

# Application for a New Course v10.6

|                                            |        |
|--------------------------------------------|--------|
| <b>Course ID</b> <i>Subject and Number</i> | CS 375 |
| <b>Date APPROVED</b>                       |        |
| <b>Date DENIED</b>                         |        |

## I. Systems and Catalog Information Complete each item.

|     |                                                                                           |                                                                                                                                                                                                                                                                                                                                                              |
|-----|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Course Developer                                                                          | Brent Reeves                                                                                                                                                                                                                                                                                                                                                 |
| 2   | Course Teacher                                                                            | Brent Reeves, Ray Pettit                                                                                                                                                                                                                                                                                                                                     |
| 3   | Course Title                                                                              | Software Engineering II                                                                                                                                                                                                                                                                                                                                      |
| 4   | Course Abbreviation (if title is over 30 characters)                                      | Software Engineering II                                                                                                                                                                                                                                                                                                                                      |
| 5   | College                                                                                   | College of Business Administration                                                                                                                                                                                                                                                                                                                           |
| 6   | Department                                                                                | School of Information, Technology, and Computing                                                                                                                                                                                                                                                                                                             |
| 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                                                           |                                                                                                                                                                                                                                                                                                                                                              |
| 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?<br>(Select one. Please see Schedule Type definitions above.) | <input checked="" type="checkbox"/> Traditional lecture<br><input type="checkbox"/> Traditional lab<br><input type="checkbox"/> Traditional lecture/lab<br><input type="checkbox"/> Experiential Learning<br><input type="checkbox"/> Seminar<br><input type="checkbox"/> Studio<br><input type="checkbox"/> Thesis<br><input type="checkbox"/> Dissertation |

|     |                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                       |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14  | Instructor Workload                                                                                                                                                                             | 3 hours                                                                                                                                                                                                                                                                                                               |
| 15  | Grade Mode (check all appropriate):                                                                                                                                                             | <input checked="" type="checkbox"/> _X_ Standard<br><input type="checkbox"/> ___Credit/No Credit (undergrad only)                                                                                                                                                                                                     |
| 16  | Maximum Enrollment                                                                                                                                                                              | 30                                                                                                                                                                                                                                                                                                                    |
| 17  | <b>Catalog Description</b><br>(50 words or less)                                                                                                                                                | A continuing study of the development of large scale software systems. Includes an overview of currently used analysis and design methodologies, including both structured and object-oriented paradigms. UML and Design Patterns will be introduced. Students will be exposed to existing projects of moderate size. |
| 18  | List any prerequisites (course/s, test scores, class standing, major, etc.)                                                                                                                     | CS 374 with a grade of C or better                                                                                                                                                                                                                                                                                    |
| 19  | List any co-requisites                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                       |
| 20  | If the course is cross listed, specify the Course ID(s); MUST have signature in Section V from all Department Chairs                                                                            |                                                                                                                                                                                                                                                                                                                       |
| 21  | Does this course have any special student costs?                                                                                                                                                | <input checked="" type="checkbox"/> _X_ No<br><input type="checkbox"/> ___Yes<br>(If yes, must attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.)                                                                                                                      |
| 22a | How frequently will the course be offered in the <b>Fall</b> ?<br>All, even or odd years?                                                                                                       | Every                                                                                                                                                                                                                                                                                                                 |
| 22b | How frequently will the course be offered in the <b>Spring</b> ?<br>All, even or odd years?                                                                                                     |                                                                                                                                                                                                                                                                                                                       |
| 22c | How frequently will the course be offered in the <b>Summer</b> ?<br>All, even or odd years?                                                                                                     |                                                                                                                                                                                                                                                                                                                       |
| 23  | First semester this course will be offered<br><i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i> | Fall 2017                                                                                                                                                                                                                                                                                                             |
| 24  | List course/s that should be deleted, (Also, include the last semester for course being deleted) <i>A course cannot be deleted if it is a requirement in a degree plan in any department.</i>   |                                                                                                                                                                                                                                                                                                                       |

|    |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25 | Is this course required for a degree/s?<br><i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>                                                                                     | <input type="checkbox"/> No<br><input checked="" type="checkbox"/> Yes<br>BS in Computer Science                                                                                                                                                                                                                                                                                                                    |
| 26 | Should the addition of this course be retroactively applied to the degree plan it supports?                                                                                                                                 | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br>Explanation:                                                                                                                                                                                                                                                                                                                              |
| 27 | Has this course been offered as a Special Topics course?                                                                                                                                                                    | <input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes<br><i>If "Yes," specify the Course ID and enrollment for each term it was taught.<br/>(Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, a course may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i> |
| 28 | List any courses in which the content overlaps the proposed course.<br>(Course ID and Name)<br><i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                     |

## II. Curriculum

|   |                                                                                                                           |                                                                                                                         |
|---|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Degree Plan</b><br><br>Explanation of how this course affects degree requirements.                                     | This course is required in the revised degree plan submitted for approval at the same time.                             |
| 2 | <b>Justification</b><br><br>State the justification for adding this course to the current curriculum. Represent the need. | By building on CS 374 Software Engineering I, we are able to tackle projects that are too large to fit in one semester. |

### III. Course Design

#### 1. Audience and Course Goal

|   |                                                                |                                                                                                                                                                                                                                                                                                                       |
|---|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Describe the intended audience, including prerequisite skills. | This course is intended for all Computer Science majors. It is appropriate after they have mastered the concepts in P1, P2 and OOP.                                                                                                                                                                                   |
| 2 | State the overarching course goal(s) in performance terms.     | A continuing study of the development of large scale software systems. Includes an overview of currently used analysis and design methodologies, including both structured and object-oriented paradigms. UML and Design Patterns will be introduced. Students will be exposed to existing projects of moderate size. |

#### 2. Competencies and Measurements

|   | Competency                                                 | Measurement                                             |
|---|------------------------------------------------------------|---------------------------------------------------------|
| 1 | Identify key aspects of software development methodologies | Participation in class discussion<br>Exam questions     |
| 2 | Use UML to model the design of a software system           | Course Project, constructed in stages<br>Exam questions |
| 3 | Apply appropriate Design Patterns in the course project    | Course Project, constructed in stages                   |
| 4 |                                                            |                                                         |
| 5 |                                                            |                                                         |
| 6 |                                                            |                                                         |
| 7 |                                                            |                                                         |

#### 3. Text and Resources

Rod Stephens, *Beginning Software Engineering 1st Edition*, ISBN-13: 978-1118969144

## IV. Supporting Documentation

*Supporting documents must accompany proposal prior to preliminary approval by chair and dean.*

|   |                                                                                                                                                                                                                                                                                                                                         |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Library</b> — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. <b>Attach</b> the signed copy of the Library report.                                                                                                   |
| 2 | <b>Instructional Design</b> — The application and syllabus must be reviewed by the Adams Center. <b>Attach</b> a copy of the Adams Center Review Letter.                                                                                                                                                                                |
| 3 | <b>Content Overlap</b> — Include one document for each course you listed in Section I-I. <b>Attach</b> statement from instructor/dept chair of existing course justifying the new offering.                                                                                                                                             |
| 4 | <b>Departmental Resources</b> — List the resources that support the course and are available only through the department, if applicable. <b>Attach</b> the list of the holdings and the location/s.                                                                                                                                     |
| 5 | <b>Resources</b> — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). <b>Attach</b> a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.                   |
| 6 | <b>Expenses</b> — 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.). <b>Attach</b> a complete list of all items, the estimated cost of each and the source of the funds. |
| 7 | <b>Justification</b> — <b>Attach</b> all documents referred to in Section II-2                                                                                                                                                                                                                                                          |
| 8 | Syllabus — <b>Attach</b> the syllabus for the course based upon the anticipated first-semester offering.                                                                                                                                                                                                                                |
| 9 | Provide documentation for all additional attachments here                                                                                                                                                                                                                                                                               |

## V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name CS 375 - Software Engineering II

### Primary Department

[Signature]

Department Chair  
Dean of the College

11.02.16  
Date

[Signature]

