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Curriculum Subcommittee Agenda, September 4, 2014

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CURRICULUM SUBCOMMITTEE AGENDA
4 September 2014

A meeting of the Curriculum Subcommittee of the Educational Policies Committee will be held on 4 September 2014 at 2 p.m. in Old Main 136 (Champ Hall Conference Room).

Approval of the minutes of the 4 April 2014 meeting (see below)

College of Agriculture and Applied Sciences
Department of Agricultural Systems Technology and Education
New Course

AV 2000	Aerodynamics Effective: Spring 2015	2 cr.
AV 2400	Commercial Multi-Engine Ground School Prerequisites: AV 2350 Effective: Spring 2015	2 cr.
AV 2410	Commercial Stage I Flight Prerequisites: AV 2350 Effective: Spring 2015	1 cr.
AV 2415	Commercial Stage II Flight Prerequisites: AV 2350 and AV 2410 Effective: Spring 2015	1 cr.
AV 2670	Commercial Multi-Engine Certification Prerequisites: AV 2410, 2415, and 2540 Effective: Spring 2015	1 cr.
AV 2870	Commercial Single-Engine Add-On Prerequisites: AV 2670 Effective: Spring 2015	1 cr.
AV 3300	Air Transport Pilot Ground School Prerequisites: AV 2670 Effective: Spring 2015	4 cr.
ASTE 6170	Program Evaluation Effective: Spring 2015	3 cr.
HETR 1640	Hydraulic Excavator Operation Prerequisites: Basic reading, writing, and math skills Effective: Fall 2014	2 cr.

HETR 1670 Fork Lift Operation 2 cr.
  Prerequisites: Basic reading, writing and math
  Effective: Spring 2015

Title Change
ASTE 6160 Foundations of Adult Education 3 cr.
  Previously: Foundations of Adult Education and Program Evaluation
  Effective: Spring 2015

Credit Hour, Grade Mode Change
SLSC 1010 New Student Orientation 1 cr.
  Previously: .5 cr.
  Grade Mode: Pass Fail Only
  Effective: Spring 2015

Title, Prerequisite, Course Description Change
AV 2540 Instrument Pilot Certification 1 cr.
  Previously: Instrument Pilot Certification I
  Prerequisite: AV 2350, AV 2410, AV 2415, and AV 2520 (may be taken concurrently)
  Effective: Fall 2015

Department of Nutrition, Dietetics and Food Science
New Course
NDFS 5310/6310 Fundamentals of Nutrition Research 3 cr.
  Prerequisites: NDFS 4020
  Effective: Spring 2015

Department of Plants, Soils and Climate
Credit Hour Change
PSC 6220 Professional Experience in Water Efficient Landscaping 1-6 cr.
  Previously: 6 cr.
  Effective: Spring 2015

PSC 6240 Water Efficient Landscaping Seminar 1 cr.
  Previously: 2 cr.
  Effective: Spring 2015

Prerequisite Change
PSC 5430/6430 Plant Nutrition 2 cr.
  Add Prerequisite on PSC 5430 only: PSC 3500 or BIOL 4400 or consent of instructor
  Effective: Summer 2015

Caine College of the Arts

Department of Art and Design

New Course

ARTH 4910	Senior Thesis in Art History and Visual Studies	3 cr.
	Prerequisites: Instructor Signature	
	Effective: Spring 2015	

Department of Theatre Arts

Grade Mode Change

THEA 5390	Student Teaching Seminar	3 cr.
	Grade Mode Standard Letter Grade	
	Previously: Pass/Fail Only	
	Effective: Spring 2015	

Emma Eccles Jones College of Education and Human Services

Department of Family, Consumer and Human Development

New Course

FCHD 5350	Financial Coaching	3 cr.
	Effective: Fall 2014	

Department of Health, Physical Education and Recreation

Title Change

HEP 5300	Grant Writing for Health Educators	3 cr.
	Previously: Grant Proposal Writing	
	Effective: Spring 2015	
PEP 7070	Grant Writing for Pathokinesiology	1 cr.
	Previously: Grant Writing	
	Effective: Spring 2015	

Prerequisite Change

PRP 3000	Designing Recreation Experiences	3 cr.
	Prerequisite: PRP 1000	
	Effective: Summer 2015	
PRP 4750	Internship in Recreation Services	6 cr.
	Prerequisite: PRP 1000, 3000, 3025, 3900, 4250, 4550 and 4700	
	Effective: Summer 2015	

Department of Psychology

Title, Prerequisite, Course Description Change

PSY 3500	Research Methods in Psychology	3 cr.
	Previously Scientific Thinking and Methods in Psychology	
	Prerequisite: PSY 1010 and ENGL 2010	
	Effective: Summer 2015	

Department of Teacher Education and Leadership
Course Description change
       ELED 1010   Orientation to Elementary Education   3 cr.
                       Effective: Summer 2015

Prerequisite Change
       ELED 3000   Historical, Social, and Cultural Foundations of Education and School
                       Practicum (CI)   4 – 6 cr.
                       Prerequisites: Admission to and Elementary Education program; grade of
                       B- better in ELED 1010 and FCHD 1500.
                       Effective: Summer 2015

       ELED 3005   Beginning Classroom Management   1 cr.
                       Prerequisites: Admission to and Elementary Education program; grade of
                       B- better in ELED 1010 and FCHD 1500 and admission to Level II of the
                       SODIA teacher education program.
                       Effective: Summer 2015

       ELED 3100   Classroom Reading Instruction   3 cr.
                       Prerequisites: Admission to and Elementary Education program; grade of
                       B- better in ELED 1010 and FCHD 1500 and admission to teacher
                       education.
                       Effective: Summer 2015

       ELED 4000   Teaching Science and Practicum Level III   3 cr.
                       Prerequisites: Minimum Level II GPA of 2.75; grade of B- or better in
                       ELED 3000, ELED 3005, ELED 3100, SPED 4000, PSY 3660, and SPED
                       5530 or ITLS 4015. For Elementary Education program students not
                       earning a dual certificate in Special Education, a B- or better is also
                       required in ELED 4150. Admission to teacher education; completion of
                       Level II and BIOL 1010 with a lab, or USU 1350: PHYS 1200 and GEO
                       1010 or their equivalents.
                       Effective: Summer 2015

       ELED 4005   Intermediate Classroom Management   1 cr.
                       Prerequisites: Minimum Level II GPA of 2.75; grade of B- or better in
                       ELED 3000, ELED 3005, ELED 3100, SPED 4000, PSY 3660, and SPED
                       5530 or ITLS 4015. For Elementary Education program students not
                       earning a dual certificate in Special Education, a B- or better is also
                       required in ELED 4150 and admission to Level III of the SODIA teacher
                       education program.
                       Effective: Summer 2015

ELED 4030 Teaching Language Arts and Practicum Level III (CI) 3 cr.
Prerequisites: Minimum Level II GPA of 2.75; grade of B- or better in ELED 3000, ELED 3005, ELED 3100, SPED 4000, PSY 3660, and SPED 5530 or ITLS 4015. For Elementary Education program students not earning a dual certificate in Special Education, a B- or better is also required in ELED 4150 and admission to teacher education.
Effective: Summer 2015

ELED 4040 Assessment and Instruction for Struggling Readers (CI) 3 cr.
Prerequisites: Minimum Level II GPA of 2.75; grade of B- or better in ELED 3000, ELED 3005, ELED 3100, SPED 4000, PSY 3660, and SPED 5530 or ITLS 4015. For Elementary Education program students not earning a dual certificate in Special Education, a B- or better is also required in ELED 4150 and admission to teacher education, ELED 3100.
Effective: Summer 2015

ELED 4050 Teaching Social Studies and Practicum Level III 3 cr.
Prerequisites: Minimum Level II GPA of 2.75; grade of B- or better in ELED 3000, ELED 3005, ELED 3100, SPED 4000, PSY 3660, and SPED 5530 or ITLS 4015. For Elementary Education program students not earning a dual certificate in Special Education, a B- or better is also required in ELED 4150 and Admission to teacher education.
Effective: Summer 2015

ELED 4060 Teaching Mathematics and Practicum Level III 3 cr.
Prerequisites: Minimum Level II GPA of 2.75; grade of B- or better in ELED 3000, ELED 3005, ELED 3100, SPED 4000, PSY 3660, and SPED 5530 or ITLS 4015. For Elementary Education program students not earning a dual certificate in Special Education, a B- or better is also required in ELED 4150 and admission to teacher education.
Effective: Summer 2015

ELED 4150 Assessment and Differentiation Across the Curriculum 2 cr.
Prerequisites: Admission to and Elementary Education program; grade of B- better in ELED 1010 and FCHD 1500 and admission to the Elementary Education-Teacher Education Program
Effective: Summer 2015

ELED 4480 Early Childhood Education Kindergarten Through Grade 3 3 cr.
Prerequisites: Admission to and Elementary Education program; grade of B- better in ELED 1010 and FCHD 1500.
Effective: Summer 2015

ELED 5050 Student Teaching – Kindergarten 3 – 6 cr.
  Prerequisite: Minimum Level III GPA of 2.75; grade of B- or better in
  ELED 4000, ELED 4005, ELED 4030, ELED 4040, ELED 4060 and
  ELED 4480.
  Effective: Summer 2015

ELED 5100 Student Teaching – Primary (Grades 1-3) 6 cr.
  Prerequisite: Minimum Level III GPA of 2.75; grade of B- or better in
  ELED 4000, ELED 4005, ELED 4030, ELED 4040, and ELED 4060.
  Effective: Summer 2015

ELED 5150 Student Teaching – Elementary (Grades 4-6) 6 cr.
  Prerequisite: Minimum Level III GPA of 2.75; grade of B- or better in
  ELED 4000, ELED 4005, ELED 4030, ELED 4040, and ELED 4060.
  Effective: Summer 2015

ELED 5250 Advanced Classroom Management and Student Teaching Seminar 3 cr.
  Prerequisite: Minimum Level III GPA of 2.75; grade of B- or better in
  ELED 4000, ELED 4005, ELED 4030, ELED 4040, and ELED 4060.
  Effective: Summer 2015

College of Engineering
Department of Biological Engineering
New Course
BENG 6510/7510 Graduate Seminar 1 cr.
  Effective: Spring 2015

Department of Civil and Environmental Engineering
Delete Course
  CEE 3010 Mechanics of Materials 2 cr.
   Effective: Spring 2015
Inactivate Course
  CEE 3030 Uncertainty in Engineering Analysis 2 cr.
   Effective: Spring 2015

Prerequisite Change
  CEE 3610 Environmental Management 3 cr.
   Prerequisite: Breadth Life Science class; CHEM 1210 and MATH 1210
   Effective: Summer 2015

  CEE 3880 Civil Engineering Design I 1 cr.
   Prerequisite: ENGR 3080 and admittance to the Professional Program or
   Graduate Standing.
   Effective: Summer 2015

Department of Electrical and Computer Engineering
New Course

ECE 5760	Hardware and Embedded Systems Security	4 cr.

Prerequisites: ECE 3710 and ECE 3410 and admission to the Professional Program of Graduate Standing.
Effective: Fall 2014

Prerequisite Change

ECE 5720	Computer Systems Programming and Architecture	3 cr.

Prerequisite: ECE 2700 and admission to the Professional Program, or Graduate Standing and ECE 3710 (can be taken concurrently)
Effective: Summer 2015

ECE 3810	Engineering Professionalism	1 cr.

Prerequisite: Admission to the Professional Program and ENGR 3080 (can be taken concurrently)
Effective: Summer 2015

College of Humanities and Social Sciences
Department of History
Course Number Change

HIST 3000	History Research Methods	3 cr.

Previously: HIST 4989
Effective: Summer 2015

Add Multiple List

HIST 3220	Medieval European Civilization, 500 – 1500 (DHA/CI)	3 cr.

Add Multiple List of RELS 3220
Effective: Spring 2015

HIST 3482	Ancient China to 1800	3 cr.

Add Multiple List of RELS 3482
Effective: Spring 2015

Department of Languages, Philosophy and Communication Studies
New Course

IELI 1000	Conversational English	3 cr.

Prerequisite: IELI placement exam
Grade Mode: Pass/Fail Only
Repeatable for credit
Effective: Spring 2015

CMST 3270	Culture and Public Discourse	3 cr.

Effective: Spring 2015

CMST 4470	Qualitative Research in Communication Studies	3 cr.

Effective: Spring 2015

| CMST 5800 | Communication Studies Senior Capstone | 1 cr. |
| | Effective: Spring 2015 | |

PHIL 3580	Ethics and Economic Life	3 cr.
	University Studies Designation DHA	
	Effective: Spring 2015	

Title and Course Number Change

PHIL 3700	Political Philosophy (DHA)	3 cr.
	Previously: PHIL 4610	
	Previous Title: Social and Political Philosophy	
	Effective: Summer 2015	

Department of Sociology, Social Work and Anthropology
Title, Course Number, and Description Change

ANTH 3140	Anthropology of Sex and Gender (DSS)	3 cr.
	Previously: ANTH 5100/6100	
	Previous Title: Gender, Sex and Health	
	Effective: Summer 2015	

University Studies Request

SW 4100	Social Work Research	3 cr.
	Add University Studies Designation of CI	
	Effective: Fall 2014	

S. J. and Jessie E. Quinney College of Natural Resources
Course Number Change

NR 2000	Natural Resources Professional Orientation	1 cr.
	Previously: ENVS/WATS/WILD 2000	
	Effective: Fall 2015	

Department of Environment and Society
Credit Hour Change

ENVS 6530	Natural Resources Administration	3 cr.
	Previously: 2 cr.	
	Effective: Spring 2015	

College of Science
Department of Biology
Delete Course

| BIOL 4040/6040 | Programming and Database Management for Biologists I | 3 cr. |
| | Effective: Fall 2014 | |

| BIOL 4050/6050 | Programming and Database Management for Biologists II | 3 cr. |
| | Effective: Spring 2015 | |

Other Business

Curriculum Meeting Schedule for 2014-2015 Academic Year

Meeting Date	Agenda Items Due
September 4, 2014	August 21, 2014
October 2, 2014	September 18, 2014
November 6, 2014	October 23, 2014
December 4, 2014	November 20, 2014
January 8, 2015	December 11, 2014
February 5, 2015	January 22, 2015
March 5, 2015	February 19, 2015
April 2, 2015	March 19, 2015

CURRICULUM SUBCOMMITTEE MINUTES
3 April 2014

A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 3 April 2014 at 2 p.m. in Old Main 136 (Champ Hall Conference Room).

Present:	Ed Reeve, Chair,
	Ed Reeve, College of Agriculture
	Nicholas Morrison, Caine College of the Arts
	Vijay Kannan, Huntsman School of Business (representing Frank Caliendo)
	Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
	Dean Adams, College of Engineering
	Michael Lyons, College of Humanities and Social Sciences
	Karen Mock, Quinney College of Natural Resources
	Richard Mueller, College of Science
	Norm Jones, General Education Subcommittee Chair
	Steve Beck, Graduate Council
	Kacy Lundstrom, Libraries
	Melanie Nelson, USU- Eastern (representing Robert Powell)
	Marci Smith, Registrar's Office (representing Roland Squire)
	Cathy Gerber, Registrar's Office
Absent:	Travis Peterson, Regional Campuses and Distance Education
	Brittney Garbrick, Graduate Studies Senator
Visitors:	Larry Smith, Exec SR Vice Provost
	Dawn Kirby, SR Associate Dean, College of Humanities and Social Sciences
	Adrea Wheaton, Provost Office
	Jessica Hansen, Registrar's Office
	Carsten Meier, Department of Art and Design
	Bruce Miller, Department Head, ASTE
	J. Michael Bankhead, Department Head, Music

Karen Mock moved to approve the minutes of the 6 February 2014 meeting. Nicholas Morrison seconded; motion approved.

Richard Mueller moved to approve the business of the College of Agriculture and Applied Sciences. Norm Jones seconded; motion approved.

College of Agriculture and Applied Sciences

Department of Agricultural Systems Technology and Education

Prefix Change

      ASTE 6220   Volunteer Programs and Partnerships   3 cr.
                            Previously FCSE 6220
                            Effective Spring 2015

School of Applied Sciences, Technology and Education

USU-Eastern Non-Credit Courses for Northstar to Banner Conversion

These courses will be listed as contact hours in the Online General Catalog

Effective Fall 2014

(see below)

Nicholas Morrison moved to approve the business of the Caine College of the Arts. Scott Hunsaker seconded, motion approved.

Caine College of the Arts

Department of Art and Design

New Course

      ART 3410   History of Graphic Design Studio   3 cr.
                            Prerequisites: ART 2400, BFA in Graphic Design status
                            Effective Summer 2014

      ART 4480/6480   Special Topics Art and Design   3 cr.
                            Prerequisite: Permission of instructor
                            Effective Summer 2014

      ART 4630/6630   Figure Study for Sculpture   3 cr.
                            Prerequisite: ART 2600
                            Effective Summer 2014

      ART 4835   Theory of Photography   3 cr.
                            Prerequisite: ART 3810
                            Effective Summer 2014

      ART 4845   The Moving Image and Video Art   3 cr.
                            Prerequisite: ART 4810 or permission of instructor
                            Effective Summer 2014

      ART 4855   View Camera and Large Format   3 cr.
                            Prerequisite: ART 4825
                            Effective Summer 2014

Prerequisite Change
      ART 2400   Introduction to Graphic Design   3 cr.
                      Prerequisites: ART 1020 or ART 1110; ART 1120 or ART 1150;
                      ART 1130 or ART 1160
                      Effective Fall 2014

      ART 3370   Illustration Concepts   3 cr.
                      Repeatable for credit
                      Prerequisite: BFA status in Graphic Design
                      Effective Fall 2014

      ART 3400   Typography   3 cr.
                      Repeatable for credit
                      Prerequisite: BFA status in Graphic Design
                      Effective Fall 2014

Course Description Change
      ART 1050   Introduction to Photography   3 cr.
                      Effective Fall 2014

      ART 2810   Photography I   3 cr.
                      Effective Fall 2014

Prerequisite Change, Course Description Change
      ART 3810   Photography II   3 cr.
                      Prerequisite: ART 2810
                      Effective Spring 2015

Title Change, Course Description Change
      ART 4810   Digital Imaging   3 cr.
                      Previously Digital Photography
                      Repeatable for credit
                      Effective Fall 2014

Course Number Change, Prerequisite Change
      ART 4875   Photographic Studio   3 cr.
                      Previously ART 4860
                      Prerequisite: ART 4855
                      Effective Spring 2015

      ART 4885   Photographic Portfolio   3 cr.
                      Previously ART 4870
                      Prerequisites: ART 4835 or ART 4845, and ART 4860.
                      BFA Photography Majors only
                      Effective Fall 2014

Course Number Change, Title Change

ART 4825	Color Photography	3 cr.
	Previously ART 4840, Color Photography I	
	Effective Fall 2014	

Course Number Change, Title Change, Prerequisite Change, Course Description Change

ART 4865	Nineteenth Century Photographic Processes	3 cr.
	Previously ART 4820, Nineteenth Century Photography Printing Processes	
	Prerequisite: ART 4855	
	Effective Spring 2015	

Delete Course

ART 4830	Independent Projects in Photography	1-9 cr.
	Repeatable for credit	
	Effective Fall 2014	
ART 4850	Color Photography II	3 cr.
	Effective Fall 2014	
ART 4880	Imaging Services	3 cr.
	Effective Fall 2014	

Scott Hunsaker moved to approve the business of the Emma Eccles Jones College of Education and Human Services. Richard Mueller seconded, motion approved.

Emma Eccles Jones College of Education and Human Services
Department of Psychology
New Course

PSY 6700	Grant Writing for School Counselors	2 cr.
	Prerequisite: Admission to School Counselor Education program or instructor approval	
	Effective Summer 2014	

Dean Adams moved to approve the business of the College of Engineering. Nicholas Morrison seconded; motion approved.

College of Engineering
Department of Biological Engineering
New Course

BENG 5500/6500	Systems Biology Modeling	3 cr.
	Prerequisites: MATH 2250 and MATH 2270, or equivalent. BIOL 4040, CS 1400, CEE 2870, or equivalent.	
	Effective Summer 2014	

Title Change
  BENG 5020 Biological Modeling and Controls   3 cr.
           Previously Biological Systems Modeling and Controls
           Effective Fall 2014

Prerequisite Change
 BENG 5850/6850 Biomaterials Engineering   3 cr.
           Prerequisites: Admission to Professional Engineering Program and
           BENG 2330 and BENG 5020. (BENG 5020 will be a prerequisite or co-
           requisite.)
           Effective Spring 2015

Department of Civil and Environmental Engineering
Prerequisite Change
  CEE 5860 Air Quality Management   3 cr.
           Prerequisites: BENG 2400, CEE 3500 and CEE 3610
           Effective Spring 2015

Department of Mechanical and Aerospace Engineering
Prerequisite Change
  MAE 3420 Fluid Mechanics   3 cr.
           Prerequisites: ENGR 2030, MAE 2300, CS 1400 (USU only and
           grade of C or better (may be taken concurrently)
           Effective Spring 2015

  MAE 5420 Compressible Fluid Flow   3 cr.
           Prerequisite: MAE 2300
           Effective Spring 2015

  MAE 6450 Thermodynamics   3 cr.
           Prerequisite: MAE 3440
           Effective Spring 2015

Title Change, Prerequisite Change, Course Description Change
  MAE 3210 Engineering Numerical Methods   3 cr.
           Previously Engineering Numerical Methods II
           Prerequisites: CS 1400 (USU only and grade of C or better), MATH 2210,
           MATH 2250 (may be taken concurrently)
           Effective Spring 2015

  MAE 3440 Heat Transfer   3 cr.
           Previously Heat and Mass Transfer
           University Studies Designation: QI
           Prerequisites: MAE 2300 and MAE 3420
           Effective Spring 2015

Inactivate Course

MAE 3200	Engineering Numerical Methods I Effective Fall 2014	3 cr.
MAE 3400	Thermodynamics II Effective Fall 2014	3 cr.
MAE 5210	High Performance Computing for Engineers Effective Fall 2014	3 cr.
MAE 5600/6600	Reliability and Quality of Engineering Systems Effective Fall 2014	3 cr.
MAE 5640	Design for Manufacturability Effective Fall 2014	3 cr.
MAE 5660	Transport Phenomena in Manufacturing Processes Effective Fall 2014	3 cr.

Michael Lyons moved to approve the business of the College of Humanities and Social Sciences. Norm Jones seconded; motion approved.

<u>College of Humanities and Social Sciences</u>

Department of English

Course Number Change

ENGL 1410	Elements of Grammar Previously ENGL 1120 Effective Spring 2015	3 cr.

