

Set 1/2, Attached Reports to 11/1/17 Minutes

Academic Affairs Committee Minutes

10/10/17 and 10/24/2017

Room ST121 230pm

Meeting Minutes 10/10/17

Meeting was cancelled in person but held via email

1. BS-ENGT proposal submitted by Dr. Jill Chen
 - a. Course Revision of MERT 2204 and renaming MERT 32004
 - i. Required core course replacing TECH 32002 for BS Engineering Technology Mechanical/Systems
 - b. New course creation MERT 34002
 - i. To be included in BS Engineering Technology Mechanical/Systems as elective, replacing exiting TECH 34002

Member question/ concerns: none, respondents all in favor of sending proposal to FC

Email respondents: Hongshan Li, Sue Hoffman, Jean Engohang-Ndong, Tim Fritz, Kingsly Berlin

- c. Proposal was forward to FC and Dr. Jill Chen was informed of next step.

Meeting Minutes 10/24/17

Attendance: Jason Ruegsegger, Tim Fritz, Sue Hoffman, Traci Gump, and Kingsly Berlin

1. AAS-ECET Program Submitted by Lisa Brindley
 - a. Change roadmap to correlate with math department requirements of prerequisites
 - b. Show a minimum grade of "C" in Math 14001 as prerequisite for Math 14002
 - i. Email respondents unable to attend: Hongshan Li, Traci Gump

Member question and concerns: last sentence of description unclear

Current language of description: "The new revision would show that MATH 14002 is the ~~only~~ Math course students need to have a minimum C grade for the B.S.E. degree in Early Childhood Education.

Suggested revision of this language: You must attain a minimum C grade for Math 14001 in order to enroll in Math 14002. Add this statement to roadmap.

- iii. "See attached roadmap below"

All members present and two email respondents in favor of sending to FC

- a. Proposal forwarded to FC and Lisa Brindley was informed of the next step

2. Technology Trainings Update

Zoom Room- in process of building the room. We are a test site. Building program here and will be used across all campuses. Should be done in the next couple of days. Minus some minor things. There are 4 75 in displays, one touch screen. iPad control for conference control. Occupancy sensors (when you walk in the room it will count the people)

Gym camera resolution: automated solution in which a camera will stream games without a camera man. Should be available in about a month.

Jeremy has been tied up with Zoom room and other projects so no scheduled workshops as of right now. Working on some soon possibly this semester but for sure next semester.

3. Meeting for November is set for Nov 21th, 2017. Would like to put a call out for proposals to be submitted to Academic Affairs by Nov 15, 2017. Last Meeting for RCCC is Dec 1st and proposals are due to them by Nov 27th, 2017. This is the last RCCC meeting before the January EPC meeting which is the last meeting for any changes to become active for the academic year of 2018-2019.
4. Meetings for spring semester are in the process of being established based off of members availability.

Proposal Summary

[Course revision of MERT 22004 Mechanics and Machine Design]

Description of Action, Including Intended Effect

Change MERT 22004 Mechanics and Machine Design to MERT 32004 Machine Design. MERT 32004 will be included as a required core course in BS Engineering Technology – Mechanical/Systems concentration curriculum replacing TECH 32002 Materials and Processes II.

1. Course number changed from lower division to upper division.
2. Course name changed from Mechanics and Machine Design to Machine Design
3. Added two prerequisite courses from lower divisions (MERT 12001, MERT 22007) covering mechanics part.
4. Catalog description updated.
5. Added applied projects using 3D modeling tools close to 20% in course content.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

There is no foreseen impact on above mentioned.

Fiscal, Enrollment, Facilities and Staffing Considerations

The revised course will have a positive impact on enrollment. No extra staffing is needed with the revision.

Evidence of Need and Sustainability if Establishing

MERT 22004 was removed from the Mechanical Engineering Technology associate degree curriculum in order to reduce the total required credit hours. This course is a classic course and covers important knowledge base for mechanical engineering technology studies. By moving it to upper division so the mechanics part can be covered in lower division courses (prerequisites), this course can focus more on the design and applications. The revised course will be included as a core course in the curriculum of BS Engineering Technology degree Mechanical/System concentration.

Provisions for Phase-Out if Inactivating

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*

Approval of the Engineering Technology faculty – September, 2017

Approval of Regional College CCC – Oct, 2017

EPC –Oct, 2017

Effective – Fall, 2018



Name: Jie Chen

Submission Date: 9/6/2017



Organization: Engineering Technology

Course Catalog Update[Print](#)**STU0004****Course Catalog Update Information:**

Reference Number: CCU012053

Date: 07-SEP-17

Level: of

Currently On The Worklist Of: , unassigned

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu**Basic Course Data**

Change type: Revise

Faculty member submitting this proposal:

Requested Effective Term: 201880

Campus: Tuscarawas

College: RE-Regional College

Department: RE-Regional College

Course Subject: MERT-Mechanical Engineering and Related Technologies

New Course Subject:

Course Number: 22004

New Course Number: 32004

Course Title: MACHINE DESIGN

Title Abbreviation: MACHINE DESIGN

Slash Course and Cross-list Information:**Credit Hours**

Minimum Credit/Maximum Credit: 3 to 3

Contact Hours: Lecture - Minimum Hours/Maximum Hours: 3 to 3

Contact Hours: Lab - Minimum Hours/Maximum Hours:

Contact Hours: Other - Minimum Hours/Maximum Hours:

Attributes

Is this course part of the LER, WIC or Diversity requirements: No

If yes, course attributes: 1. 2. 3.

Can this course be repeated for credit: No Repeat

Course Limit: 9

OR Maximum Hours:

Course Level: Undergraduate

Grade Rule: B-Standard letter

Rationale for an IP grade request for this course (if applicable):

Schedule Type(s): 1. LEC-Lecture 2. 3.