11/18/16  
Date

### Cross-listing Department *Add more lines if multiple departments are cross-listing*

\_\_\_\_\_  
Department Chair  
Dean of the College

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

### Cross-listing Department *Add more lines if multiple departments are cross-listing*

\_\_\_\_\_  
Department Chair  
Dean of the College

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

## VI. Actions *Place all actions on one page.*

Course ID: CS 375

Course Title: Software Engineering II

### 1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒

Denied ☐

David Rubin  
College Dean or Director

Date

11-2-16

Approved ☐

Denied ☐

\_\_\_\_\_  
College Dean or Director

\_\_\_\_\_  
Date

### 2. Graduate Council: (for graduate level courses)

Approved ☐

Denied ☐

\_\_\_\_\_  
Dean of Graduate School

\_\_\_\_\_  
Date

### 3. Teacher Education Council: (when applicable)

Approved ☐

Denied ☐

\_\_\_\_\_  
TEC Chair

\_\_\_\_\_  
Date

### 4. University General Education Council: (when applicable)

Approved ☐

Denied ☐

\_\_\_\_\_  
Provost's designee

\_\_\_\_\_  
Date

### 5. University Undergraduate Academic Council: (*undergraduate level courses*)

Approved ☐

Denied ☐

\_\_\_\_\_  
Vice Provost

\_\_\_\_\_  
Date

### 6. Academic Provost: (for all courses)

Approved ☐

Denied ☐

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

### 7. President of the University: (for all courses)

Approved ☐

Denied ☐

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Attach notes, comments, or conditions from appropriate councils:

ACU COLLEGE OF BUSINESS ADMINISTRATION  
SCHOOL OF INFORMATION TECHNOLOGY AND COMPUTING  
COURSE SYLLABUS  
SOFTWARE ENGINEERING II (CS 375)  
SECTION 1, MWF 2:00-2:50 PM

**Instructor:** Dr. Ray Pettit  
Assistant Professor Computer Science

**Office Hours:** MWF 10:00-11:00 am  
MWF 3:00-4:30pm

**Office:** Mabee Business Building 258

**Phone:** 325-674-2173

**Classroom:** Mabee Business Building 214

**Email:** [ray.pettit@acu.edu](mailto:ray.pettit@acu.edu)

*The mission of the School of Information, Technology, and Computing is to provide students with the highest quality education possible in the ever-changing high-tech arena, and to establish within them a foundation of faith from which they can lead and serve in world-changing ways.*

### **Course Description**

This course follows CS374 Software Engineering I, and is intended for upper-division Computer Science majors. It is a continuing study of the development of large scale software systems. Includes an overview of currently used analysis and design methodologies, including both structured and object-oriented paradigms. UML and Design Patterns will be introduced.

### **Goals for Student Competency**

|   | Competency                                                 | Measurement Instrument                                      | Measurement Standard               |
|---|------------------------------------------------------------|-------------------------------------------------------------|------------------------------------|
| 1 | Identify key aspects of software development methodologies | Participation in class discussion<br><br>Exam questions     | Assessment based on rubric (below) |
| 2 | Use UML to model the design of a software system           | Course Project, constructed in stages<br><br>Exam questions | Assessment based on rubric (below) |
| 3 | Apply appropriate Design Patterns in Software Design       | Course Project, constructed in stages                       | Assessment based on rubric (below) |

## **Rubric for Course Assessment**

| <b>Grade Level</b> | <b>Description</b>                                                                                                                                                                                                                                                                  |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A                  | Student's work consistently demonstrates initiative, ingenuity, and outstanding quality. It represents a comprehensive understanding of the material and an ability to apply it in new circumstances. The student is ready to learn independently and mentor others.                |
| B                  | Student's work regularly demonstrates initiative, ingenuity, and follows acceptable standards. It represents a comprehensive understanding of the material and the ability to apply it. The student may be ready to learn independently but could benefit from continued mentoring. |
| C                  | Student's work occasionally demonstrates initiative and regularly is acceptable. It represents an ability to apply the material in typical situations. The student has a minimally acceptable understanding of the material and could easily benefit from continued mentoring.      |
| D                  | Student's work is professionally unacceptable. It represents an ability to apply some of the course material. The student needs additional mentoring to reach mastery of the material.                                                                                              |
| F                  | Student's work is unacceptable and indicates a fundamental lack of understanding of the course material. The student needs additional mentoring to reach mastery of the material.                                                                                                   |

