

Request for Change In Existing Course

2/19/2020

Click for calendar and select date.

Form Instructions:

Please complete this form and print on **YELLOW** paper; the form fields will expand beyond 2 pages. Forward completed form to the persons for Approval/Denial in the order indicated below. Once Approval is received from the Graduate Council, print on the front and back of sheet if form expands beyond 2 pages. Forward the original and copies to Dyson 122.

Enough info to be used when making the agenda for the UCC meeting. Be specific.

Select from drop-down menu

Submitted by College of: Arts Humanities and Social Sciences	Department offering course: Sociology and Criminal Justice
Request Summary (used to create UCC agenda—one or two sentences only): Change the prerequisites, component and frequency of offering for SOC 305	

CIP to be changed by Institutional Research only. Nothing required by dept.

Please fill in ALL boxes. For items NOT being changed, please enter N/A.				
Current Prefix: SOC	Current Number: 305	Current Credit Hours: 3	Current Component: Lecture	Current CIP Code (nn.nnnn):
Proposed Prefix: N/A	Proposed Number: N/A	Proposed Credit Hours: N/A	Proposed Component: Lecture/Laboratory	Proposed CIP code (nn.nnnn):
Current Course Title: Data Analysis and Statistics for the Social Sciences		Proposed Course Title:		
Current Course Prerequisite(s): MATH 241		Proposed Course Prerequisite(s): SOC 101 and MATH 241		
Course Description: Elementary descriptive and inferential statistics as applied to social science problems, with computer applications.		Proposed Course Description: Elementary descriptive and inferential statistics as applied to social science problems, with computer applications. Two hours of lecture and two hours of lab per week.		
Course Typically Offered (Current): <input checked="" type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring OR: <input type="checkbox"/> Varies		Course Typically Offered (Proposed): <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring OR: <input checked="" type="checkbox"/> Varies		
Frequency of Course Offering (Current): <input checked="" type="checkbox"/> Year <input type="checkbox"/> Odd Yr <input type="checkbox"/> Even Yr OR: <input type="checkbox"/> Varies		Frequency of Course Offering (Proposed): <input type="checkbox"/> Year <input type="checkbox"/> Odd Yr <input type="checkbox"/> Even Yr OR: <input type="checkbox"/> Varies		
Page numbers affected in the printed catalogue (include year) OR URL of on-line catalogue: Page 518 in the 2018-2019 catalogue		Proposed course description as it will appear in the catalogue: 305. Data Analysis and Statistics for the Social Sciences. Credit 3 hours. Prerequisites: Sociology 101 and Mathematics 241. Elementary descriptive and inferential statistics as applied to social science problems, with computer applications. Two hours of lecture and two hours of lab per week. (Varies)		
Does this course appear in the 4-year layout or a footnote for the 4-year layout for any undergraduate degree program? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Does this course appear in the course requirements for any graduate degree program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes to either, please list the degree program(s) here: Sociology and Criminal Justice degree program.				

Be sure to use N/A for boxes that are NOT changing.

Description only. No prerequisites or course titles or course number.

Include year of print catalogue.

Description exactly as it is to appear in the back of the catalogue. (Course number. Title. Credit. Prerequisite. Description. Lab Fee. Typical Semester offering). Note there is NO prefix before the catalogue entry.

What program assessment results have prompted the need to change this course? Reference specific departmental goals, outcomes (by year) and action plans that address this need. For the 2011-2012 year students taking Soc 305 were found to be deficient in certain statistical methods as they relate to learning goal 3 outcome B2. Math 241 will aid in providing a stronger foundation for students to be more successful in these measured outcomes.
What other reason(s) has prompted the need to change this course? Increased progression through the major.

This is typically assessment information from WEAVE.

Reason other than assessment data in WEAVE. It is not necessary to use both boxes..

What is the anticipated time investment of a student both in and out of the classroom in order for the student to achieve the learning outcomes for the course (see Credit Hour Policy)? This is a 3 credit hour course that is intended to meet face-to-face during the course of a typical 15 week semester. The approximate time requirement is a 2:1 ratio between out-of-class and in-class activities for a total of approximately 112.5 hours. Instructors of this course understand that they should strive to reach this target.

In-class activities: (2 days per week at 75 minutes for 15 weeks that may or may not include final exam time)
 Required readings:
 Homework time:
 Mid-term take home exam:
 Final paper and oral presentation for course:
 Preparation time for final exam:

Estimated Time
 37.5 - 39.5 hours
 xxxxx hours
 xxxxx hours
 xxxxx hours
 xxxxx hours
 Total: xxxxx hours

This is ONLY an example. Please adjust information to the course that you are creating or changing. See credit hour policy for more information.

*this is not an inclusive list merely an example, adjust as necessary.

Council for Teacher Education approval needed? (Yes if any of the below are met):		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> This change affects any education undergraduate degree, graduate degree or certification program and/or This change affects components of electronic portfolios or any aspect of the assessment system and/or This change affects field experience of any type reported by education majors 		
Departments/colleges that could be affected by proposed change: None	Have these departments/colleges been notified of the proposed change? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	

****ATTACH COPY OF PAGE IN CURRENT CATALOGUE THAT CONTAINS THE COURSE TO BE CHANGED WITH CLEAR INDICATIONS ON HOW THE COURSE IS TO BE CHANGED****

Approval/Denial of Change in Existing Course - Secure Signatures in following order

1.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, Dept/Program Curriculum Committee:	Date:
2.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Head:	Date:
3.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, College Curriculum Committee:	Date:
4.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	College/School Dean:	Date:
5.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>(if applicable)</i> Chair, Teacher Education Council:	Date:
6.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>(if applicable)</i> Dean of Education:	Date:
7.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>(if applicable)</i> Chair, Graduate Council:	Date:
8.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, University Curriculum Council:	Date:
9.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Provost:	Date:
10.	<input type="checkbox"/> Record Complete	AVP for Academic Programs:	Date:

Reason for Denial: