

Application for a New Course v10.7

Consult with program director and dean before changing responses in red type.

Course ID (<i>Subject and Number</i>)	ITA 460
---	---------

I. Systems and Catalog Information Complete each item.

1	Course Developer	Dr. Joe Feliciano
2	Course Instructor	Dr. Joe Feliciano and TBD
3	Course Title	Managing Technical Projects
4	Course Abbreviation for Banner if title is more than 30 characters	Managing Technical Projects
5	College	College of Graduate and Professional Studies
6	Department or School	School of Undergraduate Studies
7	Number of Credit Hours	3
8a.	Number of contact hours – lecture	3
8b.	Number of contact hours – lab/activity	0
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	N/A
11	Is the course repeatable for additional credit?	no
12	Maximum total number of credit hours a student can earn for this course	3
13	What type of course is this? (Select one option. Please see Schedule Type definitions on Page C.)	☒ Traditional lecture ☐ Traditional lab ☐ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation
14	Number of faculty workload hours	3
15	Grade Mode	☒ Standard ☐ Credit/No Credit (undergrad only)

16	Maximum Enrollment	25
17	Catalog Description (50 words or less)	Students apply knowledge of IT in the development of project management skills as defined by the Project Management Institute. Prerequisite: ITA 405
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	ITA 405 Systems Development Processes and Methodologies
19	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	n/a
20	If the course is cross-listed, specify the Course ID(s)	N/A
21	Does this course require any additional student course fees?	☒ No ☐ Yes If yes, attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-7.
22a	Will the course be offered in fall terms?	☐ No ☒ Yes If yes: all, even, or odd years?
22b	Will the course be offered in spring terms?	☐ No ☒ Yes If yes: all, even, or odd years?
22c	Will the course be offered in summer terms?	☐ No ☒ Yes If yes: all, even, or odd years?
23	First semester this course will be offered under new Course ID. <i>May not be earlier than two parts of the term in the future.</i>	Spring 1 (2021)
24	Is this course required for a degree/s?	☐ No ☒ Yes If yes, attach a revised degree plan(s) reflecting the placement of the new course. (Course is replacing ITC 460 in the degree plan)
25	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	☒ No ☐ Yes If yes, provide rationale:

26	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	☒ No ☐ Yes If yes, provide course ID, term, and enrollment:
27	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-4.</i>	n/a

II. Curriculum

- A. Explain effect on degree plans. If the addition of the course alters degree requirements, submit a separate Approval Chart for Curriculum Change to update the degree plan.

This course will continue to teach the concepts of IT project management much as ITC 460, which is the course it will be replacing. The major shift will be in the capstone and writing intensive components from ITC 460 to ITA 491. This course replaces ITC 460 Managing Technical Projects thus no additional credit will be added to the program. No program or curriculum changes, other than this course replacement, is proposed.

- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

The addition of this course will allow for the shift in writing intensive and capstone requirements from this project management course to ITA 491 which lends itself more directly to serve in the capacities simply by the nature of the term project that students complete. Students will focus more directly on the creation of a project management plan in accordance with the principles outlined in the Project Management Institute Body of Knowledge.

III. Course Design

- A. Audience and Course Goal

1. Describe the intended audience, including prerequisite skills.

Since students will be expected to have a full understanding of the field of IT, and have identified an area of preference so the target audience will be students in the final year of the BSITA program. The course requires students to apply their IT knowledge, team management, and project management skills to create a project plan.

2. State the overarching course goal(s) in performance terms.
 - A. Apply the system development lifecycle to the development of a technical project.
 - B. Create components of a project plan.
 - C. Describe the tools and techniques that are currently utilized in technical project management.
 - D. Compare and Contrast the differences between technical project management and other projects.

