

New Course Proposal Form

Submitted on 10/23/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

***All fields require input**

- ☒ New COURSE
- ☐ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

ANE

Course Number: ([Check Availability](#))

721

Course Title:

Equipment, Instrumentation, and Technology for Anesthesia

Will this course become part of a program? ☐ No ☒ Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the BS-DNAP program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

A thorough review of anesthesia delivery systems, airway equipment, and the multiple monitoring devices that may be utilized during anesthesia. A review of principles and laws of physics, biochemistry, and chemistry as applicable to the field of anesthesia. An in-depth review of equipment, instrumentation, and technology needed for anesthesia management. Various types of radiological imaging and radiation safety will be presented. 3 (3 - 0) F.

Credit Hours:

3 ▼

Lecture Contact Hours:

3 ▼

Lab Contact Hours:

0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.



Fall



Fall (even-numbered years only)



Fall (odd-numbered years only)



Spring



Spring (even-numbered years only)



Spring (odd-numbered years only)



Summer



On Demand only

Complete Catalog Description:

ANE 721 Equipment, Instrumentation, and Technology for Anesthesia

Prerequisite: Admission to the BS-DNAP program

A thorough review of anesthesia delivery systems, airway equipment, and the multiple monitoring devices that may be utilized during anesthesia. A review of principles and laws of physics, biochemistry, and chemistry as applicable to the field of anesthesia. An in-depth review of equipment, instrumentation, and technology needed for anesthesia management. Various types of radiological imaging and radiation safety will be presented. 3 (3 - 0) F.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0

Typically offered: Fall

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

15% of the Certified Registered Nurse Anesthesia Board Certifying Exam covers Equipment, Technology, Physics and Chemistry as related to anesthesia and anesthesia delivery. After a thorough DNAP curricular review it was determined that additional time, resources and didactic work was needed on the required specific topics. Other DNAP curriculum was re-arranged to allow time for this course, without adding additional credit hours to the current program of study.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ☒ No ☐ Yes

New Course Resource Information

Anticipated Average Enrollment per section:

24

Maximum Enrollment Limit per section:

30

Anticipated Average Enrollment per semester:

24

Maximum Enrollment Limit per semester:

30

Anticipated Average Enrollment per year:

24

Maximum Enrollment Limit per year:

30

Faculty Load Assignment (equated hours):

3.9

Is another course being deleted? ☒ No ☐ Yes

What will this course require in the way of:

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

Physics and Chemistry faculty will be invited to guest lecture as needed.

Additional faculty; regular vs per-course

None

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

2 classes are being combined to allow teaching time for this higher topic priority class. Statistics and Graduate Studies are being combined to maximize the faculty time, student learning needs and outcomes for statistics and graduate studies related to anesthesia. (ANE 700 Intro to Graduate Studies and PBH 730 Biostatistics)

List names of current faculty qualified and available to teach this course

Dr. Tracy Beckham, CRNA, DNAP

What is the anticipated source of students for this course?

BS to DNAP Anesthesia students

If from within the department, will students be taking this course in addition to or in place of other courses?

In place of PBH 730

If from outside the department, which courses in other departments would most likely be affected?)

PBH

Other comments:

The course content is part of the board certification exam, and the 2 combined courses are perfect compliments to each other balancing the needed curriculum for the DNAP program. Anesthesia doctoral graduate faculty TLE's are calculated at 1.3 per graduate credit hour.

What is the date that this new course was approved by departmental or program faculty?
(MM/DD/YYYY)

09/05/2018

Current Status:

Grad Council Review

Proposal Progress:

10/31/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Missouri State University School of Anesthesia
ANE 712 Special Topics:
Equipment, Instrumentation, and Technology for Anesthesia
Fall 2018 Course Description/Syllabus

Location: OCHS 305 classroom

Total Credit Hours: 3

Times: Wednesday and Friday 9:00- 10:30

Course Faculty: Dr. Tracy Beckham, CRNA, DNAP.

Placement of Course: Graduate Level

Prerequisite Courses: Admission to program and permission from program director

Course Description:

A presentation of the principles and laws of physics, biochemistry, and chemistry applicable to the field of anesthesia, an inclusive review of equipment, instrumentation, and technology needed for anesthesia management. There will be a thorough review of anesthesia delivery systems, airway equipment, and the multiple monitoring devices that may be utilized during anesthesia. Various types of radiological imaging will also be presented in this class.

