

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: **BIOL 354** **or Degree Plan(s):**

Please see attached proposal for details of the requested changes.

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost
	Campus-Level Academic Review¹						
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
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 (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A
11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
	Change to a Degree Plan						
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Full Review									
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
	Change to a Degree Plan									
21.	Educational Program — Add or Discontinue ²³	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

		Dept./School	College	Dean	AUAC	Provost	UGEC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)									
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	-	A	-	A	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

Notes

² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

Department/School(s)

Jennifer Huddleston

10/11/2024

Chair Signature

Date

Kathy K Canale

9.30.24

Chair/Program Director Signature

Date

College Academic Council(s)

Charles Minter

10/30/24

Chair Signature

Date

Chair Signature

Date

Dean(s)

Charles Minter

10/30/24

Signature

Date

Signature

Date

Teacher Education Council

Signature

Date

**Campus Academic Council:
Abilene Undergraduate or Abilene Graduate**

Signature

Date

Provost

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date

BIOL 354 Proposal

Component	Current	Proposed	Justification
Title	General Microbiology Laboratory	Microbiology for Nursing and Allied Health Laboratory	The name has caused confusion with BIOL 357 Microbiology Laboratory, especially among centralized advisors. Every semester the instructor has to carefully check the majors of all of the students in order to move at least one of the students to the correct class. This proposed name should help to eliminate confusion. The students who take this course are those in nutrition and pre-nursing. This course is not on any other degree plans. Furthermore, the curriculum guidelines that we follow are published by the American Society for Microbiology and are entitled "Microbiology in Nursing and Allied Health." (https://asm.org/guideline/asm-microbiology-in-nursing-and-allied-health-min)
Course number beyond the hundred	BIOL 354	BIOL 254	This course content is a sophomore-level class currently. Most,

			but not all, colleges and universities have this course listed at the 200-level. The rigor and content are not at the level appropriate for a 300-level biology course, arguably, never have been. There is continued confusion among biology and biochemistry majors if this course will count in menus of BIOL 300-499. This would allow us to change the catalog wording on biology degrees from "BIOL 300-499, excluding BIOL 353 and BIOL 354" to "BIOL 300-499."
Content (change of course outcomes) - <i>not really a change, but an addition of where they were previously absent for ACU Abilene, but making them equivalent to ACU Dallas.</i>	None	1. Demonstrate ability to work with microbiological specimens in accordance with safety guidelines 2. Demonstrate proficiency in aseptic methods when isolating and culturing microbes 3. Demonstrate an understanding	There were no official course outcomes on record since this class went through council many years ago. We were using these unofficial course outcomes on syllabi. These were obtained a few years ago by ACU Dallas and taken through their council and approved even though they were never approved by ours. We are now officially asking for approval of

		of how different microbiology lab techniques can be used to identify pathogens and influence treatment	these outcomes so that both the ACU Dallas and the ACU Abilene courses are equivalent.
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Re: BIOL 353/354 changes

1 message

Tim Kennedy <timothy.kennedy@acu.edu>
To: Jennifer Huddleston <jrh11a@acu.edu>

Thu, Oct 10, 2024 at 3:10 PM

Yes,
Sorry for the delay. Yes I will change from Biol 353 to 253 in our degree plan. Thank you for letting us know.

On Wed, Oct 9, 2024 at 7:50 AM Jennifer Huddleston <jrh11a@acu.edu> wrote:
Tim,

Have you had a chance to look at this yet?

Thanks!
- Jennifer

On Mon, Sep 30, 2024 at 4:11 PM Tim Kennedy <timothy.kennedy@acu.edu> wrote:
Thank you Jennifer. I will take a look.

On Mon, Sep 30, 2024 at 12:53 PM Jennifer Huddleston <jrh11a@acu.edu> wrote:
Dear Tim and Tim,

The Department of Biology is proposing changes to BIOL 353/354. These courses are included on a menu in the Civil Engineering, BS (CIVE) degree plan in your department. I have put together the approval charts and attachment of explanation. Please read over these and send me an email back that I can include in the application packet.

If these changes are approved by councils, it would require that you change the BIOL 353 to BIOL 253 on your degree plan. Alternatively, you can require the majors courses BIOL 355 Microbiology instead, but that would add BIOL 121-124 and either BIOL 312 or 351 to your degree plan. The content of the course is not changing at all. The name of the course is being changed to reflect the content.

Thank you for your partnership in this.

Dr. Jennifer R. Huddleston

Associate Professor
Department Chair
Department of Biology
Abilene Christian University
202 Halbert-Walling Research Center
ACU Box 27868
Abilene, Texas 79699-7868
jennifer.huddleston@acu.edu
[Book an appointment](#)

Re: BIOL 353/354

1 message

Melissa Long <mdl16a@acu.edu>
To: Jennifer Huddleston <jrh11a@acu.edu>

Mon, Sep 30, 2024 at 10:19 AM

Hello,

Thanks for reaching out. These courses are in the BS- Health Science degree as menu items. These changes seem reasonable and feasible. We can change our degree plan when council approves the changes.

Thanks,
Melissa

On Mon, Sep 30, 2024 at 9:53 AM Jennifer Huddleston <jrh11a@acu.edu> wrote:

Dear Melissa and Rebekah,

The Department of Biology is proposing changes to BIOL 353/354. These courses are included on the degree plans in your departments. Thank you for your preliminary feedback regarding these changes. I have put together the approval charts and attachment of explanation. Please read over these and send me an email back that I can include in the application packet.

