

Approval Chart for Curriculum Changes

A = Approval I = Information*

Course Number PEAC 335 Beginning Officiating or Degree Plan(s) _____

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

[New course application. Documents provided.]

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

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

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

** In most cases, approval by only one council is necessary.

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.

Approval Chart for Curriculum Changes

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	Change to a Degree Plan	Dept./School	College Academic	College Academic	COUNCIL			Provost	Faculty	President	Board of Trustees
					UGEC	UUAC	GRAD				
1.	University Requirements — Require or change a specific course from a menu within a degree plan	A	A	I		I		I	--	I	--
2.	University Requirements — Substitute an existing course for a university requirement within a degree plan	A	A	A		A		A	--	A	--
3.	University Requirements — Add a course to or drop a course from the University Requirements	A	A	A		A		A	A	A	--
4.	University Requirements — Change in approved course content	A	A	A		A		A	--	A	--
5.	Major — Revision of major ♦	A	A	A		A		A	--	A	
6.	Major — Adopt or change admission requirements	A	A	A		A		A	--	A	--
7.	Major — Add or discontinue	A	A	A		A		A	A	A	I
8.	GPA — Revise major or cumulative requirement	A	A	A		A		A	A	A	--
9.	Minor — Revise course selection	A	A	A		I		I	--	I	--
	Minor — Add or discontinue	A	A	A		A		A	--	A	--
10.	Degree — Add or discontinue	A	A	A		A		A	A	A	A
11.	Any change to a graduate degree program*	A	A	A		A		A	--	A	--

♦ 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.

* All graduate degree plan changes must go through the Graduate Council.

Revised 2-16-11

Approval Chart for Academic Information Changes

	Change to the Catalog	Dept./School	College Academic	College Academic	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	General requirements for graduation including course requirements that are common to all majors for all degrees*	--	--	--		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.	Definitions of grades and grade points awarded by faculty**	--	--	--		A		A	A	A	--
6.	Other academic policy changes	--	--	--		A		A	--	A	--

* The UUAC approved the clarification that "general requirements for graduation" means the seventeen items in the "General Requirements for Bachelor's Degrees" section of the catalog. This clarification applies to undergraduate degrees and includes associate's degrees.

** This refers to the specific chart within the "Academic Information" section of the catalog which lists grades that can be awarded and the associated grade points for each grade.

Revised 4-13-11

Curriculum/Catalog Changes Approval Sheet

Department/School Chair(s)	
<u>Heidi Jones</u>	<u>3/26/19</u>
Signature	Approval date
_____	_____
Signature	Approval date

College Academic Council(s)	
<u>D. R.</u>	<u>3-28-19</u>
Signature	Approval date
_____	_____
Signature	Approval date

Dean(s)	
<u>D. R.</u>	<u>3-28-19</u>
Signature	Approval date
_____	_____
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

Application for a New Course v10.6

Course ID <i>Subject and Number</i>	PEAC 335
Date APPROVED	August 23, 2018
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Odies L. Wright Jr., Ph.D.
2	Course Teacher	Odies L. Wright Jr.
3	Course Title	Beginning Officiating
4	Course Abbreviation (if title is over 30 characters)	
5	College	Education and Human Services
6	Department	Kinesiology and Nutrition
7	Number of Credit Hours	One (1)
8a.	Number of contact hours - lecture	1.5 hours
8b.	Number of contact hours – lab/activity	1.5 hours
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	NA
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	1
13	What type of course is this? (Select one. Please see Schedule Type definitions above.)	☐ Traditional lecture ☐ Traditional lab ☐ Traditional lecture/lab ☒ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation

