergraduate Catalog)

E. Academic Dismissal: Students returning to the University at the end of a third academic suspension must earn and maintain a term GPA of 2.0 or better each semester. Students returning after a third academic suspension will be academically dismissed from the University if they have a term GPA of less than 2.0 at the end of any semester. Students who are academically dismissed may not enroll in courses at EKU for five calendar years.

F. Attending Another School While Suspended or Dismissed: Course work earned at another regionally-accredited university during this period, while suspended or academically dismissed, will be considered for transfer to EKU. Students are responsible for requesting that an official transcript of any transfer course work be sent to the EKU Office of Advising when they apply for readmission to EKU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at EKU.

G. Appealing Academic Standing: If a student believes their academic suspension was the result of catastrophic circumstances beyond their control, they may appeal the academic suspension to the University Readmission Appeals Committee. The appeal must be in writing and students must provide appropriate documentation supporting the appeal. Students may not appeal an academic dismissal.
First Day of Class Attendance: Use it or Lose it

Class Enrollments During the 1st week of a Semester.

This new enrollment verification process is designed to ensure:
- clear reinforcement of the message that class attendance at EKU is important
- that students enrolled but not attending EKU are identified and processed out of classes (during the first week of the term) in a way that provides full tuition reversal and no failing grades
- maximum efficiency of allocation of instructional resources, making unused class seats available to other students during the open online-registration period
- all students get the best possible opportunity for academic success by being present on the first day of class

This new enrollment verification process gives EKU instructors the authority to request disenrollment of a student for non-attendance, but only during the first week of the term (providing the student has made no prior arrangement with the instructor for missing the class). This method is currently employed at other institutions and has proven effective.

Effective Term:
This procedure will be in effect Fall 2010. A rigorous communication plan with faculty and students shall begin during the Spring 2010 term.

The Process:
- Students who know they will be absent should contact their instructor or the academic department office PRIOR TO THE 1st CLASS MEETING to explain their absence and request that the instructor NOT drop them from the class.

- Classes meeting multiple times per week (MWF, TR, MW, etc.): If a student does not attend the 1st class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.
• **Classes meeting one time per week:** If a student does not attend the 1st class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.

• **Online classes:** Instructors of online classes who wish to employ the faculty drop option of “Use It or Lose It” should:
  - Detail on their syllabus student activities designed to serve as confirmation of participation.
  - Devise these as requirements whereby the online student proactively demonstrates connection, communication, and/or some other tangible participation (e.g. emailing from their EKU email account, submitting a document in Blackboard, responding to a survey).
  - Schedule the above participation requirements to begin as early as possible in the first week of the semester.
  - Use the absence of such mandatory (as per the syllabus) initial class participation as justification that the online student is “not attending,” and lacking appropriate communication with the instructor that student may then be disenrolled during the 1st week of the term.

The additional 1st week data will enhance the ability of the Registrar and the Advising Office to identify “phantom first-time students.” This faculty provided data will be combined with other objective indicators held in Banner, as well as information from University Housing and Student Accounting, to help confirm identity of students who are registered but not attending the university. This new process will also assist departments with efficiency of course offerings, and prevent inflated D, F, W rates because of such students.

**Proposed Procedure:**
1. A dedicated link will be created in EKUDirect/Faculty Services where instructors will find:
   - A roster of students for each section.
   - A disenrollment box next to the student’s name.
   - A checked box will indicate the student is absent the 1st day of class and the faculty desires disenrollment.

   **“N/A Drop” = No-Attendance at 1st class meeting - Faculty Drop.**
   Registrar, disenroll this student for no-attendance/no-participation at 1st class meeting of term and no attendance related communication with the instructor.

2. Faculty will be asked to identify these students **immediately following the determining “missed class.”**
   - Allows absent student’s seat to be accessible to other students waiting for availability in that class.

3. The Registrar will promptly drop the student from the class, per the instructor’s directive, **providing the information is relayed DURING THE 1ST WEEK OF CLASS.**
4. The Registrar’s Office will email each student immediately after the drop has been performed, via the student’s EKU email account; alerting the student that enrollment in one of his/her courses has been removed.

