Minnesota State University, Mankato

Curriculum Proposal

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

(Check all that apply):

- College: Social and Behavioral Sciences
- Department: Urban and Regional Studies
- Program: CIP #

Type of Change: PROGRAM PROPOSALS

Proposed: Change in Requirements-Course(s) Added

Title Current: Urban Spaces People Places
Title Proposed: Urban Design Principles

Required for Major:
Delete: URBS 200 Urban Spaces People Places (3)
Add: URBS 431 Urban Design Principles

Rationale or Justification for change:

Shift balance of undergraduate core requirements toward upper division courses.

***For General Education or Cultural Diversity Courses Only***

<table>
<thead>
<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
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<tbody>
<tr>
<td>N/A</td>
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</table>

1. For Writing Intensive Courses, attach a description of the kind and quantity of writing.
2. For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:

a. Syllabus or course outline.
b. Course's student learning outcomes associated with each GE competency or CD designation.
c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.

***For New Courses***

<table>
<thead>
<tr>
<th>Instructional Type:</th>
<th>Lecture</th>
<th>Grade</th>
<th>P/N</th>
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<tbody>
<tr>
<td>Course will be offered:</td>
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<tr>
<td>Fall Semester</td>
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<td>Spring Semester</td>
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<tr>
<td>Summer Session</td>
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</tbody>
</table>

- Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences in potential conflicts.

Attach paper copies of the following:

a. Syllabus or course outline.
b. Course's student learning outcomes.
c. A list of resources required to offer and support this course.
d. A description of how teaching this course will affect department staffing.

e. If 400/500 level course, an explanation of added expectations of graduate students.

Revised September 2002
***For Program Proposals***

Attach paper copies of the following:

a. Student learning outcomes for the program.
b. Minutes from department and college curriculum meetings in which action was taken on this proposal.
c. Program Assessment Plan. Forms are available on the Academic Affairs Web site:
   http://www.mnsu.edu/academic/words/PRA_SampSLOAssessPlan.doc
d. List of program requirements for New programs, or a list of Current and Proposed program requirements for Redesigned programs.
e. A list of resources required to offer and support this program.
f. A description of how offering this program will affect department staffing.
g. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits.

This proposal creates no change in learning outcomes or assessment planning, and requires no new resources (the proposed course is already an elective in the program).

***For Programs Requiring MnSCU Approval***

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site:
   http://www.mnsu.edu/academic/html/currformsprocesses.htm

1. Creation of an entirely new program.

2. Redesign of existing programs, which takes any of the following forms:
   a. Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
   b. Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
   c. Change in program name.
   d. Change in program CIP #.
   e. Change in TOTAL program credits.
   f. Change in degree award. For example, changing a B.A. to B.S.
   g. Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)

3. Relocation of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.

4. Replication of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.

5. Suspension or reinstatement of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.

6. Closure of a program. This proposal requests closure of an existing program and its from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.
| **Minnesota State University, Mankato**  
| **Curriculum Proposal**  

| **Signature Page**  
| **Department**  
| **Recommended**  
| (Category/ies)  
| **Not Recommended**  
| (Category/ies)  
| **Comments:**  
| **Department Chair:**  
|  
| **College Curriculum Committee**  
| **Recommended**  
| (Category/ies)  
| **Not Recommended**  
| (Category/ies)  
| **Comments:**  
| **Committee Chair:**  
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| **College Dean**  
| **Recommended**  
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| **Not Recommended**  
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| **Comments:**  
| **Dean:**  
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| **General Education Subcommittee**  
| **Recommended**  
| (Category/ies)  
| **Not Recommended**  
| (Category/ies)  
| **Comments:**  
| **General Education Subcommittee Chair:**  
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| **Undergraduate Curriculum and Academic Policy Committee**  
| **Recommended**  
| (Category/ies)  
| **Not Recommended**  
| (Category/ies)  
| **Comments:**  
| **UCAP Faculty Chair:**  
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| **Faculty Association Graduate Committee**  
| **Recommended**  
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| **Comments:**  
| **Faculty Association Graduate Chair:**  
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| **Graduate Dean**  
| **Recommended**  
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| **Not Recommended**  
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| **Comments:**  
| **Graduate Dean:**  
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| **Academic Affairs Council**  
| **Recommended**  
| (Category/ies)  
| **Not Recommended**  
| (Category/ies)  
| **Comments:**  
| **Assistant Vice President:**  
|  
| **Senior Vice President and Vice President for Academic Affairs**  
| **Approved**  
| (Category/ies)  
| **Not Approved**  
| (Category/ies)  
| **Comments:**  
| **Sr. Vice President / Vice Pres. Academic Affairs:**  
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Revised September 2002
Minutes
URSI Department Meeting
11 October 2004
2:00 PM