Credit by Exam: D-Credit by exam-department approval

Prerequisites & Descriptions

Current Prerequisite/Corequisite/Catalog Description: Machine design procedures including static and dynamic stresses, stress concentrations, design considerations. Design of keys, pins, fasteners, welds, power transmission devices and related components. Prerequisite: none.

Catalog Description (edited): This course provides the concepts, procedures, data, and decision analysis techniques necessary to design machine elements commonly found in mechanical devices and systems.

Prerequisites (edited): MERT 12001, MERT 22007**Corequisites (edited):**

Registration is by special approval only: No

Content Information**Content Outline:**

Content Hours per Course Topic	Topic Description
10	Machine Design Principles and Processes

3	Fits
3	Fasteners
3	Permanent Joints
4.50	Shafts and Couplings
1.50	Bearings
3	Belts and Chains
3	Gears
3	Clutches and Brakes
3	Springs
8	Design projects using 3D CAD software

Display/Hide Delimited Course Outline

Total Contact Hours: 45**Textbook(s) used in this course:** Textbook(s) used in this course: Approved by MERT Faculty**Writing Expectations:** Project reports are required**Instructor(s) expected to teach:** qualified engineering technology faculty**Instructor(s) contributing to content:** Jie Chen**Proposal Summary****Explain the purpose for this proposal:**

MERT 22004 was removed from the Mechanical Engineering Technology associate degree curriculum in order to reduce the total required credit hours. The content is updated to make this course an upper division course and it will be included in the core required course curriculum of BS Engineering Technology degree MechanicalSystem concentration.

Explain how this proposal affects program requirements and students in your unit:

This newly added upper division course will provide better basic foundations to BS Technology mechanicalsystems students in design and applied engineering fields.

Explain how this proposal affects courses, program requirements and student in other units:

None.

Explain how this proposal affects enrollment and staffing:

None

Units consulted (other departments, programs or campuses affected by the proposal):

None. Only Tuscarawas campus offers BS Mechanical Engineering Technology program.

Revisions made to form (if applicable):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Course Content | <input checked="" type="checkbox"/> Number |
| <input type="checkbox"/> Credit by Exam | <input checked="" type="checkbox"/> Prerequisites |
| <input type="checkbox"/> Credit Hours | <input type="checkbox"/> Schedule Type |
| <input type="checkbox"/> Cross-Listed / Slash | <input type="checkbox"/> Subject |
| <input checked="" type="checkbox"/> Description | <input checked="" type="checkbox"/> Title |
| <input type="checkbox"/> Diversity | <input checked="" type="checkbox"/> Title Abbreviation |
| <input type="checkbox"/> Grade Rule | <input type="checkbox"/> Writing-Intensive (WIC) |
| <input type="checkbox"/> Liberal Education Requirement (LER) | <input type="checkbox"/> Other |

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

You have successfully submitted this Course Catalog Update.

To see this document in the history view, open the application from the "Workflow & Utilities" channel on the "My Action

Items" tab in Flashline.

Proposal Summary

[New course MERT 34002 Advanced Solid Modeling]

Description of Action, Including Intended Effect

New course creation covering advanced solid modeling concepts after lower division 3D modeling course MERT 12001 Computer aided Design. The course will be included in BS Engineering Technology Mechanical/Systems concentration technical elective pool replacing exiting TECH 34002 Advanced Computer Aided Design II.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

There is no foreseen impact on above mentioned.

Fiscal, Enrollment, Facilities and Staffing Considerations

No extra facilities and staffing is needed with the creation of this new course.

Evidence of Need and Sustainability if Establishing

This course is proposed to replace offering TECH 34002 which does not meet program needs.

Provisions for Phase-Out if Inactivating

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*

Approval of the Engineering Technology faculty – September, 2017

Approval of Regional College CCC – Oct, 2017

EPC –Oct, 2017

Effective – Fall, 2018



Name: Michael A. Czayka
Organization: Computer Technology

Submission Date: 9/21/2017



Course Catalog Update

[<< Go back to Course Catalog Update form](#)

[Print](#)

STU0004

Course Catalog Update Information:

Reference Number: CCU011777

Date: 06-APR-17

Level: of

Currently On The Worklist Of: , unassigned

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data		
Change type: Establish		
Faculty member submitting this proposal: Michael A. Czayka		
Requested Effective Term: 201880		
Campus: Tuscarawas		
College: RE-Regional College		
Department: RE-Regional College		
Course Subject: MERT-Mechanical Engineering and Related Technologies		
Course Number: 34002		
Course Title: Advanced Solid Modeling		
Title Abbreviation: Adv Solid Modeling		
Slash Course and Cross-list Information:		
Credit Hours		
Minimum Credit/Maximum Credit: 3 to 3		
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 3 to 3		
Contact Hours: Lab - Minimum Hours/Maximum Hours:		
Contact Hours: Other - Minimum Hours/Maximum Hours:		
Attributes		
Is this course part of the LER, WIC or Diversity requirements: No		
If yes, course attributes: 1. 2. 3.		
Can this course be repeated for credit: Repeat	Course Limit: 2	OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter	
Rationale for an IP grade request for this course (if applicable):		
Schedule Type(s): 1. LEC-Lecture 2. 3.		
Credit by Exam: A-Credit by exam-available		
Prerequisites & Descriptions		
Current Prerequisite/Corequisite/Catalog Description:		
Catalog Description (edited): Advance parametric solid modeling using advanced software (CREO) to create and analyze solid models. Includes model creation using advance features, introduction to FEA simulation, and manufacturing simulations. Prerequisite MERT 12001.		
Prerequisites (edited): MERT 12001		
Corequisites (edited):		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course Topic	Topic Description	
2	User Interface	
2	Sketcher	
2	Design Intent	
2	Feature creation basic	
3	Extrude, revolve, mirror	
4	Defined features, rounds, chamfers, etc.	

