



**Minnesota State University, Mankato** HOLD and CLEAR buttons only compatible with Acrobat V. 4 and 5  
**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):		Proposal #	<b>183</b>
College:	Education	<input checked="" type="checkbox"/> Undergraduate	Effective Date of Change:
Department:	Ed. Studies: K-12 and Sec. Programs	<input type="checkbox"/> Graduate	Academic Year
Program:	Undergraduate Teacher Licensure	CIP #	<b>05-06</b>
Type of Change	PROGRAM PROPOSALS	(For Office Use Only)	
Proposed:	<del>Change in Requirements-Course(s) Deleted</del>	<b>Course Designator</b>	<b>Number of Credits</b>
Title Current:	Media Utilization for Secondary Education		
Title Proposed:	Media Utilization	KSP 201	2
24-Char. Abbrev:	Media Utilization	(if applicable)	

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):  
 N/A

**Rationale or Justification for change:**  
 This course should always have been a 200 level course. It was our intention to renumber and rename it in the KSP restructuring which took place Fall 2001, but this did not occur. There is no change in course content, assessment or learner outcomes, and no change in program credits. We have only renamed and renumbered a two credit course.

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

<p align="center"><b>General Education Course:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">GE Category #</th> <th>GE Category Name (Maximum of 3 Categories)</th> </tr> </thead> <tbody> <tr><td align="center">N/A</td><td></td></tr> <tr><td align="center">N/A</td><td></td></tr> <tr><td align="center">N/A</td><td></td></tr> </tbody> </table> <p><small>? For Writing Intensive Courses, attach a description of the kind and quantity of writing.          ? 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.</small></p>	GE Category #	GE Category Name (Maximum of 3 Categories)	N/A		N/A		N/A		<p align="center"><b>Cultural Diversity Course:</b></p> <p align="center"><small>(Please check one.)</small></p> <p><input type="checkbox"/> <b>Core</b> (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)</p> <p><input type="checkbox"/> <b>Related</b> (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)</p>
GE Category #	GE Category Name (Maximum of 3 Categories)								
N/A									
N/A									
N/A									
<p>Attach paper copies of the following:</p> <ol style="list-style-type: none"> <li>Syllabus or course outline.</li> <li>Course's student learning outcomes associated with each GE competency or CD designation.</li> <li>List of strategies to be used to assess students' achievement of each GE competency or CD designation.</li> </ol>									

**\*\*\*For New Courses\*\*\***

(Check all that apply): <input type="checkbox"/> Course is an elective. <input type="checkbox"/> Course is required for program <input type="checkbox"/> Pre- or Co-requisites: <input type="checkbox"/> Other courses are being changed or eliminated. (Explain.)	Instructional Type: <input type="text" value="Lecture"/> Grading Format: <input type="checkbox"/> Grade <input type="checkbox"/> P/N <input type="text"/> <input type="text"/>	Course will be offered: <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Session
<input type="checkbox"/> 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 or potential conflicts.)		
Attach paper copies of the following: <ol style="list-style-type: none"> <li>Syllabus or course outline.</li> <li>Course's student learning outcomes.</li> <li>A list of resources required to offer and support this course.</li> <li>A description of how teaching this course will affect department staffing.</li> <li>If 400/500 level course, an explanation of added expectations of graduate students.</li> </ol>		



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**\*\*\*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/acadaf/words/PRA\\_SampSLOAssessPlan.doc](http://www.mnsu.edu/acadaf/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:

**\*\*\*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/acadaf/html/currformsprocesses.htm>

1. **Creation** of an entirely new program.
2. **Redesign** of existing programs, which takes any of the following forms:
  - ? 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.
  - ? 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.
  - ? Change in program name.
  - ? Change in program CIP #.
  - ? Change in TOTAL program credits.
  - ? Change in degree award. For example, changing a B.A. to B.S.
  - ? 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 \_\_\_\_\_)

Patricia Hoffman  
Department Chair

11/30/06  
Date

Comments:

**College Curriculum Committee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

[Signature]  
Committee Chair

11/31/06  
Date

Comments:

**College Dean**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

[Signature]  
Dean

1-31-06  
Date

Comments:

**General Education Subcommittee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
General Education Subcommittee Chair Date

Comments:

**Undergraduate Curriculum and Academic Policy Committee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

[Signature]  
UCAP Faculty Chair

\_\_\_\_\_  
Date

Comments:

**Faculty Association Graduate Committee**

Recommended  
 Not Recommended

\_\_\_\_\_  
Faculty Association Graduate Chair Date

Comments:

**Graduate Dean**

Recommended  
 Not Recommended

\_\_\_\_\_  
Graduate Dean Date

Comments:

**Academic Affairs Council**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

[Signature]  
Assistant Vice President

4/12/06  
Date

Comments:

**Senior Vice President and Vice President for Academic Affairs**

Approved (Category/ies \_\_\_\_\_)  
 Not Approved (Category/ies \_\_\_\_\_)