E. Identify the critical areas as defined by the Project Management Institute (PMI).

B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Know and apply the fundamental theories of PLC, SDLC and the PMI body of knowledge	Discussion Questions and Assignments
2	As a member of a PM team, plan and execute a large project that demonstrates expertise in project management skills	Discussion Questions and Assignments
3	Acquire confidence to plan and execute large real-world projects by developing organizational skills, ability to manage deadlines, and work effectively as part of a technical team	Discussion Questions and Assignments
4	Demonstrate effective written communication skills	Discussion Questions and Assignments

3. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings. For **combined undergraduate/graduate** courses, make two lists:

Schwalbe, Kathy, Information Technology Project Management, 9th Edition. Cengage Learning, 2018.
ISBN-13: 9781337101356

A Guide to the Project Management Body of Knowledge (PMBOK® Guide)–Sixth Edition. Project Management Institute, 2017. ISBN: 9781628251845, 1628251840
eText ISBN: 9781628253900 (Available at the ACU Library
at:http://ezproxy.acu.edu:2059/login.aspx?direct=true&AuthType=sso&db=nlebk&AN=1595320&site=eds-live&scope=site&custid=s8479690&ebv=EB&ppid=pp_Cover)

Resources for the course will be determined by the Subject Matter Expert (in consultation with the Program Director) when the course is under development with the instructional design team.

IV. Supporting Documentation

Required of all applications

1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
3	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's provisional memo of support.
Attach if applicable	
4	Content Overlap — Include one document for each course you listed in Section I-28. Attach statement from instructor/dept chair of existing course justifying the new offering.
5	Program Resources — List the resources that support the course and are available only through the program, if applicable. Attach the list of the holdings and the location/s.
6	Resources — List resources (other than library or program resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
7	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
8	Justification — Attach any documents to which you refer in Section II-B.

ITA 460: Managing Technical Projects

2020 Section ITA 460 3 Credits 06/05/2020 to 06/05/2021 Modified 08/07/2020

Mission Statements

University Mission Statement

The mission of Abilene Christian University (ACU) is to educate its students for Christian service and leadership throughout the world.

This mission is achieved through the following:

- Exemplary teaching, offered by a faculty of Christian scholars, that inspires a commitment to learning;
- Significant research, grounded in the university's disciplines of study, that informs issues of importance to the academy, church, and society; and
- Meaningful service to society, the academic disciplines, the university, and the church, expressed in various ways, by all segments of the Abilene Christian University community.

College Mission Statement

The mission of the College of Graduate and Professional Studies (CGPS) is to prepare students for Christian service and leadership by providing them with the knowledge and skills to advance their careers, thereby placing them in positions of influence for the expansion of God's purposes in the world.

Program Mission Statement

The mission of the Bachelor of Science in Information Technology Administration program is to equip non-traditional students seeking a bachelor's degree for Christian leadership and service in a variety of professional and societal contexts.

Integration of Christian Faith

Within the College of Graduate and Professional Studies, faith integration is the intentional and comprehensive focus on the intersection of faith, education, and context. Students will engage in theological reflection and lived practice as they pursue their academic discipline resulting in a more grounded understanding of their identity, relationship to the world, and connection to the life and mission of God.

Course Description

ITA 460 Managing Technical Projects: Students apply knowledge of IT in the development of project management skills as defined by the Project Management Institute. Prerequisite: ITA 405.

Program and Student Learning Outcomes

Program Learning Outcome #1. Knowledge Base in Information Systems and Technology Students will be knowledgeable IT professionals capable of problem-solving and solution implementation.

- SLO 1.1 Students will be able to list and differentiate the basic functions and processes within the information technology

discipline.

- SLO 1.3 Students will be able to propose, develop and implement workable solutions for structured IT problems.
- SLO 1.4 Students will be able to describe current topics in the field of Information Technology and will be enabled to gain relevant professional certifications.

Program Learning Outcome #3. Effective communication Students will be able to communicate technical information within an organization in a variety of modalities.

- SLO 3.1 Students will be able to craft clear and concise written communication for different audiences and purposes.
- SLO 3.2 Students will be able to create coherent and professional oral arguments and presentations for different audiences and purposes.

Program Learning Outcome #4. Ethical and social responsibility Students will develop ethically and socially responsible behaviors appropriate to professional information technology settings.

- SLO 4.2 Students will be able to demonstrate professional and ethical standards appropriate to the field of information technology.