3	Patterns and copies
2	Engineering drawings
3	Assemblies
3	Sweeps and Blends
4	Advanced solid features
3	Surfaces
5	Simulations, animation, FEA, Mfg, etc.
7	Project

Display/Hide Delimited Course Outline

Total Contact Hours: 45

Textbook(s) used in this course: Textbook for the current release of the software.

Writing Expectations: none

Instructor(s) expected to teach: Engineering Technology Faculty

Instructor(s) contributing to content: MAC, JC,CR

Proposal Summary

Explain the purpose for this proposal:

This course is proposed to replace offering TECH 34002 which does not meet program needs.

Explain how this proposal affects program requirements and students in your unit:

It would replace TECH 34002 Advanced CAD II.

Explain how this proposal affects courses, program requirements and student in other units:

It should have no affect.

Explain how this proposal affects enrollment and staffing:

No affect.

Units consulted (other departments, programs or campuses affected by the proposal):

College of Applied Engineering and Regional College Engineering Technology Faculty.

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

Submit

You must click the submit button to submit your catalog update request for approval. After the document is successfully submitted, a printable confirmation page will appear.

Stop Workflow

Proposal Summary

[Program Revision for BS-ENGT Mechanical/Systems concentration]

Description of Action, Including Intended Effect

- 1. The revised MERT 32004 Machine Design (effective fall 18) will replace TECH 32002 Materials and Processes II in Concentration Requirements and concentration roadmap semester seven.**
- 2. New course MERT 34002 Advanced Solid Modeling (effective fall 18) will replace TECH 34002 Advanced Computer aided Design II in concentration technical elective pool of concentration requirements.**

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

None

Fiscal, Enrollment, Facilities and Staffing Considerations

No extra facilities and staffing needs.

Evidence of Need and Sustainability if Establishing

MERT 22004 was removed from the Mechanical Engineering Technology associate degree curriculum in order to reduce the total required credit hours. This course covers important knowledge base for mechanical engineering technology studies. Therefore, it is being moved up as a BS required concentration course to replace TECH 32002 Materials and Processes II. TECH 32002 is being removed from the curriculum in order to achieve a more balanced curriculum in different areas.

New course MERT 34002 Advanced Solid Modeling will replace current offering TECH 34002, which does not meet program needs anymore, in concentration elective pool.

Provisions for Phase-Out if Inactivating

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*

Approval of the Engineering Technology faculty – September, 2017
Approval of Regional College CCC – Oct, 2017
EPC –Oct, 2017
Effective – Fall, 2018

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **1-Oct-17**

Curriculum Bulletin _____

Effective Date **Fall 2018**

Approved by EPC _____

Department **Engineering Technology**
College **RE - Regional College**
Degree **BS - Bachelor of Science**
Program Name **BS-ENGT** Program Banner Code _____
Concentration(s) **Mechanical/Systems** Concentration(s) Banner Code(s) _____
Proposal **Revise program**

Description of proposal:

1. The revised MERT 32004 Machine Design (effective fall 18) will replace TECH 32002 Materials and Processes II in Concentration Requirements and concentration roadmap semester seven.

2. New course MERT 34002 Advanced Solid Modeling (effective fall 18) will replace TECH 34002 Advanced Computer aided Design II in concentration technical elective pool of concentration requirements.

Does proposed revision change program's total credit hours? ☐ Yes ☒ No

Current total credit hours: **120**

Proposed total credit hours **120**


Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

None

Units consulted (other departments, programs or campuses affected by this proposal):

College of Aeronautics and Engineering

REQUIRED ENDORSEMENTS



Department Chair / School Director

10, 3, 2017



Campus Dean (for Regional Campuses proposals)

10 13 2017

College Dean (or designee)

1 1

Dean of Graduate Studies (for graduate proposals)

1 1

Senior Vice President for Academic Affairs and Provost (or designee)

1 1

MECHANICAL/SYSTEMS CONCENTRATION REQUIREMENTS

[RE-BS-ENGT-MSY]

Code	Title	Credit Hours
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Concentration Requirements (courses count in major GPA)

<u>TECH 31020</u>	AUTOMATED MANUFACTURING	3
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or <u>TECH 43700</u>	COMPUTER INTEGRATED MANUFACTURING	
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<u>TECH 32002</u>	MATERIALS AND PROCESSES II	3
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or <u>TECH 33870</u>	FACILITY DESIGN AND MATERIAL HANDLING	3
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<u>TECH 33363</u>	METALLURGY AND MATERIALS SCIENCE	3
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<u>TECH 43080</u>	INDUSTRIAL AND ENVIRONMENTAL SAFETY	3
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Choose from the following:		15
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<u>EERT 32005</u>	INSTRUMENTATION	
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<u>GAE 32000</u>	FUEL CELL TECHNOLOGY	
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<u>GAE 42003</u>	LEAN MANUFACTURING, SIX SIGMA AND OPERATIONS TECHNOLOGY	
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<u>MERT 42000</u>	THERMODYNAMICS FOR ENGINEERING TECHNOLOGY	
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<u>MERT 43001</u>	DYNAMICS FOR ENGINEERING TECHNOLOGY	
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<u>TECH 31032</u>	POWER TECHNOLOGY	
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<u>TECH 32101</u>	POLYMERS I	
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<u>TECH 33016</u>	PC/NETWORK ENGINEERING AND TROUBLESHOOTING	
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<u>TECH 33031</u>	PROGRAMMABLE LOGIC CONTROLLERS	
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<u>TECH 33225</u>	INDUSTRIAL CONTROL SYSTEMS	
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<u>TECH 33700</u>	QUALITY TECHNIQUES	
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<u>TECH 34002</u>	ADVANCED COMPUTER-AIDED DESIGN II	
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<u>TECH 43220</u>	ELECTRICAL MACHINERY	
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<u>TECH 43550</u>	COMPUTER-AIDED MANUFACTURING	
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Additional Requirements (courses do not count in major GPA)