### **Format**

Learning requires participation in learning activities such as reading the assigned material, attending class meetings, cogitating on assignments, writing programs, assisting others and discussing programs. The primary activity and focus will be on software development. The class website will include specific reading assignments and other materials for each class meeting. Discussion about implementation techniques prompted by questions may preempt regularly scheduled topics.

### **Prerequisites**

This 3-credit course follows CS374 Software Engineering I, and is intended for upper-division Computer Science majors. CS 120 Programming I, CS 120 Programming II, CS 230 Object-Oriented Programming, CS 374 Software Engineering I.

### **Course Requirements**

The primary project of this class is construction of large software project developed in phases during the semester. Portions of the project will be evaluated at intervals to assess progress. A mid-term and final written exam will also be used to assess students.

### **Contribution of Course to Christian Service and Leadership**

Modern information systems are extremely complex. They are subject to both direct and indirect misuse. This course teaches design principles and practices that help safeguard computer systems from unethical use.

### **Text and Supplements**

*Beginning Software Engineering 1st Edition* by Rod Stephens, published by Wrox, March 2015.  
ISBN-13: 978-1118969144

### **Grading**

Your grade will be assigned based on the instructor's judgment according to the following criteria:

A grade of A indicates the student's work consistently demonstrates initiative, ingenuity, and outstanding quality. It represents a comprehensive understanding of the material and an ability to apply it in new circumstances. The student is ready to learn independently and mentor others.

A grade of B indicates the student's work regularly demonstrates initiative, ingenuity, and follows acceptable standards. It represents a comprehensive understanding of the material and the ability to apply it. The student may be ready to learn independently but could benefit from continued mentoring.

A grade of C indicates the student's work occasionally demonstrates initiative and regularly is acceptable. It represents an ability to apply the material in typical situations. The student has a minimally acceptable understanding of the material and could easily benefit from continued mentoring.

A grade of D indicates the student's work is professionally unacceptable. It represents an ability to apply some of the course material. The student needs additional mentoring to reach mastery of the material.

A grade of F indicates the student's work is unacceptable and indicates a fundamental lack of understanding of the course material. The student needs additional mentoring to reach mastery of the material.

It is your responsibility to convince the instructor of your abilities with respect to the criteria outlined above. One method for convincing the instructor of your abilities is to perform well on exams. Your minimum grade is determined by your work using the following scale:

|                                            |   |
|--------------------------------------------|---|
| • Final average $\geq 90\%$                | A |
| • Final average $\geq 80\%$ , but $< 90\%$ | B |
| • Final average $\geq 70\%$ , but $< 80\%$ | C |
| • Final average $\geq 60\%$ , but $< 70\%$ | D |
| • Final average $< 60\%$                   | F |

Your Final average is made up of the following 9 grades:

|                        |     |
|------------------------|-----|
| • Midterm written exam | 20% |
| • Final written exam   | 20% |
| • UML Design           | 30% |
| • Design Patterns      | 30% |

### **Students with Disabilities**

If you have a documented disability and wish to discuss academic accommodations, please feel free to contact your instructor or the ACU Student Disability Services Office (part of Alpha Academic Services).

### **Attendance**

Students have "personal days" (5 for MWF and 4 TR) to use however you wish. After that number of absences you will be dropped from the course. Excused absences are handled as follows: if all of your absences are excused and you miss a 6<sup>th</sup> time (for MWF) and that is also excused, then you will not be dropped. On the other hand, if your 6<sup>th</sup> (for MWF) absence is excused, but some of your other absences were not, then you will be dropped. It is unwise to use your personal days for unexcused things (sleeping in, writing poetry, solving Fermat's last theorem, etc)

### **Missed Exams**

Exams may not be retaken. Grades for exams missed due to university excused absences or unavoidable and documentable circumstances beyond your control, such as serious illness or death in your immediate family, will be replaced by your final exam grade.