14	Instructor Workload	1.5 Hours
15	Grade Mode (check all appropriate):	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	15
17	Catalog Description (50 words or less)	This course provides the study of officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, code of ethics, and enforcement.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	None
19	List any co-requisites	N/A
20	If the course is cross listed, specify the Course ID(s); MUST have signature in Section V from all Department Chairs	N/A
21	Does this course have any special student costs?	☐ No ☒ Yes (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 Fall ? All, even or odd years?	The course will be offered once in the fall
22b	How frequently will the course be offered in the Spring ? All, even or odd years?	The course will be offered once in the spring
22c	How frequently will the course be offered in the Summer ? All, even or odd years?	The course will not be offered during the summer.
23	First semester this course will be offered <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 2019
24	List course/s that should be deleted, (Also, include the last semester for course/s being deleted) <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	N/A

25	Is this course required for a degree/s? <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	☒ No ☐ Yes Part of a required PEAC menu for the SRM degree
26	Should the addition of this course be retroactively applied to the degree plan it supports?	☐ No ☐ Yes Explanation:
27	Has this course been offered as a Special Topics course?	☐ No ☒ Yes PEAC 340: enrollment: 10; Spring 2019 <i>If "Yes," specify the Course ID and enrollment for each term it was taught.</i> <i>(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. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	N/A

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	This course is part of a PEAC menu for the KSRM degree.
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	The course introduces students to selected areas of officiating and how it relates to the world of sport and recreation management. It also addresses a statewide shortage of officials in all sports.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	This course is part of a required PEAC menu for the KSRM degree. KSRM Majors are welcomed, as well as other ACU students interested in officiating sports.
2	State the overarching course goal(s) in performance terms.	Students will have a working knowledge of officiating mechanics, rules and regulations.

2. Competencies and Measurements

	Competency	Measurement
1	Apply Unique Christian Perspective : Students will consider the impact of living as Christ on moral and ethical decision-making in the context of complex dilemmas in the area of officiating. Romans 12:9-14 the basics rules and mechanics	Tests and field observations
2	Be able to follow expected professional standards of conduct in officiating.	Tests, game observations
3	Be able to analyze and evaluate as they discuss selected officiating issues.	Tests, games reviews
4	Be able to use appropriate officiating terminology.	Tests, game observations, game reviews

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.

Text: Niehoff, K.L. (2019) Softball Rules Book, Case Book, and Umpire Manual. Indianapolis, IN, NFHS Publications

Wynns, T. (2019-20). Basketball Rules Book, Case Book, and Officials Manual. Indianapolis, IN. NFHS Publications.

2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

IV. Supporting Documentation

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

1	Library — 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. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental 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.
6	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.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach 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 FEAC 335 Beginning Of Reading

Primary Department

Heidi Jones

Department Chair
Dean of the College

3/27/19
Date

DLP

3-28-19
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: PEAC 335

Course Title: Beginning Officiating

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 ☐ [Signature] 3-28-19
College Dean or Director Date

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:

PEAC 335.01 BEGINNING OFFICIATING
Abilene Christian University
Fall, 2019 Syllabus

Odies L. Wright Jr., Ph.D., Associate Professor

Office: SRWC #259, 325-674-2724, Fax: 325-674-6788, ACU Box 28024,
wrighto@acu.edu Dr. Wright responds to email twice daily during regular business days.
Office: 259, Money Recreation and Wellness Center

Office Hours: Wednesday 1:30 to 5:30 p.m., Tuesday/Thursday 9:30 to 11:00 a.m.

Mission Statements

ACU: To educate students for Christian service and leadership throughout the world

CoEHS: To equip students for global ministry through exemplary practice and service in education and human services

KINE: To prepare students to serve and lead through the development of healthful lifestyles

Course Description:

Credit: 1 hour

When: Thursdays 12:00-1:20 p.m.

Where: SRWC #260B

No prerequisites

Unique Christian Perspective: Students will consider the impact of living as Christ on moral and ethical decision-making in the context of complex dilemmas in the area of officiating. Romans 12:9-21

Course Content

Catalog Description: This course provides the study of officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, code of ethics, and enforcement.