Review of Minutes of 9/20/04
Filipovitch clarified reference in minutes regarding CBPS (URBS 585) section of Practicum is the one Wood is teaching with Bob Hugg. Minutes approved.

Curriculum Proposal
Discussion ensued on switching URBS 200 with URBS 431 in the undergraduate core. Cherrington pointed out that several students would have a problem with completing two required URSI courses in Spring 2005. As scheduled URBS 4/537 and URBS 489 had conflicting times in that 4/537 was in a MWF 2-2:50 p.m., while Capstone 489 was being held on Mondays from 1-3:45 p.m. Filipovitch said one student had come to him, but he was unaware that others would be affected. Possible solutions were discussed. To resolve the conflict, Filipovitch agreed to revise 4/537 course meeting times to Wednesday and Fridays, allowing Mondays for field work. Motion was made by Porter to replace undergraduate URBS 200 with URBS 431 and to send the change forward to the curriculum committee. Bernhagen seconded, and motion passed unanimously.

Program Review Updates
Laverny-Rafter reported that Anne Ganey and Rita were working together on finalizing faculty focus groups. The faculty was polled for additional candidates. Porter suggested Wayne Allen and Yueh-Ting Lee. Ganey will be recording all focus group sessions.

Assessment of Student Learning Report
The faculty reviewed the most recent report and discussed ways to raise the scores. It was noted that this year’s scores were lower. In upcoming reports, the department will tie scores to the University and CSBS’s goals and quantitative data will be included from this year’s program review.

Faculty Load
Filipovitch asked faculty for comments on the load sheet sent last Thursday evening. Cherrington reported that being at the League of MN Cities conference over the weekend prevented her review and asked for extended time. Wood and Cherrington asked to meet further with the chair on the load schedule. Discussion ensued on the distribution of Gen Ed courses, days offered and possible rooms available. Porter inquired about the previous suggestion to try to accommodate faculty teaching preferences for room layout. Since Rita had done the lottery and was absent, this information was not available. It was generally agreed that MH102 and MH103 are difficult rooms in which to do group work because of the stationery seating. Filipovitch agreed to discuss room assignments further with political science once they were known. It was noted that faculty load/assignments must be finalized at the next meeting on 11/1.
Departmental Guidelines for “Scholarly Activity"
Laverno-Rafter questioned whether the Graduate Dean had set any standards regarding on-line publications and Filipovitch responded that there have not been any put forward. Porter expressed concern about the department not providing any guidance on its parameters for scholarly activities. Laverno-Rafter left. Discussion ensued about department requirements for publishing with regard to tenure and promotion. Porter asked whether archived online published submissions were acceptable. Discussion ensued about online publications and their relevance as academic publications. The question was posed as to whether there are University standards or guidelines available through other departments. It was recommended that a survey be conducted on what comparison institutions are doing. Further discussion was tabled.

**Conference Funding**  Tabled to next meeting.

Meeting adjourned at 3:55 PM.

Next Meeting: Nov. 1, 2004 at 1:00.