Course Objectives:

By the end of the course, the student will be able to:

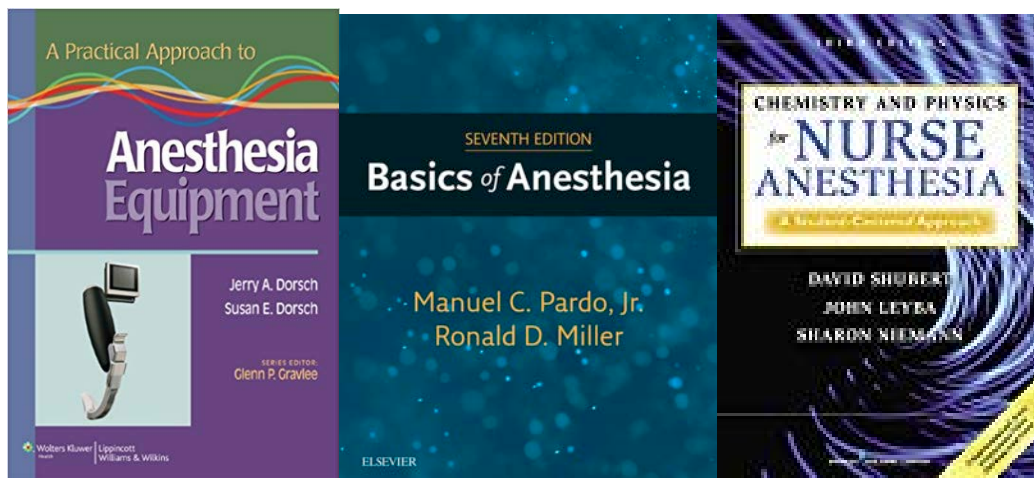
- 1.0 Describe aqueous solutions and concentrations; acids, bases and salts; chemical reactions: oxidation, reduction, hydrolysis, and conjugation.
- 2.0 Identify Physics concepts including: Units of measurement, Gases and gas laws, Solubility, diffusion and osmosis, Pressure and fluid flow, Electricity and electrical safety, Vaporization and humidification and the Measurement of oxygen, carbon dioxide and hydrogen ions.
- 3.0 Describe anesthesia delivery systems including: High/low pressure gas sources, Regulators/manifolds, Flowmeters, valves, floats, Vaporizers, Proportioning systems, Pressure failure safety devices, Fail-safe devices, Ventilators, Carbon dioxide absorbent, Anesthetic circuits (Rebreathing, circle system, Non-rebreathing, and Modified non-rebreathing) and Pneumatic and electronic alarm devices.
- 4.0 Have an in-depth understanding of airway equipment including: Face masks, Laryngoscope (Rigid, Videoscope, and Optically enhanced scopes), Flexible fiberoptic bronchoscope, Endotracheal tubes, Endobronchial tube (including double

lumen tube), Airways (Oral, Nasal), Supraglottic Airways (i.e., LMA), Intubating supraglottic airways, Jet ventilation, Intubating stylets, Lighted stylets, Cricothyrotomy (needle and surgical), and others (such as Eschmann catheter i.e., “bougie,” Combitube, and Exchange catheters)

- 5.0 Describe the various monitoring equipment used in anesthesia management including: Evoked potential, Intracranial pressure, Modified EEG monitor (BIS, PSArray), Cerebral oximetry, Cardiovascular Electrocardiogram, Arterial pressure monitoring, Noninvasive blood pressure monitoring, Central venous pressure monitoring, Pulmonary artery pressure monitoring/SvO₂, Cardiac output, Precordial/esophageal stethoscope/Doppler, Pulmonary/airway monitoring (Capnography, Airway gas analysis, Pulse oximetry, Airway pressure, Blood gas analysis, Peripheral nerve stimulator, Urinary output monitoring, Temperature monitoring, Maternal/fetal monitoring issues and Others (Fluid/blood warmers, Forced air warming blanket, Heat and moisture exchanger (HME), and Blood salvage (cell saver).
- 6.0 Identify Imaging techniques including Ultrasound, Fluoroscopy, and Radiography.

Teaching Methods:

Power points, lecture, class discussion, demonstrations, and case studies.



Textbooks:

Dorsch J, Dorsch S. (2011). A Practical Approach to Anesthesia Equipment.

Philadelphia: Lippincott Williams & Wilkins

Chemistry and Physics for Nurse Anesthesia: A Student-Centered Approach 3rd Edition
by David Shubert PhD, John Leyba PhD, Sharon Niemann DNAP CRNA

Miller, R. & Pardo Jr., M. (2018). Basics of Anesthesia, 7th edition. Philadelphia:
Elsevier: Saunders. ISBN:978-1-4377-1614-6

Additional References:

Nagelhout, Plaus: Nurse Anesthesia, 6th ed., 2017 (Required in Advanced Principles)

Grading Policy:

A grade for this course will be based on the average of written examinations administered throughout the semester at the discretion of the instructor, as well as self-study assignments. There may be opportunities for other learning experiences that have grades attached. A final comprehensive exam will be administered at the end of the semester. The grade for the final comprehensive exam will be averaged with the other exam scores received throughout the semester and does not hold higher weight compared to other exams taken during the semester. The instructor will distribute a lecture outline including exam dates at the beginning of the semester.