Department of History

University Studies Request

HIST 3751	Trials of Gilded Age America, 1877-1900 Add University Studies Designation: CI Effective Fall 2014	3 cr.

Reactive Course

HIST 3900	Science and Technology in World History University Studies Designation: DSC Effective Fall 2014	3 cr.

Department of Languages, Philosophy and Communication Studies

Course Number Change

PHIL 3530	Environmental Ethics Previously PHIL 3510 University Studies Designation: DHA Effective Spring 2015	3 cr.

Department of Political Science
New Course
      POLS 3410   International Human Rights System   3 cr.
                    Prerequisites: POLS 2100 and POLS 2200
                    Effective Summer 2014

Prerequisite Change
 POLS/GEOG 3430   Political Geography   3 cr.
                    Prerequisite: POLS 2100 or POLS 2200 or POLS 2300 or POLS 2400
                    Effective Spring 2015

Course Number Change
      POLS 5100   Politics and Public Policy   3 cr.
                    Previously POLS 4810
                    Effective Fall 2014

Department of Sociology, Social Work and Anthropology
New Course
      CJ 1910   Corrections Legal   1 cr.
                    Effective Summer 2014

      CJ 1911   Corrections Communications   0.5 cr.
                    Effective Summer 2014

      CJ 1912   Inmate Behavior   1.5 cr.
                    Effective Summer 2014

      CJ 1913   Inmate Management   1 cr.
                    Effective Summer 2014

      CJ 1914   Inmate Control   1.5 cr.
                    Effective Summer 2014

      CJ 1915   Physical Skills   3.5 cr.
                    Effective Summer 2014

Karen Mock moved to approve the business of the S.J. and Jessie E. Quinney College of Natural Resources. Dean Adams seconded; motion approved.
S. J. and Jessie E. Quinney College of Natural Resources
New Course
      NR 6900   Directed Studies   1-3 cr.
                    Repeatable for credit
                    Effective Summer 2014

Department of Environment and Society
New Course
      ENVS 6410   Translational Ecology   3 cr.
                        Effective Summer 2014

Title Change, Prerequisite Change, Course Description Change
  ENVS 4620/6620   Applications of Environmental Education   4 cr.
                        Previously Environmental Education Practicum
                        Prerequisite: No prerequisites required
                        Effective Spring 2015

Title Change, Course Description Change
      ENVS 5000   Environmental Nonprofit and Volunteer Management   3 cr.
                        Previously Collaborative Problem-Solving for Environment
                        and Natural Resources
                        Effective Spring 2015

Course Description Change
      ENVS 6530   Natural Resources Administration   2 cr.
                        Effective Summer 2014

Department of Watershed Sciences
Delete Course
      WATS 1020   Watershed Sciences Professional Orientation   1 cr.
                        Effective Fall 2014

Department of Wildland Resources
Title Change, Prerequisite Change, Course Description Change
      WILD 3800   Wildland Plants and Ecosystems   4 cr.
                        Previously Wildland Ecosystems
                        Prerequisites: BIOL 1620 and BIOL 2220 or NR 2220. Enrollment limited
                        to WILD Department majors. Department authorization required for all
                        nonmajors.
                        Effective Spring 2015

Prerequisite Change
      WILD 4910   Assessment and Synthesis in Natural Resource Science   3 cr.
                        Prerequisites: WILD 2400, 3800, 3810 and 4750
                        Effective Spring 2015

Delete Course
      WILD 3610   Wildland Animal Ecology and Identification   4 cr.
                        Effective Summer 2014

Richard Mueller moved to approve the business of the College of Science. Dean Adams seconded; motion approved.

College of Science
Department of Biology
Course Number Change

BIOL 1015	Biology Discovery: A Lab Course	1 cr.
	Previously BIOL 1020	
	Effective Spring 2015	

Prerequisite Change

BIOL/PSC 5310	Soil Microbiology	3 cr.
	Prerequisites: BIOL 1610, BIOL 1620, CHEM 1220 or equivalent and PSC 3000	
	Effective Spring 2015	

Reactivate Course

BIOL 5150	Immunology	3 cr.
	Effective Fall 2014	

Department of Mathematics and Statistics
University Studies Request

STAT 1045	Introduction to Statistics with Elements with Algebra	5 cr.
	Ad University Studies Designation: QL	
	Effective Summer 2014	

Other Business

Norm Jones moved to approve the request from the School of Applied Sciences, Technology and Education in conjunction with Regional Campuses and Distance Education to offer a Bachelor of Science degree in Business Education. Nicholas Morrison seconded; motion approved. (see below)

Scott Hunsaker moved to approve the request from the Jon M Huntsman School of Business to change the names of three specializations under the Master of Business Administration. Richard Mueller seconded; motion approved. (see below)

Michael Lyons moved to approve the request from the Landscape Architecture and Environmental Planning Department to offer a Landscape Architecture Minor. Nicholas Morrison seconded; motion approved. (see below)

Nicholas Morrison moved to approve the request from the Department of Music to offer a Bachelor of Arts in Music degree. Richard Mueller seconded; motion was approved pending minor revisions. (see below)

Larry Smith reported that we will be using DocuSign for the Electronic Course Approval Form. It is scheduled to be implemented in the Fall of 2014.

Approvals on courses, if necessary, will be done electronically during the summer.

Richard Mueller nominated Ed Reeve as the 2014-15 Curriculum Subcommittee Chair. Dean Adams seconded; nomination approved.

EPC and Curriculum Subcommittee Schedule for 2014-2015

Agenda Items Due	EPC and Curriculum Subcommittee Meetings
August 21, 2014	September 4, 2014
September 18, 2014	October 2, 2014
October 23, 2014	November 6, 2014
November 20, 2014	December 4, 2014
December 11, 2014	January 8, 2015
January 22, 2015	February 5, 2015
February 19, 2015	March 5, 2015
March 19, 2015	April 2, 2015

Meeting adjourned 2:50 p.m.
Ed Reeve conducted the meeting.
Cathy Gerber recorded the minutes.

<h1 align="center">Appendix B: Full Template</h1>

Instructions:

- The Full Template should be used for those items identified as needing the Full Template in R401-4 and R401-5 and listed as possible items to check on the Cover/Signature Page below.

- **A Full Template consists of a Cover/Signature Page – Full Template, Executive Summary – Full Template, and Program Description – Full Template.**

    o **Cover/Signature Page – Full Template:** Complete the items requested at the top of the page, INCLUDING SELECTING a CIP Code. Check which type(s) of item(s) apply. For example, you may check a certain kind of certificate AND "fast tracked."

    o **Executive Summary – Full Template:** The executive summary must not exceed two (2) pages.

    o **Program Description – Full Template:** Complete the sections requested, removing the descriptive italics and replacing them with the content of the proposal.

- Prepare the Full Template per R401-6 instructions **as a Word document** (no PDF formats). Begin each of the three sections (Cover/Signature Page, Executive Summary, and Program Description) at the top of a new page. When *descriptions of the content required for each section appear in this font color,* **the italics are to be removed before the institution submits the proposal to the OCHE.**

- The CAO or his/her designated representatives should e-mail the completed Full Template (including electronic signature) to academicaffairs@utahsbr.edu.

- The institution is responsible for maintaining a record of the submission as the OCHE Academic Affairs office is not responsible for storing electronic copies of submitted proposals.

Institution Submitting Request: Utah State University
Proposed Title: Business Education
School or Division or Location: College of Agriculture and Applied Sciences
Department(s) or Area(s) Location: School of Applied Sciences, Technology and Education
Recommended Classification of Instructional Programs (CIP) Code[1] : 13.1303
Proposed Beginning Date: 08/01/2014
Institutional Board of Trustees' Approval Date: *MM/DD/YEAR*

Proposal Type (check all that apply):

Regents' Agenda Items		
R401-4 and R401-5 Approval by Committee of the Whole		
SECTION NO.		ITEM
4.1.1	☐	Associate of Applied Science Degree
4.1.2	☐	Associate of Arts Degree
	☐	Associate of Science Degree
4.1.3	☐	Specialized Associate Degree
4.1.4	X	Baccalaureate Degree
4.1.5	☐	K-12 School Personnel Programs
4.1.6	☐	Master's Degree
4.1.7	☐	Doctoral Degree
5.2.2	☐	Certificate of Completion
5.2.4	☐	Fast Tracked Certificate

Chief Academic Officer (or Designee) Signature:
I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____

Signature   **Date:** *12/03/2013*

Printed Name:

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[1] CIP codes must be recommended by the submitting institution. For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.

Program Description

The School of Applied Sciences, Technology and Education (ASTE) at Utah State University in conjunction with Regional Campuses and Distance Education is developing a Business Education Bachelor of Science degree with plans, if approved, to begin fall of 2014. The program will be offered on the regional campus sites throughout Utah and available to Logan campus.

Role and Mission Fit

The proposed Business Education degree aids in the fulfillment of the Board of Regents' mission statement for Utah State University "to be one of the nation's premier student-centered land grant universities…by fostering the principle that academics come first; by cultivating diversity of thought and culture; and serving the public through learning, discovery, and engagement." The primary purpose of the Business Education Degree will be to prepare future teachers to teach business and technology classes in grades 6 through 12, consistent with USU's land-grant mission. The Utah System of Higher Education mission specifically mentions "providing *accessible, affordable, and high quality* post-secondary education to *all* Utah residents. The Business Education degree program will offer training, classes, and certification throughout the state of Utah with primary offerings through the Utah State University system of Regional Campuses and Distance Education.

Faculty

The faculty in the School of Applied Sciences, Technology and Education department can accommodate the proposed program. One faculty member from an RCDE campus will teach the newly proposed teaching methods and introduction courses in business teacher education. Additionally, ASTE currently houses three career and technical education (CTE) teacher-education programs with established faculty members. The students in these programs take similar methods of teaching courses that can be combined into one CTE methods course in which students majoring in the Bachelor of Science in Business Education could enroll. Assistant professors and lecturers from USU-Eastern and RCDE are available to teach the technical business content courses required for the degree. The secondary education courses required for the proposed degree are currently being taught by Teacher Education and Leadership faculty at Logan and RCDE campuses and will continue to be offered at RCDE campuses. As the program grows, the Uintah Basin campus has committed to hire, through reorganization, one Business Education faculty member to support additional courses or advising for the students when needed.

Market Demand

USU would house one of three opportunities in the state for a Bachelor of Science in Business Education. A uniqueness to the proposed program, is that it would be offered at USU's 27 regional campus sites, thus giving access to prospective students who otherwise could not attend college due to location constraints. This program will provide access for rural students or students at USU-Logan campus desiring to teach business courses in middle and secondary schools within Utah. Currently, higher education in Utah is not meeting the demand of school districts that need business teachers. While school districts prefer to hire teachers who graduated from teacher certification programs at the university level, last year they hired nearly 100 teachers that were alternatively certified. The alternative certification route is less desired as it does not include the rigor of secondary education pedagogical training that students enrolled in undergraduate teacher education programs receive. Additionally, courses required

for alternatively-certified teachers are only offered in Orem and Ogden. If approved, USU would also offer alternative certification courses via the broadcast system to all RCDE campuses.

Student Demand

Student demand is estimated at five students per year at the Logan campus and another 15 students registered through the regional campuses. When USU had a business teacher education program seven years ago, the average number of graduates was 10 to 15 per year. The Business Education degree program was eliminated within the Huntsman School of Business in a restructuring process.

Statement of Financial Support
Indicate from which of the following the funding will be generated. Provide the detail for funding as part of the "Financial Analysis" section. (Remove these descriptive italics after completing this section of the template.)

Appropriated Fund……………………………………………..	☐
Special Legislative Appropriation……………………………….	☐
Grants and Contracts……………………………………………	☐
Special Fees …………………………………………………….	☐
Differential Tuition (must be approved by the Regents)………..	☐
Other (please describe)…………………………………………	☐

Similar Programs Already Offered in the USHE

Utah Valley University and Weber State University currently offer a Bachelor of Science degree that prepares business teachers. However, students must take courses on-campus in either Ogden or Orem to receive this degree. These schools only service students who are able to live in towns with easy access to campus. Additionally, these schools are not meeting the current Utah public school demand for business teachers.

Section I: The Request

Utah State University requests approval to offer a bachelor's degree in Business Education effective Fall 2014. This program has been approved by the institutional Board of Trustees on Date.

Section II: Program Description

Complete Program Description
College of Agriculture and Applied Sciences
School of Applied Sciences, Technology and Education

The Bachelor of Science in Business Education prepares students to become teachers and advisors for career and technical student organizations in middle and high schools and technical education centers. Business teachers teach a variety of subjects including: accounting, business law, business communications, personal finance, economics, free enterprise, management, marketing, computer technology, word processing, spreadsheets, databases, presentations, web page design, digital image editing, digital video editing, and emerging technologies. Utah is experiencing a shortage of highly-qualified business teachers, as evidenced by the number of alternative certifications requested each year. The proposed program will meet the need of preparing teachers who cannot attend exisiting business education programs, as it will be offered at USU's main campus and all 27 regional campus delivery sites in Utah.

In order to obtain a secondary teaching license for grades 6–12, students must complete the 35-credit Secondary Teacher Education Program (STEP), which includes one semester of student teaching in a public school. This program is administered by a partnership with USU's School of Teacher Education and Leadership (TEAL) within the Emma Eccles Jones College of Education and Human Services. The student must apply to the School of TEAL the semester before taking the STEP courses. Students learn subject content through the School of Applied Sciences, Technology and Education and spend the last three to four semesters studying education techniques through the STEP program.

Purpose of Degree

The overarching purpose of this degree is to prepare highly-qualified teachers that can teach business and technology courses, and lead student clubs in all secondary schools. A unique objective of this degree is to provide access for students, who otherwise may not be able to move from their homes and jobs, the opportunity to receive a Bachelor of Science degree in Business Education. USU plans to do this by offering the degree at USU's main campus in Logan and all 27 regional campuses. With the approval of the degree, students in rural areas of Utah will now have access to complete a Bachelor of Science degree in Business Education, which will prepare them to teach in a subject that is currently experiencing shortages in certified teacher educators. According to Laura deShazo, Utah State Office of Education Business & Keyboard Specialist, "I have found, working with ARL applicants, that their options for fulfilling the Business Education requirements are very limited. Having a program at USU would help increase opprtunity for wanted jobs in Utah in the next 5 years."

Additionally, because the degree program would be available to residents of towns that currently do not a offer Business Education degree, this new option could increase the percentage of Utah's working-age population that

hold postsecondary degrees or certificates, thus contributing to the 66 percent by 2020 call-to-action. Graduates will also be prepared for teacher licensure in other states.

Institutional Readiness

The biggest assets that USU has for the Business Education degree are the components of the degree that are already availabe. In addition to the support from faculty of other Career and Technical Education programs housed within ASTE (Agricultural Education, Family and Consumer Sciences Education, and Technology and Engineering Education), this degree program will bring together existing broadcast resources available within the USU regional campus system and leverage these resources to offer a degree that is needed throughout the state. The IVC (Interactive Video Conferencing) system, providing courses taught by college professors thoughout Utah, is already offering secondary education, technology, and business content courses, all of which are required for the proposed degree program.

Departmental Faculty

Department Faculty Category	Department Faculty Headcount – Prior to Program Implementation	Faculty Additions to Support Program	Department Faculty Headcount at Full Program Implementation
With Doctoral Degrees (Including MFA and other terminal degrees, as specified by the institution)			
Full-time Tenured	13		13
Full-time Non-Tenured	1		2
Part-time Tenured			
Part-time Non-Tenured			
With Master's Degrees			
Full-time Tenured	5		5
Full-time Non-Tenured	7		7
Part-time Tenured			
Part-time Non-Tenured			
With Bachelor's Degrees			
Full-time Tenured	2		2
Full-time Non-Tenured	6		6
Part-time Tenured			
Part-time Non-Tenured			
Other			
Full-time Tenured	4		4
Full-time Non-Tenured	5		5
Part-time Tenured			
Part-time Non-Tenured	1		1
Total Headcount Faculty in the Department			
Full-time Tenured	19		19
Full-time Non-Tenured	19		19
Part-time Tenured			
Part-time Non-Tenured	1		1
Total Department Faculty FTE (As reported in the most recent A-1/S-11 Institutional Cost Study for "prior to program implementation" and using the A-1/S-11 Cost Study Definition for the projected "at full program implementation.")	31.42	X	32.42

Staff
No additional staff will be required for this program. The degree will rely primarily upon existing courses and faculty to offer the degree. Reallocation of funds within RCDE will allow for an additional faculty to serve as the lead teacher educator for the Business Education program when needed.

Library and Information Resources
Teacher preparation and business-related holdings are adequate for the Business Education program. Additional resources are not needed. USU's undergraduate resources for main campus and RCDE students offers all software needed for the degree program.

Admission Requirements
The admission requirements will be consistent with the existing USU undergraduate admission requirements. Additionally, In order to obtain a secondary teaching license for grades 6-12, students must complete the 35-credit Secondary Teacher Education Program (STEP), which includes one semester of student teaching in a public school. This program is administered by USU's School of Teacher Education and Leadership (TEAL) within the Emma Eccles Jones College of Education and Human Services. Students must be admitted to STEP by the Fall semester of their junior year.

The specific admission criteria into STEP are:

Complete the following core courses or use ACT score to waive requirement. (Students must submit ACT scores in order to waive these courses for admission.)

Area	ACT Score Waives Requiment	Academic Requirment
English	29	Enghlish 1010 or English 2010 with a C+ grade or higher
Math	25	MATH 1050 or STAT 1040 with a C- grade or higher
Social Studies	n/a	A minimum of three (3) credits of coursework in Social Science (BSS) with at least a C grade
Science	n/a	A minimum of six (6) credits of coursework in Life (BLS) and Physical Science (BPS) with at least a C grade in each course

Other admission requirements: 1) Passage of Speech and Hearing Test; 2) Passage of College of Education Writing Exam; 3) Submission of transcript of credits — Transcripts serve to verify the completion of 60 semester credits of approved course work with a minum total GPA of 3.0; 4) ACT composite score of 21, verbal english score no less than 20, mathematics quantitative score no less than 19, Science and Reading scores no less than 18; 5) Cleared Criminal Background Check

Student Advisement
ASTE has a designated advisor housed in the College of Agriculture and Applied Sciences Student Services Center. The advisor and Associate Dean have assured ASTE that the center has capacity to handle the additional students in the major. Additionally, the ASTE advisor will work with the RCDE advisors to ensure that students have access to advising in the various geographic regions where students enroll.

Justification for Graduation Standards and Number of Credits
The State Office of Education Business Teacher Licensing is a business composite which requires course work in the following areas: accounting, business law, business writing, finance, international and microeconomics, management, marketing, computer information literacy, database, digital media graphics, keyboarding, spreadsheets, web page design, word processing, information technology, networks, operating systems, PC

hardware and software, teacher education requirments, and business teacher methods courses. Content in each of these areas will be taught to students, while maintaining the 120 credit hour requirement for bachelor's degree attainment. Students must also pass a Praxis test administered by the State Office of Education to certify competency in each area.

External Review and Accreditation
Need for the program and curriculum design was discussed with the Utah State Office of Education Specialists. The proposed curriculum will meet the current Utah standards for teacher certification. The program was discussed at State curriculum meetings related to business education.

Projected Program Enrollment and Graduates; Projected Departmental Faculty/Students

Data Category	Current – Prior to New Program Implementation	Projected Year 1	Projected Year 2	Projected Year 3	Projected Year 4	Projected Year 5
Data for Proposed Program						
Number of Graduates **in Proposed Program**	X	0	0	7	15	15
Total # of Declared Majors **in Proposed Program**	X	20	40	60	80	80
Departmental Data – For All Programs Within the Department						
Total Department Faculty FTE (as reported in Faculty table above)	31.42	31.42	32.42	32.42	32.42	32.42
Total Department Student FTE (Based on Fall Third Week)	656.74	676	696	716	736	736
Student FTE per Faculty FTE (ratio of Total Department Faculty FTE and Total Department Student FTE above)	20.9	21.5	21.5	21.6	22.7	22.7
Program accreditation-required ratio of Student FTE/Faculty FTE, if applicable: (Provide ratio here:_____)						

Expansion of Existing Program
Utah State University does not presently have a Business Education degree. The School of Applied Sciences, Technology & Education does, however, offer baccalaureate degrees in Agricultural Education; Family and Consumer Sciences Education; and Technology and Engineering Education. This will expand the CTE teacher education offerings of USU.

Section III: Need

Program Need
Much of Utah's work-age populated is faced with reduced employment opportunities as a result of the limited access to higher education. According to the Economic Research Service of the United States Department of Agriculture, Utah's most recent calculation of population of persons 25 and older who have completed college from is 29.6% (24 % in rural areas and 30.0% in urban areas). Consistent with USU's land-grant mission, the Bachelor of Science in Business Education will allow accessibility to individuals who experience location constraints due to work and family responsibilities. Additionally, the program will help supply business teachers to junior high and high schools across Utah, which currently are having to hire alternatively certified teachers to fill their growing number of open positions.

Labor Market Demand

Every public secondary and middle school district in Utah employs business education teachers. The current supply of qualified graduates from business education programs is not meeting the school district demand. As stated previously, school districts had to hire nearly 100 teachers last year to meet the demands in middle and high schools across Utah, who did not meet state licensure standards at the time of employment.

Additionally, the degree program serves a dual function to the labor market. Each high school teacher is required to educate stduents about related careers. While taking business education courses, secondary students will debelop the academic knowledge and technical skills to successfully advance the the fast-paced business world. Business management and office/administrative support services are projected to be among the fastest growing industries through the year 2018. In Utah, the annual growth rate for this occupation is expected to be 2%.

Student Demand

Students interested in teaching secondary business must currently choose degree options from Weber State University or Utah Valley University, which are only offered at on-site locations in Ogden and Orem. The proposed degree option allows students across Utah to gain educational opportunities through alternative means to traditional campus-based education. The academic advisor in ASTE has had several requests in Fall 2013 from students regarding their option to major in Business Education and has begun to keep a list of students interested at the Logan Campus. Business Education alumni who are currently employed as secondary teachers have also contacted USU to see what options are available for students interested in Business Education. Additionally, we discussed this program with current RCDE advisors and they indicated students routinely inquire regarding the availability of Business Education as an option.

Similar Programs

Currently, Utah State University does not have a Business Education degree.