Week	Course Level Objectives	Outcome Measures	Aligned Student Learning Outcomes
1	Identify the key knowledge areas of project management.	Discussion Question: What is a project? Assignment: History of Project Management	1.4, 3.1
	Utilize project management, terminology in project communication.	Assignment: History of Project Management	1.4, 3.1
	Utilize clear and concise written communication for different types of projects.	Assignment: History of Project Management	1.4, 3.1
	Propose, develop, and implement solutions for numerous projects	Assignment: History of Project Management	1.4, 3.1
2	Utilize clear and concise written communication for different types of projects.	Discussion Question: Project Integration Management	1.1, 3.1
	Demonstrate professional and ethical standards appropriate to managing numerous types of projects	Discussion Question: Project Integration Management	1.1, 3.1
	Communicate ways to manage projects in numerous areas of business	Discussion Question: Project Integration Management Assignment: Project Scope Management - Creation of a Work Breakdown Structure (WBS)	1.1, 3.1
	Create a Work Breakdown Structure to break complex activities into a collection of tasks.	Assignment: Project Scope Management - Creation of a Work Breakdown Structure (WBS)	1.1, 1.3, 3.1
3	Utilize project management terminology in project communication	Discussion Question: Project Cost Management - Earned Value Management (EVM)	1.1, 3.1

	Utilize project management software to plan and schedule tasks and allocate resources	Assignment: Project Schedule Management: Creation of a project schedule using Smartsheet.	1.1, 3.1
	Evaluate how Earned Value Management (EVM) can be utilized to control costs and measure project performance.	Discussion Question: Project Cost Management - Earned Value Management (EVM)	1.1, 3.1
4	Utilize project management terminology in project communication	Assignment: Project Risk Management – Companies Taking Risks	1.1, 3.1
	Describe outcomes of quality control,	Discussion Question: Project Quality Management – Quality Control	1.1, 3.1
	Identify types of risks which threaten the success of a project.	Assignment: Project Risk Management – Companies Taking Risks Assignment: Project Risk Management - Risk Register	1.1, 3.1
5	Utilize project management terminology in project communication	Discussion Question: Project Procurement Management – Contracts	1.1, 3.1
	Evaluate third-party contracts to determine cost effectiveness for a project.	Discussion Question: Project Procurement Management – Contracts Assignment: Project Procurement Management – Source Selection Criteria	1.1, 3.1
6	Utilize project management terminology in project communication	Discussion Question: Project Stakeholder Management – Identifying Stakeholders Assignment: Project Communication Management – Planning Communications Management	1.1, 3.1
	Communicate more effectively within a project to the team members and especially the stakeholders.	Discussion Question: Project Stakeholder Management – Identifying Stakeholders Assignment: Project Communication Management – Planning Communications Management	1.1, 3.1
7	Utilize project management terminology in project communication	Discussion Question: Project Resource Management – Conflict Management	1.1, 3.1, 3.2, 4.2
	Propose, develop, and implement solutions for numerous projects	Assignment: Project Resource Management – Resource Histogram	1.1, 3.1
	Communicate more effectively within a project to the team members and especially the stakeholders	Discussion Question: Project Resource Management – Conflict Management	1.1, 3.1, 3.2, 4.2
	Utilize conflict management techniques to resolve conflicts between team members	Discussion Question: Project Resource Management – Conflict Management	1.1, 3.1, 3.2, 4.2
	All Course Level Objectives	Assignment: Cumulative Final Quiz	1.1, 1.4, 3.1

Course Materials

- Schwalbe, Kathy, Information Technology Project Management, 9th Edition. Cengage Learning, 2018. ISBN-13: 9781337101356
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide)–Sixth Edition. Project Management Institute, 2017. ISBN: 9781628251845, 1628251840 eText ISBN: 9781628253900 (Available at the ACU Library)

Course Requirements

The requirements for this course include participating in online discussions and completing all of the assignments. General descriptions of the course requirements are below. See the Canvas modules for detailed assignment instructions.

Discussion Questions

In order to actively participate in discussions, you will need to log in multiple days each week. This will help you stay up-to-date on the discussions and allow you to make more thoughtful postings. You are expected to answer all of the discussion questions assigned in a week in a substantive manner. All initial postings and responses will be due by 11:59 pm CST by the due date indicated in Canvas. No late posting will be accepted.

Weekly Assignments

Note: the full assignment description, due date and instructions for each are found in the Modules section in your online classroom (Canvas). Please pay careful attention to the instructions provided and the rubrics for each assignment.