The course grade will be based on the following scale:

92 - 100 = A
90 - 91 = B+
87 - 89 = B
85 - 86 = B-
< 84 = C

Examinations:

Exam 1	- 100 points
Exam 2	- 100 points
Exam 3	- 100 points
Exam 4	- 100 points
<u>Comprehensive Final</u>	<u>- 100 points</u>
TOTAL	- 500 points

Course Evaluation:

A class evaluation will be given to each student upon completion of this course. Information for accessing this evaluation will be given to each student at the end of the course. The evaluation is anonymous, as student feedback is essential to ongoing academic evaluations and improvement.

Attendance:

There is an expectation that you will attend all classes. Please be prepared for participating in class discussions. Please notify the instructor if you must miss class for any reason.

Missed Examinations:

Any student, who fails to take an examination at the scheduled time, without prior approval by a school official, will receive a grade of zero for that exam.

Academic Dishonesty:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures, available at www.missouristate.edu/policy/academicintegritystudents.htm and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Disability:

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc>.

Emergency Response:

Students who require assistance during an emergency evacuation must discuss their needs with their professors and the Disability Resource Center. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For additional information students should contact the Disability Resource Center, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576. For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: <http://www.missouristate.edu/safetran/erp.htm>

Emergency Storm Shelter and Evacuation Information:

In the event of an emergency or incident in the classroom, the faculty member is often the first university representative or authority figure recognized to be in charge until emergency first responders arrive. At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the emergency relocation areas for the building. For your convenience, this information has been provided by the Office of the Provost and Safety and Transportation and appears below. Students with disabilities impacting mobility should discuss with their instructor the approved accommodations for emergency situations and additional options.
(see <http://www.missouristate.edu/provost/syllabi.htm>).



For more information contact Safety and Transportation (417-836-5509) or consult the [Emergency Quick Reference Guide](#) and [Campus Emergency Response Plan](#).

Tornado Shelter Area Information (in case of severe weather).

Building	Tornado Shelter Area
O'Reilly Clinical Health Sci	Evacuate the 3rd floor take shelter in interior rooms away from windows.

Emergency Assembly Point Instructions (in case the building needs to be evacuated for events such as fire, gas leak, etc.)

Building	Emergency Assembly Point
O'Reilly Clinical Health Sci	Evacuate to the Professional Building. Alternate: Hammons Student Center.

Areas of Rescue (in case you are unable to evacuate to the ground floor, these are areas of temporary safety until rescuers arrive)

Building	Area of Rescue
O'Reilly Clinical Health Sci	Southwest stairwell

Cell Phone Policy:

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and

students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

All Policy statements as outlined through the office of the Provost can be found:

http://www.missouristate.edu/policy/Op3_09_CourseSyllabi.htm

Change Course Proposal Form

Submitted on 11/01/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

ANE732 Anesthesia for Surgical Procedures and Special Populations I

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

ANE 732 Anesthesia for Surgical Procedures and Special Populations I

Prerequisite: ANE 720. An in-depth review of drugs commonly used to provide the state of anesthesia, review of subjects essential to the practice of anesthesia; emphasis on pediatrics, neonatal, critical care anesthesia, trauma and burns, organ transplants and organ retrieval, obesity and GI disorders, and a study of the requirements for specialized anesthesia care; regional anesthesia, chronic pain, cardiac, and vascular anesthesia. 6(6-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)



ANE 732 Anesthesia for Surgical Procedures and Special Populations I

Prerequisite: ANE 720. An in-depth ~~drugs commonly used to provide the state of anesthesia,~~ review of subjects essential to the practice of anesthesia. ~~emphasis on pediatrics, neonatal, critical care anesthesia, trauma and burns, organ transplants and organ retrieval, obesity and GI disorders, and a study of the requirements for specialized anesthesia care; regional anesthesia, chronic pain, cardiac, and vascular anesthesia.~~ **Subjects correlating anatomy, physiology, pathophysiology, and pharmacology related to specific anesthetic patient needs for surgical or diagnostic procedures. Anesthetic needs for surgical procedures explored will include intra-abdominal, extra thoracic, neuro- skeletal, orthopedic, perineal and surgical diagnostic procedures. Exploration of special anesthetic considerations for specific populations will be included involving the following populations: pediatric, obstetric, geriatric, and obese patients.**
6 5 (6 5-0) F

What is changing? Check all boxes that apply.

- | | | | |
|--|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

The curriculum for Anesthesia for Surgical Procedures is set up on a two semester timeline (I and II), making them equal credit and contact hour amounts makes the program flow more smoothly and consistently and allows for class scheduling and clinical scheduling to work more congruently. Course Description required updating for current accreditation requirements. Information was moved to the 4 hour ANE 750 from this class to allow each semester to have a 5 hour class of advanced anesthesia content.
ANE 732 and ANE 750

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input checked="" type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |

☐ Other (be specific):

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

09/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/01/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/01/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