Collaboration with and Impact on Other USHE Institutions

This program is intended to build upon existing programs offered at USU-Eastern and through RCDE to extend this program primarily into rural areas of Utah. The business education faculty were contacted and the proposed program discussed. Faculty from Weber and UVU are supportive of an additional program being added to serve the rural areas of the state served by the USU RCDE system. The majority of the business education degree requirements at UVU and Weber must be taken on campus in a face-to-face format. Their online offerings do not include the totality of degree requirements and each acknowledges that they do not meet the demand of prospective students who cannot travel to campus to complete degree requirements.

Benefits

The Business Education degree at Utah State University will provide access for students attending the USU Logan campus and students throughout rural Utah the opportunity to become a business/technology teacher in secondary education in Utah.

Consistency with Institutional Mission

Aligning with the mission and goals of the university to serve the public, the mission of the Business Education degree program is to prepare teachers for placement in Utah, and across the nation. Additionally, the program will enhance the diversity and partnerships within campus, as it will be available to students throughout Utah via the RCDE system. Previously underserved populations, with the goal of becoming business educators, will now have the chance to take courses. The Business Education program will contribute to USU's goal to strengthen placement, as the profession is looking for more qualified graduates to take teacher openings across the country. Similar to our other CTE-based education program, we expect our placement rate to be near 100 percent for those who want to teach upon graduation.

Section IV: Program and Student Assessment

Program Assessment

The School of Applied Sciences, Technology and Education will continue to conduct on-going assessment of the degree program and make improvements when needed. The competencies selected for this teacher preparation degree include skills and abilities required for undergraduate level teacher certification programs. Instructors will use student course evaluations as a formative step in the entire program as they see instantaneous reaction to their teaching. The program faculty will have the opportunity to interact and work with other teacher educators within the School of ASTE as well as the School of TEAL. The department will use exit interviews/surveys of graduating students. The program will also use alumni follow-up events at approximate five year intervals to provide an opportunity for student reflection on the program outcomes and overall value.

Expected Standards of Performance

Students will be required to have 3.0 GPA for entrance into Business Education and demonstrate proficiency in the business education content and teaching areas. Additionally, students receiving a degree in Business Education must pass the business and technology Praxis test required by the Utah State Office of Education.

Section V: Finance

Department Budget

Not applicable—all costs are currently covered in existing budgets. No new faculty or staff FTE, library, or other operational funds are required.

Funding Sources

No new funding required as the program will use existing resources and mechanisms.

Reallocation

Not applicable

Impact on Existing Budgets

No foreseeable negative impacts upon existing programs, departmental, college, or university budgets is anticipated.

Section VI: Program Curriculum

All Program Courses (new courses in bold)

Course Prefix and Number	Title	Credit Hours
General Education (not met by major requirements): 34 credits		
Various	Breadth Creative Arts (BCA)	3
Various	Breadth Life Science (BLS)	3
Various	Breadth Physical Science (BPS)	3
Various	Breadth Humanities (BHU)	3
Various	Breadth Exploration Requirement	3
ENGL 1010	Introduction to Writing: Academic Prose (CL1)	3
ENGL 2010	Intermediate Writing: Research Writing in a Persuasive Model (CL2)	3
MATH 1050 or STAT 1040	College Algebra or Intro to Statistics (QL)	4
Various	Depth Humanities and Creative Arts (DHA)	3

Course Prefix and Number	Title	Credit Hours		
Various	Depth Life Science or Physical Science (DSC)	3		
Various	Quantitative Intensive (QI)	3		
Business Education Major Requirements: 88 credits				
ACTG 2010	Financial Accounting	3		
BCIS 1010	Computer Literacy	3		
BCIS 1200	Microcomputer Operating Systems	2		
BCIS 1300	Website Design	3		
BCIS 1340	Digital Video Production	3		
BCIS 1405	Word Processing	3		
BCIS 2420	Database I (Access)	2		
BCIS 2430	Desktop Publishing	2		
BCIS 2441	Graphics for the Web	3		
BUSN 1021	Personal Finance	3		
BUSN 1091	Business Presentations	3		
BUSN 2050	Business Law	4		
BUSN 2200	Business Communications	3		
BUSN 2201	Marketing Concepts	3		
BUSN 2390	Organizational Behavior	3		
BUSN 3150	**Methods for Business Education**	**3**		
BUSN 3300	**Clinical Experience I Business Education**	**1**		
BUSN 3710	**Orientation to Business Education**	**2**		
BUSN 4250	**Methods of Business and Marketing**	**3**		
BUSN 4300	**Clinical Experience II Business Education**	**1**		
BUSN 5500	**Business Education Secondary Curriculum Seminar**	**2**		
BUSN 5630	**Business Education Student Teaching**	**10**		
ECN 1500	Introduction to Economic Institutions, History and Principles (BAI)	3		
ECN 2010	Introduction to Microeconomics (BSS)	3		
MIS 2100	Principles of Management Information Systems	3		
SCED 3100	Motivation and Classroom Management	3		
SCED 3210	Educational and Multicultural Foundations (DSS/CI)	3		
SCED 4200	Reading, Writing and Technology (CI)	3		
SCED 4210	Cognition and Evaluation of Student Learning	3		
SPED 4000	Education of Exceptional Individuals	2		
Sub-Total				
	Elective Courses	0		
Sub-Total				
	Track/Options (if applicable)	0		
Sub-Total				
	Total Number of Credits	**122**		

Course Prefix and Number	Title	Credit Hours

Program Schedule

FALL			
DEPT	#	Course Name	Cr
BUSN	3710	Orientation to Bus Education	2
ENGL	1010	Intro to Writing **(C+ minimum)**	3
USU	1320	Civilization: Humanities	3
MATH	1010	Intermediate Algebra	4
BCIS	1010	Computer Literacy	3
			15

SPRING			
DEPT	#	Course Name	Cr
MATH	1050	College Algebra	4
BLS	BLS	check with Advisor**(C minimum)**	3
BUSN	2050	Business Law	4
BUSN	1091	Business Presentations	3
ECN	1500	Intro to Economic Institutions	3
			17

FALL			
DEPT	#	Course Name	Cr
BCIS	2441	Graphics for the Web	3
MIS	2100	Principles of MIS	3
BCIS	1405	Word Processing	3
ACTG	2010	Financial Accounting	3
BUSN	2200	Business Communications	3
Take Speech/Hearing Screening			
Pass Writing Exam (offered first 5 weeks only)			
			15

SPRING			
DEPT	#	Course Name	Cr
ECN	2010	Intro to Microeconomics **(C minim**	3
BPS	BPS	check with Advisor **(C minimum)**	3
BCA	BCA	check with Advisor	3
ENGL	2010	Intermediate Writing: Research	3
BSS	BSS	PSY 1010 or SOC 1010 (Exploration	3
BUSN	2201	Marketing Concepts	3
Pass Writing Exam (offered first 5 weeks only)			
Background Check			
			18

FALL			
DEPT	#	Course Name	Cr
BCIS	1300	Website Design	3
BUSN	1021	Personal Finance	3
SCED	3100	Motivation & Classroom Mgmt	3
SCED	3210	Educ & Multicult. Fnd. (DSS)	3
QI	choose	Quanititative Intensive (QI)	3
BCIS	1200	Operating Systems	2
Background Check			
Submit STEP Application (by October 1)			
Register for Level 1			
			17

SPRING			
DEPT	#	Course Name	Cr
BUSN	3150	Methods of Teaching Bus Ed Tech	3
BUSN	3300	Clinical Experience I	1
SCED	4200	Language, Literacy and Learning	3
SCED	4210	Assessment and Curriculum Desig	3
BUSN	2390	Organizational Behavior	3
BCIS	1340	Digital Video Production	3
Apply for Graduation			
Register for Level II			
Take PRAXIS			
			16

FALL			
DEPT	#	Course Name	Cr
BUSN	4300	Clinical Experience II	1
BUSN	4250	Methods of Teaching Bus and Marketing	3
SPED	4000	Educ of Excp'l Individuals	2
BCIS	2340	Desktop Publishing	3
DSC	choose	Depth Life or Physical Science (DSC)	3
DHA	choose	Depth Humanities (DHA) course	2 to 3
BCIS	2420	Database 1 (Access)	2
Apply for Student Teaching			
			15 to 16

SPRING			
DEPT	#	Course Name	Cr
BUSN	5500	Student Teaching Seminar	2
BUSN	5630	Student Teaching/Sec Schools	10
			12

Section VII: Faculty

The School of Applied Sciences, Technology & Education has broad expertise in the Career and Technical Education as well as existing specific expertise to support a business education degree program. The table below show faculty with general expertise in Career and Technical Education areas followed by the faculty who could make immediate contributions to this proposed degree.

ASTE CTE FACULTY		Teach	Res	Ext	Serv	Admin	Credentials	
Richard	Beard	8		76	8		PhD	Texas A&M Univ, Extension Education
Kelsey	Hall	65	30		5		EdD	Texas Tech Univ, Agricultural Ed
Rebecca	Lawver	65	30		5		PhD	Univ of Missouri, Agricultural Ed
Bruce	Miller	20			5	75	PhD	Iowa State Univ, Agricultural Ed
Michael	Pate	65	30		5		PhD	Iowa State Univ, Agricultural Ed
Edward	Reeve	65	25		10		PhD	Ohio State Univ, Indus Tech Ed
Lindsey	Shirley	70		25	5		PhD	Iowa State Univ, Fam & Cons Sci Ed
Debra	Spielmaker	60		35	5		PhD	USU, Cur & Inst
Denise	Stewardson			90	10		MA	Univ of Maryland, Industrial Arts Ed
Gary	Stewardson	65	30		5		PhD	Univ of Maryland, Industrial Arts Ed
Brian	Warnick	70	25		5		PhD	Oregon State Univ, Education
Julie	Wheeler	95			5		MS	USU, Home Economics & Cons Ed
Business	**Education**							
Dan	Allen	70			30		BS	BYU, Computer Science
Jared	Barrett	95			5		PhD	University of Illinois, Ed Psyc
Dennis	Garner	90			10		MS	BYU, Business Ed
Russell	Goodrich						MS	USU. Bus Info Sys & Ed
Betty	Hassell	70			10	20	MS	USU, Instructional Technology - Teaching Certificate

Eric	Mantz	90			10		MS	USU, Bus Info Systems & Ed
Henning	Olsen	90			10		EdD	BYU, Educational Leadership
James	Powell	95			5		MS	USU, Computer Science
Robert	Powell	95			5		BA	Weber State Univ, Psychology
Elaine	Youngberg	90			10		EdD	USU, Education
TBA		90			10		Ph/EdD	

References

Bureau of Labor Statistics. (2012, February 1). *Employment Projections.* Retrieved from United States Department of Labor: http://www.bls.gov/emp/ep_table_101.htm

deShazo, L. (2013, September 9). Business & Keyboarding Specialist Utah State Office of Education. (D. Garner, Interviewer)

Ingersoll, R., & Merrill, L. (2010). The Changing Face of the Teaching Force. *@PennGRE*, 3-10.

USDA Economic Research Service - State Data. (n.d.). Retrieved from United States Department of Agriculture: http://www.ers.usda.gov/data-products/state-fact-sheets/state-data.aspx?StateFIPS=49&StateName=Utah#.Uvk7HLQy3f0

Utah State Government Services. (2012, July). *Utah Job Outlook.* Retrieved from Utah Department of Workforce Services: http://jobs.utah.gov/wi/pubs/outlooks/utahjoboutlook/index.html

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Utah State University
School or Division or Location: Jon M Huntsman School of Business
Department(s) or Area(s) Location: Management Department

CURRENTLY APPROVED TITLE	PROPOSED TITLE	EXISTING CIP CODE	PROPOSED CIP CODE	Proposed Beginning Date
Entrepreneurship	Strategic Business Development and Venturing		52.0299	8/1/2014
Human Resource Management	Business Analytics		52.1207	8/1/2014
Personal Financial Planning	Finance		52.0801	8/1/2014

Proposed Beginning Date (for new programs): 08/01/2014
Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' General Consent Calendar Items	
R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar	
SECTION NO.	ITEM
5.1.1 ☐	Minor*
5.1.2 ☐	Emphasis*
5.2.1 ☐	(CER P) Certificate of Proficiency*
5.2.3 ☐	(GCR) Graduate Certificate*
5.4.1 ☐	New Administrative Unit
☐	Administrative Unit Transfer
☐	Administrative Unit Restructure
☐	Administrative Unit Consolidation
5.4.2 ☐	Conditional Three-Year Approval for New Centers, Institutes, or Bureaus
5.4.3 ☐	New Center
☐	New Institute
☐	New Bureau
5.5.1 ☐	Out-of-Service Area Delivery of Programs
5.5.2 ☐	Program Transfer
☐	Program Restructure
☐	Program Consolidation
5.5.3 XXX	Name Change of Existing Programs
5.5.4 ☐	Program Discontinuation
☐	Program Suspension
5.5.5 ☐	Reinstatement of Previously Suspended Program
☐	Reinstatement of Previously Suspended Administrative Unit

Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:
I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____
Signature   Date:

Printed Name: Laurens H. Smith, Jr.

Section I: Request

Utah State University's Jon M Huntsman School of Business has had a Master of Business Administration (MBA) degree for many years. As part of that degree, students specialize in specific areas to increase their skill set in those areas and make them more attractive on the job market. The specializations for the MBA were created a number of years ago and are in need of rebranding to reflect current market realities. To achieve that, it is proposed that the three existing MBA specializations be renamed and repositioned as follows:

1. Entrepreneurship. After a thorough market analysis, it was determined that naming the specialization "Strategic Business Development and Venturing" and requiring focused, strategy and venturing classes for the specialization positions the USU MBA student much more strongly for the market. Therefore, it's proposed that the name of the "Entrepreneurship" specialization be changed to "Strategic Business Development and Venturing."

2. Human Resource Management. The Master of Human Resources (MHR) was successfully launched in the past three years. Many of the students enrolled in the Master of Human Resources also earn the Master of Business Administration. Students desiring Human Resource Management positions are much more successful with the MHR/MBA degrees. Renaming the "Human Resource Management" specialization to "Business Analytics" would communicate the nature of the specialization better. The competencies learned in the redesigned Business Analytics specialization focus upon business intelligence, information systems strategy and database design and mining. These skills add significantly to the MHR/MBA degree and are highly desired by the hiring organizations. Being able to demonstrate those skills position USU MBA students much more strongly for the market. Therefore, it's proposed that the name of the "Human Resource Management" specialization be changed to "Business Analytics."

3. Personal Financial Planning. Renaming the specialization to "Finance" and requiring focused, finance classes for the specialization positions the USU MBA student much more strongly for the market. Therefore, it's proposed that the name of the "Personal Financial Planning" specialization be changed to "Finance."

Section II: Need

The job market for MBA graduates has changed. The MBA degree no longer communicates the differentiated value proposition it once did. With over 100,000 MBA degrees awarded annually in the United States alone, hiring organizations cannot differentiate between the vast majority of graduates. MBA-granting schools are working to communicate market differentiation in terms of content, delivery and focus. To succeed in today's market, both in terms of applications and job offers, the MBA must go beyond being simply a general management degree. While the majority of schools have launched a plethora of master's degrees focusing on a plethora of functional skills, this does not address the problem

of improving the marketability and value proposition of the MBA. After substantial analysis, Utah State University has decided to redefine its MBA to an MBA with specializations in specific skills and industries. The first three specializations (described above) were selected because the Huntsman School of Business is able to offer those without additional courses and fixed costs to the program. A description of the need for each of the proposed specializations follows.

1. There is a market demand for demonstrated competency in business development and strategy. While there are students who do launch new ventures upon completion of their MBA, most seek employment before starting their own business. Students who attempt to find employment with an entrepreneurship specialization have difficulty simply because employers believe those students are temporary, eventually leaving to start their own ventures. Despite those perceptions, entrepreneurial competencies can be a tremendous asset to companies that want managers who are capable of identifying and leading growth strategies. The new name, "Strategic Business Development and Venturing," represents the broader venturing skills and competencies learned by MBA students enrolling in that specialization. It also better communicates the types of skills the hiring firm can anticipate from the MBA with that specialization. Those students desiring specialization in entrepreneurship will be able to achieve their educational goals with this specialization as well.

2. The job market for MBA graduates who have demonstrated competency in Business Analytics is strong. The new 'Business Analytics' specialization represents the highly desired set of skills. Business school graduates who have the competency to strategically use large data sets are highly desired. Students earning the combined MHR/MBA degrees with a specialization in Business Analytics have additional skills that make them attractive for placement in Human Resources positions.

3. There has always been a very strong demand for graduates with demonstrated competency in finance. The new name, "Finance," more accurately represents the broader financial skills and competencies learned by MBA students enrolling in that specialization. The current name, "Personal Financial Planning," misrepresents the MBA skill set in that specialization and also their job placement.

The core curriculum of MBA programs is designed to give students grounding in business fundamentals. A specialization gives students additional, focused training in a specific area of business and improves student employability and success in that area upon graduation. Within the state of Utah, The University of Utah has MBA concentrations in Entrepreneurship, Marketing, Operations/Supply Chain, Leadership, and Finance. Weber State offers Graduate Certificates in Aerospace Management, Contract Management, Environmental Sustainability and Information Systems & Technologies.

Section III: Institutional Impact

The proposed name change will not adversely affect the enrollment in other programs within the Huntsman School of Business. The specialization name change will not require additional staffing, courses or facilities. The specializations will require graduate management courses already offered within the Huntsman School's Finance, Management and Information Systems Departments and will be administered by the MBA program staff.

Section IV: Finances

No additional resources are required for the specialization and name change requested.

Section V: Program Curriculum

Strategic Business Development and Venturing

Course Prefix and Number	Title	Semester	Credit Hours
Required Courses			
MGT 6410	Enterprise Creation	Fall	2
MGT 6780	Ethics and Business in a Global Society	Fall	2
MGT 6430	Enterprise Growth & Management	Spring	2
MGT 6640	ST: Marketing Channels and Social Media	Spring	3
Total Number of Credits			9

Finance

Course Prefix and Number	Title	Semester	Credit Hours
Required Courses			
FIN 6300 or FIN 6410	Fixed Income or Corporate Finance	Fall	3
FIN 6460	Investment Analysis	Spring	3
FIN 6470	Derivative Markets	Spring	3
Total Number of Credits			9

Business Analytics

Course Prefix and Number	Title	Semester	Credit Hours
Required Courses			
MIS 5150	ST: Emerging Technologies in Management Information Systems	Fall	3
MIS 6230	Management of Database Systems	Fall	3
MIS 6860	Business Intelligence and Analytics	Spring	2
MIS 6861	Business Intelligence and Analytics Laboratory	Spring	1
Total Number of Credits			9

Appendix G: Abbreviated Template

Instructions:

- The Abbreviated Template should be used for those items identified as needing the Abbreviated Template in R401-4 and R401-5 and listed as possible items to check on the Cover/Signature Page below.

- **An Abbreviated Template consists of a Cover/Signature Page – Abbreviated Template and Program Request – Abbreviated Template.**
    - **Cover/Signature Page – Abbreviated Template:** Complete the items requested at the top of the page, INCLUDING SELECTING A CIP CODE. Check which type(s) of item(s) apply.
    - **Program Request – Abbreviated Template:** Complete the sections requested, removing the descriptive italics and replacing them with the content of the proposal.

- Prepare the Abbreviated Template per R401-6 instructions **as a Word document** (no PDF formats). Begin each of the two sections (Cover/Signature Page and Program Request) at the top of a new page. When *descriptions of the content required for each section appear in this font color,* **the descriptive italics are to be removed and replaced with the institutional content before the institution submits the proposal to the OCHE.**

- The CAO or his/her designated representatives should e-mail the completed Abbreviated Template (including electronic signature) to academicaffairs@utahsbr.edu.

- The institution is responsible for maintaining a record of the submission as the OCHE Academic Affairs office is not responsible for storing electronic copies of submitted proposals.

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Utah State University
Proposed Title: Landscape Architecture Minor
Currently Approved Title: none
School or Division or Location:
Department(s) or Area(s) Location: Landscape Architecture and Environmental Planning
Recommended Classification of Instructional Programs (CIP) Code[1] (for new programs): 01.0101
Current Classification of Instructional Programs (CIP) Code (for existing programs): n/a
Proposed Beginning Date (for new programs): 08/25/2014
Institutional Board of Trustees' Approval Date: *MM/DD/YEAR*

Proposal Type (check all that apply):

Regents' General Consent Calendar Items		
R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar		
SECTION NO.		**ITEM**
5.1.1	☒	Minor*
5.1.2	☐	Emphasis*
5.2.1	☐	Certificate of Proficiency*
5.2.3	☐	Graduate Certificate*
5.4.1	☐	New Administrative Unit
	☐	Administrative Unit Transfer
	☐	Administrative Unit Restructure
	☐	Administrative Unit Consolidation
5.4.2	☐	New Center
	☐	New Institute
	☐	New Bureau
5.5.1	☐	Out-of-Service Area Delivery of Programs
5.5.2	☐	Program Transfer
	☒	Program Restructure
	☐	Program Consolidation
5.5.3	☒	Name Change of Existing Programs
5.5.4	☐	Program Discontinuation
	☐	Program Suspension
5.5.5	☐	Reinstatement of Previously Suspended Program
	☐	Reinstatement of Previously Suspended Administrative Unit

*Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____

Signature   **Date:** *3/14/2014*

Printed Name: *Sean E. Michael, Professor / Dept. Head*

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[1] CIP codes <u>must</u> be recommended by the submitting institution. For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.

Program Request - Abbreviated Template
Utah State University
Minor, Landscape Architecture
3/14/2014

Section I: Request

The Landscape Architecture and Environmental Planning Department (LAEP) proposes offering a Landscape Architecture Minor. All courses required for the changed minor are presently being taught as part of LAEP's Landscape Architecture Major curriculum, or are currently offered to our students by related departments.

Section II: Need

Minors in landscape architecture or landscape studies are offered by most leading peer programs nationally. USU students routinely inquire about a minor in the discipline. Students pursuing the Residential Landscape Design and Construction (RLDC) Major have been particularly interested in this minor. This minor will allow non-LAEP majors to obtain a minor from the department that emphasizes site design, land planning, and the related skill sets necessary to form a basic foundation in the field. The minor will also enable RLDC alumni to be more competitive in the marketplace. Students situated outside of Logan will, through RCDE courses, be able to pursue the minor in the near future. RCDE has reviewed and is fully supportive of the minor. All RLDC faculty were actively involved in planning of the minor, and fully support its proposal.

Section III: Institutional Impact

The proposed change should not impact enrollments in other departments as it is only a minor. However, there is some potential for RLDC enrollment to increase as students will no longer face the dichotomous choice between that major and the BLA degree. This was described as a positive impact, should it result, by RLDC faculty. There will be no changes to administrative structures. No changes to faculty or staff are needed to accommodate this change. Many non-LAEP students are already enrolled in departmental courses. This change will simply facilitate many of them being able to obtain a minor from LAEP.