<u>MATH 11012</u>	INTUITIVE CALCULUS (KMCR)	3
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<i>Physics Elective A, choose from the following:</i>		3-5
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<u>PHY 12201</u>	TECHNICAL PHYSICS I (KBS) (KLAB)	
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<u>PHY 13001</u>	GENERAL COLLEGE PHYSICS I (KBS)	
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& <u>PHY 13021</u>	and GENERAL COLLEGE PHYSICS LABORATORY I (KBS) (KLAB)	
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<i>Physics Elective B, choose from the following:</i>		3-5
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<u>PHY 12202</u>	TECHNICAL PHYSICS II (KBS) (KLAB)	
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<u>PHY 13002</u>	GENERAL COLLEGE PHYSICS II (KBS)	
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& <u>PHY 13022</u>	and GENERAL COLLEGE PHYSICS LABORATORY II (KBS) (KLAB)	
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replace
MERT 32004 Machine des

MERT 34002 Advanced Solid Model

Code	Title	Credit Hours
<u>PHY 13012</u> & <u>PHY 13022</u>	COLLEGE PHYSICS II (KBS) and GENERAL COLLEGE PHYSICS LABORATORY II (KBS) (KLAB)	
<i>Applied courses from Associate Degree, Minor or Individualized Specialization ¹</i>		34
<u>CADT 22003</u>	SOLID MODELING	
<u>EERT 22014</u>	MICROPROCESSORS AND ROBOTICS	
<u>ENGT 22006</u>	ECONOMIC DECISION ANALYSIS	
Any Mechanical Engineering and Related Technologies (MERT) Electives		
General Electives (total credit hours depends on earning 120 credit hours, including 39 upper-division credit hours)		3
Minimum Total Credit Hours:		74
Course List		
¹	Applied courses should be chosen from an approved associate degree or a declared minor or individualized specialization selected in consultation with an advisor.	

MECHANICAL/SYSTEMS CONCENTRATION

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One

Credits

Note: Students who have earned an associate degree will have 34 credits of technical coursework articulate to the bachelor's degree program and will not have to take the electives for a minor or individualized specialization.

<u>MATH 11010</u>	ALGEBRA FOR CALCULUS (KMCR)	3
<u>UC 10097</u>	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Requirement		3
Applied Courses from Associate Degree, Minor or Individualized Specialization		7
Credit Hours		14

Semester Two

<u>MATH 11012</u>	INTUITIVE CALCULUS (KMCR)	3
<u>MATH 11022</u>	TRIGONOMETRY (KMCR)	3
Kent Core Requirement		3
Applied Courses from Associate Degree, Minor or Individualized Specialization		9
Credit Hours		18

Semester Three

<u>ENG 20002</u>	INTRODUCTION TO TECHNICAL WRITING	3
or <u>OTEC 26638</u>	or BUSINESS COMMUNICATIONS	
Physics Elective A		3-5
Applied Courses from Associate Degree, Minor or Individualized Specialization		9
Credit Hours		15

Semester Four

<u>EERT 21010</u>	ENGINEERING AND PROFESSIONAL ETHICS	3
or <u>TECH 31010</u>	or ENGINEERING AND PROFESSIONAL ETHICS	
Physics Elective B		3-5
Kent Core Requirement		3
Applied Courses from Associate Degree, Minor or Individualized Specialization		9
Credit Hours		19

Semester Five

<u>TECH 31020</u>	AUTOMATED MANUFACTURING	3
or <u>TECH 43700</u>	or COMPUTER INTEGRATED MANUFACTURING	
<u>ECON 22060</u>	PRINCIPLES OF MICROECONOMICS (KSS)	3
<u>EERT 32003</u>	TECHNICAL COMPUTING	3
or <u>COMT 20001</u>	or C++ PROGRAMMING	
or <u>COMT 20011</u>	or JAVA PROGRAMMING	
or <u>CS 10051</u>	or INTRODUCTION TO COMPUTER SCIENCE (KMCR)	
<u>OTEC 26636</u>	PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS	1
Mechanical/Systems Electives		3

(3)

	Credit Hours	13
Semester Six		
!TECH 36620	PROJECT MANAGEMENT IN ENGINEERING AND TECHNOLOGY	3
!TECH 33363	METALLURGY AND MATERIALS SCIENCE	3
Mechanical/Systems Electives		6
Kent Core Requirement		3
	Credit Hours	15
Semester Seven	replace with MERT 32004 Machine Design	3
!TECH 32002	MATERIALS AND PROCESSES II	3
or TECH 33870	or FACILITY DESIGN AND MATERIAL HANDLING	
Mechanical/Systems Electives		6
Kent Core Requirement		3
	Credit Hours	12
Semester Eight		
!TAS 47900	TECHNICAL AND APPLIED STUDIES CAPSTONE (ELR)	3
!TECH 31000	CULTURAL DYNAMICS OF TECHNOLOGY (DIVD) (WIC)	2-3
or TECH 33092	or COOPERATIVE EDUCATION - PROFESSIONAL DEVELOPMENT (ELR) (WIC)	
TECH 43080	INDUSTRIAL AND ENVIRONMENTAL SAFETY	3
Kent Core Requirement		3
General Elective		3
	Credit Hours	14
	Minimum Total Credit Hours:	120
Plan of Study Grid		

Proposal Summary

Title of Proposal: AAS-ECET Program Roadmap Revision

Description of Action, Including Intended Effect

The Math Department has changed the Math 14002 prerequisite requirement which requires students to have a minimum C grade in Math 14001. Thus, AAS-ECET Program Roadmap needs to be revised. The new revision would show that Math 14002 is the only Math course students need to have a minimum C grade for the B.S.E. degree in Early Childhood Education.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

There will be no any impact to other programs.