History of Project Management

Utilizing a word processing application, write a minimum of a two page document stating the project knowledge areas applied in the Giza Pyramid project and how they helped or hindered this venture.

Project Scope Management - Creation of a Work Breakdown Structure (WBS)

Creation of a Work Breakdown Structure (WBS) from either a previous project or ones described in the course textbook, utilizing the MindView application or a word processing application.

Project Schedule Management: Creation of a project schedule using project management software

Development of a project schedule using the Smartsheet application concerning upgrading 25 computers to Windows 10 in a IT Support department of a corporation.

Project Risk Management – Companies Taking Risks

Using a word processing application, create a minimum of a two page document stating why two projects chosen either succeeded or failed at the outcome.

Project Risk Management - Risk Register

Review of the Global Treps Project found in the course textbook and creation of a risk register in a word processing application of the risks found in the project.

Project Procurement Management – Source Selection Criteria

Evaluating sellers of smartphone wireless plans according to criteria and weights provided and stating which ones are most appropriate using a word processing application.

Project Communication Management – Planning Communications Management

Creation of a table showing the stakeholders in a project recently worked on or one stated in the course textbook showing the appropriate information listed utilizing a word processing application.

Project Resource Management – Resource Histogram

Development of a histogram in a word processing application showing project resources and their usage in a project stated.

Cumulative Final Quiz

The final quiz is composed of 50 multiple choice questions. The quiz covers all content that is covered in weeks 1 through 7.

Course Policies

Note: Please see the Canvas course for information on the faculty as well as all due dates.

Engaged Learning in an Online Format

This online course invites students into a community of engaged scholarship. The course consists of seven weekly modules, with a new module beginning each Tuesday morning in the Canvas LMS (Learning Management System). We expect students to log in to the course frequently, master the course material, whether written or in other digital media formats, and to engage the professor and fellow students through the Canvas medium.

Note: If a student fails to log in the course for the first 7 days of the official course, the student will receive an email notifying them that they are at risk to be administratively withdrawn from the course. The student will have 72 hours to log into the course from that email notification. If the student does not log into the course in that period of time, they will be administratively withdrawn. The last day to withdraw from a course is the Wednesday before the last week of class. Please reference the handbook calendar for a full list of dates. If a student has not participated in the course at any point, before the last week of class the student will be administratively withdrawn. An assignment is defined as a paper, quiz, discussion post, or project in the course. If a life situation occurs that will prevent the student from participating in the course for a brief period of time, the student is responsible for communicating this to their Student Service Advisor and/ or New Student Ambassador, and instructor to make appropriate arrangements.

Technology Requirements

Students should ensure they meet the technology requirements as outlined in the ACU Online Student Handbook.

Paper Specifics

In this course, specific instructions for each paper are given in the assignment directions. Please pay attention to the instructions given, such as the number of resources needed and how to cite sources.

Papers should be submitted through the Canvas submission portal as a .docx, .doc, or .pdf files, no email submissions will be accepted. All papers should be neat, contain no misspellings, contain no typing errors, and employ proper grammar and syntax. If your paper contains pervasive grammatical errors, the professor may return the paper without grading it and ask for a rewrite for a maximum grade of 80%. Your faculty will determine the date for submission of the revised paper.

Late Assignments

Assignments are due by 11:59 pm Central Standard time on the due date. Refer to the Canvas Syllabus link or the Canvas Modules link for a list of all due dates. Penalty for late assignments is 10% per calendar day late. Weekend days are counted as late days. No credit will be awarded for late discussion posts. Extra credit will not be available in this course.

Academic Integrity

Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Academic work includes but is not limited to reading assignments, assessments and examinations, attendance at required out-of-class activities, written or oral presentations, laboratory experiments and research. Assignments may or may not be submitted through the TurnItIn plagiarism checker.

The Academic Integrity and Honesty Policy is available on the ACU Provost's Office [webpage](#), where you may find detailed information regarding what constitutes academic dishonesty and resultant disciplinary actions. The student should seek clarification from the instructor regarding the re-use of work, as this may or may not be appropriate and is dependent on the

assignment. Academic dishonesty may have, but not be limited to, the following consequences:

- losing points on an assignment.
- failing an assignment.
- failing a course.
- having a record of improper conduct in the dean's office which oversees the course in which the infraction was made.
- being dismissed from the university.