Section IV: Finances

The proposed change will not impact the costs of LAEP and will not require any new funds.

Section V: Program Curriculum
THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES ONLY

All Program Courses (with New Courses in Bold)

Course Prefix and Number	Title	Credit Hours
Required Courses: "Professional Foundation"		
LAEP 1030	Introduction to Landscape Architecture	3
LAEP 2300	History of Landscape Architecture	3
	Sub-Total	6

Course Prefix and Number	Title	Credit Hours
Elective Courses		
"Skills Foundation" (Any 2; 6cr min.)		
LAEP 1200	Basic Graphics in Landscape Architecture	4
LAEP 1300	Computer Applications in Landscape Architecture	3
LAEP 1350	Theory of Design	4
LAEP 2039	Foundations in Sustainability	3
LAEP 2700	Site Analysis	4
"Advanced Skills" (Any 1; 2cr min.)		
LAEP 2600	Construction 1	4
LAEP 2720	Site Planning and Design	5
LAEP 3600	Landscape Materials	2
LAEP 3700	City and Regional Planning	3
"Natural Systems" (Any 1; 3cr min.)		
Biol/NR/ENVS/WILD 2220	Ecology of Our Changing World	3
ENVS 1350	Introduction to Environmental Science	3
ENVS 3330	Environment and Society	3
PHIL 3510	Environmental Ethics	3
	Sub-Total	11 (min.)
Track/Options (if applicable)		
	Sub-Total	
	Total Number of Credits	17 (min.)

Note: Courses may not count in more than one of the course categories.

Program Schedule

The schedule for this minor is left open to when the students can best fit the courses in with their major requirements.

Cover/Signature Page – Full Template

Institution Submitting Request: Utah State University
Proposed Title: Bachelor of Arts in Music
School or Division or Location: Caine College of the Arts
Department(s) or Area(s) Location: Music Department
Recommended Classification of Instructional Programs (CIP) Code[1] : 50.1001
Proposed Beginning Date: 08/01/2014
Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' Agenda Items		
R401-4 and R401-5 Approval by Committee of the Whole		
SECTION NO.		**ITEM**
4.1.1	☐	Associate of Applied Science Degree
4.1.2	☐	Associate of Arts Degree
	☐	Associate of Science Degree
4.1.3	☐	Specialized Associate Degree
4.1.4	X	Baccalaureate Degree
4.1.5	☐	K-12 School Personnel Programs
4.1.6	☐	Master's Degree
4.1.7	☐	Doctoral Degree
5.2.2	☐	Certificate of Completion
5.2.4	☐	Fast Tracked Certificate

Chief Academic Officer (or Designee) Signature:
I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____

Signature   **Date:** *MM/DD/YEAR*

Printed Name:

Program Description

Utah State University proposes the creation of a Bachelor of Arts in Music degree. The new BA will offer emphases in General Music, Performance (voice and instrumental), Music Business, Production, Arranging/Composition, and Jazz Studies USU does not currently offer a Bachelor of Arts in Music degree.

Role and Mission Fit

The Bachelor of Arts in Music will enhance the reputation of the University; strengthen recruitment, retention, graduation, and placement of students. It will help build a socially and intellectually vibrant campus commmunity; foster new partnerships with the musical entertainment industry; and, provide high quality arts experiences for USU students. The degree program will serve, enrich and engage the community while enhancing the visibility of students and faculty. The Bachelor of Arts in Music will help prepare students for successful careers and add to the knowledge, experience and maturity of the music profession. These are all part of the University, Caine College of the Arts and Music Department mission and goals.

Faculty

The Music Department has 11 full-time faculty and 6 part-time faculty who have the appropriate credentials, expertise, and experience to directly support the proposed degree. In addition, nearly all of the 46 music faculty – full and part time – will participate in offering music core classes, electives, ensembles and individual private lessons to students in the program.

Market Demand

According to the most recent data from the U.S. Department of Labor's Bureau of Labor Statistics, http://www.bls.gov/ooh/entertainment-and-sports/musicians-and-singers.htm, employment opportunities for musicians, singers, producers, directors, music directors, composers, broadcast and sound engineering technicians will continue to grow at about 10% per year between 2010-2020. The proposed Bachelor of Arts in Music will give students a much broader range of academic and career options to meet market demands.

Student Demand

It is clearly evident from national trends in music education that major shifts have taken place in degrees being offered in the music disciplines. The National Association of Schools of Music (NASM), the accrediting association for departments and schools of music, has added several degree classifications that deal directly with commercial music and music business. In discussions with USU music students, they have expressed their need for courses and degrees that more closely match what is happening or has happened at a majority of universities – a shift away from traditional Western Arts music based degrees toward more commercial and music business based curricula. Many students have asked to have individualized degree programs developed for them that are heavily weighted toward business, commercial music and contemporary music styles.

Discussions with high school students who are make plans to attend a university invariably lead to questions about USU offering degree options that are more focused on contemporary popular culture,

music business and popular music performance. USU is losing students to other institutions who offer commercial degrees as evidenced by student to whom scholarships to USU have been offered and turned down with the explanation that USU did not have the degree program(s) the student was seeking.

Statement of Financial Support

Appropriated Fund……………………………………………..	**X**
Special Legislative Appropriation…………………………………	☐
Grants and Contracts…………………………………………….	**X**
Special Fees (Private Lesson Fees)……………………………	**X**
Differential Tuition (must be approved by the Regents)………..	**X**
Fundraising …………………………………………………	**X**

Similar Programs Already Offered in the USHE

These Utah institutions offer the Bachelor of Arts or Arts/Science in Music:

- Utah Valley University offers a Bachelor of Arts/Science in Music
- Dixie State University offers a Bachelor of Arts/Science in Music
- Weber State University offers a Bachelor of Arts in Music
- Southern Utah University offers the Bachelor of Arts in Music – Performance Emphasis
- The University of Utah offers a BA in Music
- Brigham Young University offers a BA in Music through their Music History area.

The Bachelor of Arts in Music being proposed is unique in structure because, unlike most BA degrees, there are various emphases within the BA that are focused in a specific area and allows students to have a program tailored more closely to their career and advanced degree goals. As a Liberal Arts degree, the BA offers options for pairing with other disciplines that are not possible with the Bachelor of Music degree.

Program Description – Full Template
Utah State University
Bachelor of Arts
04/07/2014

Section I: The Request

Utah State University requests approval to offer the Bachelor of Arts in Music effective Fall Semester 2014. This program has been approved by the institutional Board of Trustees on

Section II: Program Description

Complete Program Description

The Bachelor of Arts in Music – with emphases in General Music, Performance (voice and instrumental), Music Business, Production, Arranging/Composition, and Jazz Studies— is intended for musically talented students who wish to pursue careers in the music, entertainment, and production sector, or use the degree as a foundation to pursue advanced degrees in music or other disciplines.

The foci of the degree will be commercial music and the business side of the music and entertainment industries. Courses include basic musicianship (music theory, aural skills, music history, keyboard skills) and highly specialized courses that include commercial music theory, song writing, music business, and improvisation. Each of the emphases includes courses tailored to meet the needs of students in that emphasis. The number of electives in each emphasis provides the flexibility needed to offer highly specialized programs within the structure of the BA.

Purpose of Degree

The BA in Music degree provides an excellent liberal arts experience, meets the needs of students and the music/entertainment industry, and matches the goals of the University, College, and Department. The degree will help prepare students for careers in a wide range of the music and entertainment sector by providing a broad foundational education combined with very practical "real world" experiences. With the Bachelor of Arts, through a combination of carefully selected electives and required undergraduate discipline specific courses, graduates of the program can pursue advanced degrees in a variety of disciplines that include business, law, electrical and acoustical engineering, marketing, social sciences, philosophy, journalism, and medicine. Students will acquire the knowledge and skill sets to be highly successful in traditional music or entertainment settings as well as in the rock, country, pop, video, television, recording, producing, songwriting/publishing, and commercial business fields.

Institutional Readiness

USU's Music Department has a long history of academic and artistic excellence. The department has a proven record of providing excellent degree offerings, artistic performing ensembles, dedicated faculty, academic/artistic student accomplishments, and leadership in music education in the state.

Facilities are adequate to support the proposed program. The Caine/Russell Performance Hall is considered one of the great small concert halls in the nation. The Kent Concert hall is one of the largest halls in the region. Classrooms and rehearsal spaces are well cared for, heavily scheduled, and are functional. Faculty studio offices are well equipped. There is a good recording studio available in the local area. The Performance Hall and Kent Concert Hall can be used for larger ensemble recording projects or

video productions. The music computer lab has 19 computers equipped with electronic MIDI keyboards as well as an instructor station. The lab is updated every third year with the latest computers and software used in the music industry (Finale, Pro-Tools, Logic). There are practice rooms and good equipment throughout the department. USU became an "All-Steinway School" in 2012.

The greatest strength of the music programs at USU is the music faculty. USU's faculty are highly motivated, dedicated, and focused on delivering the highest quality education possible. Faculty are accomplished professors who remain at the top of their respective fields through study, performance and professional engagement.

Departmental Faculty

Department Faculty Category	Dpt Faculty Headcount – Prior to Program Implementation	Faculty Additions to Support Program	Dpt Faculty Headcount at Full Program Implementation
With Doctoral Degrees (Including MFA and other terminal degrees, as specified by the institution)			
Full-time Tenured	11		11
Full-time Non-Tenured	6		6
Part-time Tenured			
Part-time Non-Tenured			
With Master's Degrees			
Full-time Tenured	4		4
Full-time Non-Tenured	6		6
Part-time Tenured			
Part-time Non-Tenured	12		12
With Bachelor's Degrees			
Full-time Tenured			
Full-time Non-Tenured			
Part-time Tenured			
Part-time Non-Tenured	7		7
Other			
Full-time Tenured			
Full-time Non-Tenured			
Part-time Tenured			
Part-time Non-Tenured			
Total Headcount Faculty in the Department			
Full-time Tenured	15		15
Full-time Non-Tenured	12		12
Part-time Tenured			
Part-time Non-Tenured	19		19
Total Department Faculty FTE (As reported in the most recent A-1/S-11 Institutional Cost Study for "prior to program implementation" and using the A-1/S-11 Cost Study Definition for the projected "at full program implementation.")	23.3		23.3

Faculty workloads will be adjusted to allow for the addition of new courses within the degree. This can be done within the current full-time and part-time faculty without significant impact on existing degrees. Faculty with the required education, experience and background are already involved with other programs within the department. Additional part-time faculty will be hired using Private Lesson Fee funding as the program reaches 35-40 students.

As more students enter the proposed program, it is anticipated that fewer students will be admitted to the current Bachelor of Music programs.

A letter of support from the Huntsman School of Business indicating their willingness to partner in offering courses for the degree is attached.

An email from the USU Department of Theatre Arts indicating the department's willingness to partner in offering courses for the degree is attached.

Staff

The Music Department has two professional staff members who help administer the many complex aspects of the department. Both staff members are highly qualified, dedicated, and motivated.

Additionally, the Music Department is supported by the Dean's office in the following areas:
- Development and Fundraising – there are two people in the Dean's office who help with our fundraising/development projects
- Budget/finance – there are four people in the Dean's office who help with our budget/finance processes
- The Caine College of the Arts Production Service unit provides technical support (lights, sound, staging), marketing/publicity, production assistants and tour management/support.

This central service model provides a very effective, highly professional support system for activities in the department.

Library and Information Resources

Music resources at Utah State University are currently held as part of the central Merrill-Cazier Library. The general music collection includes 10,598 titles in 12,409 volumes. Of these 3,233 are scores. The music reference section contains 513 volumes. These collections compliment the library's e-book holdings that have modest music content from the ACLS Humanities E-Book collection and Ebrary. The library owns almost 6,000-recorded items in a variety of formats, primarily compact disc. Beginning in 2010 the library moved from purchasing CDs to using those funds to acquire access to the Naxos Music Library, although compact discs are still purchased on demand for students and faculty. The library maintains access to over 250 electronic databases, including Oxford Music Online and RILM, though basic music resources in the area are incomplete, lacking access to the International Index of Music Periodicals (IIMP) and Music Index. Journal and periodical holdings for music are modest (1,330 back file volumes) comprised of 25 print subscriptions, which are augmented by subscriptions to electronic resources such as JSTOR and ProjectMUSE, giving the library an adequate backfile in music. This reflects the library's policy of preferring electronic journals to print journals. No additional library resources will be required to support this program.

The library collects materials across all areas of music through both an approval profile with Yankee Book Peddler as well as a dedicated fund for firm order purchases.

The Merrill-Cazier Library provides extensive service hours during the day and is accessible throughout the year (except designated University closings). The library administers a central integrated catalogue as well as access to over 250 bibliographic, text, and reference databases. These include standard multidisciplinary databases such as Academic Search Premier, JSTOR, the Web of Science, SCOPUS, and Dissertation Abstracts. The library also licenses subject-specific databases dedicated to research in music including Oxford Music Online, RILM, and the NAXOS Music Library. The library is a member of several consortia, including the Utah Academic Library Consortium (UALC), comprised of 24 academic libraries throughout Utah and Nevada; the Greater Western Library Alliance (GWLA), a group of 33 major, western, research libraries; and the Center for Research Libraries. The library is also a charter partner in the HathiTrust. The Resource Sharing and Document Delivery (RSDD) office can borrow virtually any material not held at USU from other libraries via interlibrary loan. Users can request journal articles through an online form and have .pdf copies delivered directly to their desktops. The turnaround time for journal articles averages 3 days and books 4 days. The music subject librarian is available to provide classroom instruction and one-on-one consultation with students and faculty in the Music Department.

The Merrill-Cazier Library opened in 2005 and is a state-of-the-art facility with over 305,000 square feet of usable space and seating capacity for over 2,000 people. The building incorporates current technology including ubiquitous wireless computing; an onsite automated storage facility with a capacity of over 1.5 million volumes; an information commons, with 150 computer workstations; and more than 30 group study rooms with computing and projection equipment. In terms of music resources, CDs, scores, and books, are all located in a centralized area, with DVDs being held in the multimedia area on a different floor, close to viewing stations. The refocus of audio holdings toward streaming services (NAXOS Music Library) makes the vast majority of our audio material available anywhere there is Internet on campus and beyond.

In addition to books, the library allocates $1,200 a year for the purchase of 10 seats for the Naxos Music Library service. Online music databases are budgeted at $5,500 and include access to Oxford Music Online and RILM. The total library periodical budget for the 2013 fiscal year was in excess of $3.2 million, including access fees for electronic journal packages from Sage, Wiley, Elsevier, Springer, and Taylor and Francis. The annual music periodicals budget allocation is $2,000.

Admission Requirements
Music majors must meet all university admissions requirements. In addition, to apply and be accepted as a music major in the Bachelor of Arts in Music, students must do the following:
- Apply to the Music Department at the time of admission to the university
- Pass a challenging playing or singing audition that indicates a college entry level of performance skills

Students may enter the program as "Undeclared-Music" as their major until they have passed the following, with a C- or better grade
- MUSC 1105 Music Fundamentals
- MUSC 1110 Music Theory I
- A performance jury at the end of their second semester

Auditions are held in February for admission for fall semester. Special arrangements will be made for students to audition for matriculation in the spring semester.

Student Advisement
No additional advising resources will be required to support this program. The Caine College of the Arts has two full time advisors. The Music Department has a staff member who advises students about the particulars of each music degree while guiding them through the processes of declaring a major, selecting the appropriate classes, transfer articulation (if appropriate) and graduation clearance.

Each student has a faculty advisor who works with the student to determine and monitor specific requirements in the classroom, private instruction, and performing ensembles.

Justification for Graduation Standards and Number of Credits
The BA in Music degree is structured to be within the acceptable range of the National Association of Schools of Music (NASM) standards of 120 semester hour credits:

General Studies/General Studies electives	55-70%;
Musicianship	20-25%;
Performance and music electives,	10-20%.

Studies in musicianship, performance, and music electives normally total between 30% and 45% of the total curriculum (NASM Handbook 2012-13, page 95-98 and Appendix I.E page 177-183).

The BA in Music:

General Studies; Foreign Language; and electives	57%
Musicianship	24%
Performance and music electives	19%.

External Review and Accreditation
Since Utah State University is an accredited member of the National Association of Schools of Music (NASM), all music degree programs, including the BA, are subject to NASM review and accreditation.

Projected Program Enrollment and Graduates; Projected Departmental Faculty/Students

Data Category	Current – Prior to New Program Implementation	Projected Year 1	Projected Year 2	Projected Year 3	Projected Year 4	Projected Year 5
Data for Proposed Program						
Number of Graduates **in Proposed Program**	X			10	10	10
Total # of Declared Majors **in Proposed Program**	X	20	30	40	40	40
Departmental Data – For All Programs Within the Department						
Total Department Faculty FTE (as reported in Faculty table above)	23.3	23.3	23.3	23.3	23.3	23.3
Total Department Student FTE (Based on Fall Third Week)	472	492	502	502	502	502
Student FTE per Faculty FTE (ratio of Total Department Faculty FTE and Total Department Student FTE above)	20.3:1	21.1:1	21.5:1	21.5:1	21.5:1	21.5:1
Program accreditation-required ratio of Student FTE/Faculty FTE, if applicable: NASM Does not require a specific FTE/Faculty FTE ratio						

Expansion of Existing Program
The Bachelor of Arts in Music is a new degree program and not an expansion of an existing program.

Section III: Need

Program Need

The BA in Music degree meets student needs, music/entertainment industry needs, and matches the goals of the University, College and Department. The degree will help prepare students for careers in a wide range of music and entertainment positions, or advanced studies, by providing a broad foundational education combined with very practical "real world" experience opportunities. Students will be given the knowledge and skill sets to be highly successful in music/ entertainment settings including rock, country, pop, video, television, recording, producing, songwriting/publishing, and commercial music business. The combination of the BA with other disciplines as minors or double-major offers students many options upon graduation, including advanced study in law, medicine, business or other fields.

Each of the BA emphases serves a specific purpose and need:

- **General Music** – is a highly flexible degree path that is broad in focus and allows students to select from various "menus" to develop a program that is suited to their individual education goals. Students who earn this degree often go directly into the workforce or go on to graduate degrees in music, law, business, or other disciplines.

- **Performance** (voice and instrumental) – trains students in performance practices/techniques in popular and commercial music idioms (pop, country, rock, jazz, commercial music). The education and training is different from that of the Bachelor of Music degree which focuses on the music idioms of orchestras, opera and traditional musical forms and styles. The focus of the BA performance emphasis is on contemporary commercial music.

- **Music Business** – gives students a foundation in both music and business that can lead to graduate degrees in business or law or to employment is the business side of the music industry. In addition to music classes, students are introduced to marketing, management, accounting and general business practices that are valuable for students interested in setting up a freelance performance or independent private teaching business.

- **Production** – provides students with foundational knowledge and skills required in the performance support processes: sound, lighting, staging, show design, and show management. Students will have opportunities to work as assistant producers both on and off campus helping behind-the-scenes with major productions ranging from operas to rock shows.

- **Arranging/Composition** – provides students with the basic knowledge and skills to prepare musical arrangements for various commercial ensembles including rock and country bands, show groups, and pop ensembles. The degree will introduce students to compositional and arranging techniques for electronic media (TV and radio), gaming, movies and video productions. The legal issues of copyright will be presented in depth along with other legal issues important to arrangers/composers pertaining to the contemporary commercial music business.

- **Jazz Studies** – provides students with a basic understanding of performance practice in the jazz idioms. The curriculum is a balance between performing and improvisation in various jazz styles and understanding compositional aspects of jazz with an emphasis on the rhythm section (piano, drums, bass) fundamental to the art of most jazz performance.

Labor Market Demand

According to the most recent data from the U.S. Department of Labor's Bureau of Labor Statistics, http://www.bls.gov/ooh/entertainment-and-sports:

General Music

- Job opportunities for people with training in all aspects of the entertainment disciplines are projected to be good to excellent, both domestically and in the international markets. The entertainment industry shows no signs of slowing its expansion or being limited even in difficult economic times as evidenced by the strong growth rate and profit/earnings during the past 5 years.

Performance and Jazz Studies

- The number of people attending musical performances, such as orchestra, opera, and rock concerts, is expected to increase from 2010 to 2020. As a result, more musicians and singers will be needed to play at these performances.

- With traditional venues in challenging financial positions, such as symphony orchestras or opera companies, the successful 21st century musician will be not only a consummate performer, composer, or teacher, but also an entrepreneur.

- Employment of musicians and singers is expected to grow by 10 percent from 2010 to 2020, about as fast as the average for all occupations. Expected growth will be due to increases in demand for musical performances.

- There will be additional demand for musicians to serve as session musicians and backup artists for recordings and to go on tour. Singers will be needed to sing backup and to make recordings for commercials, films and television.

Music Business and Production

- Employment of producers and directors is projected to grow 11 percent from 2010 to 2020, about as fast as the average for all occupations. Job growth in the motion picture and video industry will stem from strong demand from the public for more movies and television shows. http://www.bls.gov/ooh/entertainment-and-sports/producers-and-directors.htm

- Employment of broadcast and sound engineering technicians is expected to grow 10 percent from 2010 to 2020, about as fast as the average for all occupations. Growth is expected as businesses, schools, and radio and television stations demand new equipment to improve their audio and video capabilities. http://www.bls.gov/ooh/media-and-communication/broadcast-and-sound-engineering-technicians.htm

- The entertainment industry will continue to have a steady and solid growth pattern, but with changes in product delivery systems brought on by expanded use of the Internet, new electronics

that impact everything from lighting systems for shows to systems for selling tickets. The entertainment industry is changing rapidly. Included in these significant growth areas are movie/video, gaming, live show production (touring) and electronic media streaming.

Arranging/Composition
- Employment of music directors and composers is expected to grow by 10 percent from 2010 to 2020, about as fast as the average for all occupations. Increases in demand for musical performances are expected to lead to employment growth. However, strong competition for jobs is anticipated because of the large number of people who are interested in this field. http://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm.

The proposed Bachelor of Arts in Music is specifically structured to help give students the education and experience necessary to take advantage of the expanding music and entertainment markets or continue with their formal education at the Master's degree level.

Student Demand
In an informal survey taken in October 2013 of approximately 90 current USU music students approximately ¼ of them indicated they would change majors to the BA because it offers education and training in areas that most closely match their career goals. Although many of the courses are currently offered, the degree requirements for the Bachelor of Music degree do not allow for students to add these additional courses without lengthening their time to graduation.

