

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond

Course Number MUSE 449 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

Change MUSE 449 to an education prefix – EDUC 449

MUSE 449 was created as a less than ideal solution to the scheduling challenges for Music Education majors. These challenges are not unique to ACU, but seem to be standard in the discipline. Because of these challenges, Music teacher candidates were not able to take the final capstone course in the Professional Education sequence — either EDUC 411/431 or EDUC 412/432. These are 6-hour capstone courses that include some critical certification program benchmarks and assessments. We created a compromise with a one-hour Professional Practices in Music Education course. The original decision made by the Teacher Education Program to designate this as a music course (MUSE 449) was not appropriate because the content of the course is to fulfill Teacher Education Program requirements. This was our mistake that we are now correcting.

For several reasons, we believe that changing the prefix to EDUC rather than MUSE is important. The purpose of the course was to provide a context for program benchmarking processes reported to the State of Texas that are part of the standard Teacher Education program capstones. An EDUC designation will facilitate clear alignment and consistency for these teacher candidates. This is difficult when the course is not taught or owned by our department.

Both associate deans (CEHS and CAS) have been consulted as has Matt Roberson. All have confirmed this decision. The course does not change in content or purpose. We are just putting it under the appropriate administration.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

Change to a Course		COUNCIL ³						
		TEC	UGEC	UUAC	GRAD	Provost	President	
		Dept./School	College Academic	Deans				
1.	Title (description unchanged)	A	A	A		I		I
2.	Description (not affecting content)	A	A	A		I		I
3.	Course term(s)	A	I	A		I		I
4.	Content (substantive change)	A	A	A		I		A
5.	Number of hours (lecture, lab, contact)	A	A	A		A		A
6.	Course number within the hundred	A	A	I		I		I
7.	Course number beyond the hundred	A	A	A		A		A
8.	Prerequisites	A	A	A		I		I
9.	Course fee(s)	A	--	A		--		A
10.	From U to G or G to U	A	A	A		A		A
11.	Cross list with another department: U or G level	A	A	A		A		A
12.	Department of record	A	A	A		A		A
13.	Open or close a course	A	A	A		A		A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A		A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³							Board of Trustees			
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UVAC	GRAD		Provost	Faculty	President
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major — Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major — Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor — Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor — Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree — Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree — Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL'										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UVAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R		A		--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I

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		COUNCIL ¹								
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A
5.	Other academic policy changes	--	--	--		A		A	--	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Approval Sheet

Department/School Chair(s)	
<u>D. L. R.</u>	<u>10-2-2017</u>
<u>[Signature]</u>	<u>11-6-17</u>
Signature	Approval date

College Academic Council(s)	
<u>Bruce Scott</u>	<u>11.30.2017</u>
<u>[Signature]</u>	<u>12.1.17</u>
Signature	Approval date

Dean(s)	
<u>Bruce Scott</u>	<u>10.2.2017</u>
<u>[Signature]</u>	<u>2/20/18</u>
Signature	Approval date

General Education Council	
Chair's signature	Approval date

Undergraduate Academic Council	
Chair's signature	Approval date

Graduate Council	
Chair's signature	Approval date

Provost	
Signature	Approval date

Faculty	
Chair of faculty senate	Approval date

President	
Signature	Approval date

Board of Trustees	
Chair's signature	Approval date

MUSE 449 to EDUC 449

Dana Pemberton <dlp94a@acu.edu>
To: Jessica Smith <jes98k@acu.edu>

Tue, Feb 20, 2018 at 3:30 PM

The Teacher Ed Council approved this change unanimously at the meeting today.

Dana

Sent from my iPhone

On Feb 19, 2018, at 1:28 PM, Jessica Smith <jes98k@acu.edu> wrote:

Hi, Dana —

I understand your concern. I had asked Bruce for the paperwork a couple of times since December, but I know that he's been overwhelmed at the beginning of this semester, and at one point that I asked, Tonda was out, too. I was able to get it this morning.

The nice thing about Curriculog when we implement it is that it won't allow us to use old versions of forms, so the process will be a lot more defined. It will also allow everyone to see if a proposal gets hung up somewhere.

I would think an email or memo from you will be sufficient since we don't have a blank for TEC in the first place. The latest version (not digital because UUAC works from paper) also has my signature and Greg's in addition to the ones on the version I've attached. The timing worked out well on this since you're meeting tomorrow and we wouldn't have been able to send it forward until then, anyway. I'll hold it until I hear from you. -j

On Mon, Feb 19, 2018 at 1:18 PM, Dana Pemberton <dlp94a@acu.edu> wrote:

That never got sent back to us. This is what my concern was as we talked about the new catalog system. It is so easy for these things to be missed when they begin in CAS. this one was a confusing process. I have a Teacher Education council meet tomorrow and we will vote on this. Will email confirmation be adequate documentation for you or do I need to sign the form (Somewhere? I will find a place) and send it to you?

Dana

Dana Kennamer Pemberton, Ph.D.
Professor and Chair of Teacher Education
Abilene Christian University
Abilene, TX 79699
(325) 674-2112

On Mon, Feb 19, 2018 at 11:06 AM, Jessica Smith <jes98k@acu.edu> wrote:

Hi, Dana —

Both the CEHS and CAS councils heard the proposal to move MUSE 449 to EDUC 449 at the end of the fall semester, and the approval chart made its way back to me for signature. I noticed then that the application is on an old version of the approval chart, so there is no signature line for the Teacher Education Council.

Has TEC heard the proposal? If so, feel free to send me an email confirming that you've heard and approved it that I'll attach instead of signature. If not, I will send the proposal to you so you can

attach your approval memo after TEC has discussed it.

Thanks,
Jessica

Jessica Smith, Ph.D.
Associate dean, College of Arts and Sciences
Associate professor, Journalism and Mass Communication
Abilene Christian University
325-674-2209

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<MUSE 449 with signatures.pdf>