ANE750 Anesthesia for Surgical Procedures and Special Populations II

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

ANE 750 Anesthesia for Surgical Procedures and Special Populations II

Prerequisite: ANE 720. A review of the special anesthetic considerations for: anesthesia delivery systems, pre-operative evaluation, monitoring, professional liability, rare and coexisting diseases, hemotherapy and hemostasis, post-anesthesia recovery, minimally invasive procedures, orthopedic, geriatric, outpatient anesthesia, airway management, respiratory physiology and function, thoracic surgery, neuro surgery, patients with liver and kidney disease, acid-base disturbances, and patients undergoing urologic, ophthalmic, and otolaryngologic surgery. 4(4-0) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

ANE 750 Anesthesia for Surgical Procedures and Special Populations II

Prerequisite: ANE 720. ~~An~~ **in-depth** review of the ~~special anesthetic considerations for: anesthesia delivery systems, pre-operative evaluation, monitoring, professional liability, rare and coexisting diseases, hemotherapy and hemostasis, post-anesthesia recovery, minimally invasive procedures, orthopedic, geriatric, outpatient anesthesia, airway management, respiratory physiology and function, thoracic surgery, neuro surgery, patients with liver and kidney disease, acid-base disturbances, and patients undergoing urologic, ophthalmic, and otolaryngologic surgery~~ **subjects essential to the practice of anesthesia. Subjects correlating anatomy, physiology, pathophysiology and pharmacology related to specific patient needs for surgical or diagnostic procedures. Surgical procedures covered will include extracranial and intracranial, intrathoracic, neck, vascular, diagnostic and therapeutic procedures. Patient populations will include trauma, burns, resuscitations, organ transplants, organ procurement and laser procedures.** 45 (5 4-0) S.

What is changing? Check all boxes that apply.

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

The curriculum for Anesthesia for Surgical Procedures is set up on a two semester timeline (I and II), making them equal credit and contact hour amounts makes the program flow more smoothly and consistently and allows for class scheduling and clinical scheduling to work more congruently. Course Description required updating for current accreditation requirements and course content. Information was moved to this class from the 5 hour ANE 732 to allow each semester to have a 5 hour class of advanced anesthesia content, (ANE 732 and ANE 750)

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input checked="" type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |

☐ Other (be specific):

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

09/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/01/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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New Course Proposal Form

Submitted on 10/23/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

***All fields require input**

- ☒ New COURSE
- ☐ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

ANE

Course Number: ([Check Availability](#))

754

Course Title:

Healthcare Ethics for Anesthesia Providers

Will this course become part of a program? ☐ No ☒ Yes (A corresponding program change form must be submitted)Will this proposal need to be reviewed by CGEIP? ☒ No ☐ YesWill this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the DNAP program

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course is designed to apply the principles of biomedical and health care ethics toward a more informed understanding of realistic cases of ethical decision making in the healthcare environment, for anesthesia providers. The course looks towards a systematic approach to ethical problems that arise in the clinical and administrative settings, as well as the ethical responsibilities of all participants in each of these areas 3(3-0) S.

Credit Hours:

3 ▼

Lecture Contact Hours:

3 ▼

Lab Contact Hours:

0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

☐

Fall

☐

Fall (even-numbered years only)

☐

Fall (odd-numbered years only)

☒

Spring

☐

Spring (even-numbered years only)

☐

Spring (odd-numbered years only)

☐

Summer

☐

On Demand only

Complete Catalog Description:

ANE 754 Healthcare Ethics for Anesthesia Providers

Prerequisite: Admission to the DNAP program

This course is designed to apply the principles of biomedical and health care ethics toward a more informed understanding of realistic cases of ethical decision making in the healthcare environment, for anesthesia providers. The course looks towards a systematic approach to ethical problems that arise in the clinical and administrative settings, as well as the ethical responsibilities of all participants in each of these areas 3(3-0) S.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0

Typically offered: Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

To meet outcome requirements of the MS-DNAP and BS-DNAP programs

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ☒ No ☐ Yes

New Course Resource Information

Anticipated Average Enrollment per section:

60

Maximum Enrollment Limit per section:

90

Anticipated Average Enrollment per semester:

60

Maximum Enrollment Limit per semester:

90

Anticipated Average Enrollment per year:

60

Maximum Enrollment Limit per year:

90

Faculty Load Assignment (equated hours):

3.9

Is another course being deleted? ☒ No ☐ Yes

What will this course require in the way of:

Additional library Holdings

None

Additional computer resources

None

Additional or remodeled facilities

None

Additional equipment or supplies

None

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

Per course faculty will be used for this course and will have proper credentials for the subject matter.

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

N/A

List names of current faculty qualified and available to teach this course

Dr. Brenda Wands, CRNA, DNAP PhD in Ethics
Dr. Elizabeth Sheffield, CRNA, DNP, Post Doc Fellowship in Ethics

What is the anticipated source of students for this course?

MS-DNAP and BS - DNAP students

If from within the department, will students be taking this course in addition to or in place of other courses?

In place of PHI 613

If from outside the department, which courses in other departments would most likely be affected?)

PHI

Other comments:

BMS 726 Healthcare Ethics for Anesthesia Providers Special topics class was completed Spring 2018, with excellent course reviews and evaluations by both MS and BS students. Increasing student enrollment with both BS and MS to DNAP programs provided difficulty for PHI to accommodate, and the anesthesia specific cases and topics were needed for curricular requirements.

