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.

| College: Social and Behavioral Sciences | Proposal #: 38 |
| Department: Urban and Regional Studies | Effective Date of Change: 3-4-07 |
| Program: CIP # |

Type of Change: COURSE PROPOSALS
Proposed: Course Withdrawal

Title Current: Urban Analysis I: Field
Title Proposed: 
24-Char. Abbrev: 

Course Designator and Number: URBS 301
Number of Credits: 
(if applicable)

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

Rationale or Justification for change:
Course replaced by URBS 402

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

<table>
<thead>
<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
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<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</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>(Check all that apply:)</th>
<th>Instructional Type: Lecture</th>
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<tbody>
<tr>
<td>Course is an elective.</td>
<td>Grading Format: Grade P/N</td>
</tr>
<tr>
<td>Course is required for program</td>
<td></td>
</tr>
<tr>
<td>Pre- or Co-requisites:</td>
<td></td>
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<tr>
<td>Other courses are being changed or eliminated. (Explain.)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course will be offered:</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<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 or 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.
**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/pra/forms/

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:

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**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/Curriculum/currformsprocess.html

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.
### Curriculum Proposal

**Department**
- **Recommended**
- **Not Recommended**

Comments:

**College Curriculum Committee**
- **Recommended**
- **Not Recommended**

Comments:

**College Dean**
- **Recommended**
- **Not Recommended**

Comments:

**General Education Subcommittee**
- **Recommended**
- **Not Recommended**

Comments:

**Undergraduate Curriculum and Academic Policy Committee**
- **Recommended**
- **Not Recommended**

Comments:

**Faculty Association Graduate Committee**
- **Recommended**
- **Not Recommended**

Comments:

**Graduate Dean**
- **Recommended**
- **Not Recommended**

Comments:

**Academic Affairs Council**
- **Recommended**
- **Not Recommended**

Comments:

**Senior Vice President and Vice President for Academic Affairs**
- **Approved**
- **Not Approved**

Comments:

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Revised September 2002
Minutes
URSI Department Meeting
23 August 2006 – 9:00AM
MH 106

Present: Janet Cherrington, Tony Filipovitch, David Laverny-Rafter, Beth Wielde, Perry Wood; Rita McEvoy

Graduate Assistant Assignments
- Josh Aul – Miriam
- Frank Boafo – Beth
- Ryan Granata – Janet
- Al Haugen – Perry
- Jenny Mocol – Raymond & Bruce Boyce
  (Andrea Aukrust – City of Mankato Preservation Project)

Curriculum Review
Janet distributed the new 4/512 course syllabus she developed. A motion was made and seconded to include in the MA in Urban Studies Electives the wording, elective concentration be held at 6 elective credits from other departments with consent of advisor. After discussion the motion was withdrawn.

A motion was made and seconded to send forward our curriculum changes as agreed upon at last year’s meeting (with the minor language changes suggested at this meeting); motion carried unanimously.

Raymond joined the meeting at 10:15.

A motion was made and seconded to drop from our curriculum the following courses: 200, 301, 302, 303 and 609; motion carried unanimously.

Professional Association Conferences
Plans to attend the following conferences include:
- Janet – ICMA; can do MCMA or LMC
- Beth – APA or Preservation Alliance or ASPA (hopes to present at one of them)
- David – American Evaluation Assn & State Policy Analysis
- Raymond - UAA, APA. Planning conference in Boston
- Tony – Intercity Leadership Visit, possibly UAA
- Perry – Mn APA, possibly Midwest APA

Department Meetings Schedule
We will meet every other Monday at 1:00 (when necessary) alternating with the chairpersons meetings. If more time is needed, we will meet again at 3:30 the same day. The next meeting will be August 28 at 1:00 when Miriam will present the MA in Local Government Management proposal and we will discuss the Normandale proposal. The next regularly scheduled meeting is September 18.
Topics for Future Meetings
Graduate programs
Study abroad
Diversity
Invite dean to a department meeting
Article 22
Summer session courses
Field tours
Sabbatical leave request

Normandale
Beth and David distributed a memo regarding their research in working with Normandale; be ready with your comments at the August 28 meeting.

3+2 with Geography
Tony will pursue with Don Friend.

Meeting adjourned at 11:20.

Next Meeting: Monday, August 28