The process and timeline for appeals can be found on the ACU Provost's Office webpage.

* ACU Learner Support, Resources, and Services

Anti-Harassment Policy

Harassment will not be tolerated at Abilene Christian University. As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is defined as unwelcome behavior or conduct based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in University programs or activities, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity. Therefore, it is the purpose of the Anti-Harassment Policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the ACU community, including trustees, faculty, staff, students, and volunteers at Abilene Christian University. For a more in-depth review of the university's anti-harassment policy, the full definition of harassment, and procedure for reporting, visit: <http://www.acu.edu/student-life/anti-harassment.html>.

As a professor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. However, I am required to share with the Title IX coordinator information regarding sexual misconduct or information about an incident that may have occurred at ACU. Students may speak to someone confidentially by contacting the ACU Counseling Center.

ACU Online Student Handbook

The current version can be found [here](#)

(https://acuonline.my.salesforce.com/sfc/p/#E0000000cKPT/a/440000006AA9/RWbLcDg6R9gR8DgTJwQdECczCHnjwM1_0WvJs6b4qeY).

ACU Dallas Student Code of Conduct

The ACU Online Student Handbook contains an online student Code of Conduct which describes appropriate and inappropriate forms of electronic communication and online behavior as well as information about student integrity in scholarly work. Students may be dismissed from the university for failing to adhere to the Code of Conduct.

ADA Compliance Statement

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call our office directly at (325) 674-2667 or alpha@acu.edu.

Library

Abilene Christian University provides library services to online students through the Distance Learning Portal at

<http://guides.acu.edu/distance>. Students will use their single sign-on credentials to gain access to the library content. The Distance Learning Portal contains information about citation help, requesting materials, research guides, and degree program specific resources. Video tutorials on how to search the library's resources, including electronic journal titles, are available for students to view at any time. ACU also has dedicated staff that serve our online students, for help with refining topics, including dissertation and final project topics, searching databases, or other library help. To contact the online librarian, please visit <http://guides.acu.edu/c.php?g=824708&p=5887421>. For research assistance, you can visit <http://asklibrary.acu.edu> and submit your question through the web form or get help via text or chat.

✓ Grading

Grades are awarded based on point accumulation. Each assignment has a maximum number of points that can be earned by successfully completing the assignment. Partial points will be awarded for meeting some but not all of the standards identified for each project or assignment.

Letter grades correspond to the percentage of points accumulated as outlined in the table below. No extra credit will be given.

Range	Grade Assigned
89.5% - 100%	A
79.5% to <89.5%	B
69.5% to <79.5%	C
59.5% to <69.5%	D
0% to <59.5%	F

Points Per Assignment

Deliverable	Week	Type	Points
Getting to Know Your Class	1	Discussion	5
What is a project?	1	Discussion	20
History of Project Management	1	Assignment	100
Project Integration Management	2	Discussion	25
Project Scope Management - Creation of a Work Breakdown Structure (WBS)	2	Assignment	100
Project Cost Management - Earned Value Management (EVM)	3	Discussion	25
Project Schedule Management: Creation of a project schedule using project management software.	3	Assignment	100

Project Quality Management – Quality Control	4	Discussion	25
Project Risk Management – Companies Taking Risks	4	Assignment	100
Project Risk Management - Risk Register	4	Assignment	50
Project Procurement Management – Contracts	5	Discussion	25
Project Procurement Management – Source Selection Criteria	5	Assignment	100
Project Stakeholder Management – Identifying Stakeholders	6	Discussion	25
Project Communication Management – Planning Communications Management	6	Assignment	100
Project Resource Management – Conflict Management	7	Discussion	25
Project Resource Management – Resource Histogram	7	Assignment	50
Cumulative Final Quiz	7	Quiz	50
Vocational Formation Reflection Essay: The Discipline of Hope	7	Vocational Formation Reflection	25
		Total Points	1000

Course Outline and Schedule

(Schedule subject to change; See the Canvas course for updated information on due dates.)