What is the date that this new course was approved by departmental or program faculty?
(MM/DD/YYYY)

09/05/2018

Current Status:

Grad Council Review

Proposal Progress:

10/24/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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BMS 726 Healthcare Ethics for Anesthesia Providers

Course Syllabus

Instructor:

Brenda Wands PhD, CRNA bawands@missouristate.edu (570) 809.0550

Course Description:

This course is designed to apply the principles of biomedical and health care ethics toward a more informed understanding of realistic cases of ethical decision making in the healthcare environment for anesthesia providers. The course looks towards a systematic approach to ethical problems that arise in the clinical, research, and administrative settings, as well as the ethical responsibilities of all participants in each of these areas.

Topics:

- The history of the biomedical ethics movement including research ethics
 - Utilizing a case method approach of moral problem solving
 - Respecting privacy and confidentiality
 - Communication, truth-telling, and disclosure of information
 - Determining a patient's capacity to share in decision making
 - The process of informed consent
 - Treatment refusals by patients and clinicians
 - Organ transplantation
 - Decisions about treatments for newborns, infants and children
 - Reproductive issues
 - The ethics of healthcare economics
 - Ethics services in health care organizations, including organizational ethics
-

Course Objectives:

At the completion of the course the student should demonstrate:

- The ability to identify the ethical problems of frequently faced cases in healthcare.
- The ability to understand the history of these obligations and problems and see them as opportunities to enhance patient and family care.

- The ability to use a case method approach in systematically assessing, goal directing, and resolving ethical problems or conflict.
- Understanding of an organizational ethics program and how to utilize and participate in these services to resolve ethical problems in healthcare.

Required text:

Lo, Bernard (2013) Resolving Ethical Dilemmas (5th ed.). Philadelphia: Lippincott Williams & Wilkins.

Supplementary readings will be assigned.

Calendar:

Title	Dates	Topic
		Course introduction, review of syllabus, review of goals and objectives. Introduction to the course structure.
Opening	12/9/2017	Introduction of case method analysis.
		Begin reading chapters 1 and 2 of Resolving Ethical Dilemmas
Case 1	1/16-1/23	Privacy and confidentiality Chapter 4,5,23
Case 2	1/23 – 1/30	Communication, truth telling, and disclosure Chapter 6,7,27,34
Case 3	1/30 – 2/6	Determining capacity Chapter 10,12,20,21,22
Break	2/6- 2/13	No case discussion
Case 4	2/13 – 2/20	Informed consent Chapter 3
Case 5	2/20 – 2/27	Treatment refusals Chapter 11,14, 17
Case 6	2/27 – 3/6	Organ transplantation Chapter 41
Break	3/6 – 3/13	No case discussion
Case 7	3/13 – 3/20	Digital health information Chapter 45
Case 8	3/20 – 3/27	Decisions for newborns, infants, and children Chapter 37
Case 9	3/27 – 4/3	Reproductive issues Chapter 39

Break 4/3 – 4/10 No case discussion
Case 10 4/10-4/17 Cross-cultural care Chapter 44
Final 4/17-5/1 Final case for group analysis

Online Voicethread Discussion

Voicethread (VT) is a discussion tool that encourages discourse through audio and video commenting. It will serve as the platform for the weekly case critiques. It is expected that you comment in video format as part of the discussion. Text-based comments will only be accepted for references to supplement audio/video comments. The Voicethread critiques compose a majority of the online participation grade.

Each participant in each group will be assigned to complete a case analysis for that week using the 4-part method as described. The analysis will be submitted to both the assignment tab for grading and also to the group discussion board for each member to review. The case analysis is due by 0800am Thursday of each week to allow time for the critique and discussion of the case. The student submitting the case analysis for the week is not required to participate in the VT critique of the case. AMA format is required with citations and references.

Another student will be assigned to begin the discussion with their critique of the case analysis. To critique the case the student will add VT slides with 3-4 critique points for the class to discuss. The critique is due by Friday 0800am each week to allow time for discussion.

Following the critique each member of the group will engage in the voicethread discussion. Discussion will be open for participation until Midnight of the last date as scheduled for the case.

Failure to participate results in a score of “F” for the case.

Evaluation:

Grades will be determined in the following manner:

- Twenty percent (20%) for written cases analyses using the four part method described in the Fletcher text. The instructor expects that required readings will be integrated into case analyses and responses.
 - Fifty percent (50%) for online participation of ethical cases presented by the instructor and analyses posted by peers. These cases will be directly related to the reading assignments for each online session.
 - Thirty percent (30%) for a final group case analysis. The instructor will assign topic.
-

Grading:

A = Excellent (The student demonstrates a superior grasp of the subject matter.)

B = Above average (The student demonstrates a good understanding of the subject matter.)

C = Average (The student meets the minimum expectations for mastery of the subject matter.)

D = Below average (The student demonstrates a limited understanding of the subject matter.)

