

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number ANSC 360 or Degree Plan(s) _____

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

See attached memo for changes to course description and student learning outcomes.

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

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

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										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
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 ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	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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COUNCIL³

	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

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 8-26-19

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	09/09/2019 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	11-15-19 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	12/13/19 Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
_____ Chair's 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

ANSC: 360

Horses and Horsemanship

Old	New
Course Description	
Horse industry. Breeding, feeding, and management principles for light horses. Disease control. Types and breeds of riding horses, gaits, grooming, showing, training, and basic instruction in various riding patterns. One-hour credit substitutes for one hour of P. E. activity.	Provides a basic introduction into equine management and production. All aspects of the equine industry will be discussed including history, breeds, uses, conformation, nutrition, reproduction, behavior, care and management. Laboratory graded and credited with course. One semester hour credit can substitute for 1 hour of PEAC activity in the University Requirements. Course fee.

Old Student Learning Outcomes
Give students a knowledge of all areas of equine science. This includes registration, showing, racing, breed characteristics, training, breeding, feeding, diseases and parasite prevention and control, and the status of the equine industry.
Primary purpose of the laboratory is to teach basic horsemanship and competitive performance.

New Student Learning Outcomes	
Competency	Measurement Instrument
Identify the various breeds, color patterns, and markings of horses.	Quizzes
Evaluate and describe basic equine anatomy and conformation	Quizzes
Describe basic management techniques required for horses.	Quizzes
Develop and support a position on current events that face the equine industry	Current event paper
Demonstrate and explain technical skills required in the equine industry.	Lab

ANSC 360

Horses and Horsemanship

Course Description

Provides a basic introduction into equine management and production. All aspects of the equine industry will be discussed including history, breeds, uses, conformation, nutrition, reproduction, behavior, care and management. This class counts as 1 hour of PE credit.

Course number and title: ANSC 360 – Horses and Horsemanship

Credit hours: 3 hours

Semester and year: Spring 2019

Meeting time and place:

Lecture: Monday and Wednesday 9:00-9:50 a.m. Onstead Science Center (OSC) RM 265;

Lab: Monday and Tuesday 1:00 to 3:00 or 3:00 to 5:00 @ Rhoden Field Lab

Prerequisites/corequisites: None

About the Teacher

Dr. Adam McGee, Assistant Professor of Animal Science.

Office: OSC 145b

Office Phone: (325) 674-2167

Email address: alm18f@acu.edu

Office hours/Contact expectations:

Office hours: Mon 8:00 – 9:00 am, Tue 9:30 – 11:00 am, Wed 8:00 – 9:00 am and 1:00 – 5:00 pm CST or by appointment. I have an open door policy, if I am in my office feel free to stop and talk. Email is the best way to contact me as I will not be in my office all the time. If you have questions about grades please schedule a time to allow me time to prepare

Mission Statements

ACU Mission: The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

College of Arts and Sciences Mission: To educate students for worldwide Christian service and leadership through programs of study and other learning experiences that blend a liberal arts education with professional and career education.

Agriculture and Environmental Sciences Mission Statement: To educate students for Christian stewardship of sustainable agricultural and environmental systems throughout the world.

Unique Christian Perspective: We have been given the unique responsibility of providing for all animals (Genesis 1:26-30). I take this responsibility very seriously and throughout the semester as we discuss the management practices within each species we will also discuss how this impacts the wellbeing of the animal and its impact on our responsibility to care for the animals.

Format of Class

Format of Class: This class will be divided into two sections. The lecture portion of the class will focus on information related to the equine industry and how to properly manage and care for horses. The lab portion of the class will focus on teaching students how to ride horses and proper care for riding horses.

Instructional Materials

Textbook: Parker, R. O. Equine Science. 5th ed. Cengage Learning ISBN: 9781305949720

Other materials: Additional materials will be provided to the class through Canvas.

Learning Outcomes

Course goal: Students will have a basic understanding of the equine industry as well as a basic understanding of the needs and responsibilities of owning and caring for a horse.

Competencies: At the conclusion of the semester students will be able to:

	Competency	Measurement Instrument
1	Identify the various breeds, color patterns, and markings of horses.	Quizzes
2	Evaluate and describe basic equine anatomy and conformation.	Quizzes
3	Describe basic management techniques required for horses.	Quizzes
4	Develop and support a position of current events that face the equine industry.	Current Event Paper
5	Demonstrate and explain technical skills required in the equine industry	Lab

Expectations

This semester we will have the opportunity to study and learn together. In order to ensure that everybody understands what is expected of them for this course I have included what I expect from you in my class as well as what you can expect from me.

Expectations of Students:

- I expect you to be on time to class/lab and prepared to learn.
- I expect you to be respectful to both myself and your fellow classmates. We are all human and will make mistakes as well as have varying levels of previous experiences that shape our understanding and knowledge of the subject. Please allow everybody in the class the opportunity to make mistakes as well as be understanding with those who may not have the same experiences that you have.
- I expect you to spend the time to complete your assignments and study for this class. The assignments in this class are designed to help improve your understanding of the content and will help with your grades in this class
- I expect you to be dressed appropriately for class and lab. During lab, for safety reasons, I expect you to wear pants and closed toed shoe. During class no hats will be worn.

Expectations of the Instructor:

- I will respond to emails within a timely manner. I will reply to emails during the week within 24 hours. To maintain a balance between work and home, I will not regularly reply to emails in the evening or on the weekend.
- I will respect you and your desire to learn. If there is something that you don't understand please ask so I can reword or spend additional time on a subject to ensure that all content is clearly understood. You are taking this course to learn and it is my responsibility to afford you every opportunity to be successful.
- I will be prepared and on time to class. It is disrespectful to you if I am not prepared and on time for class, as such I will make every effort to be on time and prepared for class just as I expect you to be.
- I will return assignments and tests to you within 2 weeks of the due date. It is important for you to have assignments returned to you in a timely manner so that you can learn what areas you need to spend more time studying and what areas you have a good understanding of.