Fiscal, Enrollment, Facilities and Staffing Considerations

The possible effect could be more students need to repeat Math 14001 in order to take Math 14002.

Evidence of Need and Sustainability if Establishing

None

Provisions for Phase-Out if Inactivating

NA

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*

Salem Faculty Council -Fall 2017, Tuscarawas Faculty Council-Fall 2017, Regional College Curriculum Committee- Fall 2017, EPC - Fall 2017.

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **25-Sep-17**

Curriculum Bulletin _____

Effective Date **Fall 2018**

Approved by EPC _____

Department **Early Childhood Education**
 College **RE - Regional College**
 Degree **AAS - Associate of Applied Science**
 Program Name **Early Childhood Education Technology** Program Banner Code _____
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Revise program**

Description of proposal:

The Math Department has changed the Math 14002 prerequisite requirement which requires students to have a minimum C grade in Math 14001. Thus, AAS-ECET Program Roadmap needs to be revised. The new revision would show that Math 14002 is the only Math course students need to have a minimum C grade for the B.S.E. degree in Early Childhood Education.

Does proposed revision change program's total credit hours? ☐ Yes☒ No Current total credit hours: **63**

Proposed total credit

hours

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure): **There will be no any impact to other programs.**

Units consulted (other departments, programs or campuses affected by this proposal):

Salem Faculty Council, Tuscarawas Faculty Council, Regional College Curriculum Committee, EPC.

REQUIRED ENDORSEMENTS

Department Chair / School Director

Campus Dean (for Regional Campuses proposals)

____/____/____

College Dean (or designee)

____/____/____

Dean of Graduate Studies (for graduate proposals)

____/____/____

Senior Vice President for Academic Affairs and Provost (or designee)

____/____/____

University Requirements

All students in an applied or technical associate degree program at Kent State University must complete the following university requirements for graduation.

NOTE: University requirements may be fulfilled in this program by specific course requirements, please see Program Requirements for details.

Code	Title	Credit Hours
	Destination Kent State: First Year Experience	1
	Course is not required for students with 25 transfer credits, excluding College Credit Plus, or age 21+ at time of admission.	
	Kent Core (see table below)	15
	Total Credit Hour Requirement	60
	Some associate degrees require students to complete more than 60 credit hours.	

Kent Core Requirements

Requirement	Credits/Courses
Kent Core Composition (KCOMP)	3
Kent Core Mathematics and Critical Reasoning (KMCR)	3
Kent Core Humanities and Fine Arts (KHUM/KFA) (min one course each)	3
Kent Core Social Sciences (KSS) (must be from two disciplines)	3
Kent Core Basic Sciences (KBS/KLAB) (must include one laboratory)	3
Total Credit Hours:	15

Program Requirements

Major Requirements

[RE-AAS-ECET]

Major Requirements (courses count in major GPA)

CULT 29535	EDUCATION IN A DEMOCRATIC SOCIETY (min C grade)	3
ECED 10120	INTRODUCTION TO EARLY CHILDHOOD SERVICES (min C grade)	2
ECED 20163	UNDERSTANDING YOUNG CHILDREN-TYPICAL AND ATYPICAL PATHWAYS (min C grade)	3
ECED 40145	MUSIC AND RHYTHMS IN PRE-PRIMARY EDUCATION (min C grade)	3
ECET 21005	PARTNERSHIPS IN CHILD GUIDANCE (min C grade)	3
ECET 21010	INFANT/TODDLER CURRICULUM AND SERVICES (min C grade)	3
ECET 22000	PRESCHOOL CURRICULUM (min C grade)	3
ECET 22130	EMERGING LITERACY (min C grade)	3
ECET 22140	STUDENT TEACHING SEMINAR (ELR) (min C grade)	3
ECET 22192	STUDENT TEACHING (ELR)	4
EPSY 29525	EDUCATIONAL PSYCHOLOGY (min C grade)	3
SPED 23000	INTRODUCTION TO EXCEPTIONALITIES (DIVD) (min C grade)	3

Additional Requirements (courses do not count in major GPA)

COMM 15000	INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
MATH 14001	BASIC MATHEMATICAL CONCEPTS I (KMCR)	4
MATH 14002	BASIC MATHEMATICAL CONCEPTS II (KMCR)	4

UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Composition ^{1,2}		6
Kent Core Humanities or Fine Arts		3
Kent Core Social Sciences		3
Kent Core Basic Sciences ¹		3
Minimum Total Credit Hours:		63

¹ Although not required for graduation with the associate degree, a minimum C grade is required in these courses for the B.S.E. degree in Early Childhood Education.

² 3 credit hours are required for Kent Core (University Requirements). This program requires a total of 6 credit hours to earn the associate degree.

3. Add statement Graduation Requirements

Minimum Major GPA	Minimum Overall GPA
2.000	2.000

- A minimum grade of C grade is required in most courses; view the program requirements to see specific courses.