### **Things That Beep**

One of the ways we show respect and kindness to those around us is by conforming to the standards for the environment we are in. A learning environment should be free of distractions and interruptions since they prevent concentration.

### **Academic Integrity**

Violations of academic integrity and other forms of cheating, as defined in the university Academic Integrity Policy, involve the intention to deceive or misrepresent. They are, therefore, a form of lying and represent actions contrary to the behavioral norms that flow from the nature of God. Alleged violations will be addressed as described in the policy. While the university enforces the policy, the most powerful motive for integrity and truthfulness comes from one's desire to imitate God in her/his life. Every member of the faculty, staff, and student body is responsible for protecting the integrity of learning, scholarship, and research. The full policy is available for review at the campus life website (<http://www.acu.edu/campusoffices/campuslife>).

Students found guilty of an act of academic dishonesty in this course will be subject to the following actions. A first violation will result in: a negative score for the full value of the work submitted; no make-up or retake will be allowed; appropriate offices will be notified. A second violation will result in: an F in the course and a recommendation of immediate suspension from the university.

## *Honor Code*

ACU College of Business Administration

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### ► *Objective*

**COBA faculty, staff and students will strive to proclaim in their lives competence, character and community.** In joining COBA, students, faculty, and staff covenant to abide by the following ethical principles.

### ► *Competence*

To lead and serve well requires competence. And to become competent requires diligence and hard work. We owe it to all who have prepared the way and who will follow in our footsteps, to be good stewards of opportunities and resources. Thus, in all you do: set priorities, seek excellence and professionalism in your work, satisfy requirements, and take responsibility for your learning and performance. You cannot build competence if you lie, cheat, steal, or tolerate those who do.

### ► *Character*

A reputation of good character is built slowly through testing, yet can be destroyed in an instant by compromise or careless work, just as it can through injustice. Guard your character; it is worth more than a grade or promotion. "A good name is more desirable than great riches; to be esteemed is better than silver or gold" (Proverbs 22:1). You cannot build character if you lie, cheat, steal, or tolerate those who do.

### ► *Community*

A spirit of fellowship and mutual encouragement holds each community member accountable. Accountability leads to a healthy community through adequate preparations for the tasks at hand, respectful truthfulness in all situations, and adding value to the tasks at hand. As a community, we must hold each other accountable to the principles of competence, character, and community. You cannot build community if you lie, cheat, steal, or tolerate those who do.

We support ACU's Academic Integrity Policy

([www.acu.edu/campusoffices/studentlife/documents/Acad\\_Integ\\_Policy\\_Fa.pdf](http://www.acu.edu/campusoffices/studentlife/documents/Acad_Integ_Policy_Fa.pdf)). This important policy offers examples of academic infractions and a process for assigning consequences and voicing appeals. Ignorance of this policy is never an excuse. Individual instructors will define course specific definitions, however, in general you should avoid:

- 1) **Plagiarism** - Copying or even paraphrasing words or ideas from another source (including current or past students) without giving adequate credit.
- 2) **Lying** - Inventing data or sources or making false attributions about the origin of material or offering a deceptive reason for an absence or delay in the completion of academic work.
- 3) **Cheating** - Facilitating or participating in any process that circumvents the intent of any exam, test, quiz, paper, or assignment.

Any dishonest act observed or reported will be investigated and if proven, be reported in administrative offices and records, and may be subject to any or all of the following outcomes based on severity:

- 1) A zero for the assigned work
- 2) A failing grade for the course
- 3) Dismissal from the university

*Ratified by Faculty: 11/18/2004*

# ABILENE CHRISTIAN UNIVERSITY

## LIBRARY

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### MEMORANDUM

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**DATE:** January 11, 2017  
**TO:** Dr. Brent Reeves  
**FROM:** Mark McCallon, Associate Dean for Library Information Services  
**RE:** Course Application for CS375 – Software Engineering II

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Thank you for letting the library review the course application. The library is able to support the proposed course.