In the past four months, 2 out of every 3 high school students inquiring about music programs at USU have specifically asked about "commercial" programs. These students indicated they would be interested in coming to USU if they could be in programs that gave them a broader set of options within the music world. There were 41 students who contacted the Music Department directly about these programs during this time period.

These students indicated they would be interested in coming to USU if they could be in programs that gave them a broader set of options in the music world.

Similar Programs
Although it is typical for US institutions to offer the Bachelor of Arts in Music, a BA in Music with the proposed emphases is unique in the State of Utah. There are no other programs offered in the USHE with the same structure, content and flexibility.

These Utah institutions offer the Bachelor of Arts or Arts/Science in Music:
- Utah Valley University offers a Bachelor of Arts/Science in Music
- Dixie State University offers a Bachelor of Arts/Science in Music
- Weber State University offers a Bachelor of Arts in Music
- Southern Utah University offers the Bachelor of Arts in Music – Performance Emphasis
- The University of Utah offers a BA in Music.
- Brigham Young University offers a BA in Music through their Music History area.

A majority of music departments or schools of music in the nation offer a Bachelor of Arts in Music degree. The BA at USU will include emphases in General Music, Performance, Music Business, Production,

Arranging/Composition and Jazz Studies that focus on contemporary 20th and 21st century music theory and performance practice. Due to the number of electives and flexibility within the BA, emphases can be tailored to the needs of the student and be structured more quickly to market changes than is possible with the traditional Bachelor of Music Degree.

Collaboration with and Impact on Other USHE Institutions

The BA in Music program will help provide many opportunities to collaborate with other state universities and colleges. These collaborations include joint performances; sharing guest faculty and visiting artists/professionals; and workshops/seminars.

The new BA in Music program will have a minimal impact on other campuses for these reasons:
- The BA program, when fully implemented will be capped at 35-40 students
- The BA in Music is unique because of the areas of emphases within the liberal arts framework
- Initially, some students who are in one of the currently offered BM programs will switch to an emphasis in the proposed BA in Music

Benefits

USU and the USHE will benefit by offering the Bachelor of Arts in Music (with emphases) because it represents a new and flexible curriculum that may be a model for other institutions to follow. The new degree is intended to reflect the care and concern of professional educators in providing current, relevant, real-world programs to talented, motivated students. Students receive a broad, solid liberal arts education combined with a focused area of interest that will help them develop a career not only in the arts but in many other sectors of the music and entertainment industry.

This degree will help with the Governor's goal of increasing the percentage of Utah residents who have higher education degrees by offering students more degree options that directly relate to the current, contemporary music world.

Consistency with Institutional Mission

Utah State University's Mission Statement

The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.

The new BA in Music degree directly reflects the University mission and goals by:
- Offering a program that is current and directed at the needs of students
- Providing learning, discovery, and engagement opportunities directly relating to the students talents, skills and career objective
- Attract outstanding students in an environment that is highly competitive, demanding and engaging. The degree will help retain good students and be a major factor in them completing their college education
- The BA will encourage interdisciplinary opportunities (courses from the Huntsman School of Business and the Department of Theatre Arts) both on and off campus; it will attract a wider range of talented students who are interested in non-traditional courses of study

- Offering faculty new challenges and opportunities to use their talents and skills in areas for which they are highly qualified but the traditional degrees have not required them to use some of their abilities
- The BA degree will encourages the formation of new partnerships with a broad spectrum of the music industry including the recording industry, national touring companies, media production companies and other important areas of the entertainment industry.
- Requiring the performance and study of a wider and broader mix of musical styles and performance practice in addition to providing a context for exploring the social and economic impact of music and the music industry
- Supporting the regional campuses with performance tours, on-line courses, and special programs

The University's mission and 10 major goals can be found at http://www.usu.edu/president/missionstatement/

The Caine College of the Arts mission statement and goals may be found at http://cca.usu.edu/about/mission.cfm.

The Music Department Mission and goals may be found at http://music.usu.edu/assessment/mission.cfm.

NOTE: University, Caine College of the Arts and Music Department Mission Statements and Goals are also attached.

Section IV: Program and Student Assessment

Program Assessment

Degree program goals are in keeping with the national standards of the National Association of Schools of Music (NASM) for liberal arts degrees in music (NASM Handbook 2012-13, page 95-98)

- The degree focus is breadth of general studies combined with studies in musicianship and an area of emphasis within the music disciplines
- Curricular structure and content will enable students to develop a range of knowledge, skills and competencies expected of those holding a liberal arts degree in music
- Musicianship
  - The ability to hear, identify, and work conceptually with the elements of music such as rhythm, melody, harmony, structure, timbre and texture
  - A understanding of and the ability to read and realize musical notation
  - An understanding of compositional processes, aesthetic properties of style, and the ways these shape and are shaped by artistic and cultural forces
  - An acquaintance with the wide selection of musical literature, the principal eras, genres, and cultural sources
  - The ability to develop and defend musical judgments
  - Ability in performing areas at levels consistent with the goals and objectives of the specific liberal arts degree program followed
  - Understanding of procedures for realizing a variety of musical styles
  - Knowledge and/or skills in one or more areas of music beyond basic musicianship appropriate to the individual's needs and interests, and consistent with the purposes of the specific liberal arts degree program being followed

Assessment of these goals will be accomplished by using the following methods:
- Auditions to enter the degree program
- Performance juries at the end of each year of study where private studio instruction is required
- Testing (including quizzes) and evaluations done in academic courses that include extensive writing and making critical evaluations
- Classroom work and participation will be evaluated by the teacher/instructor on a daily basis
- Final capstone projects, recitals and concerts by students will be evaluated by at least three faculty
- Performance in ensembles will include recording the performances and then doing an evaluation with the students to determine the quality and level of performance
- The IDEA student evaluation system will be used to help assess teacher/instructor effectiveness from the student's perspective
- Periodic curriculum evaluations will be done (at least every third year) to determine if the curriculum matches the goals of the program and to determine if changes need to be made to the overall program

Expected Standards of Performance

Students completing the Bachelor of Arts in Music will have the education, background, knowledge and experience to be successful in a wide variety of academic and commercial pursuits or careers. Within the scope of a liberal arts degree, students in the various emphases will have a firm grounding in general education and elective courses that will enhance their abilities to be productive citizens. Each of the emphases will give students the basic theoretical and practical knowledge that will lead them to further study or work in the music, entertainment, business and other disciplines.

Performance standards were developed based on the standards specified by NASM and by music faculty who will teach in each of the emphases.

All Bachelor of Arts in Music students will have:
- The breadth of general education knowledge supplemented by the 9-10 elective courses and foreign language competency that defines a liberal arts degree
- A foundation in musicianship required by NASM provided in the core of music courses enabling students to develop a range of knowledge, skills and competencies expected of those holding a liberal arts degree
- The background and experience to make critical decisions and express themselves with musical literacy
- An understanding of musical periods and styles, music theory and analytical skills

Standards of Performance

Students in all emphases will:
- Have basic abilities to perform standard "classical" styles well enough to pass the Freshmen Jury
- Develop ability through private lessons, individual practice and group rehearsals to perform at the highest level possible
- Have fundamental knowledge of their instrument or voice type solo and ensemble literature
- Demonstrate the ability to perform a variety of musical styles and cultures with an emphasis on contemporary or popular styles
- Develop basic improvisational skills utilized in performance

- Develop basic compositional skills appropriate for simple songwriting
- Demonstrate knowledge in the history of commercial music
- Develop basic understanding and skills using a variety of computer programs for music notation (Finale) and recording (ProTools)
- Have a rudimentary knowledge of the music industry

Basic skills and competencies will be assessed through the following:
- Performance juries
- Conductor/group leader critique of performances
- Student recitals will be evaluated by at least three faculty
- Special projects, capstone projects and other written assignments will be evaluated by individual professors and project leaders
- Regular course work will be evaluated by the course professor with tests, class participation, graded assignments, etc.

Program Assessment
Program assessment will include the following:
- National Association of Schools of Music (NASM) accreditation review of the new program that begins as soon as the degree is approved
- NASM periodic accreditation
- Department assessment of the entire program will take place each spring semester to determine; the viability of the course work, changes in the music industry, updates in methods and procedures and overall student learning outcomes

Section V: Finance

Department Budget

Departmental Data	Current Departmental Budget – Prior to New Program Implementation	3-Year Budget Projection — Departmental Budget					
		Year 1		Year 2		Year 3	
		Addition to Budget	Total Budget	Addition to Budget	Total Budget	Addition to Budget	Total Budget
Personnel Expense							
Salaries and Wages	$1,542,230		$1,542,230		$1,542,230		$1,542,230
Benefits	$690,500		$690,500		$690,500		$690,500
Total Personnel Expense	$2,232,730		$2,232,730		$2,232,730		$2,232,730
Non-Personnel Expense							
Travel							
Capital							
Library							
Current Expense	$134,500		$134,500		$134,500		$134,500
Total Non-personnel Expense	$134,500		$134,500		$134,500		$134,500
Total Expense (Personnel + Current)	$2,367,230		$2,367,230		$2,367,230		$2,367,230
Departmental Funding							
Appropriated Fund	$2,346,230		$2,346,230		$2,346,230		$2,346,230
Other: Private Lesson Fees	$417,577	$9,280	$426,857	$4,640	$431,497	$4,640	$436,137
Special Legislative Appropriation							
Grants and Contracts							
Differential Tuition	$45,000		$45,000		$45,000		$45,000
Total Revenue	$2,808,807		$2,818,087		$2,822,727	$	$2,827,367
Difference							
Revenue – Expense	$	$	$	$	$	$	$
Departmental Instructional Cost/Student Credit Hour* *(as reported in institutional Cost Study for "current" and using the*	$440.80		$417.87		$407.28		$418.56

same Cost Study Definition for "projected")							
* **Projected Instructional Cost/Student Credit Hour** data contained in this chart are to be used in the Third-Year Follow-Up Report and Cyclical Reviews required by R411.							

NOTE: appropriated funds are a mix of several sources, including State General Fund and Education Fund, tuition, and other sources. Revenue is not appropriated to a specific department. Amounts shown are E&G FY Budgets.

Funding Sources

The program will be supported using appropriated E&G funds and the portion of Differential Tuition that was initially allocated to replace the course fees that were eliminated with Differential Tuition was approved, approximately $45,000 per year and Private Lesson fees.

Private lessons are required for all music majors. The fee is $464 per semester. The calculation is based on 20 students the first year and adding 10 students each of the two subsequent years bring the total number of students in the BA in Music to 40. Private Lesson fees are used to help fund faculty who teach private lessons. Funds may also be used for tuning pianos, purchasing musical instruments used by students and purchasing printed music and other materials used for private instruction.

Reallocation

The internal reallocation of resources will be accomplished by first making shifts in faculty workloads so that courses in the new major that have not been previously taught as part of existing majors will be offered at least on a once-every-four-semester rotation. That will allow the use full and part time faculty to teach the courses with minimal impact on existing degrees. Part time faculty loads can be expanded using Private Lesson fees to include one or two of the new required academic courses.

Impact on Existing Budgets

The impact will be felt most acutely on the private studio instruction faculty who will, at first, add one or two students to each studio. When the program is up to 35-40 students, two or three (depending on specific instrument or voice) more part-time faculty will be needed to teach the one-on-one private lessons required in this and all music degree programs. Funding for these additional faculty will come from Private Lesson fees. It is anticipated that the largest number of students in the new program to be guitarists, keyboardists, drummers, and singers. There will be a few others who play woodwind and brass instruments, so the need will be for studio teachers who play guitar, keyboards, drums and trained/qualified "pop" vocalists. The private lesson fees currently charged to students will provide needed funding for additional part time faculty to teach in these specialized areas.

Section VI: Program Curriculum

The proposed Bachelor of Arts in Music is comprised of the following:

University General Education courses	34 Credits
Required courses in the Major	36
Foreign Language requirement	12
Electives	14-15
Emphases	23-24
Total	120

All Program Courses

Course Prefix and Number	Title	Credit Hours
Required Courses in the Major		
MUSC 1105	Fundamentals for Music Majors	3
MUSC 1110	Music Theory I	3
MUSC 1120	Music Theory II	3
MUSC 1130	Aural Skills I	1
MUSC 1140	Aural Skills II	1
MUSC 1170	Keyboard Harmony I	1
MUSC 1180	Keyboard Harmony II	1
MUSC 1190	World Music	2
MUSC 2115	Commercial Music Theory	3
MUSC 2180	Computer Applications in Music	2
MUSC 2240	Introduction to Music Business	3
MUSC 3020	History of Jazz	3
MUSC 3030	Rock and Roll-Catalyst for Social Change	3
MUSC 3010	Masterpieces of Music	3
MUSC 3880	Song Writing I	2
MUSC 3900	Improvisation I	2
		36
Bachelor of Arts Degree Language Requirement*		12
	Sub-Total	**48**
Elective Courses		
	Sub-Total	**14-15**
Emphases		
General Music Emphasis		
MUSC 3/4XXX	Individual Instruction**	6
MUSC 3/4XXX	Large Ensemble***	6
Music Electives (adviser approved)		
Select 5 courses from:		
MUSC 1500	String Techniques	1
MUSC 1550	Beginning Group Guitar	1
MUSC 1600	Voice Techniques	1

Course Prefix and Number	Title	Credit Hours
MUSC 1800	Percussion Techniques	1
MUSC 2700	Woodwind Techniques I	1
MUSC 2800	Brass Techniques I	1
MUSC 2810	Brass Techniques II	1
Select two courses from:		
MUSC 2350	Conducting	2
MUSC 3180	Orchestration	2
MUSC 3880	Songwriting II	2
Select one course from:		
MUSC 3940	Music and Media	2
MUSC 3905	Improvisation II	2
	Sub-Total	23
Vocal Emphasis		
MUSC 3670	Individual Vocal Instruction for Music Majors	8
MUSC 3/4XXX	Large Ensembles	8
MUSC 1610	Introduction to Music Theatre	2
MUSC 1620	Introduction to Opera	2
MUSC 3890	Song Writing II	2
MUSC 4920	Individual Recital	2
	Sub-Total	24
Instrumental Emphasis		
MUSC 3/4XXX	Individual Instruction	8
MUSC 3/4XXX	Large Ensemble	8
MUSC 3180	Orchestration	2
MUSC4880	Commercial Music Arranging	2
MUSC 3905	Improvisation II	2
MUSC 4902	Individual Recital	2
	Sub-Total	24
Music Business Emphasis		
MUSC 3/4XXX	Individual Instruction	4
MUSC 2/3/4XXX	Large Ensemble	4
MUSC 3970	Non-Profit Arts Management	3
MUSC 3980	Advanced Music Business	3
MGT 3500	Fundamentals of Marketing	3
MGT 3110	Leading Organizations and People	3
Select one course from:		
ACCT 2010	Financial Accounting Principles	3
FIN 3400	Corporate Finance (QI)	
	Sub-Total	23
Production Emphasis		
MUSC 3/4XXX	Individual Instruction	4
MUSC 3/4XXX	Large Ensemble	4
MUSC 3360	Audio Engineering I	3
MUSC 3370	Audio Engineering II	3

Course Prefix and Number	Title	Credit Hours
MUSC 3375	Producing a Show	3
MUSC 4940	Production Practicum	3
Select one course from:		
THEA 3540	Lighting Design I	3
THEA 3550	Stage Management	3
	Sub-Total	**23**
Arranging/Composition Emphasis		
MUSC 3/4XXX	Individual Instruction	4
MUSC 3/4XXX	Large Ensemble	4
MUSC 2350	Conducting	2
MUSC 3910	Individual Composition Instruction	4
MUSC 3890	Song Writing II	2
MUSC 4220	Film Scoring	3
MUSC 4920	Individual Recital	2
Select one course (advisor approval):		
MUSC 3180	Orchestration	2
MUSC 4880	Commercial Music Arranging	2
	Sub-Total	**23**
Jazz Studies Emphasis		
MUSC 3/4XXX	Individual Instruction****	8
MUSC 2/3/4XXX	Large Ensemble	2
MUSC 37XX	Jazz Ensemble	4
MUSC 4710	Jazz Combo	4
MUSC 2890	Individual Percussion Instruction (2nd Instrument) for Music Majors*****	1
MUSC 3440	Individual Jazz Piano Instruction for Music Majors******	2
MUSC 3905	Improvisation II	2
MUSC 4920	Individual Recital	1
	Sub-Total	**24**
University General Education requirements		34
	Total Number of Credits	**120**

*A Bachelor of Arts (BA) degree signifies proficiency in one or more foreign languages. Specifically, the BA requirement may be completed in one of the following ways:

- Demonstration of proficiency in one foreign language by successful completion of one course at the 2020-level or higher (or its equivalent). Or
- Demonstration of proficiency in American Sign Language by successful completion of COMD 4920 and COMD 4780, and by passing an exit interview. Or
- Demonstration of proficiency in two foreign languages by successful completion of the 1020 course level in one language and the 2010 course level in the second language (or its equivalent). Or
- Completion of an upper-division (3000-level or higher) foreign language grammar or literature course requiring the 2020 course level (or its equivalent) as a prerequisite. Conversation courses cannot be considered for satisfying this requirement.
- For nonnative English-speaking students only, the following options are available:

- Successful completion of the Intensive English Language Institute (IELI) program for international students. Or
- TOEFL, Michigan, or IELI placement scores high enough to meet the University admission criteria.

**Studio instruction varies by major instrument. Course number options are (all with MUSC prefix) 3210, 3400, 3440, 3480, 3550, 3670, 3710, 3720, 3730, 3740, 3750, 3810, 3820, 3830, 3840, 3860, 4510, 4520, 4530, and 4540.

***Ensemble requirements are large ensembles, unless otherwise specified. Qualified ensemble course numbers include (all with MUSC prefix) 2600, 2610, 2620, 3500, 3600, 3760, 3770, 3790, 4600, 4650, and 4700.

**** Minimum of 2 credits of Applied Jazz Improvisation

*****Majors for whom keyboard is the principal instrument will substitute an elective for this course, approved by the jazz advisor.

****** Majors for whom drum set is the principal instrument will substitute an elective for this course, approved by the jazz advisor.

Program Schedules
General Music Emphasis

Freshman Year

FALL	Credits	SPRING	Credits
MUSC 1105 Fundamentals **(BCA)**	3	MUSC 1110 Music Theory I	3
English 1010 **(CL 1)** Intro to Writing	3	MUSC 1130 Aural Skills I	1
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
University Studies Breadth Course **(BPS)**	3	English 2010 **(CL2)** Intermediate Writing	3
University Studies Breadth Course **(BLS)**	3	University Studies Breadth Course **(BAI)**	3
Elective (Breadth Exploration)	3	Electives (one course designated **BHU**)	6
Total	17	Total	18

Sophomore Year

FALL	Credits	SPRING	Credits
MUSC 1120 Music Theory II	3	MUSC 1180 Keyboard Harmony II	1
MUSC 1140 Aural Skills II	1	MUSC 1190 World Music	2
MUSC 1170 Keyboard Harmony I	1	MUSC 2115 Comm. Music Theory	3
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
Quantitative Literacy Course **(QL)**	3	Quantitative Intensive Course **(QI)**	3
University Studies **(CI)**	3	University Studies **(CI)**	3
University Studies Breadth Course **(BSS)**	3	University Studies Depth **(DSC)**	2
		University Studies Depth **(DSS)**	2
Total	16	Total	18

Junior Year

FALL	Credits	SPRING	Credits
MUSC 2180 Computer Apps. in Music	2	MUSC 2240 Intro. to Music Business	3
MUSC 2350 Conducting **OR**		MUSC 3030 Rock-n-Roll: Catalyst. . .	3
MUSC 3180 Scoring & Arranging **OR**		MUSC 1500 String Techniques **OR**	
MUSC 2800/2810 Brass Techniques	1	MUSC 1550 Beginning Group Guitar	1
MUSC 3010 Masterpieces of Music **(DHA)**	3	MUSC 3905 Improvisation II **OR**	
MUSC 3900 Improvisation I	2	MUSC 3940 Music & Media	2
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
Foreign Language	3	Foreign Language	3
Total	13	Total	14

Senior Year

FALL	Credits	SPRING	Credits
MUSC 3020 Hist. of Jazz & Pop Music **(DHA)**	3	MUSC 3880 Songwriting II	2
MUSC 3880 Songwriting I	2	MUSC 1500 String Techniques **OR**	
MUSC 1550 Beginning Group Guitar **OR**		MUSC 1600 Voice Techniques	1
MUSC 1800 Percussion Techniques	1	Foreign Language	3
MUSC 2350 Conducting **OR**		Electives	6
MUSC 3180 Scoring & Arranging	2		
MUSC 2700/2710 Woodwind Techniques **OR**			
MUSC 2800/2810 Brass Techniques	1		
Foreign Language	3		
Total	12	Total	12

Vocal Performance Emphasis

Freshman Year

FALL	Credits	SPRING	Credits
MUSC 1105 Fundamentals **(BCA)**	3	MUSC 1110 Music Theory I	3
English 1010 **(CL 1)** Intro to Writing	3	MUSC 1130 Aural Skills I	1
MUSC 3670 Individual Instruction	1	MUSC 3670 Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
University Studies Breadth Course **(BPS)**	3	English 2010 **(CL2)** Intermediate Writing	3
University Studies Breadth Course **(BLS)**	3	University Studies Breadth Course **(BAI)**	3
Elective (Breadth Exploration)	3	Electives (one course designated **BHU**)	6
Total	17	Total	18

Sophomore Year

FALL	Credits	SPRING	Credits
MUSC 1120 Music Theory II	3	MUSC 1180 Keyboard Harmony II	1
MUSC 1140 Aural Skills II	1	MUSC 1190 World Music	2
MUSC 1170 Keyboard Harmony I	1	MUSC 2115 Comm. Music Theory	3
MUSC 3670 Individual Instruction	1	MUSC 3670 Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
Quantitative Literacy Course **(QL)**	3	Quantitative Intensive Course **(QI)**	3
University Studies **(CI)**	3	University Studies **(CI)**	3
University Studies Breadth Course **(BSS)**	3	University Studies Depth **(DSC)**	2
		University Studies Depth **(DSS)**	2
Total	16	Total	18

Junior Year

FALL	Credits	SPRING	Credits
MUSC 1620 Intro to Opera	2	MUSC 1610 Intro to Music Theatre	2
MUSC 2180 Computer Apps. in Music	2	MUSC 2240 Intro. to Music Business	3
MUSC 3010 Masterpieces of Music **(DHA)**	3	MUSC 3030 Rock-n-Roll: Catalyst. . .	3
MUSC 3670 Individual Instruction	1	MUSC 2/3/4XXX Large Ensemble	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 3670 Individual Instruction	1
Foreign Language	3	Foreign Language	3
Total	12	Total	13