Roadmap

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Course	Title	Credits
Semester One		
! CULT 29535	EDUCATION IN A DEMOCRATIC SOCIETY	3
! ECED 10120	INTRODUCTION TO EARLY CHILDHOOD SERVICES	2
MATH 14001	BASIC MATHEMATICAL CONCEPTS I (KMCR)	4
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		16
Semester Two		
COMM 15000	INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
! ECED 20163	UNDERSTANDING YOUNG CHILDREN-TYPICAL AND ATYPICAL PATHWAYS	3
MATH 14002	BASIC MATHEMATICAL CONCEPTS II (KMCR)	4
SPED 23000	INTRODUCTION TO EXCEPTIONALITIES (DIVD)	3
Kent Core Requirement		3
Credit Hours		16
Semester Three		
! ECED 40145	MUSIC AND RHYTHMS IN PRE-PRIMARY EDUCATION	3
! ECET 21005	PARTNERSHIPS IN CHILD GUIDANCE	3
! ECET 22000	PRESCHOOL CURRICULUM	3
! ECET 22130	EMERGING LITERACY	3
EPSY 29525	EDUCATIONAL PSYCHOLOGY	3
Credit Hours		15
Semester Four		
ECET 21010	INFANT/TODDLER CURRICULUM AND SERVICES	3
! ECET 22140	STUDENT TEACHING SEMINAR (ELR)	3
! ECET 22192	STUDENT TEACHING (ELR)	4

Stays the Same

October Academic Learning Committee Meeting

(Monday, Oct. 30)

Cherie:

Vet tech accreditation

Updating Trumbull campus vet tech materials

Tardis—creating podcasting booth (soundproofing will probably happen over break)

Open educational resources workshop next week (will send dates/times for interested parties)

Side projects:

- Online course structure, preparing a course shell/template for course design, so online courses will be consistent for students (working with Scott Keiller in the spring; our shell will be specific to Tusc, not Kent Main). Probably available by Fall '18.

- Redesigning the First-Year Experience project for more consistency

Making llamas (50 done, 300 to go) for Christmas giveaway

Schoenbrunn: November 15th, Native American cultures presentation

Office of Global Education presenting on study abroad (Nov. 14th?)

- What funds are available for prospective study abroad students?

How did workshop attendance look this term?

- unpredictable (15 one day, 1 the next)

- Spring workshops: Google docs, resumes (talk about further next meeting)

Writing and reading critically workshop

??Travel/Commute concerns for students: putting workshops on video for students who can't make it?

Let Cherie know what to buy for the library core shelf.

2 applicants for Makerspace job; both over-qualified.

- 15.89/hour, full-time with benefits

- think about former students who might be interested; needs to be outgoing, willing to learn and troubleshoot, go to workshops and community presentations

Community Engagement Committee

Minutes from Oct 10, 2017 meeting

The committee met on October 10th to discuss the 2017-2018 charges. Discussion synopsis is provided under the charges.

2017-2018 Charges:

1. Coordinate a service-project at the campus level.
 - *New item for the committee. Discussions will continue throughout the semester. Looking for input from faculty and the new external relations task force.*
 - *With the opioid epidemic there are greater numbers of children in foster care. That is a very current project I would be willing to help with. There already are some groups that provide toys, blankets and “suitcases” in the state. We could check to see what our local JFS and police departments need for children removed from the home.*
2. Recommend specific ways to increase participation in volunteer activities
 - *Same people on projects*
 - *Looking for other disciplines to participate- Science, History, etc.*
 - *Recommendation to repeat what Nicole Willey conducted when CE first began-. She hosted a community sharing, then partnering meeting on our campus*
 - *Number of things/items people participate in is not reported to Denise and Community Engagement Coordinator.*
 - *A number of community organizations have called the campus looking for volunteers. A few faculty have individually responded. Discussion ensued about students being reluctant to volunteer for activities.*
 - *Possible for our campus to with other campuses? Stark an option?*
 - *Model “volunteerism” to the students*
 - *Continue with the Morale and Recreation Committee to engage the faculty/staff in social activities. This will help in fostering communication between campus members.*
 - *Perhaps have a Campus Fair- with a service project related to Business, Health, Vet Tech. A possible theme: a Health Expo for the Kent State Tusc Community, but invite the public. Centered around a Race/Run involving animals such as dogs?*
3. Continue to provide oversight, in coordination with the Community Engagement Coordinator, of service-learning activities

- *Keep people involved – make sure their activities are reported in the community engagement newsletter.*
- 4. Encourage faculty to contact community groups to offer their services or join these groups.
- *Continue to encourage faculty to do so.*

Minutes
Electronic Communications Committee (ECC)
10/12/2017

Present: Feng, J. Osikiewicz, Sharma, Keiller (Chair)

Meeting began at 3:45 with four committee members present. Reviewed the committee's charges from Dean Bielski, and developed plans:

Charge 1: Continue to encourage, update, improve, and oversee faculty web pages.

- Faculty profiles now are self-serve. Keiller demonstrated the procedure for uploading / editing faculty profile webpages. To upload / edit content, login to : <http://www.kent.edu/user>

Faculty Profiles: Recommended Content:

- Photo (Need a photo? Schedule an appointment by submitting a ticket request to Network Services (NS) Helpdesk:
<http://support.tusc.kent.edu/helpdesk>)
- Job Title and Department
- Office Location (Building and Room #) and Office Phone #
- Office Hours
- Work e-mail address and fax #

Faculty Profiles Optional Content:

- Personal Website title and URL
 - Educational Background
 - Publications
 - Affiliations
 - Awards and Achievements
 - Areas of Expertise
- For assistance with faculty profiles, submit a ticket at <http://support.tusc.kent.edu/helpdesk>

Charge 2. Continue to offer workshops based on faculty's technologic needs.

The Committee reviewed utilization of last year's series of LearnIT workshops that had been offered in response to the ECC survey of faculty training needs and interests.

- Faculty utilization was low, with only one or two faculty (or none) attending. The ECC will explore the possibility of NS scheduling trainings / demonstrations at Joint Faculty and Administrator (JFA) meetings, where larger numbers of

faculty are already in attendance. Longer follow-up workshops may be scheduled at other times.

- The ECC brainstormed ideas for trainings:
 - using the helpdesk ticket system to request help of Network Services
 - creating and editing faculty web profiles
 - benefits of VDI
- Improving the accessibility of the NS Helpdesk Ticketing system:
 - Results from the ECC Spring survey: #1 request was to be able to access the NS helpdesk ticketing system via a desktop icon
 - The ECC recommended that an icon or link be added to the tusc.kent.edu webpage, for faculty, staff, and current students.
 - The ECC recommended an option be added to the ticket request form's pull-down menu of locations: "Off Campus" to indicate that help is requested remotely, such as for VDI or hardware from home or while travelling.