January 9, 17

Dr. Raymond Pettit  
Mabee Business Building 258  
Abilene Christian University  
Tel: (325)674 2173  
Email: Raymond.pettit@acu.edu

Dear Dr. Pettit,

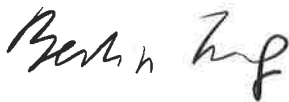
Thank you for submitting CS375: Software Engineering II. We have reviewed it based on the ACU Syllabus Guidelines and found it to be meeting the requirements except the following items that seem to be missing:

- Credit hours
- Intended audience
- Semester information (Please review all details if the syllabus was based on a course that had been taught before.)
- Description of how learning and Christian faith are integrated in the course.
- Outline of topics
- You may also want to consider adding how the instruments measure the competencies.

We have attached a checklist for your review.

Please consider making these changes or explain to the council if there are reasons to keep them as they are. There is no need to bring the syllabus back for additional review. If you have any questions, however, please feel free to let us know.

If there is any aspect of the application or course development you would like to discuss further, please let me know. The Adams Center is here to serve you in any aspect of your course development, implementation, and/or ongoing teaching of the course.

A handwritten signature in black ink, appearing to read "Bernice H. Huff". The signature is fluid and cursive, with the first name "Bernice" and the last name "Huff" being the most prominent parts.

Director of Instructional Design, Adams Center

From: **Raymond Pettit** raymond.pettit@acu.edu  
Subject: Fwd: New Course Application  
Date: March 27, 2017 at 6:04 PM  
To: John Homer jdh08a@acu.edu



John,

I think that I have addressed most of Berlin's concerns now. There were some suggestions that I did not implement directly, such as an "outline of topics". I did include a requirement for an annotated bibliography and some analysis of data as it seems that they want something concrete and those artifacts would apply to most of our research projects, but could be modified by the instructor as applicable.

Attached are the application and the syllabus in both .docx and .pdf formats.

-Ray

----- Forwarded message -----

From: Berlin Fang <bx113b@acu.edu>  
Date: Mon, Mar 20, 2017 at 2:43 PM  
Subject: Re: New Course Application  
To: Raymond Pettit <Raymond.Pettit@acu.edu>

Hi Ray,

Thanks for sharing this with me again. I went over the syllabus, Dr. Lewis comments and the letter I wrote earlier, I found that you made some changes, but others stay the same. With regard to Dr. Lewis comments,

**(1) Specify the course may be taken for 1-3 hours (not 0-3)**

The current syllabus still say that the course can be taken for 0, 1, 2, 3 hours.

**(2) Specify the course will be taken credit / no credit, rather than standard grading.**

The Syllabus I am receiving still indicate a standard letter-based grading.

**(3) Specify 15-45 contact hours (not 1-45), based on 1-3 hours credit**

The syllabus indicates "a minimum of 45 hours of work is required per semester hour". Did you mean 15 hours per semester hour? What about the 0-hour option?

**(4) Modify the course competencies to use verbs from significant learning taxonomies. Be clear what competency is being measured, and how. We were , for example, that "provide meaningful support" is an action, not a competency. In a 300-level course, we should be using words from the higher levels in the taxonomy.**

I didn't see significant change here in the syllabus in this section.

In my original letter, I have also indicate the following items need to be added or clarified:

- Description of how learning and Christian faith are integrated in the course.
- Participation: Is there a way to measure how timely, actively and effectively they participate in meetings with the professor and other aspects of research?
- The guideline also requires "outline of topics", which I understand may vary for research. However would it be possible to describe the general steps to scaffold student participation in research? Is there a process to structure their work during this course, for instance, to initiate/identify a topic, and to conduct regular reviews of progress?

But I couldn't find changes to them either. So I am not sure what I am supposed to do now with the application.

You may review the comments from Dr. Lewis, make changes as needed, or write a memo of response on the rationale for keeping things as they are.

Feel free to call me if I can make any further clarification.

Thanks,

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Bailin ("Berlin") Fang, M.S., M.A.  
Director, Instructional Design  
Walter H. Adams Center for Teaching Excellence  
Abilene Christian University  
ACU Box 29201