Senior Year

FALL	Credits	SPRING	Credits
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
MUSC 3670 Individual Instruction	1	MUSC 3670 Individual Instruction	1
MUSC 3020 Hist. of Jazz & Pop Music **(DHA)**	3	MUSC 3890 Song Writing II	2
MUSC 3880 Songwriting I	2	MUSC 4920 Individual Recital	2
MUSC 3900 Improvisation I	2	Electives	5
Foreign Language	3	Foreign Language	3
Total	12	Total	14

Instrumental Performance Emphasis

Freshman Year

FALL	Credits	SPRING	Credits
MUSC 1105 Fundamentals (BCA)	3	MUSC 1110 Music Theory I	3
English 1010 (CL 1) Intro to Writing	3	MUSC 1130 Aural Skills I	1
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
University Studies Breadth Course (BPS)	3	English 2010 (CL2) Intermediate Writing	3
University Studies Breadth Course (BLS)	3	University Studies Breadth Course (BAI)	3
Elective (Breadth Exploration)	3	Electives (one course designated BHU)	6
Total	17	Total	18

Sophomore Year

FALL	Credits	SPRING	Credits
MUSC 1120 Music Theory II	3	MUSC 1180 Keyboard Harmony II	1
MUSC 1140 Aural Skills II	1	MUSC 1190 World Music	2
MUSC 1170 Keyboard Harmony I	1	MUSC 2115 Comm. Music Theory	3
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
Quantitative Literacy Course (QL)	3	Quantitative Intensive Course (QI)	3
University Studies (CI)	3	University Studies (CI)	3
University Studies Breadth Course (BSS)	3	University Studies Depth (DSC)	2
		University Studies Depth (DSS)	2
Total	16	Total	18

Junior Year

FALL	Credits	SPRING	Credits
MUSC 2180 Computer Apps. in Music	2	MUSC 2240 Intro. to Music Business	3
MUSC 3010 Masterpieces of Music (DHA)	3	MUSC 2/3/4XXX Large Ensemble	1
MUSC 3180 Orchestration	2	MUSC 3030 Rock-n-Roll: Catalyst. . .	3
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
Foreign Language	3	Foreign Language	3
Total	12	Total	12

Senior Year

FALL	Credits	SPRING	Credits
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 3020 Hist. of Jazz & Pop Music (DHA)	3	MUSC 3905 Improvisation II	2
MUSC 3880 Songwriting I	2	MUSC 4920 Individual Recital	2
MUSC 3900 Improvisation I	2	Electives	4
MUSC 4880 Commercial Music Arranging	2	Foreign Language	3
Foreign Language	3		
Total	14	Total	13

Music Business Emphasis

Freshman Year

FALL	Credits	SPRING	Credits
MUSC 1105 Fundamentals **(BCA)**	3	MUSC 1110 Music Theory I	3
English 1010 **(CL 1)** Intro to Writing	3	MUSC 1130 Aural Skills I	1
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
University Studies Breadth Course **(BPS)**	3	English 2010 **(CL2)** Intermediate Writing	3
University Studies Breadth Course **(BLS)**	3	University Studies Breadth Course **(BAI)**	3
Elective (Breadth Exploration)	3	University Studies Breadth Course **(BHU)**	3
Total	17	Total	15

Sophomore Year

FALL	Credits	SPRING	Credits
MUSC 1120 Music Theory II	3	MUSC 1180 Keyboard Harmony II	1
MUSC 1140 Aural Skills II	1	MUSC 1190 World Music	2
MUSC 1170 Keyboard Harmony I	1	MUSC 2115 Comm. Music Theory	3
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
Quantitative Literacy Course **(QL)**	3	FIN 3400 Corporate Finance **(QI)** OR	
University Studies **(CI)**	3	Quantitative Intensive Course **(QI)**	3
University Studies Breadth Course **(BSS)**	3	University Studies **(CI)**	3
		University Studies Depth **(DSC)**	2
		University Studies Depth **(DSS)**	2
Total	16	Total	18

Junior Year

FALL	Credits	SPRING	Credits
MUSC 2180 Computer Apps. in Music	2	MUSC 2240 Intro. to Music Business	3
MUSC 3010 Masterpieces of Music **(DHA)**	3	MUSC 3030 Rock-n-Roll: Catalyst. . .	3
MGT 3110 Leading Orgs./People	3	MUSC 3970 Non-Profit Arts Mgt.	3
Electives	3	Electives	3
Foreign Language	3	Foreign Language	3
Total	14	Total	15

Senior Year

FALL	Credits	SPRING	Credits
MUSC 3020 Hist. of Jazz & Pop Music **(DHA)**	3	MUSC 3980 Advanced Music Business	3
MUSC 3880 Songwriting I	2	MGT 3500 Fundamentals of Marketing	3
MUSC 3900 Improvisation I	2	Foreign Language	3
ACCT 2010 Financial Accounting Principles OR		Electives	3
FIN 3400 Corporate Finance **(QI) OR**			
Electives	3		
Foreign Language	3		
Total	13	Total	12

Production Emphasis

Freshman Year

FALL	Credits	SPRING	Credits
MUSC 1105 Fundamentals (BCA)	3	MUSC 1110 Music Theory I	3
English 1010 (CL 1) Intro to Writing	3	MUSC 1130 Aural Skills I	1
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
University Studies Breadth Course (BPS)	3	English 2010 (CL2) Intermediate Writing	3
University Studies Breadth Course (BLS)	3	University Studies Breadth Course (BAI)	3
Elective (Breadth Exploration)	3	Electives (one course designated BHU)	6
Total	17	Total	18

Sophomore Year

FALL	Credits	SPRING	Credits
MUSC 1120 Music Theory II	3	MUSC 1180 Keyboard Harmony II	1
MUSC 1140 Aural Skills II	1	MUSC 1190 World Music	2
MUSC 1170 Keyboard Harmony I	1	MUSC 2115 Comm. Music Theory	3
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
Quantitative Literacy Course (QL)	3	Quantitative Intensive Course (QI)	3
University Studies (CI)	3	University Studies (CI)	3
University Studies Breadth Course (BSS)	3	University Studies Depth (DSC)	2
		University Studies Depth (DSS)	2
Total	15	Total	17

Junior Year

FALL	Credits	SPRING	Credits
MUSC 2180 Computer Apps. in Music	2	MUSC 2240 Intro. to Music Business	3
MUSC 3010 Masterpieces of Music (DHA)	3	MUSC 3030 Rock-n-Roll: Catalyst. . .	3
MUSC 3375 Producing a Show	3	THEA 3540 Lighting Design – spring only (OR THEA 3550 next Fall)	0-3
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
Foreign Language	3	Electives	3
		Foreign Language	3
Total	12	Total	13-16

Senior Year

FALL	Credits	SPRING	Credits
MUSC 3020 Hist. of Jazz & Pop Music (DHA)	3	MUSC 3370 Audio Engineering II	3
MUSC 3880 Songwriting I	2	MUSC 4940 Production Practicum	3
MUSC 3900 Improvisation I	2	Electives	3
MUSC 3360 Audio Engineering I	3	Foreign Language	3
THEA 3550 Stage Management – Fall only (OR THEA 3540 previous Spring)	0-3		
Foreign Language	3		
Total	13-16	Total	12

Arranging/Composition Emphasis

Freshman Year

FALL	Credits	SPRING	Credits
MUSC 1105 Fundamentals (BCA)	3	MUSC 1110 Music Theory I	3
English 1010 (CL 1) Intro to Writing	3	MUSC 1130 Aural Skills I	1
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
University Studies Breadth Course (BPS)	3	English 2010 (CL2) Intermediate Writing	3
University Studies Breadth Course (BLS)	3	University Studies Breadth Course (BAI)	3
Elective (Breadth Exploration)	3	Electives (one course designated BHU)	6
Total	17	Total	18

Sophomore Year

FALL	Credits	SPRING	Credits
MUSC 1120 Music Theory II	3	MUSC 1180 Keyboard Harmony II	1
MUSC 1140 Aural Skills II	1	MUSC 1190 World Music	2
MUSC 1170 Keyboard Harmony I	1	MUSC 2115 Comm. Music Theory	3
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
Quantitative Literacy Course (QL)	3	Quantitative Intensive Course (QI)	3
University Studies (CI)	3	University Studies (CI)	3
University Studies Breadth Course (BSS)	3	University Studies Depth (DSC)	2
		University Studies Depth (DSS)	2
Total	15	Total	177

Junior Year

FALL	Credits	SPRING	Credits
MUSC 2180 Computer Apps. in Music	2	MUSC 2240 Intro. to Music Business	3
MUSC 3010 Masterpieces of Music (DHA)	3	MUSC 3030 Rock-n-Roll: Catalyst. . .	3
MUSC 2350 Conducting	2	MUSC 3910 Indiv. Composition Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
MUSC 3910 Indiv. Composition Instruction	1	Electives	3
Foreign Language	3	Foreign Language	3
Total	12	Total	14

Senior Year

FALL	Credits	SPRING	Credits
MUSC 3020 Hist. of Jazz & Pop Music (DHA)	3	MUSC 3890 Songwriting II	2
MUSC 3880 Songwriting I	2	MUSC 3910 Indiv. Composition Instruction	1
MUSC 3900 Improvisation I	2	MUSC 4220 Film Scoring	3
MUSC 3910 Indiv. Composition Instruction	1	MUSC 4920 Individual Recital	2
MUSC 3180 Orchestration OR		Electives	3
MUSC 4880 Commercial Music Arranging	2	Foreign Language	3
Foreign Language	3		
Total	13	Total	14

Jazz Studies Emphasis

Freshman Year

FALL	Credits	SPRING	Credits
MUSC 1105 Fundamentals (BCA)	3	MUSC 1110 Music Theory I	3
English 1010 (CL 1) Intro to Writing	3	MUSC 1130 Aural Skills I	1
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 2/3/4XXX Large Ensemble	1	MUSC 2/3/4XXX Large Ensemble	1
University Studies Breadth Course (BPS)	3	English 2010 (CL2) Intermediate Writing	3
University Studies Breadth Course (BLS)	3	University Studies Breadth Course (BAI)	3
Elective (Breadth Exploration)	3	Electives (one course designated BHU)	6
Total	17	Total	18

Sophomore Year

FALL	Credits	SPRING	Credits
MUSC 1120 Music Theory II	3	MUSC 1180 Keyboard Harmony II	1
MUSC 1140 Aural Skills II	1	MUSC 1190 World Music	2
MUSC 1170 Keyboard Harmony I	1	MUSC 2115 Comm. Music Theory	3
MUSC 3/4XXX Individual Instruction	1	MUSC 3/4XXX Individual Instruction	1
MUSC 3760/3770 Large Jazz Ensemble	1	MUSC 3760/3770 Large Jazz Ensemble	1
Quantitative Literacy Course (QL)	3	Quantitative Intensive Course (QI)	3
University Studies (CI)	3	University Studies (CI)	3
University Studies Breadth Course (BSS)	3	University Studies Depth (DSC)	2
		University Studies Depth (DSS)	2
Total	16	Total	18

Junior Year

FALL	Credits	SPRING	Credits
MUSC 2180 Computer Apps. in Music	2	MUSC 2240 Intro. to Music Business	3
MUSC 2890 Percussion 2nd Instrument OR		MUSC 3030 Rock-n-Roll: Catalyst. . .	3
Approved Music Elective	1	MUSC 3/4XXX Individual Instruction	1
MUSC 3010 Masterpieces of Music (DHA)	3	MUSC 3760/3770 Large Jazz Ensemble	1
MUSC 3/4XXX Individual Instruction	1	MUSC 4710 Jazz Combo	1
MUSC 3760/3770 Large Jazz Ensemble	1	Electives	3
MUSC 4710 Jazz Combo	1	Foreign Language	3
Foreign Language	3		
Total	12	Total	15

Senior Year

FALL	Credits	SPRING	Credits
MUSC 3/4XXX Individual Instruction	1	MUSC 3440 Jazz Keyboard Fundamentals OR	
MUSC 3020 Hist. of Jazz & Pop Music (DHA)	3	Approved Music Elective	2
MUSC 3880 Songwriting I	2	MUSC 3/4XXX Individual Instruction	1
MUSC 3900 Improvisation I	2	MUSC 4710 Jazz Combo	1
MUSC 4710 Jazz Combo	1	MUSC 4920 Individual Recital	1
Foreign Language	3	MUSC 3905 Improvisation II	2
		Electives	2
		Foreign Language	3
Total	12	Total	12

Section VII: Faculty

Current music faculty who will be most directly involved with courses required in the new Bachelor of Arts in Music degree:

Full-time FACULTY: USU MUSIC DEPARTMENT

James M. Bankhead – Department Head, Professor, DMA, Catholic University of America

Timothy Chenette – Assistant Professor, PhD, Music Theory, Indiana University

Corey Christiansen – Assistant Professor of Guitar, Master of Music, University of South Florida

Mark Emile – Associate Professor, DMA, University of Colorado at Boulder; Scoring/Arranging, Conducting

Todd Fallis – Professor, DMA, University of Southern California; Brass/Trombone, Low Brass, Jazz Studies

Jon Gudmundson – Associate Professor, DMA, University of Northern Colorado; Saxophone, Jazz Studies

Max Matzen – Assistant Professor, DMA, Eastman School of Music; Brass/Trumpet; Jazz Studies

Jason Nicholson – Assistant Professor, DMA, University of North Texas; Percussion, Jazz Studies

Kevin Olson – Associate Professor, Ed.D., National-Louis University; Piano, Jazz Studies

Christopher Scheer – Assistant Professor, PhD, University of Michigan; Musicology, Music History

Greg Wheeler – Professional Practice Assistant Professor, PhD-University of Utah; Woodwinds

Part-time FACULTY: USU MUSIC DEPARTMENT

John Carter - Bachelor of Arts, Utah State University; Computer Applications, Sound Reinforcement

Michael Christiansen – Professor (Emeritus) of Guitar: MM-Utah State University; Jazz Studies

Aubrey Moeller - Bachelors of Music, Utah State University; Keyboard Harmony

Tim Moes – Master of Arts, Manhattan School of Music; Commercial Music, Recording/Engineering

Nate Ostermiller - Master of Music, Indiana University; Jazz Studies, Guitar Performance

Joanna Zattiero – Master of Arts in Music, University of Idaho; General Studies, Saxophone, Woodwinds

Northstar to Banner Conversion Project

USU Eastern, Price, March 2014

To: Curriculum Committee

From: Russell Goodrich, Associate Vice Chancellor, USU Eastern

Date: March, 2014

CC: Bruce Miller, Chair, ASTE Department

Quick Background

In 2008, two years before the merger with USU, the College of Eastern Utah (CEU) and the Southeast Applied Technology College (SEATC) were two distinct educational institutions located in southeast Utah. Both schools provided educational training to Carbon, Emery, Grand, and San Juan counties.

The SEATC was a campus of the Utah College of Applied Technology (UCAT) and provided non-credit training. CEU provided primarily credit-based training, along with some non-credit offerings, in many of the same disciplines as the SEATC (e.g., business, automotive technology, and several other disciplines). A decision was made to combine CEU and SEATC into a single institution. Some identified goals included efforts to:
1. Increase efficiency & better utilize existing resources
2. Strengthen programs & opportunities for students
3. Avoid duplication of services

Initially, the SEATC was placed in a separate division at CEU called the Division of Workforce Education. This division used a computer program called **Northstar** to track the membership hours for all non-credit courses. This program was also used to generate reports required by UCAT.

A little over a year ago, the Division of Workforce Education was combined with the PTE Division to form a single division of Professional and Technical Education. This combination put all similar programs into a single division. A taskforce immediately began working on ways to integrate and strengthen programs in the combined division.

Significant problems with data accuracy and completion were immediately noted. The Northstar program did not integrate well with Banner, and reports submitted often lacked valuable, complete data. For example, Banner reports showed credit-based enrollments in building construction programs

but didn't include any non-credit courses or students enrolled in construction programs at the high schools.

Current Proposal

The task force recommended looking for a solution that would put all existing courses, regardless of the nature of the course, into Banner. The original group met with and received input from the Registrar's office, the AAA office, and several Banner user groups and administrators.

The attached list was created to show all existing courses that would be transferred to Banner. The course numbers and prefixes were selected to ensure they could easily be recognized as non-credit courses (all numbers are below 1000). In addition, they kept the same USU Eastern prefixes to help collect all similar types of training (e.g., AUTO for all automotive classes, regardless of whether they are for credit or non-credit).

A small subset of representatives from both campuses has begun doing a small scale project to test the system and ensure the needed data can be collected and is accurate. This group is now seeking approval from the curriculum and EPC committees to finish inputting all the courses in the attached spreadsheet.

USU Eastern
Division of Professional & Technical Education, ASTE Department
Non-Credit Course List for Northstar to Banner Conversion

Course #	Course Title	Course Description	Hours
ACTG 0100	QuickBooks Applications	Learn abilities of industry utilized accounting software. Students will perform accounting functions including setting up a company, accounting for daily transactions, managing inventory, processing payroll, working with bank accounts, and preparing financial statements.	60
ACTG 0010	Introduction to QuickBooks	This course will provide a basic understanding of this electronic accounting and bookkeeping program for business owners. Owners who take time to set up their business's books correctly from the start have a better chance of being successful.	30
ACTG 0200	Core Concepts of Accounting	This course will introduce you to some basic accounting principles, accounting concepts, and accounting terminology.	60
ACTG 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
ACTG 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
AUTO 0010	AUTO I Introduction to Automotive Technology	Students will learn basic safety and shop practices, different automotive systems and how they work. They will learn proper vehicle care and be able to demonstrate proper oil change and tire repair techniques and preventative maintenance.	90
AUTO 0020	AUTO II Suspension/Alignment	Students will learn the different steering and suspension systems and their proper parts and locations. They will learn how to diagnose and repair the different systems. Students will learn how to properly perform a front end and a four wheel alignment on the vehicles.	180
AUTO 0021	AUTO II Brakes	Students will learn the basics of brake system operations, the difference between service and parking brakes, drum and disc brake systems, hydraulics, and ABS systems. Student will also be instructed in diagnosis and repair of problems and proper inspection techniques.	180
AUTO 0030	AUTO III Engine Performance	Students will learn drive ability diagnosis and repair. They will use scan tools scopes and other equipment to work on tune-up, fuel systems, air induction, and emissions.	180

AUTO 0031	AUTO III Electrical	Students will learn basic electricity, schematics and symbols, batteries, charging and starting systems, multimeter use and maintenance, lighting and horn systems, and supplemental restraint systems.	180
AUTO 0035	AUTO IV Electrical Lab	Shop laboratory where students do live work to demonstrate their knowledge and hands on skills for electrical problems.	180
AUTO 0040	AUTO IV Heating & A/C	Students will learn the different parts and their functions of the heating and air conditioning systems. They will learn the proper technique for discharging and recharging the AC system.	180
AUTO 0045	AUTO V Engine Performance Lab	Shop laboratory where students do live work to demonstrate their knowledge and hands on skills for engine performance problems.	180
AUTO 0099	ASE Test Prep	This course prepares technicians for the ASE certification exams. Different subject areas will be covered each week. Students may enroll for the entire course or just for the areas needed	3
AUTO 0100	Basic Auto for Beginners	This course begins from under-the-hood checks to changing tires and minor repairs. It is geared towards those who have no experience or knowledge regarding the upkeep and maintenance.	21
AUTO 0110	Basic Alignment	This course is designed for the technician or service writer who is new to car and light truck alignments or has been working in the industry for up to one year.	12
AUTO 0111	Alignment Diagnostics	This course is designed for an experienced alignment technician. Instruction covers in-depth equipment operation including advanced diagnostic procedures and steering and suspension system related problems. Specialized OEM adjustment schemes and other alignment related diagnostic procedures are also covered.	16
AUTO 0121	Engine Performance I	Tune-up from points to computerized systems. Using meters and scan tools for diagnosis. Also, emissions and fuel delivery systems.	18
AUTO 0122	Engine Performance II	This course takes all the elements of Engine Performance I to a more advanced level.	21
AUTO 0123	Engine Rebuild	This course includes some engine theory, as well as all aspects of engine tear-down, cleaning, boring, components servicing, and rebuilding.	36
AUTO 0130	Basic Air Conditioning	This course includes environmental issues, different refrigerants, basic systems and retrofitting older systems over to R134A.	18
AUTO 0140	Basic Electrical	Student will learn battery testing, refilling and fitting, headlight adjustment, ignition timing check, fan belt adjustment. Basic starting and changing system check. Electrical measurements values and units, circuits, conductors and connectors, basic multimeter use. Use of Bosch Test and Diagnostic equipment.	21

AUTO 0150	Brakes	Conventional and Anti-Lock brakes and all components and their use. Turning of rotors with off-car and on-car lathers. New manufacture information will be shared.		18
AUTO 0160	Steering & Suspension	This course includes the study of different suspensions systems and their repair, also the using of a wheel alignment machine.		18
AUTO 0170	Differentials	This course includes the study of gear ratios, what they are, set up needed tools and proper techniques for their use. Also covers drive shafts, u-joints, constant velocity joints and other drive line parts.		21
AUTO 0180	Transmission O & R	Repair and overhaul of transmissions; including theory, diagnosis and proper repair.		36
AUTO 0190	Automotive Electronics	Basic electronics and newer electronic devices. Rebuild starters and alternators, read wiring diagrams, test sensors and output relays, and use DVOM meters and lab scopes for diagnosis.		21
AUTO 0191	Auto Hobby	Assist car buffs with skills in the areas of electrical, tune-up, brakes, fuel systems, and general mechanics. Students will work on their own vehicles or team up with others.		21
AUTO 0700	CNG - CNG Conversions/Kit Installation	This course will teach students the steps involved in the CNG conversion of a vehicle, as well as preparation and component installation procedures. Students will determine the correct location of all components, install them, and test them for safety/integrity. Post conversion, testing of the vehicle will confirm acceptable drivability and operation, and ensure proper functioning of emissions control devices.		56
AUTO 0710	CNG - High Pressure Systems Inspection	This course will offer the students the opportunity to learn about safety when working with high pressure compressed natural gas. Students will be introduced to natural gas fuel system components and the installation guidelines addressed by NFPA52. We will address the applicable standards for fuel storage cylinders and pressure relief devices. Last, students will perform a physical assessment of the CNG cylinders and system components.		30
AUTO 0720	CNG - Tank Inspection	You will learn inspection of high pressure cylinders, Cylinder parts, Materials, Methods of construction, valves, PRD's, Strengths and weakness , Cylinder Defueling, "when and why" procedures & safety practices. As well as hazards, storage and installation. This training follows the strict guidelines of both NFPA-52 and CSA Tank Inspection.		24
AUTO 0730	CNG - Fundamental Hybrid Repair	Training will involve: Repairs on existing, basic Hybrid cars, checking insulation of Hybrid circuits to body of cars, reading and operating scan tools for Hybrid cars and covering of new items and information not yet released from manufactures.		20