F = Failing (The student fails to comprehend the subject matter.)

Grading Philosophy:

- Students will not be graded on their personal moral views. Nor will they be graded upon their agreement with the instructor's moral views. In health care ethics, as in the rest of life, good people can disagree on moral positions and standards on a variety of issues.
- Students will be evaluated upon their ability to clearly and logically express their views and positions. They will be evaluated upon their ability to examine and question their own closely held moral and ideological positions. They will also be evaluated on their ability to understand and appreciate viewpoints different from their own.
- Students will be evaluated on the quality and thoroughness of their written work (primarily in the form of case analyses) and upon their ability to incorporate required readings into the discussions.
- Students will be evaluated upon their participation in discussions. The quality of these discussions is more important than the frequency of participation, though the student should participate enough to be a valuable contributor to the ongoing dialogue.
- Students should also be both civil toward and respectful of others in the discussion forum. Discussions may at time be robust, vigorous, and challenging. However, they should not deteriorate to the level of personal attacks because of differing personal views and values.

Academic Dishonesty Policy:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures, available at www.missouristate.edu/policy/academicintegritystudents.htm and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. The School of Anesthesia policy can be found in the school handbook.

Disability:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Emergency Response:

Students who require assistance during an emergency evacuation must discuss their needs with their professors and the Disability Resource Center. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Nondiscrimination Policy:

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also

be brought to the attention of your instructor's Program Director. Please visit the OED website at www.missouristate.edu/equity/.

Cell Phone Policy

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Dropping a Class Policy

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Faculty may also wish to include relevant drop deadlines. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Change Program Proposal Form

**Submitted on 10/23/2018 by Letitia White
Minnis (LetitiaWhite@MissouriState.edu).**

Department:

Communication Sci & Disorders

Type of Program**Choose One:**

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive | <input type="radio"/> Option | <input type="radio"/> Certification |
| Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Comprehensive Undergraduate | <input type="radio"/> Certificate | <input type="radio"/> Other |
| Major | | |
| <input checked="" type="radio"/> Graduate Program | | |

Does this program include any new courses?

- ☒ No ☐ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Audiology, Doctor of-Accelerated

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Accelerated Doctorate Degree Plan: Audiology
The following degree plan is based on the graduate catalog.

First semester (fall)

Courses Hours

GEP 101 First-Year Foundations 2

ENG 110 Writing I 3

MTH 135 College Algebra 3

General Education (Social and Behavioral Sciences) 3

CHM 116 Fundamentals of Chemistry 4

CHM 117 Fundamentals of Chemistry Laboratory 1

Total hours 16

Second semester (spring)

Courses Hours

COM 115 Fundamentals of Public Speaking 3

PSY 121 Introductory Psychology 3

PLS 101 American Democracy and Citizenship 3

General Education (Life Science) 4

General Education (The Arts) 3

Total hours 16

Third Semester (fall)

Courses Hours

General Education (Humanities) 3

General Education (Survey of US History) 3

ENG 210 Writing II: Writing Across the Disciplines

or ENG 221 Writing II: Writing for the Professions 3

CSD 201 Introduction to Communication Disorders 3

Elective 3

Total hours 15

Fourth semester (spring)

Courses Hours

CSD 210 Phonetics 3

PHY 100 Survey of Physics with Laboratory 4

General Education (Public Issues) 3

General Education (Cultural Competence) 3

General Elective (LLT 102 recommended) 3

PSY 200 Psychological Statistical Methods 3

Total hours 19

Fifth semester (fall)

Courses Hours

CSD 216 Anatomy and Physiology of Speech 3
CSD 312 Normal Language Acquisition 3
CSD 380 Development, Diversity, and Deafness 3
CSD 495 Observation Clinical Practicum I 2
CSD 522 Neural Bases of Human Communication 3
CSD 360 Hearing Science 3
Total hours 17

Sixth semester (spring)

Courses Hours

CSD 315 Language Disorders in Children 3
CSD 321 Sign Language: Signed English I 3
CSD 362 Speech Science 3
CSD 370 Audiology 3
CSD 496 Observation Clinical Practicum II 2
General Elective (ENG 296 recommended) 3
Total hours 17

Seventh semester (fall)

Courses Hours

General Elective (CSD 492 recommended) 1
CSD 400 Introduction to Research in Communication Sciences and Disorders 3
CSD 496 Observation Clinical Practicum II 2
CSD 852 Advanced Hearing Science 3
CSD 807 Auditory System: Physiology/Neurophysiology 3
CSD 849 Basic Audiometry 3
Total hours 15

Eighth semester (spring)

Courses Hours

General Elective 3
CSD 562 Psycho-Social Implications of Being Deaf and Hard of Hearing 3
CSD 572 Aural Rehabilitation 3
CSD 878 Professional Issues in Audiology 2
CSD 868 Amplification Systems I 3
CSD 895 Advanced Clinical Practice 1-6
Total hours 15-20

Degree plan notes

First semester

BMS 110/111 is recommended for General Education (Life Science) course.