5. May the dropped student get back into the class?
   - A dropped student may re-enroll himself/herself online, *(provided seats are still available).*
   - Or student may petition to register through the Late Enrollment process.
   - However the Late Enrollment process is dependent upon availability, and requires the **written permission of the instructor**, department chair, and dean of the college.
   - Depending upon the week of the term, the Late Enrollment process may also require approval at the Provost level.

6. Can the faculty-drop option be used with shorter, partial-semester classes?
   - The add/drop period for short-term classes is abbreviated and varies with the number of weeks of the class. Often these classes begin after the onset of the full semester.
   - Thus, while the faculty-drop option may be requested, timing, communication with students, and coordination with the Office of the Registrar is essential.
   - **Communication by the instructor/department with the Office of the Registrar - prior to the onset of the full semester will be required.**
   - The consequences of absence on the 1st day of class should be detailed on the syllabus and communicated to enrolled students before the partial-semester class is scheduled to begin.
TO: Council on Academic Affairs

VIA: Dr. Robert Rogow, Dean
College of Business and Technology

Dr. William E. Davis, Associate Dean
College of Business and Technology

FROM: Dr. Tim Ross, Chair
Department of Technology

DATE: February 25, 2010

RE: Department Name Change

On behalf of the faculty, I am requesting the name of the Department of Technology be changed to the Department of Applied Engineering and Technology.

This effort was a faculty led and chair supported process. A motion was made and passed by the faculty to change the name of the department. The faculty implemented a decision making process that included three voting rounds to select the name from six possible choices/combinations.

Rationale and Justification

a) The international organization that the department most closely aligns with, and holds a charter, recently conducted an extensive study that resulted in a significant change in name. The organization's name has changed to the Association of Technology, Management, and Applied Engineering. Because many programs in the department are accredited by this body, association with the new name is important.

b) The stand alone name 'Technology' is very general and is repeatedly confused with other campus computing entities such as Information Technology.
c) Because of various initiatives in the state of Kentucky, the term Applied Engineering better matches terminology used in these initiatives. Such a name change will help guide prospective students seeking such curriculum to the department.

The faculty has developed a plan to move this Department forward and to establish a stronger role for regional and national prominence. This plan includes the following items:

1. Renaming to Department of Applied Engineering and Technology.

2. Conducting a review/revision of all undergraduate programs and reducing programs (were appropriate) to 120 hours. Conduct a review/revision of all graduate programs.

3. Develop an articulated Masters Degree with regional institutions (Western Kentucky, Murray State and Morehead State). We have actively been working on this and hope to have an agreement by May 2010.

4. Develop an aggressive recruiting and public relations campaign on and off campus to get out the word about the programs within the department. This would include new materials to be sent out to incoming freshmen and a stronger focus on transfer students and undeclared students.

We feel the changing of the department name is a critical step. We see positive impacts on the entire department and the College of Business and Technology.

We request your approval of this name change for the department.

If you have any questions regarding this request, please let me know.
TO: JANNA VICE, INTERIM PROVOST
FROM: TINA DAVIS, UNIVERSITY REGISTRAR
SUBJECT: CR/NC COURSEWORK
DATE: FEBRUARY 17, 2010

Currently the catalog is silent on the use of “CR” (credit) and “NC” (no credit) coursework for progress toward degree. I submit for CAA consideration language based upon the existing P/F (pass/fail) catalog text and past practice at EKU.

Previously all CR coursework was implied as similar to P/F courses but the catalog restrictions for P/F coursework is not appropriate for many situations where CR/NC is employed. Explicit language is needed for correct programming in the Degree Works software.

CR/NC CREDIT/NO CREDIT COURSEWORK

The grade of “CR” (credit) is awarded as recognition of appropriate scores on AP, IB, CLEP or other proficiency exams. This grade is also given for all transferred international coursework.

Course work with CR grades may be used to fulfill General Education, major, minor, and/or supporting program requirements to a maximum of 15 credit hours per degree program. There is no limit to the use of CR course work counting as free electives. Course work in which a CR is given may not count toward the 42 hour upper division university graduation requirement.