AUTO 0740	CNG - Transportation Fundamentals	Students will gain needed skills in shop safety and other basic skills that will prepare students for specific automotive courses. The following topics will be covered: using manual and information systems, precision measurement, tires and wheels, bearings, oils and fluids, cleaning methods, gaskets and sealants, cooling systems and belts and hoses.	16
AUTO 0750	CNG - Engine Performance Basics	Students will run test procedures to diagnose basic engine problems, fuel delivery systems, early fuel injection and ignition systems, and basic waveform diagnostics. Skill sets and procedures will include NATEF tasks as well as instructor assignments.	30
AUTO 0760	CNG - Electrical Systems I	A study of the automobile electrical system, which includes battery performance and testing, starting system diagnosis and repair, charging system diagnosis and repair. Coursework also includes proper use of wiring diagram and proper use of multi-meter and electrical troubleshooting procedures.	56
AUTO 0770	CNG - Electrical Systems II	Students will be required to complete advanced diagnostic procedures including lab scope use, voltage and amperage waveform analysis and the completion of NATEF tasks to national standards. Competency testing includes experimental learning and guided diagnostic approaches.	56
AUTO 0300	Utah State Safety Inspection	Course covering the required curriculum from the Utah Highway Patrol to inspect light duty vehicles such as cars, light duty trucks and motorcycles.	16
AUTO 0310	Utah State Heavy Truck Inspection	Course covering the required curriculum from the Utah Highway Patrol to inspect heavy duty vehicles such as large trucks and tractor trailers.	16
AUTO 0780	First Responder for Hybrid and Alternative Vehicles	Students will learn the skills to reduce the risks taken by first responders when responding to an incident involving alternative fuels, alternative fuel vehicles, and advanced technology vehicles.	24
AUTO 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
AUTO 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
BCCM 0010	Green Construction - Blueprint Reading & Codes	Principles of traditional and green construction designs, familiarization of symbols, specifications, measurements, and codes will be introduced. The relationship of plot, foundation, floor, elevation, and section plans will be included.	90

BCCM 0020	Green Construction - Building Site Layout/Concrete	Instruction covers using a builder's level, establishing grades, setback requirements, and squaring a building. Also included are principles of quality concrete and placement in footing, foundation walls, flatwork, and steps.	120
BCCM 0030	Green Construction - Framing Methods	Instruction covers the layout and erection of floors, walls, stairs, and roofs to achieve the highest energy efficiency. An introduction to calculating material quantities and computing costs related to residential construction. A study of the common wood and metal materials used in building an energy efficient home.	150
BCCM 0040	Green Construction - Exterior Finishes	This course provides an introduction to the application of siding, stucco, brick, and other typical exterior wall finishing materials. Introduction to materials and methods used in the application of a residential roof. Course will introduce a variety of green concepts to ensure efficient energy consumption and air distribution.	150
BCCM 0050	Green Construction - Interior Finishes	Introduce students to the materials and methods of interior wall, floor, and ceiling finishes that increase energy efficiencies. Introduce students to the advantages and disadvantages of using solar techniques. The effect, propose, and codes regarding trim will be emphasized.	90
BCCM 0060	Green Construction - Industry Intro/Safety & Tool Use	Includes an overview of the construction trades industry, green construction, current market trends, and employment opportunities. Hand and power tool identification, common safety procedures, and proper safety management principles will be covered.	30
BCCM 0100	Building Construction Safety	A study of OSHA and common safety rules for use of hand tools, power tools, ladders, scaffolds, etc. Also covers concepts of waste disposal an maintaining a clean working environment.	90
BCCM 0200	Basic Print Reading	For anyone who needs to learn how to interpret and understand the drawings used in the construction industry. Prints provide a common set of information for all parties involved in the design and construction of a building. Theory of projection architectural symbols, materials, and construction methods are covered. Information taken from plot plans, foundation plans, floor plans, elevation drawings, details, and specifications will be stressed.	90
BCCM 0300	Concrete I	Instruction covers using a builders' level, establishing grades, setbacks requirements, and squaring a building. Principles and methods of concrete construction including forming, placement, finishing, and testing of concrete footings, walls, and slabs on residential and commercial construction.	180
BCCM 0310	Concrete II	Principles in forming, placing and finishing of concrete in actual construction settings including footing, walls and slabs.	180

BCCM 0400	Framing I	This course focuses on hands-on instruction in framing safety, codes, materials and layout methods. These techniques are taught through construction of a full-size project home.	180
BCCM 0410	Framing II	This course focuses on hands-on instruction in erection of floors, walls, stairs and roofs. These techniques are taught through construction of a full-size project home.	180
BCCM 0500	Exterior Finish I	This course provides an introduction to the application of siding, stucco, brick, rock and other typical exterior wall finishing materials.	180
BCCM 0510	Exterior Finish II	Proper installation of exterior doors, windows and cornice finish are included.	180
BCCM 0520	Interior Finish I	This course focuses on materials and methods of interior wall and ceiling finish. This will include installing insulation, along with hanging, taping and texturing drywall.	180
BCCM 0530	Interior Finish II	This course focuses on materials and methods of interior wall and ceiling finish. This will include installing insulation, along with hanging, taping and texturing drywall.	180
BCCM 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
BCCM 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
BCIS 0020	Computer Technology	A course designed to teach advanced computer skills for the CAD environment, covering topics such as: system administration, computer networking, PC repair, maintenance, and computer upgrades.	130
BCIS 0030	Robot Programming	To introduce students to robots construction, and programming. Students will learn to develop correct software in a simple programming language environment that will drive their robot through several challenges.	120
BCIS 0040	Introduction to Programming	An introduction to computer programming/software engineering and applications. The course introduces students to the fundamentals of computer programming, to simple controls and data structures, to operating system commands, and to the user of text files. Students will learn to design, code, and test their own programs. Student will also apply mathematical skills throughout the course.	130
BCIS 0050	Introduction to Super Computers	This course is to introduce high school students to the techniques involved in programming and managing Computer Clusters, which consist of many smaller machines working in concert.	130

BCIS 0060	Introduction to A+ Essentials	This class is designed to explore physical and functional characteristics of computer devices and components and trends in computer architecture. Emphasis will be placed on configuring a microcomputer, troubleshooting, interrupts, device and memory management, virtual memory and paging, file management, and performance analysis. Lab exercises include assembling a computer and troubleshooting problems. Prepares student for hardware exams, such as the A+ hardware certification.	130
BCIS 0070	Linux+	Course will introduce students to the basics of the Linux Operating System and the history of the Open Source Community. Basic hardware and software concepts will be taught to make sure the students have the proper knowledge to understand the more complex topics discussed in the Linux material. After successful completion of this course, the students will be prepared to take CompTIA's Linux+ industry exam.	130
BCIS 0080	Introduction to Game Design and Programming	This course is a basic course that will introduce students to game design and programming. No prior experience in programming and graphic design required.	130
BCIS 0090	Networking Technology	This course includes terminology and networking concepts including design, topology, implementation, cabling, connecting network components, signal transmission and network adapter cards. The OSI and 802 networking models within the network environment teach students how networks send data. Architectures will be included as well as administration, support, security, fault tolerant systems, wide area network and troubleshooting network problems. Prepares student for exams such as Network+ Certification Exam and qualifies as one exam in the Microsoft Certified Systems Administrator (MCSA).	130
BCIS 0110	Keyboarding Basics	This course is designed for students to learn or increase their keyboarding ability. Students will learn basic keyboarding techniques and will work towards improving accuracy and or keyboarding speed.	1-30
BCIS 0111	Keyboarding I	Provides intensive skill building practice using drills and timed writings, which will help students increase speed and accuracy on a computer keyboard. The course covers an introduction to the computer keyboard and keyboarding techniques. 30 nwpm.	1-30
BCIS 0112	Keyboarding II	This is a continuation of keyboarding I and is designed to increase speed and accuracy to a minimum job-market level of 40 nwpm. The course is taught using computers with an emphasis on correct keyboarding techniques. Timings and drills are used to enhance keyboarding skills.	1-40
BCIS 0113	Keyboarding III	This is a continuation of Keyboarding II and is designed to increase speed and accuracy to a minimum job-market level of 50 nwpm. The course is taught using computers with emphasis on correct keyboarding techniques. Timed writings and drills are used to enhance keyboarding skills.	1-50

BCIS 0120	Computer Basics	This course provides a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail.	1-90
BCIS 0122	Computer Fundamentals	This course provides a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail.	1-90
BCIS 0140	Records Management	Covers records retention systems and presents a systematic approach to organizing and controlling paper, image, and computer records through their live cycles.	1-30
BCIS 0231	Word Processing Applications I	Focuses on basic word processing features used in creating, editing, saving, and retrieving business documents. Practical business applications involving creating and correctly formatting business documents, completing projects and solving problems will be covered.	1-90
BCIS 0232	Word Processing Applications II	This is a continuation of Word Processing Application I and is designed to provide students with an advanced knowledge of word processing skills.	1-90
BCIS 0241	Spreadsheet Applications I	This course introduces spreadsheet functions and applications. Students will learn how to design, create, manipulate, calculate, and present data. Students will utilize critical-thinking skills and apply spreadsheet techniques in developing information for business applications.	1-60
BCIS 0242	Spreadsheet Applications II	This is a continuation of Spreadsheet Applications I and is designed to provide students with advanced knowledge of formatting techniques, spreadsheet functions, analysis tools, and management techniques.	1-60
BCIS 0261	Database Applications I	Teaches the creation of database and introduces the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data.	1-60
BCIS 0262	Database Applications II	This is a continuation of Databases I and is designed to provide students with advanced skills in database design and creation, data extraction and presentation, database relationships, and data interconnectivity.	1-60
BCIS 0310	Desktop Publishing	Introduce business application features of desktop publishing. Students will arrange text and graphics to create attractive, professional-looking documents.	1-90
BCIS 0320	Electronic Presentations	Focuses on electronic presentation software, including designing and creating a presentation, adding visual and audio elements, creating output, and presenting information.	1-60

BCIS 0400	Emerging Technologies	If you want to compete in today's business world, then, it's important to keep up with technology in order to get the most out of the technology you have, to keep abreast of emerging new technology, and to find the information that will help you make the right buying decisions.		16
BCIS 0410	I Pad Programming	Participants in this hands-on course will learn about and gain practice developing iOS applications for the full line of Apple mobile devices such as iPad and iPhone. The exercises develop a business-oriented app from the ground up, which eventually incorporates all the major systems and concepts needed for most iOS apps.		4
BCIS 0500	Basic Web Design	This course is an introduction to creative design for the internet and technologies that are used for websites. It will enable the students to achieve basic understanding of the principles and practice of professional web design and development. It is intended for everybody who enjoys experimenting with creative design for the internet and who wants to learn how to build their own basic website design.		90
BCIS 0510	Web Design	This course focuses on the design and construction of Internet Web pages. Web page development using HTML and Web page editing software is discussed. All students will have hands-on experience creating and publishing their own Web pages. Word processing and file management skills are strongly recommended.		90
BCIS 0520	Web Design for Business	This course is an introduction to Web-based business. Students will discuss marketing concepts, design strategies, and technical issues as they relate to Web-based business. Students will have hands-experience creating business Web pages including shopping carts and other interactive elements.		90
BCIS 0530	ASP.NET	Thousands of businesses have used ASP.NET to build professional, dynamic websites. In this course students will learn the tools needed to build and deploy a dynamic site using ASP.NET. Covering everything from installing and configuring Visual Web Developer or Visual Studio Express for Web and SQL Server Express to creating web form pages. This course is designed to give beginning and intermediate developers hands-on-experience.		45
BCIS 0540	Cloud Computing			30
BCIS 0600	Introduction to Computers	This course is very basic. A student is assumed to have no computer skills. Personal computer basics along with basic introduction to Microsoft Word and Excel are included. Basic instruction on the Internet, E-mail, and building a home page.		30
BCIS 0610	Introduction to Word	This beginning class will teach the student how organize, analyze, and present information using Microsoft Word.		30
BCIS 0620	Introduction to Excel	This beginning course will guide the student throughout the basics of setting up and maintaining workbooks to make daily business or home based tasks faster and automated. Some basic computer skills will be needed before starting this course.		30

BCIS 0630	Introduction to Access	Teaches the creation of databases and introduces the application of database capabilities for information management. Students will learn how to design, create, manipulate, extract, and present data.	30
BCIS 0640	Introduction to PowerPoint	This course focuses on introducing Power Point presentation software, including designing and creating a presentation, adding visual and audio elements, creating output, and presenting information.	30
BCIS 0611	Advanced Word	This course is a continuation of the Introduction to Word class; the student will learn the more advanced skills of Microsoft Word.	30
BCIS 0621	Advanced Excel	This course is an advanced Course that is a continuation of Introduction to Excel and is designed to provide students with advanced knowledge of formatting techniques, spreadsheet functions, analysis tools, and management techniques.	30
BCIS 0631	Advanced Access	This course is a continuation of Introduction to Access and is set up to help a student with advanced skills in database design and creation, data extraction and presentation.	30
BCIS 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
BCIS 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
BUSN 0010	Business Writing	Focuses on business English essentials including, sentence structure, grammar, punctuation, parts of speech, and proofreading.	1-90
BUSN 0020	Business Writing Techniques	Reinforces essential English skills, while developing and applying effective written and business communication skills. This course will focus on the ability to produce clear and concise business documents in a mail able format. Students will utilize correct sentence structure, paragraph structure, word usage grammar, and punctuation while composing business correspondence.	1-90
BUSN 0030	10-Key Calculations	Prepares students on the 10-key calculator using the touch method to perform basic business math calculations. These calculations include addition subtraction, multiplication, division, percentages, fractions, and combining operations. Attention will be given to speed and accuracy.	1-60
BUSN 0100	Communication Skills I	Help develop skills and techniques in Human Technology that will increase; personal effectiveness, communication skills, with self, employees and employers. The course will also increase workplace attitudes; make change work for you and not against you and improve listening and speaking skills.	24

BUSN 0105	Communication Skills II - Lab	This is a powerful self-paced training series on the power of positive thinking and helps us identify the areas of our work lives where we may be falling into negative patterns that can affect our success and our communication in the workplace.		12
BUSN 0110	Workplace Communications I	This course looks at skills necessary to communicate effectively in professional work environments. We will cover both formal and informal communication styles and techniques; we identify what it means to be a professional in today's workplace.		16
BUSN 0115	Workplace Communications II - Lab	This is a self-paced training series that looks at many different aspects of work communication from phone conversations with customers to inter-office communications, both written and face to face.		8
BUSN 0120	Business Leadership I	Develop skills necessary to gain the competitive edge through career development, self-improvement, and volunteer programs.		16
BUSN 0125	Business Leadership II - Lab	This is a self-paced training that looks at business ethics needed to become an effective leader in the workplace.		8
BUSN 0130	Job Seeking Techniques I	This class focuses on skills needed to prepare students to apply for jobs and skills to keep a job after you have been hired. We look at trends in the work market and look at techniques for applying for work.		16
BUSN 0140	Customer Service I	This course is an introduction to acquiring the skills and attitudes necessary to build strong customer relationships and provide outstanding customer service. Dynamic training designed to provide the tools needed to impact your work.		16
BUSN 0145	Customer Service II - Lab	This is a self-paced training that looks at ways to help customers have a quality customer service experience when they interact with you in the service industry.		8
BUSN 0150	Employment Relations I	An introduction to essential human relations skills needed to maintain gainful and satisfying employment. Includes familiarization with problematic areas found in the workforce, including; solving problems, understanding relationship and diversity & increasing personal ethics.		16
BUSN 0155	Employment Relations II - Lab	This is a self-paced training that focuses on conflict resolution between co-workers and customers and how to resolve conflicts that arise in the workplace.		8
BUSN 0161	Real World Communications I	This class will look at communications from a sociological stand point. We will look and how changes in our lives and society can affect how we communicate. We will take a close look at concepts such as potential, attitudes, and habits. We will also look at how to motivate self and others.		45
BUSN 0162	Real World Communications II	This class will focus on techniques and mindsets that will better prepare an individual's for real life settings after High School or College. We will look as conflict resolutions skills and workplace relations skills.		45

BUSN 0170	Work and Education Preparation I	This course is set up to help a person by looking both at work and school options to help further their career. Topics that will be covered are test preparation skills and financial preparation for college and work.	16
BUSN 0175	Work and Education Preparation II - Lab	This is a self paced online support to the teacher lead portion of this class.	8
BUSN 0300	Introduction to Entrepreneurship	Introduction to Entrepreneurship uses the entrepreneurial approach to help students develop not only their entrepreneurial skills but also their management skills. Students learn about entrepreneurship and the fundamentals of entrepreneurship strategy. The business plan is covered.	24
BUSN 0310	FastTrac Growth Venture	Course helps existing entrepreneurs improve their business. Sustainable growth cannot be left to chance. Discover how to plan for purposeful, profitable growth, and improved business performance. Hindsight is 20/20, so take what you've learned in your business and look to the future. Create a framework to improve the performance of your business.	30
BUSN 0320	Nxlevel Business Basics	This course addresses the questions every prospective business owner must answer in order to launch a successful and sustainable new venture. Participants will learn how to identify feasible start-up opportunities, and bring them to fruition by creating a start up business plan based on shrewd market research and proven start-up management techniques.	24
BUSN 0340	Ice House Introduction to Entrepreneurship Thought	The Ice House Entrepreneurship Program is a powerful new learning program designed to inspire and engage participants in the fundamental aspects of an entrepreneurial mindset and the unlimited opportunities it can provide.	45
BUSN 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
BUSN 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
DSME 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
DSME 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
EDDT 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
EDDT 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
HEAL 0020	First Aid	Learn how to respond to common first aid emergencies, including burns; cuts; head, neck and back injuries and more. Pediatric option available.	4
HEAL 0030	CPR	Learn how to respond to cardiac and breathing emergencies in adults, including the use of automated external defibrillators (AED). Adult and infant/child CPR options available.	4
HEAL 0100	Certified Nursing Assistant Course	Students who complete this course will learn the holistic approach to safely caring for patients in a variety of settings and will develop a basic understanding of how healthcare systems operate and how to function efficiently within a facility. After completing this course and passing a state examination, students will play an essential role on a healthcare team by observing, reporting, and performing skills learned within this course. Students will understand how to work on a healthcare team to meet the patient needs.	72
HEAL 0105	Certified Nursing Assistant Clinical	Students in this course will gain experience for the Certified Nursing Assistant program through the performance of simple nursing skills that are appropriate for the profession. For example, students will learn personal hygiene, intake and output, bed making, etc. Students are required to complete hands-on clinical training at a long-term nursing facility. Training is supervised by state approved clinical instructors.	24
HEAL 0110	Certified Nursing Assistant First Aid/CPR	Students will learn to know and recognize when and how to use CPR and what is considered a life threatening condition. Students will be able to recognize an emergency and be able to perform basic First aid and CPR. Student can become certified in First Aid and CPR.	12
HEAL 0120	Certified Nursing Assistant Written Exam Refresher	This course will provide students a refresher on the pertinent information in preparing to take the Certified Nursing Assistant State Written examination.	12
HEAL 0130	Certified Nursing Assistant Skills Exam Refresher	This course will provide students a refresher on the pertinent information in preparing to take the Certified Nursing Assistant State Skills examination.	12

Course #	Course Title	Course Description	Hours
HEAL 0200	EMT Basic Certification	This course will provide the student with the skills necessary to perform the basic duties of an Emergency Medical Technician. Students will learn how to recognize the nature and seriousness of a patient's condition , or the extent of injuries, to assess requirements for emergency care and to administer appropriate care based on assessment findings. Students will be taught how to lift, move, position, or otherwise handle the patient to minimize discomfort and prevent further injury; perform triage at a mass casualty site; and perform safely and effectively the skills of an Emergency Medical Technician.	128
HEAL 0300	Introduction to Medical Terminology	This course provides the student with the skills necessary to interpret and understand medical terminology, in order to be successful in the pursuit of health occupation careers. This is accomplished by utilizing a method of study that not only instructs the students in building medical terms but also gives the student immediate application in utilizing the medical term.	90
HEAL 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
HEAL 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
MACH 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
MACH 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
HETR 0100	Forklift Refresher	This course is designed for a person who has industry experience with the forklift or has previously been certified on the forklift. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.	30

Course #	Course Title	Course Description		Hours
HETR 0200	Dozer Refresher	This course is designed for a person who has industry experience on dozer or has previously been certified on the dozer. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. this is not the full course; it is designed only as a refresher course.		30
HETR 0300	Front End Wheel Loader Refresher	This course is designed for a person who has industry experience on front end wheel loader or has previously been certified on the front end wheel loader. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.		30
HETR 0400	Tractor Loader Backhoe Refresher	This course is designed for a person who has industry experience on tractor loader backhoe or has previously been certified on the tractor loader backhoe. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.		30
HETR 0500	Road Grader Refresher	This course is designed for a person who has industry experience on road grader or has previously been certified on the road grader. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.		30
HETR 0600	Track Hoe Refresher	This course is designed for a person who has industry experience on track hoe or has previously been certified on the track hoe. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.		30
Course #	**Course Title**	**Course Description**		**Hours**

HETR 0700	CDL Refresher Course	The first step will be to refresh on Hours of Service (Log Books) and other Laws and Regulations. Next the student is to begin preparation for a Pre-Trip exam and must pass it off and also other necessary knowledge of the vehicle. Next the student will receive instruction on the Backing Skills Course and will need to pass a Backing skills test. Finally the student will receive instruction on driving "Behind the Wheel" and with trailering and cornering of the semi-tractor trailer rig, pass off a road test. All objectives will need to be passed off by the third week of class time. (Class time may be extended only because of events or holidays that may conflict with the refresher schedule). If a student misses any other days, it is up to them to make up the missed days and the University is not responsible to provide extra days (certain emergencies may be considered). If a student does not pass on time then additional fees will be assessed. All determination of someone's eligibility to enter as or complete a refresher is strictly up to the Instructor. The course includes: Use of assigned equipment (trucks, trailers, etc.), instruction bookwork, handouts, tests, computer access. etc. One Class A or B pretrip, skills and road test and if applicable, one time test at Driver License Division for: general knowledge, air brakes and combination vehicle tests is required.	100
HETR 0800	Brake Adjustment and Inspection Certification	The brake adjustment certification is a necessary certification for any person who is adjusting their own brakes on any Commercial Motor Vehicle in accordance with federal Motor Carrier Safety Administration's (FMCSA's) provisions: 396.25(1)(2)(3)CFR FMCSR. At the end of this course a person will have received the classroom and hands on training to be certified as described above.	8
HETR 0110	Forklift Journeyman Certification	This course is designed for a person who has industry experience and has met the minimum qualifications as a journeyman on the forklift. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.	8
HETR 0210	Dozer Journeyman Certification	This course is designed for a person who has industry experience and has met the minimum qualifications as a journeyman on the dozer. It will include instruction on proper equipment pre qualifications as a journeyman on the dozer. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.	8