CHM 160/161 may be substituted for CHM 116/117.

Eighth semester



CSD 868 and CSD 895 are for senior permission and do not count toward UG degree. The other grad classes are mixed credit and count toward UG degree.


Not

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)

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Attached

What is changing? Check all boxes that apply:

- ☐ Title change
 ☒ Course changes of under 18 hours
 ☐ From option to program (major)
 ☒ Other
 ☐ From program (major) to option
 ☐ Course changes of 18 hours or more

Reordering some coursework to make the the transition from UG to grad studies smoother.

Reason for Proposed Change:

With the decrease in hours required to get the UG degree (125 to 120 hours), it is feasible that students can complete most of their degree program in less than 4 years. The proposal herein provides a sequence where students can get the UG CSD/audiology degree in 3.5 years, and begin working on their graduate coursework in the fall of the senior year. This proposal tweaks the order of some of the coursework during the UG years and streamlines the graduate sequence, so accelerated student schedules are more like traditional student schedules.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

10/18/2018

Current Status:

Grad Council Review

Proposal Progress:

10/24/2018 - Submitted by Department Head (Letitia White Minnis)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

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[Contact Information](#)

Accelerated Doctorate Degree Plan: Audiology

The following degree plan is based on the graduate catalog.

First semester (fall)

Courses	Hours
<u>GEP 101</u> First-Year Foundations	2
<u>ENG 110</u> Writing I	3
<u>MTH 135</u> College Algebra <u>GEC 104</u> (Select from Math 135, 138, 181, 261 or 287)	3
<u>GEC 110</u> General Education (Social and Behavioral Sciences)	3
<u>CHM 116</u> Fundamentals of Chemistry	4
<u>CHM 117</u> Fundamentals of Chemistry Laboratory	1
Total hours	16

Second semester (spring)

Courses	Hours
<u>COM 115</u> Fundamentals of Public Speaking	3
<u>PSY 121</u> Introductory Psychology	3
<u>PLS 101</u> American Democracy and Citizenship	3
<u>GEC 106/7</u> General Education (Life Science) <u>(Recommend BMS 110/111)</u>	4
<u>GEC 112</u> General Education (The Arts)	3
Total hours	16

Third Semester (fall)

Courses	Hours
<u>GEC 111</u> General Education (Humanities)	3
<u>GEC 113</u> General Education (Survey of US History)	3
<u>ENG 210</u> Writing II: Writing Across the Disciplines or <u>ENG 221</u> Writing II: Writing for the Professions	3
<u>Electives</u> (Recommend <u>CSD 201</u> Introduction to Communication Disorders as one of the electives)	3 6
<u>CSD 312</u> – Normal Language Acquisition	3
Total hours	15 8

Fourth semester (spring)

Courses	Hours
<u>CSD 210</u> Phonetics	3
<u>PHY 100</u> Survey of Physics with Laboratory	4
<u>GEC 116</u> General Education (-Public Issues)	3
<u>GEC 115</u> General Education (-Cultural Competence)	3
General Elective (LLT 102 recommended)	3
<u>PSY 200</u> Psychological Statistical Methods	3
Total hours	1916

Fifth semester (summer)

Courses	Hours
<u>CSD 312</u> Normal Language Acquisition (*if not completed in third semester)	3
<u>CSD 321</u> Signed English	3
Total hours	6

FifthSixth semester (fall)

Courses	Hours
<u>CSD 216</u> Anatomy and Physiology of Speech	3
CSD 312 Normal Language Acquisition	3
<u>CSD 400</u> Introduction to Research in CSD	
<u>CSD 380</u> Development, Diversity, and Deafness	3
<u>CSD 495</u> Observation Clinical Practicum I	2
<u>CSD 522</u> Neural Bases of Human Communication	3
<u>CSD 360</u> Hearing Science	3
Total hours	17

SixthSeventh semester (spring)

Courses	Hours
<u>CSD 315</u> Language Disorders in Children	3
CSD 321 Sign Language: Signed English I	3
<u>CSD 362</u> Speech Science	3
<u>CSD 370</u> Audiology	3
<u>CSD 496</u> Observation Clinical Practicum II	2
<u>CSD 562</u> Psychosocial Implications of Being Deaf/HOH	3
General Elective (ENG 296 recommended) <u>CSD 572</u> Aural Rehabilitation	3 3
Total hours	1718

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~~Seventh~~Eighth semester (fall)

Courses	Hours
496 Observation Clinical Practicum II General Elective (CSD 492 recommended) CSD	1+
CSD 400 Introduction to Research in Communication Sciences and Disorders	3
CSD 834 Diagnostic Audiology I	3
496 Observation Clinical Practicum II	2
CSD 852 Advanced Hearing Science	3
CSD 807 Auditory System: Physiology/Neurophysiology	3
CSD 849 Basic Audiometry	3
Total hours	15<u>13</u>

~~Eighth~~Ninth semester (spring)

Courses	Hours
General Elective	3
CSD 562 Psycho-Social Implications of Being Deaf and Hard-of-Hearing	3
CSD 875 Medical Audiology CSD 572 Aural Rehabilitation	3 3
CSD 873 Educational Audiology	3
CSD 878 Professional Issues in Audiology	2 <u>1</u>
CSD 868 Amplification Systems I	3
CSD 895 Advanced Clinical Practice	1 <u>6</u>
Total hours	15<u>20</u><u>11</u>

Degree ~~p~~lan ~~N~~otes

First ~~s~~emester

- ~~—~~ BMS 110/111 is recommended for **General Education (Life Science)** course.
- CHM 160/161 may be substituted for **CHM 116/117**.