Charge 3. Work with the Kent State Tuscarawas Educational Technology Designer to help faculty integrate new online technology in classroom environment.

- Questions arose about the expected completion date for the Zoom Room. It is expected to be operational by Spring 2018.
- Coordination of efforts with the Facilities and Technology Team, which meets every other Tuesday at 2:30 p.m. to 3:30 p.m. The team focuses on technology every other meeting (i.e., once per month). Team captains are Shannon Bailey and Walt Gritzan.

Charge 4. Ensure faculty governance documents are current and available electronically.

The ECC is available to assist FC and committees with uploading documents, if needed. The FC secretary is uploading FC minutes directly herself.

The ECC adjourned at 4:30 p.m.

Respectfully submitted,

Scott Keiller, ECC Chair

Faculty Affairs Committee Meeting Minutes October 2017

Committee members are Lori Bears, David Graff, Adrian Jones, Turan Koptur, Steve Minnick, Beth Osikiewicz (chair), Chris Roman, and Nicole Willey.

Completed Charge 1a: *Evaluate potential revisions to Faculty Handbook and determine if further clarification is needed for Supplemental Travel Reimbursement Policy.* Dean Bielski approved all suggested changes to the Supplemental Travel Reimbursement Form and Policy. The changes were mentioned at the September 6th Faculty Council meeting. The revised form and a list of changes were distributed to the entire faculty and Business Office via email on October 12. The following changes to the form/policy were outlined in that email:

- The form now asks a faculty member to indicate if they requested funding from any othersources(URC,FTNTTProfDev.,Other,etc.). IftheanswerisNo,thenthefaculty member is asked to explain why not.
- The form now includes the percentage (100%, 80%, 60%, or other) as part of the calculation for amount requested for reimbursement.
- A faculty member is now required to submit confirmation that they are a presenter at a conference in order to receive a 100% reimbursement up to \$1500.
- Faculty Council will now review all the applications received during a given month at the next scheduled faculty council meeting. However, the policy does state that if there is a long period between faculty council meetings, all

requests received during
a given month can be discussed and voted on via email.
Any requests approved during these time periods will be
reported at the next scheduled faculty council meeting.

- No faculty member can apply for a second travel reimbursement until spring semester. This would give every faculty member the opportunity to apply for one reimbursement during the fall semester before any second requests are considered.

- All supplemental travel requests must be awarded from the supplemental fund for the academic year in which the conference/event occurs. This completes Charge 1a. **Discussed Charge 1b via email: *Evaluate potential revisions to Faculty Handbook and determine if further clarification is needed for eligibility of serving of Faculty Council.*** The committee discussed possible changes to the Faculty Council document. Two changes were discussed and recommended by the committee.

1. Adding an additional promoted FTNTT faculty member to Faculty Council. (Electing two faculty from Group 3.)

- Pros:

- This will increase the representation of the FTNTT faculty on the FC;
- This would eliminate the need for the FTNTT faculty to hold a special election for an additional promoted FTNTT faculty member to serve on the FTNTT

Reappointment Committee.

- Cons:

- Since this will increase the number of faculty on the FC to 12, it is possible to end in a tie when voting on proposals. However, Graff pointed out that some, if not many, of the issues voted on by the FC are only advisory to the dean.

2. Eliminate the condition that no FC member may serve for more than three consecutive years.

- With the number of TT faculty dwindling, it may be impossible to uphold this in future years.
- Faculty can still opt-out of serving, and the current policy states that these requests are automatically granted unless it causes a hardship on the FC. If a hardship arises, then the current policy states that the FC votes on opt-out requests. The committee recommends that if the term limit language is removed, then new language should be added to state that the FC should consider a faculty member's past service when voting on opt-out requests.

The above two changes are being submitted to the Faculty Council for discussion. For your convenience, the current FC policy and language of the membership of the FTNTT Reappointment Committee is included at the end of these minutes. All policy changes to the Faculty Council Policy do not become official until voted on and approved by the appropriate faculty body.

The following is taken from Section I: Structure and organization of the campus (pages 6-9 of the Handbook).

A. Faculty Council (FC)

All full-time faculty are eligible to be elected to the Faculty Council. Senior Faculty (defined as Associate or Full Professors with tenure) are members of Group 1, tenured Assistant Professors and tenure-track Faculty are members of Group 2, promoted non-

tenure track faculty are members of Group 3, and Assistant Professor or Lecturer non-tenure track faculty are members of Group 4.

The FC will consist of eleven (11) members elected from the four Groups as follows: eight (8) members from Group 1, and one (1) member each from Groups 2, 3, and 4. The FC will be headed by three officers, the Chair, the Vice-Chair, and the Secretary/Treasurer, who will be elected by the incoming FC. The FC Chair shall be a Senior Faculty member. The Campus Dean is an ex- officio, non-voting member of the FC. The FC may delegate some of its duties to other Campus committees.

1. Monthly FC Meetings, open to all full-time faculty, will be held during the regular academic year as scheduled by the FC Vice-Chair in consultation with the Chair. Any non-FC members attending may not vote, but may speak if called upon. Additional meetings can be requested, subject to approval from the FC Chair. In the event of a denial, an appeal supported by a positive recommendation from three (3) of the FC members will be sufficient to grant the request. In order to conduct business at a meeting, a quorum must be present, as defined as 50% of the elected members of the FC.

2. In addition to the monthly FC Meetings, the FC Vice-Chair, in consultation with the Chair, will schedule a monthly Joint Faculty and Administration (JFA) Meeting. This meeting is where all faculty (including part-time faculty), administrators, and staff can have their voices heard by the FC, and where the FC can report and discuss their actions taken since the previous meeting.