HETR 0310	Front End Wheel Loader Journeyman Certification	This course is designed for a person who has industry experience and has met the minimum qualifications as a journeyman on the front end wheel loader. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.		8
HETR 0410	Tractor Loader Backhoe Journeyman Certification	This course is designed for a person who has industry experience and has met the minimum qualifications as a journeyman on the tractor loader backhoe. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.		8
HETR 0510	Road Grader Journeyman Certification	This course is designed for a person who has industry experience and has met the minimum qualifications as a journeyman road grader. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. this is not the full course; it is designed only as a refresher course.		8
HETR 0610	Track Hoe Journeyman Certification	This course is designed for a person who has industry experience on track hoe and has met the minimum qualifications as a journeyman. It will include instruction on proper equipment pre inspection, start up, safe maneuvering, workplace hazard training, equipment shutdown, and post inspection. This is not the full course; it is designed only as a refresher course.		8

Course #	Course Title	Course Description		Hours
MINT 0110	Surface Annual Refresher Coal M/NM	An annual mandatory course for active miners covering areas in mine safety training including, accident prevention, first aid, roof and rib control, ventilation, rules and regulations, electrical hazards.		10
MINT 0100	Surface New Miner Orientation Coal	A mandatory 16 hour orientation training class for potential surface new miners, which includes areas such as miner's rights health and safety, first aid, transportation, fires and explosions, mining methods.		16
MINT 0115	Surface New Miner Orientation Lab Coal M/NM	A mandatory orientation training class for potential surface new miners, which includes areas such as miner's rights health and safety, first aid, transportation, fires and explosions, mining methods.		4

MINT 0120	Surface New Miner Orientation 24 Coal M/NM	A mandatory 24 hour orientation training class for potential surface new miners, which includes areas such as miner's rights health and safety, first aid, transportation, fires and explosions, mining methods.		24
MINT 0130	Surface Annual Refresher Part 46	An annual mandatory 8 hour course for active miners covering areas in mine safety training including, accident prevention, first aid, roof and rib control, ventilation, rules and regulations, electrical hazards, etc.		8
MINT 0140	Surface New Miner Orientation M/NM	A mandatory 16 hour orientation training class for potential surface new miners, which includes areas such as miner's rights health and safety, first aid, transportation, fires and explosions, mining methods.		16
MINT 0160	Surface Foreman	This course is to prepare the student to take the Utah State Surface Coal Mine Foreman Certification. It includes mine gasses, testing and all applicable laws.		24
MINT 0300	Underground New Miner Orientation Coal M/NM	A mandatory 32 hour course designed to train inexperienced, potential miners in areas such as mining methods, mine gases and detecting instruments, mine ventilation, first aid and safety transportation systems, electricity, fires mine explosions, and mine equipment.		32
MINT 0310	Underground Annual Refresher Coal M/NM	An annual mandatory 8 hour course for active miners covering areas in mine safety training including, accident prevention, first aid, roof and rib control, ventilation, rules and regulations, electrical hazards, etc.		8
MINT 0320	Surface/Underground Annual Refresher Coal M/NM	An annual mandatory 8 hour course for active miners covering areas in mine safety training including, accident prevention, first aid, roof and rib control, ventilation, rules and regulations, electrical hazards.		10
MINT 0400	Train the Trainer	In this course students will study teaching techniques and lesson plan development. This course will cover types and sources of MSHA teaching materials. MSHA required forms will be covered. This course is taught in accordance with MSHA regulations.		24
MINT 0410	Instructor Part 46 Refresher (8 hour)	In this course students will study teaching techniques and lesson plan development. This course will cover types and sources of MSHA teaching materials. MSHA required forms will be covered. This course is taught in accordance with MSHA regulations.		8
MINT 0500	Initial Electrical	This course will prepare students for the Utah State Mine electrician certification test. It follows both state and federal topics for electrical certification testing.		90

Course #	Course Title	Course Description	Hours
MINT 0520	Electrical Recertification	This is an annual, mandatory course approved by MSHA that is designed for MSHA qualified electricians to meet the requirements of Part 75.153 (g) of Title 30, Code of Federal Regulations. This meets the electrician's needs for recertification, in order to retain qualification. An individual qualified in accordance with this section shall, certify annually to the District Manager, that he has satisfactorily completed a coal mine electrical retraining program.	8
MINT 0600	Mine Foreman/Fire Boss	This is a preparation course for the Utah State Coal Fire boss/Foreman certification examination. Topics that are covered include coal mine gases, ventilation, atmosphere detection, strata and methane control, coal mine dust and noise testing procedures, diesel regulations and compliance.	90
MINT 0700	Mine Rescue	The student will experience operation, wearing, and testing the four hour breathing apparatus. The properties of the Drager BG4 and the Bio-Pac breathing apparatus will be discussed. MSHA certificate will be awarded upon successful completion.	20
MINT 0710	Advanced Mine Rescue	Team building and team rescue methods. Use of mine rescue equipment in emergency procedures. Simulated rescue practice.	8
MINT 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
MINT 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360

Course #	Course Title	Course Description	Hours
WDEV 0001	Skills Lab	Student can obtain additional help and study on their Open Entry/Open Exit Courses.	1-180
WDEV 0002	Test Preparation	Student can prepare for a variety of tests such as Accuplacer, GED, MOS Certification and other tests.	1-30
WDEV 0011	A+ Writing I-A	This course covers writing complete sentences, recognizing simple sentences, sentence types, writing about a main idea, looking for errors, writing about personal surroundings, telling a story from a character's point of view, using descriptive words, and writing ideas and opinions. This course also covers writing complete subjects, complete predicates, complete sentences, fragments, run-on sentences, the writing process, writing paragraphs, writing letters, journals, titles, story endings, details, sensory words, and figurative language.	1-60

WDEV 0012	A+ Writing I-B	This course reviews subjects, predicates, fragments, run-on sentences, recognizing sentence types, the writing process from pre-writing to publishing, letters, journals, descriptions, newspaper stories, titles, story endings, details, book reports, sensory words, expository writing, comparison and contrast, literary conventions, and figurative writing. This course also reviews and guides students through the writing process, writing sentences, writing paragraphs, specialized writing assignments including narratives, journals, letters, descriptions, titles, story endings, and book reports. This title also covers sensory words, expository writing, imagery, and analogies.	1-60
WDEV 0013	A+ Writing I-C	This course reviews the writing process, writing using a variety of writing strategies, sequencing ideas, writing complete sentences, identifying run-on sentences and sentence fragments, formal and informal language in writing, writing analogies, using the library to access information, summarizing, writing sketches, ideas and opinions, essays, poetry, drama, and folk literature. Course also covers writing sentences and paragraphs, narrative, expository, descriptive, and persuasive paragraphs, analogies, newspaper stories, book reports, summarizing, writing story endings, using formal and informal language, and sketches.	1-60
WDEV 0014	A+ Writing II	This course includes the following topic areas: identifying the audience, writing of introductory and concluding sentences using a variety of techniques, organization skills, identifying sentence types and their punctuation, writing narrative and expository stories, summarizing skills, writing biographical sketches, essays, and creative writing. Course also reviews the writing process from brainstorming to publishing, specialized writing assignments including journal writing, writing paragraphs, writing using formal and informal language, letter writing, analogies, summaries, and book reports. This course also provides hints on how to use a library to access information.	1-90
WDEV 0015	Technical Writing	This course is designed to cover the basic writing skills needed by students who are enrolled in auto mechanics, diesel mechanics, electronics, machine tool technology, and welding. Write logical sentences and paragraphs, utilize correct word usage, grammar and punctuation rules, compose clear and concise messages and produce mail able business documents.	1-45
WDEV 0020	Applied Math	This course is designed to cover the basic skills needed by students who are enrolled in auto mechanics, diesel mechanics, electronics, machine tool technology, and welding. Review of the basic arithmetic, learn problem solving skills, gain skills in metric measurement systems and conversions. gain skills in ratio and proportions and operations with formulas.	1-30

Course #	Course Title	Course Description	Hours
WDEV 0021	A+ Math I-A	This course is an introduction to mathematical concepts. The lessons cover numbers and counting, ordering numbers, ordinal numbers, addition readiness, vertical addition, subtraction readiness, number sense, vertical subtraction, fact families, word problems, addition sentences, subtraction sentences, identifying the operation needed to solve a problem, reading and creating graphs, identifying and counting coins, measuring length, weight, and temperature, telling time, three-dimensional figures, symmetry, and fractions. This course also strengthens mathematical skills in the following areas: numbers and counting, odds and evens, money and money strategy, graphing, addition and subtraction, using a calculator, measurement, telling time, solving story problems, fractions, and estimating. It also introduces students to measuring perimeter, congruent and symmetrical objects, probability, problem-solving strategies, logic, ordered pairs, multiplication, and division. The lessons also review reading time on digital or analog clocks.	1-60
WDEV 0022	A+ Math I-B	This course covers the following topics: addition and subtraction with regrouping, counting bills and coins, using a number line, using mental math, measuring length with standard and nonstandard measurements, using bar graphs, using a calculator, finding mean, median, mode and range, estimating and measuring capacity, time, and weight, reading temperatures in Celsius and Fahrenheit, multiplying three numbers, measuring area, dividing by tens and hundreds, adding and subtracting fractions, solving problems using pictographs, decimals, probability, plane figures, ordered pairs, identifying faces, edges, and corners, and using logical reasoning. This course also contains lessons covering the five-step process for problem solving, grouping addends, addition and subtraction, odd and even numbers, multiplication and division problems using money , using a calendar, temperature, writing decimals to the tenths and hundredths positions, line segments and angles, comparing maps and grids, comparing graph types, and formulating information into a story problem.	1-60
Course #	Course Title	Course Description	Hours

WDEV 0023	A+ Math I-C	This course covers exponents, standard, expanded, and word forms of numbers, writing decimals, adding and subtracting decimals, the properties of addition, the five-step thinking plan, multiplying two- and three-digit numbers, surveys, uses of line and circle graphs, Venn diagrams, least common multiples, units of length, elapsed time, lines and angles, circles, perimeter, circumference, pyramids, and probability. This course also strengthens mathematical knowledge and ability in the areas of rounding numbers, estimation, place value, properties of numbers, multiplying decimals, dividing by one- or two-digit numbers, prime numbers, equivalent fractions, tallies, identifying variables, solving equations, length, capacity and weight units, temperature, lines and rays, parts of a circle, perimeter, positive and negative integers, and ordered pairs.	1-60
WDEV 0024	A+ Math II	This course introduces the student to advanced math; the student will learn distributive properties, inverse operation, factors, number theory, mixed numbers, ratios, percent concepts, commissions, measurements of length, mass/weight, metric units, points, angles, calculating perimeter, area, volume, using a number line, graphing ordered pairs, randomly occurring events, counting principle factorials, introduction to algebra, rays, quadrilaterals, Pythagorean Theorem, slope, binomials, determinants, Cramer's Rule, number notation, multiplicative property of zero, inverse operations of multiplication and division, factors, exponents, statistics, scatter plots basic geometric terms, circles, area, volume, size, and cosine ratios.	1-90
WDEV 0031	A+ Reading I-A	This course introduces students to the identification of upper and lower case letters, vowels, consonants, patterns in consonants and vowels, classifying, word families, antonyms, homophones, compound words, synonyms, phonograms, prefixes and suffixes, introduction to nouns and verbs, predicting outcomes, interpreting feelings, drawing conclusions, story details, similarity and difference, cause and effect, spatial-position clues, charts, and graphs. Course also covers consonants and vowels, verbs, nouns, plurals, pronunciation, root words, prefixes and suffixes, context clues, abbreviations, core subject words, analogies, sequencing, main ideas and details, fact and opinion, classifying, characterization, common expressions, story elements, purpose in writing, fiction, and nonfiction.	1-60
WDEV 0032	A+ Reading I-B	This course continues with a review of consonants, vowels, verbs, plurals, syllables, prefixes and suffixes, context clues, core subject words, abbreviations, alphabetizing, sequencing, classifying, recognizing main ideas, story details, tables, diagrams, graphs, fact and opinion, comparison and contrast, predicting outcomes, fiction and nonfiction, folktales and fables, reality and fantasy, literary forms, and figurative language. This course also focuses on consonants, vowels, verbs, plurals, pronunciation, syllables, root words, prefixes and suffixes, homonyms, words with multiple meanings, recognizing main ideas, cause and effect, characterization and other story elements, summarizing and paraphrasing, point of view, purpose in writing, common expressions, fiction and nonfiction, tall tales, folktales, fantasy, literary forms, and figurative language. Selected authors include White, Henry, Irving, and Emerson.	1-60

Course #	Course Title	Course Description	Hours
WDEV 0033	A+ Reading I-C	This course covers sound-letter correspondences, blends, digraphs, diphthongs, review of vowels, verbs, contractions, plurals, word analysis skills including suffixes, prefixes, analogies, connotation and denotation, pronunciation and syllabification, comprehension skills including sequencing and classifying, recognizing main ideas, story elements, prior knowledge, reading selections to demonstrate setting, reality and fantasy, poetry, short stories, propaganda and bias, narrative and expository materials, and high frequency words. Selected authors include Irving, Burnett, Tennyson, Emerson, Twain, and Wordsworth. This course also instructs students in pronunciation skills and symbols, review of consonants, vowels, verbs, word analysis skills, sight words, core subject words, words with multiple meanings, sequencing, alphabetization, comprehension skills including conflict and climax, fiction, nonfiction, fables, poetry, figurative language including alliteration, assonance, onomatopoeia, irony, personification, flashback, and foreshadowing. Selected authors include Burnett, Longfellow, Irving, Defoe, Crane, Burns, and Poe.	1-60
WDEV 0034	A+ Reading II	This course teaches and reviews verbs, consonants, vowels, word analysis skills including Greek and Latin words, connotation and denotation, word similarities, abbreviations, comprehension skills including classifying, comparing and contrasting, recognizing cause and effect, point of view, literary terms, elements of fiction, examples of newspaper writing, poetry, drama, and figurative language. Selected authors include Dickens, Twain, Washington, Crane, Stevenson, Hardy, London, Shelley, Dryden, and Sidney. This course also focuses on consonants, vowels, verbs, word analysis skills including Greek and Latin words, compound words, antonyms, homonyms, core subject words, comprehension skills including recognizing outcomes and conclusions, cause and effect, predicting outcomes, common expressions, biography and autobiography, poetry, literary devices, and figurative language. Selected authors include Tolstoy, Longfellow, Emerson, Henry, Franklin, Thoreau, Irving, Bierce, Bradstreet, Henry, Shakespeare, and Lawrence.	1-90
Course #	Course Title	Course Description	Hours
WDEV 0041	A+ Vocabulary I-A	This course is an introduction to sounds, long and short vowel sounds, special sounds formed by various letter combinations, using the letter as a vowel, silent vowels, the schwa sound, various diphthongs, initial and final consonants, like and unlike letters, blends and digraphs, basic sight words, word families, root words, and compound words. Also includes recognizing long and short vowel sounds in example words, review of long and short vowels, initial and final consonants, like and unlike letters and words, blends and digraphs, sight words, syllabification skills, dictionary skills, and special vocabularies.	1-60

WDEV 0042	A+ Vocabulary I-B	This course builds on the skills of recognizing long and short vowel sounds in example words, review of long and short vowels, initial and final consonants, like and unlike letters and words, blends and digraphs, sight words, syllabification skills, dictionary skills, special vocabulary words, base words, compound words, synonyms, and antonyms. Also provides dictionary and thesaurus skills and usage, review of sight words, parts of speech, words in context, analogies, Latin and Greek roots, word recognition, words borrowed from names and places, core word vocabulary, words used in testing, grade-level review of long and short vowels, silent consonants, sounds, and combinations.	1-60
WDEV 0043	A+ Vocabulary I-C	This course covers parts of the dictionary, open and accented syllables, review of the eight parts of speech, synonyms, antonyms, homonyms, homographs, prefixes, suffixes, Latin and Greek roots, core vocabulary words, short and long vowel sounds, words that have the /ur/ sound, words ending in the letter "y," consonants, digraphs, and the /or/ sound. Also covers how to use a thesaurus, multiple meanings of words, strategies for solving types of word relationships, improving vocabulary through synonyms and antonyms, using context, prefixes, suffixes, and roots, foreign terms, short vowel sounds, diphthongs, initial consonants, and the /oo/ sound.	1-60
WDEV 0044	A+ Vocabulary II	This course includes identification and use of closed, open, and accented syllables, using a pronunciation key, synonyms, antonyms, words in context, words borrowed from names and places, foreign phrases, test taking strategies, identifying the /y/ sound in words, vowel clusters, separate sounds for the consonants "c," "g," and "s," and the sound of /ph/. Also reviews how to use a dictionary, the origin of words, parts of speech, analogies, homonyms, homographs, strategies for critical recognition of small words in larger words, foreign terms, sounds made by /au/ and /aw/, initial and final consonants, and introduces words that use silent letters.	1-90
WDEV 0050	A+ Personal Finance	An important aspect of every student's future is the ability to plan and implement sound and responsible financial goals. The Personal Finance course will educate students in a variety of financial and monetary subjects, including the foundations of economics, preparing a budget, understanding paychecks and tax deductions, banking, and the importance of researching the quality of goods to make consumer choices.	1-90
WDEV 0100	Motorcycle Safety	Riding a motorcycle can be a challenge. To meet the challenge of motorcycling, a rider needs skill and knowledge. That's what the Motorcycle Safety Foundation: Basic Rider Course will give you, physical skills to make your motorcycle perform like an extension of yourself.	15
WDEV 0300	Flagger Certification	Individuals who successfully complete this training will receive a Utah Department of Transportation (UDOT) "Flagger" certification. Training is three hours and concludes with a final examination. The job of being a Flagger is an important one. The lives of workers and the traveling public rest with a flagger's ability to competently perform the job. Certification is good for three years.	6

WDEV 0200	OSHA Construction	The OSHA 30-Hour Training for the Construction Industry course includes several topics valuable to construction related work such as Fall Protection, Excavations, Scaffolding, Concrete and Masonry, OSHA Inspection Procedures and more.		30
WDEV 0210	OSHA Hydrogen Sulfide H2S	Hydrogen sulfide (H2S) gas is a common hazard in the oil and gas industry. Upon completion of this H2S training, student will demonstrate knowledge of the sources of hydrogen sulfide, its physical and chemical properties and effects on the body, hydrogen sulfide exposure controls and exposure response. This H2S training course is intended to assist the student in meeting the requirements of OSHA Standard 1910.1000 Table Z-2 and the General Duty Clause Section 5(a)(1).		4
WDEV 0220	OSHA Workplace Hazard Assessment	For hazard assessment in the workplace, the strongest weapon in controlling and removing workplace hazards is for all associates to recognize them. Course will review types of hazards (physical, chemical, biological, and ergonomic), hazard recognition, associate training concepts and control strategies relating to general industry and construction.		10
WDEV 0230	OSHA Welding & Hot Works	Welding and Hot Work, such as brazing or grinding present a significant opportunity for fire and injury. All precautions of this program must be applied prior to commencing any welding or hot work by company employees or contractors. Reference: OSHA 29 CFR 1910.252		8
WDEV 0240	OSHA General Industry Training/30 Hour	The OSHA 30-Hour Training for the General Industry course includes several topics related to general industry work such as Personal Protective Equipment, Fire Detection and Prevention, Flammable and Combustible Liquids, Machine Guarding, Industrial Hygiene.		30
WDEV 0250	OSHA General Industry Training/10 Hour	The 10 - Hour General Industry Outreach Training Program is intended to provide entry-level general industry workers broad awareness on recognizing and preventing hazards on a general industry site. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act part 1910. special emphasis will be placed on areas most hazardous using OSHA standards as a guide.		10
WDEV 0401	Energy Essentials	This course will explore both current and potential energy sources that may be used to meet our future energy needs. Industry guest speakers will provide additional information on energy resources and give students an understanding of career prospects in the energy field.		60

Course #	Course Title	Course Description	Hours
WDEV 0500	College Readiness - Elementary Algebra	Preparation is the key to success. Many students initiate their postsecondary education only to find they are underprepared to begin college-level coursework. This course can be used in preparation for college-level placement tests or as an intervention for skill level development. Elementary Algebra encompasses some of the basic concepts of algebra, one of the main branches of mathematics. It is typically used by students who are wanting to build their understanding of arithmetic. Course is aligned to Accuplacer.	1-90
WDEV 0510	College Readiness - College Algebra	Preparation is the key to success. Many students initiate their postsecondary education only to find they are underprepared to begin college-level coursework. This course can be used in preparation for college-level placement tests or as an intervention for skill level development. Prepares students for 4-year college and university mathematics by developing thorough mastery of the intermediate algebra topics necessary for students to progress into College Algebra. Course is aligned to Accuplacer.	1-90
WDEV 0520	College Readiness - Sentence Skills	This course will help prepare the student to begin their postsecondary learning experience. Skill-level assessments for Sentence Skills and automatic and individualized prescriptions that ensure proper coursework assignments to most efficiently address each student's learning needs.	1-90
WDEV 0530	College Readiness - Reading Comprehension	This course will help prepare the student to begin their postsecondary learning experience. Skill-level assessments for Reading Comprehension and automatic and individualized prescriptions that ensure proper coursework assignments to most efficiently address each student's learning needs.	1-90
WDEV 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
WDEV 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
Course #	Course Title	Course Description	Hours
WELD 0010	Welder Certification	Welding certifications are designed to ensure the welders skills are up to the code they will be working under. Welding certifications are also documented to prove that the welder is qualified under that code. Welding codes vary a lot depending on the type of work being done.	6

WELD 0301	Intro to Welding Technology	This course is designed for the beginner. Includes shop safety and introduction to welding methods.	180
WELD 0302	Intro to Welding Technology II	Intermediate level including student projects and industrial applications.	180
WELD 0798	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360
WELD 0799	Special Problems	Individual work approved by the department instructor. Time and membership hours to be arranged.	1-360