Assessment and Grading

Assessment activities: This class will have several different forms of evaluation of your understanding. There will be a total of 5 quizzes throughout the semester to minimize the amount of material covered on each quiz. The majority of these will be online open book quizzes. There will be a few quizzes that are done in class and not open book as this information I feel is best memorized and having an open book quiz will not promote adequate understanding. Each section will also have a current event or article for you to read that relates to the particular topics that we are discussing. After reading the article you will be required to write a short summary/opinion of the article. There will also be a group project to develop a breed poster that describes a particular breed of horse. There are numerous breeds of horses and there is not enough time to cover each in detail in class, yet I feel that having a basic understanding of these breeds is important. Participation in class is expected and will be evaluated along with attendance for each class. You will also be assigned points based upon your performance and participation in lab. The final will be comprehensive and will cover the same material that is covered on each of the quizzes.

Example:

Assessment Activities	Grades Possible	Weighting
Attendance and Participation	50	6.8%
Breed Poster	50	6.8%
Quizzes (5)	250	34.5%
Current Events (5)	125	17.2%
Lab	100	13.8%
Final	150	20.7%
Total	725 (without bonus)	100%

Final grade calculation: Grades will be assigned based on the standard grading format below.

Range of Points	Final Letter Grade
90%-100%	A
80%- 89%	B
70%-79%	C
60%-69%	D
Below 59%	F

Rules for discussing grades: If you have a question about grades on an assignment or your grade in the class please set up an appointment to discuss your grade. Setting an appointment allows me to be better prepared to discuss your grades and make the meeting more beneficial for both of us. Rather than waiting until the end of the semester, if you have questions about your grades please come and visit with me early in the semester while there is still time to improve before the end of the semester.

University Policies

ADA compliance:

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 email our compliance coordinator, Scott Self, at jss00c@acu.edu.

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following [this link](#).

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 of 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

Attendance : Attendance will be recorded throughout the semester. Students who have documented excused absences for University events will be responsible for finding a time **outside of class prior to the absence** to discuss work that will be missed and how to make up missed assignments.

Any absences for reasons other than excused University events will be considered unexcused absences. After the third absence 5 points will be deducted for each unexcused absence. Absences due to health or family emergencies will be evaluated on an individual basis.

Tardiness : Students are expected to be on time to class, showing up late not only disrupts the class but is also disrespectful to your instructor and the time and effort placed in developing the lesson. A student will be considered tardy if they are not in the class, seated, and ready to begin class by the designated start of class time. After the fifth tardy 5 points will be deducted from attendance points and an additional 5 points will be deducted for every 2 subsequent tardies.

Participation : Students are expected to be active participants in class. This includes taking notes, answering questions, and being involved in activities in both lecture. Failure to participate in class will result in a loss of participation points assigned. Activities during lecture are designed to help you develop a better understanding of the content discussed, your involvement in this is vital to your success in this class.

In my classroom **rude and inappropriate behavior will not be tolerated**. This class is a learning environment and as such, should be a place where students feel comfortable asking questions without being ridiculed. Students who continue to exhibit rude or inappropriate behavior after being asked to stop by the instructor or TA will be asked to leave and must schedule a time to visit with the instructor to obtain notes or missed assignments prior to returning to class. Additional information can be found in the [ACU student handbook](#).

Late assignment/exam: College is a time to develop habits and skills that you will use throughout your life. Completing tasks by the deadline is an important skill that will be needed throughout your professional career. Therefore, for late assignments turned in after the due date will be deducted 10% for every 24 hrs after the due date that it is late.

Technology use : While technology can be a very useful tool for many tasks, it can also be very distracting both to you and to those students around you. Those of you who prefer to take notes on a laptop or tablet are free to do so, however, if it becomes disruptive to the class you will be asked to put it away for the remainder of the class.

Calendar

Below is a tentative calendar of topics and test dates for this class. When significant changes are made i.e. moving of tests, I will let you know at least 1 class period in advance.

Lecture Calendar

Date	Week	Topic	Quizzes and Exams
1/14/19	1	Introduction, Parts of the Saddle, and Intro to Horse Anatomy	1/18: Last day to drop within the block
1/21/19	2	Domestication	
1/28/19	3	Breeds	Breed Poster Due 2/1 @ 11:59 pm; Current Event 1 due 2/1 @ 11:59 pm
2/4/19	4	Equitation	Quiz 1 in class on 2/6
2/11/19	5	Leads, Gaits, and Anatomy	
2/18/19	6	Anatomy and Confirmation	Current Event 2 due 2/22 @ 11:59 pm
2/25/19	7	Shoeing and Hoof Health	Quiz 2 due 2/27 @ 11:59 pm; Midterm Grades Due
3/4/19	8	Horse Diseases	Quiz 3 due 3/6 @ 11:59 pm; Current Event 3 due 3/6 @ 11:59 pm
3/11/19		Spring Break	
3/18/19	9	Horse Health Management	
3/25/19	10	Common Management Practices	
4/1/19	11	Common Management Practices and Facilities	
4/8/19	12	Behavior and Training	Current Event 4 due 4/12 @ 11:59 pm
4/15/19	13	Reproduction	Quiz 4 due 4/17 @ 11:59 pm
4/22/19	14	Nutrition	
4/29/19	15	Current Events	Quiz 5 due 5/2 @ 11:59 pm; Current Event 5 due 5/2 @ 11:59 pm
	Finals	Final Exam	5/9 @ 2:00 – 3:45 in OSC 265