3. Rules of Order for Meetings *Robert's Rules of Order* is the general guide for FC Meeting procedures unless suspended by a 2/3 majority of FC members present.

4. Elections a. Eligible Members

- i. All full-time faculty members are eligible for election to the FC. No nominations are required.
- ii. Any Group 1 or 2 member who has an approved leave for a semester of the upcoming academic year will be exempt from serving on the FC for that year. These members may however request to serve if they wish.
- iii. Eligible faculty members who do not want to be on the FC for the upcoming academic year may petition the outgoing Chair, via written or electronic correspondence by a Chair set deadline, for removal from the ballot. The outgoing Chair will automatically grant such petitions unless it would create a significant hardship for the FC (e.g. Not enough Senior Faculty to form an ad-hoc RTP

Committee or no FTNTT members as required by the TT-CBA). In that event, the outgoing FC will meet to determine the best course of action for the faculty members requesting exemption and the FC.

b. Member Terms i. FC members will be elected for a term of one (1) year. FC Officers will be elected by

the FC members for a term of one (1) year. ii. No FC member may serve for more than three (3) consecutive years. However, a

member must stand for reelection for each year of desired service.

c. Election Process

- i. The FC Vice-Chair will distribute paper ballots to each member of the full-time faculty annually no later than one (1) month before the April Faculty Council Meeting. Names that will appear on the ballot will be determined in consultation with the FC Chair.

ii. Ballot Structure.

- a. There will be one combined ballot for Groups 1 and 2, and one combined ballot for Groups 3 and 4. Each ballot will list the names of all eligible members minus the names of exempt faculty members as defined in Sections 4.a.ii, 4.a.iii, and 4.b.ii above.
 - b. The names of the current FC members shall be marked as such on each ballot.
 - c. Only members of Groups 1 and 2 may vote for Groups 1 and 2 candidates. Only members of Groups 3 and 4 may vote for Groups 3 and 4 candidates.
- iii. Each voting member shall mark their ballot as follows: a. Groups 1 and 2 Ballots: Voting members may vote for up to nine (9) total members, but no more than eight (8) in Group 1, and no more than one (1) from Group 2. b. Groups 3 and 4 Ballots: Voting members shall vote for one (1) member each from Groups 3 and 4.
- iv. Ballots shall be returned to the FC Vice-Chair in a signed and sealed envelope by an assigned due date. Ballots returned in unsigned envelopes or mismarked ballots (e.g. those with more than the allowed number of choices marked) will be disqualified. The FC may vote in the future to conduct these elections electronically.
- v. Three (3) members of the Faculty Affairs Committee (appointed by the Chair of the Faculty Affairs Committee) will be responsible for opening and counting the ballots.
- vi. The Group members with the most votes will be elected to the incoming FC. In the event that there is a tie for an FC position, the winner(s) will be chosen in a blind random

drawing (e.g. pulling names out of a box) of the tied faculty members.

- vii. The outgoing FC Chair shall convene a meeting of the incoming FC to hold an election from within the incoming FC for the new FC officers. Only incoming FC members will be allowed to vote for the new officers. The newly elected FC Chair will notify the chair of the Faculty Affairs Committee of the election results. This meeting and the officer elections shall be completed prior to the April Faculty

Council Meeting. The method of conducting the officer elections will be decided

upon by the incoming FC members.

- viii. The chair of the Faculty Affairs Committee shall notify all members of the faculty of the election results. The newly elected FC will assume their positions at the April Faculty Council Meeting.
- ix. In the event that one or more of the newly elected FC members is unable to assume their elected position, the Group member(s) with the next highest number of votes will be elected in their place, subject, if necessary, to the same blind random drawing.

The following is taken from Section I: Structure and organization of the campus, Subsection C.4.c (page 12 of the Handbook).

c. FTNTT Reappointment Committee: The FTNTT Reappointment Committee will be comprised of the RTP Committee and should include two promoted FTNTT faculty. The promoted FTNTT faculty member elected to Faculty Council will be one of the

representatives and a second promoted FTNTT representative will be chosen by FTNTT faculty on an annual basis, with an attempt to rotate among all promoted FTNTT faculty. Any promoted FTNTT faculty that chooses not to serve in a given year can remove their name from consideration. If the FTNTT Faculty Mentor Coordinator is not a member of the FC and is not elected to serve on the committee, then the FTNTT Faculty Mentor Coordinator will be an ex-officio member of the FTNTT Reappointment Committee.

Student Affairs Committee Minutes

- The charges have been disseminated to the members, along with a list of questions related to addressing each charge. Discussion to ensue via electronic communication.
- Additionally, the committee has held electronic communications to update the Student Travel, Conference, and Colloquium applications. These materials have been distributed to faculty and posted on the website. Please make your students aware of these opportunities.

Important Dates:

Students to submit proposals by 5:00 pm:

Student Travel. Requests for Fall 2017 due October 27, 2017; requests for Spring 2018 travel due February 16, 2017.

Student Conference. Requests for conferences held in the Spring/Summer of 2018 due November 10, 2017; requests for conferences held in the Fall of 2018 due April 13, 2018.

Student Research Colloquium. Proposals due November 17, 2017.

- Furthermore, there has been brief discussion about the role of the Colloquium as an independent research conference versus the inclusion of ongoing honors projects. Further discussion to ensue.

URLs for Student Research Documents

Student Research Colloquium:

https://du1ux2871uqv.cloudfront.net/sites/default/files/file/StudentColloquiumApplication_AY17-18.pdf

Student Conference Application:

https://du1ux2871uqv.cloudfront.net/sites/default/files/file/StudentConferenceApplication_%20AY17-18.pdf

Student Travel Application:

https://du1ux2871uqv.cloudfront.net/sites/default/files/file/StudentTravelFundApplication_AY17-18.pdf