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: August 7, 2020
TO: Dr. Joe Feliciano
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for ITA 460 – Managing Technical Projects

After review of the course syllabus, Capstone Application, and Writing Intensive Course application, the Library can support the proposed course. Thank you for letting us review the course development template.

ABILENE CHRISTIAN UNIVERSITY
DUNCUM CENTER SOLUTIONS

M E M O R A N D U M

DATE: August 7, 2020
To: Dr. Joe Feliciano
FROM: Lori Anne Shaw, Executive Director for Duncum Center Solutions & Academic Services
RE: Course Application for ITA 460 - Managing Technical Projects

After reviewing the course application and syllabus, Duncum Center Solutions (DCS), the instructional design team for ACU Dallas, is able to support the proposed course. Please let the DCS team know if additional instructional design support is required for the course. Thank you for letting us review the course application and syllabus.

ACU Dallas Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Advise & Respond

Course Number: ITA 460

or Degree Plan(s):

Circle the number that corresponds to the requested change.

	Change to a Course	A	I	R	O	S
1.	Title (description unchanged)	A	A	I	I	I
2.	Description (not affecting content)	A	A	I	I	I
3.	Course term(s)	A	A	I	I	I
4.	Content (substantive change)	A	A	A	A	I
5.	Number of credit hours	A	A	A	A	I
6.	Course number within the hundred	A	A	I	I	I
7.	Course number beyond the hundred	A	A	A	A	I
8.	Prerequisites	A	A	A	A	I
9.	Course fee(s)	A	A	--	A	I
10.	From U to G <i>or</i> G to U	A	A	A	A	I
11.	Cross list with another program or department	A	A	A	A	I
12.	Program/department of record	A	A	A	A	I
13.	Open or close a course	A	A	A	A	I
14.	New course (application required)	A	A	A	A	I

	Change to a Degree Plan	A	I	R	O	S	I
1.	Major/Program — Revision	A	A	A	A	A	--
2.	Major/Program — Adopt or change admission requirements	A	A	A	A	A	--
3.	Major/Program — Add	A	A	A	A	A	--
4.	Major/Program — Offer existing university program on campus	--	A	A	A	A	--
5.	Major/Program — Discontinue (proposed by Program or College)	A	A	A	A	A	I
6.	Major/Program — Discontinue (proposed by Provost)	R	R	A	A	A	I

7.	GPA — Revise major/program or cumulative requirement	A	A	A	A	A	--
8.	Minor — Revise course selection	A	A	I	I	I	--
9.	Minor — Add	A	A	A	A	A	--
10.	Minor — Discontinue (proposed by Program or College)	A	A	A	A	A	--
11.	Minor — Discontinue (proposed by Provost)	R	R	A	A	A	--
12.	Degree — Add	A	A	A	A	A	I
13.	Degree — Discontinue (proposed by Program or College)	A	A	A	A	A	I
14.	Degree — Discontinue (proposed by Provost)	R	R	A	A	A	I

	Change to Undergraduate University Requirements	A	A	A	A	A	A	--	A
15.	University Requirements — Change in approved course content	A	A	A	A	A	A	--	A
16.	University Requirements — Add or drop a required course from the University Requirements chart	A	A	A	A	A	A	A	A
17.	University Requirements — Add or drop a course from a menu within the University Requirements chart	A	--	--	A	A	A	--	A
18.	University Requirements — Change hours within a menu on the University Requirements chart	A	A	A	A	A	A	A	A
	Change to Catalog Information								
1.	General requirements for graduation including course requirements that are common to all majors for all degrees	--	--	A	--	A	A	A	A
2.	Admission requirements	--	--	A	--	A	A	A	A

Program Director/Department Chair

Dr. Joe Feliciano

Aug 13, 2020

Joe Feliciano, Jr.

Date

Dean(s)

Joe L. Cope

Aug 13, 2020

Joe L. Cope

Date

College Academic Council

Joseph Halbert

Date

University General Education Council

N/A

Chair's signature

Date

Undergraduate Academic Council

N/A

Chair's signature

Date

Provost

Robert Rhodes, Provost

Date

Faculty

N/A

Faculty Senate Chair's signature

Date

President

Phil Schubert

Date