[Signature]  
Sr. Vice President / Vice Pres. Academic Affairs

4/12/06  
Date

Comments:

Proposed Changes in the Undergraduate Teacher Licensure			
Undergraduate Teacher Licensure (old)		Undergraduate Teacher Licensure (revised)	
KSP 403: Media Utilization for K-12 Education	2 Credits	KSP 201: Media Utilization	2 Credits
KSP 210: Exploration of Professional Education	2 Credits	KSP 210: Exploration of Professional Education	2 Credits
KSP 220: Human Relations in a Multicultural Society	3 Credits	KSP 220: Human Relations in a Multicultural Society	3 Credits
KSP 310: Development & Learning in the Inclusive Classroom	5 Credits	KSP 310: Development & Learning in the Inclusive Classroom	5 Credits
KSP 410: Philosophy and Practices in the Middle and High School	3 Credits	KSP 410: Philosophy and Practices in the Middle and High School	3 Credits
KSP 420: Planning, Instruction, and Evaluation in the Secondary School	3 Credits	KSP 420: Planning, Instruction, and Evaluation in the Secondary School	3 Credits
KSP 475: Social Context of Learning	1 Credit	KSP 475: Social Context of Learning	1 Credit
KSP 477: 5-12 Student Teaching	11 Credits	KSP 477: 5-12 Student Teaching	11 Credits
KSP 476: K-12 Student Teaching	11 Credits	KSP 476: K-12 Student Teaching	11 Credits

Minnesota State University, Mankato  
College of Education  
Department of Educational Studies: K-12 and Secondary Programs

**DRAFT**

Date: Oct. 19,, 2005  
Location: AH 309  
Time: 12:00-1:00

Present: D. Anderson, D. Bussler, D. Ganss, R. Hersrud, P. Hoffman,  
V. Hudson, D. Jesseman, L. Kessler, S. Mullins, S. Page, G. Reid, L. Underwood

Patti asked that everyone do a "check-in" to see how they're doing – it was done on a 1-10 scale.

Doug made motion and Scott seconded to approve the minutes from Oct. 5, 2005. Motion carried.

Patti reminded faculty to do any mid-term progress reporting for students in their classes.

Last call for the St. Paul Immersion Experience. Faculty interested in participating are Scott Page, Patti Hoffman, Lara Kessler and Rene` Hersrud.

Patti reminded faculty applications for reassigned time and research release are due Oct. 26 and faculty improvement grant applications due Dec. 2.

Promotion and tenure applications are due to department through chair by Oct. 31. Three faculty members have PDP's needing feedback from group today. Darrol has resigned from the Personnel Committee due to time constraints and too many committee assignments. Discussion regarding climate and culture of Personnel Committee issues – it was noted that the Dean should be asked to come and talk about this at a future meeting. There is a need to establish policies and guidelines for departmental committee especially the Personnel Committee Debra Anderson will step in to take Darrol's place on Personnel Committee. Further discussion regarding PDP's, tenure and promotion documents and importance of faculty member receiving department feedback. Discussion about sending PDP's by email to two faculty members to get feedback in future.

Patti, Doug, and Vicky met to develop a policy about providing food/refreshments at Committee meetings where outside members are asked to attend over the supper hour. Patti presented the recommendations to the faculty. Discussion followed. Patti asked faculty who are chairs of committees/groups to email her with a budget including name of committee, meeting dates, food to be served, time of day, etc.

Debra Anderson talked about title change for KSP 210. Rationale: The current title of KSP 210 is Exploration of Professional Education. The standards assigned to KSP 210 focus on professional learning communities, and creating and managing successful

learning environments. This course is no longer an exploratory course. The title must reflect what is covered in the course. Motion made and seconded to change the course title of KSP 210 from Exploration of Professional Education to Creating and Managing Successful Learning Environments. Motion carried.

Scott Page explained changes for 402/403 and 502. Motion made and seconded to change course number KSP 402/403 to KSP 201; change KSP 502 to KSP 600 making it 3 credits; and withdraw course numbers 402, 403, 502, and 503. Discussion. Darrol asked if instructors of these courses had been involved in the decision. Scott answered yes. Motion carried.

Scott explained need for department to approve MSTL title from **options** to **certificates**. Motion made and seconded. Motion carried.

Faculty should check the list of KSP curriculum and notify Scott which courses should be dropped.

Debra Anderson announced there will be a schedule change for Block One beginning Fall 2006.

Patti asked that faculty signed up to march for commencement also considering attending the hooding ceremony.

Remodeling of office space and conference room has been postponed from December until next summer.

Scott announced the differential tuition and the favorable reaction. Four day workshop is being planned to teach mentors about E-Pop and other technology –they will receive \$800 stipend for the academic year.

Meeting adjourned at 1:00 pm

Submitted by Vicky Hudson.