Intended Audience: This course is part of a required PEAC menu for the KSRM degree. KSRM Majors are welcomed, as well as other ACU students interested in officiating sports.

Format: lecture, discussions, on-field mechanics instruction and practice, and game assignments

When: Thursday 12:00-1:20

Where: Recreation Center, Room 260A

Intended Audience: ACU students interested in learning how to officiate youth softball.

Topics:

Game rules, Officiating Mechanics, Participation in an Officiating Association, Use of Arbiter as a scheduling software, Ethical decision-making in sport officiating

Conduct of the Course: Explanations of terms, rules, and mechanics will be discussed and reviewed in class. Assignments will be submitted online via the Canvas learning management system.

Overview of Content: The course examines the basics of officials mechanics, rules of the game, Official's conduct and game management.

The Textbooks

Provided through course fee for Rulebook, Case Book and Official's Manual

Textbooks will be distributed on the first day of class

Library holdings: The Brown Library has several video resources on officiating softball and none on officiating basketball. ACU does not have rule books for basketball nor softball. The public library and McMurry University library have basketball rule books that could be checked out.

Competencies

	Competency The student will be able to:	Measurement Instrument
1	Recall rules and mechanics	Tests
2	Demonstrate your knowledge of the rules and mechanics by interpreting case studies in those areas.	Tests, game observation, field mechanics practice
3	Analyze how to be in position to make multiple decisions and what order they should take place on the field/court	Game evaluation
4	Analyze game situations as presented in Various scenarios during lecture and Official's meetings.	Case Studies, Tests

Grading Criteria and Methods of Assessment

300 points: (100 points each) Three in-class tests, Softball Field Mechanics (closed book)

100 points: State Test One on Rules (open book)

100 points: State Test Two on Rules (open book)

100 points: State Test on Officiating Mechanics (open book)

200 points: 2 @ 100 points each) Game-Day Mechanics Evaluations

100 points: Officiating and observing association-assigned games

100 points: Accountability/Participation

1000 Points Possible: 900-1000 A; 800-899 B; 700-799 C; 600-699 D; < 600 F

Academic Integrity

Violations of academic integrity and other forms of cheating, as defined in ACU's Academic Integrity Policy, involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying and represent actions contrary to the behavioral norms that flow from the nature of God. 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's nature in our lives. 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 Provost's office web site (<http://www.acu.edu/campusoffices/provost>) and the following offices: provost, college deans, dean of campus life, director of student judicial affairs, director of residential life education and academic departments.

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.

Harassment policy

“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. See the full university policy by following [this link](#).

Course Policies

Teaching/Learning Methods

The course involves active learning, including demonstrating, observing and officiating. Come to class ready to move and practice in a clinic style. Expect reading, discussing, videos, application, and tests.

Meetings

Every Wednesday night at 6 p.m., learners must attend Abilene Chapter Softball Officials Meetings at Cobb Recreation Center, 2302 State Street, Abilene, TX 79603; USA Softball Umpire in Chief will conduct meetings during some of our class times.

Uniform

Uniform sizing happens at one of the Wednesday meetings of the Abilene Chapter Officials meeting. Fee for course covers state and local dues, uniform pants, shirt, and hat. USA uniforms are online. Learners, you need to provide your own black belt, black athletic shoes, ball and strike indicator and transportation.

Participation Policy

Students are expected to participate in activities of the class, which include, but not limited to: cooperative learning activities, assignments, game play, active learning endeavors, and actual officiating. Failure to participate will reduce the Accountability/Participation grade by significant points for each event. Students who refuse to participate will be asked to leave the class.

Apparel

Dress out for activity in modest clothing. You will be asked to change if the professor deems attire inappropriate. Ten points will be deducted from the accountability/participation portion of your grade if apparel is inappropriate or if you fail to dress out.

Cell Phone Policy

Phones are to be put away (out of sight) when in class. They may be used only as part of a class activity directed by the professor. For each incidence your phone is used in class, 20 points will be deducted from your accountability/participation grade. Refusal to honor a professor's request is showing disrespect and you will be asked to leave the class.