If these changes are approved by council, it would require that you change the BIOL 353 to BIOL 253 and BIOL 354 to BIOL 254 on your degree plans.

Thank you for your partnership in this.

Sincerely,
Dr. Jennifer R. Huddleston

Associate Professor
Department Chair
Department of Biology
Abilene Christian University
202 Halbert-Walling Research Center
ACU Box 27868
Abilene, Texas 79699-7868
jennifer.huddleston@acu.edu
Book an appointment

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Melissa D. Long EdD, LAT, ATC
Abilene Christian University;
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Department Chair;
Master of Strength, Conditioning, and Human Performance Program,
Program Director;
ACU Box 28084
(817) 807-6539 cell
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"Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing,
as God wants you to be" 1 Peter 5:2

Re: BIOL 353/354

1 message

Theresa Naldoza <tmn05a@acu.edu>

Wed, Oct 2, 2024 at 8:55 AM

To: Jennifer Huddleston <jrh11a@acu.edu>

Cc: Melissa Long <mdl16a@acu.edu>, Rebekah Mullins <rxm13a@acu.edu>

Jennifer,

The Nursing Department will support this change. When the changes are approved by council, if you would kindly let us know. We will then process the change in adopting the course through our college council. I believe you have answered all the questions we had about this change.

Blessings,

Theresa Naldoza

On Mon, Sep 30, 2024 at 9:53 AM Jennifer Huddleston <jrh11a@acu.edu> wrote:

Dear Melissa and Rebekah,

The Department of Biology is proposing changes to BIOL 353/354. These courses are included on the degree plans in your departments. Thank you for your preliminary feedback regarding these changes. I have put together the approval charts and attachment of explanation. Please read over these and send me an email back that I can include in the application packet.

If these changes are approved by council, it would require that you change the BIOL 353 to BIOL 253 and BIOL 354 to BIOL 254 on your degree plans.

Thank you for your partnership in this.

Sincerely,

Dr. Jennifer R. Huddleston

Associate Professor

Department Chair

Department of Biology

Abilene Christian University

202 Halbert-Walling Research Center

ACU Box 27868

Abilene, Texas 79699-7868

jennifer.huddleston@acu.edu

[Book an appointment](#)



Theresa Naldoza PhD, RN, CNE

Assistant Professor

Executive Director of Nursing

Associate Dean of CHBS

School of Nursing

tmn05a@acu.edu

Office: (325) 674-2716



Re: BIOL 353/354

1 message

Sheila Jones <joness@acu.edu>
To: Melissa Long <mdl16a@acu.edu>
Cc: Jennifer Huddleston <jrh11a@acu.edu>

Mon, Sep 30, 2024 at 4:21 PM

Hi Melissa,

This is all fine with me. We have plenty of upper-level courses in our NDPD degree plan.

Thanks,

Sheila

Sheila Jones, PhD, RD, LD
Associate Chair, Department of Kinesiology and Nutrition
Associate Dean, College of Health and Behavioral Sciences
ACU Box 28084
Abilene, Texas 79699
(325) 674-2089

Romans 8:38-39

On Mon, Sep 30, 2024 at 10:48 AM Melissa Long <mdl16a@acu.edu> wrote:

Hi Sheila,
Can you take a look at this proposal? It will affect NUTR students.
Thanks!
Melissa

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

From: **Jennifer Huddleston** <jrh11a@acu.edu>
Date: Mon, Sep 30, 2024 at 9:53 AM
Subject: BIOL 353/354
To: Melissa Long <mdl16a@acu.edu>, Theresa Naldoza <tmn05a@acu.edu>, Rebekah Mullins <rxm13a@acu.edu>

Dear Melissa and Rebekah,

The Department of Biology is proposing changes to BIOL 353/354. These courses are included on the degree plans in your departments. Thank you for your preliminary feedback regarding these changes. I have put together the approval charts and attachment of explanation. Please read over these and send me an email back that I can include in the application packet.

If these changes are approved by council, it would require that you change the BIOL 353 to BIOL 253 and BIOL 354 to BIOL 254 on your degree plans.

Thank you for your partnership in this.

Sincerely,
Dr. Jennifer R. Huddleston

Associate Professor
Department Chair
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Educating Students for Christian Service and Leadership Throughout the World

School of Education

ACU Box 29008, Abilene, Texas 79699-9008
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October 10, 2024

To Whom It May Concern:

I am writing in support of changing of two course numbers in the Biology Department to more fully align with the content and outcomes of the course. I support changing BIOL 353 to BIOL 253 and BIOL 354 to BIOL 254. If the changes are approved by the necessary councils, I understand that this will facilitate the need for the School of Education to modify the our middle school and secondary degree plans that include these biology courses. We are happy to work with the biology department to do this and believe it will strengthen our program.

Thank you for your thoughtful consideration of this matter.

A handwritten signature in black ink that reads 'Stephanie Talley'.

Stephanie Talley, Ph.D.
Associate Professor
Director and Chair of the School of Education
Abilene Christian University
ACU Box 29008
Abilene, TX 79699-9008
325-674-2112