Preparation and Readings Tests

Frequent testing over preparation and readings occur in class. Questions may occur at the beginning of class and/or also during the latter portion of the class.

Late Work Policy

Only one make-up exam will be allowed and then only if the student has a documented excused absence. The make-up exam will be available for one week after original test date. Missing the make-up exam results in a zero. Online tests offered by the Officiating Associations have firm deadlines and cannot be made up.

Attendance Policy

Learners must attend 80% of the meetings to be eligible for course credit. One absence from class is allowed. Missing more than 20% of the semester, for any reason, will result in a drop. Tardies are frowned upon at the community officiating meeting and at games because of the impact on community sports when an official arrives late. One tardy at class time is allowed. For each tardy at class time after one, five points will be deducted from your final course points.

It is YOUR responsibility to drop this course if you stop coming to class or to officiating meetings. Those who stop coming, but show as a name on the roll at the end of the semester, will receive an F for non-attendance.

You are responsible for your attendance. Any absence not excused within one week of returning will be unexcused. It is YOUR responsibility to inform Dr. Wright when you come in late. Missing class because of working at a job or helping a friend is not excused. Leaving early or returning late from holidays is not excused.

Changes to Syllabus and Schedule

Syllabus and Calendar are subject to change. Please review the syllabus and calendar periodically.

Weekly Schedule

Check Canvas Modules to prepare in advance for discussions, quizzes, projects, and exams.

1/14 Week 1 Introductions; Personal Responsibility for the Course; Expectations; begin reading Softball Rule Book and Officiating Mechanics Book;

1/21 Week 2 In-class Rules and Mechanics

1/28 Week 3 In-class Class Test 1 over Mechanics
Bonus Credit for helping with Zambia Medical Mission Saturday morning

2/4 Week 4 In-class Rules and Mechanics; read Rule Book; take State Test One over Rules

2/11 Week 5 In-class Rules and Mechanics; read Rule Book; take State Test Two over Rules

2/18 Week 6 In-class Rules and Mechanics; read Mechanics Book; take State Test on Softball Officiating Mechanics

2/25 Week 7 In-class Rules, Mechanics, and Dilemmas

3/4 Week 8 In-class Test 2 over Mechanics

3/11 Spring Break

3/18 Week 9 Practical Evaluations

3/25 Week 10 In-class Test 3 over Mechanics

4/1 Week 11 Self-Evaluating, Refining Skills and Understanding of Rules and Mechanics

4/8 Week 12 Reflections and Practical Applications in Actual Experiences

4/15 Week 13 Practical Peer Observations of Mechanics

4/22 Week 14 Refining Skills and Understanding of Rules and Mechanics

4/29 Week 15 Refining Skills and Understanding of Rules and Mechanics

5/6 There is no Final Exam for the Course as actual officiating is the Final Project.

March 8, 2019

Dr. Odies Wright
(325)6742724
wrighto@acu.edu

Re: Review of PEAC335 Beginning Officiating

Dear Dr. Wright,

Thank you for the submission of PEAC335 Beginning Officiating. I have reviewed it based on the [ACU Syllabus Guidelines](#). I found the syllabus to be meeting all the requirements except that you might want to be clearer about the course materials. Do you expect them to purchase such materials beforehand, or will they be given to students in class? You might also want to clarify about resources from the Brown Library.

These are changes you can make on your own. There is no need to bring it back to the Adams Center for further review. However, please feel free to let me know if you have any questions.

This letter is not meant to be a final approval in the course application process. It is intended as a reference for council members, who may have questions or comments of their own. If there is anything else I can do for you, please feel free to let me know.

Sincerely yours,

A handwritten signature in cursive script, reading "Martin Fong".

Director of Instructional Design
Adams Center for Teaching and Learning
Abilene Christian University