~~Eighth semester~~Final Year

- ~~—~~ CSD 807, 834, 849, and 852 are mixed credit and count toward UG degree. Most students will be eligible to graduate after the fall semester. ~~CSD 868 and CSD 895 are for senior~~

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~~permission and do not count toward UG degree. The other grad classes are mixed credit and count toward UG degree.~~

Change Program Proposal Form

**Submitted on 10/10/2018 by Letitia White
Minnis (LetitiaWhite@MissouriState.edu).**

Department:

Communication Sci & Disorders

Type of Program**Choose One:**

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive | <input type="radio"/> Option | <input type="radio"/> Certification |
| Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Comprehensive Undergraduate | <input type="radio"/> Certificate | <input type="radio"/> Other |
| Major | | |
| <input checked="" type="radio"/> Graduate Program | | |

Does this program include any new courses?

- ☒ No ☐ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Audiology, Doctor of

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Admission requirements

Completed application must be received by CSDCAS and noted as complete by January 15 to be considered

for the fall semester. The number of students who can enter the program each year is limited. Admission to the program is competitive.

There are two admission processes for the Doctor of Audiology program, depending upon if a student is admitted through the accelerated track, which begins in the senior year of the UG program or the traditional track, which begins after the UG degree has been awarded. Please be sure to follow the appropriate application process. If you are unsure which of the following two options to follow, please contact the CSD Department Head.

Applicants applying to the Doctor of Audiology program via the traditional track, after obtaining a Bachelor's degree, must submit a completed application via the CSDCAS application service by January 15. For instructions on the CSDCAS application process, please visit the CSDCAS website at <https://csdcas.liaisoncas.com/applicant-ux/#/login>. For those applicants that are selected and accept admission to the Doctor of Audiology program, data from the CSDCAS application can be sent to the Graduate College. Thus, it is not necessary to complete an application to the Graduate College.

Applicants applying to the Doctor of Audiology program via the accelerated track must submit a completed application to the MSU Graduate College by January 15th in the spring prior to the senior year to be considered for the fall semester. Applicants to the accelerated program are not required to submit an application via the CSDCAS website.

If accepted to the accelerated program, up to 12 hours of coursework may be counted to both the undergraduate and graduate degrees. Before enrolling in a course to be counted toward both undergraduate and graduate credit and to count the course toward the AuD degree, an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate advisor, Department Head of CSD, and the Dean of the Graduate College using a Mixed Credit Form. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the semester. Admission to the program is competitive. Because the accelerated track is more rigorous than the traditional track, accelerated students must meet more stringent admission prerequisites, which include additional course work in the sciences. Students should contact the CSD Department Head for details regarding prerequisites.

Full admission to the accelerated program shall be based on the following components and application requirements/deadlines:

Students must complete at least 75 hours of coursework at the undergraduate level, including college algebra, chemistry, biology, and physics. Please contact the CSD Department Head to determine which science classes are acceptable.

Students must have a cumulative GPA of at least 3.25 (4.00 scale) on all coursework attempted, including transferred work.

Students must submit Graduate Record Examination (GRE) scores to the Graduate College.

Students must submit three letters of recommendation. At least two of the three must speak to the student's academic potential for graduate school (i.e., current/former instructors/professors).

Students must submit evidence of job shadowing experience. At least 25 hours of shadowing experience is

required prior to application to the accelerated program. An additional 25 hours of shadowing will be required prior to initiation of graduate coursework in the senior year.

Full admission to the program via the traditional track shall be based on the following components and application requirements/deadlines:

A Bachelor's degree from a regionally accredited university. While a degree in CSD is not necessary, undergraduate course work must include a biology course (or closely related, as determined by the department head), a physics or chemistry course, as well as a mathematics course.

Students must have a cumulative GPA of at least 3.00 (4.00 scale) on all coursework attempted, including transfer work.

Students must submit Graduate Record Examination (GRE scores). GRE scores must be submitted through CSDCAS by choosing the MSU designation (code 0741).

Students must submit three letters of recommendation. At least two of the three must speak to the student's academic potential for graduate school (i.e., current/former instructors/professors).

Students must submit evidence of job shadowing experience. At least 25 hours of shadowing experience is required for students with a CSD undergraduate degree. For students from a non-CSD background, 40 hours of shadowing must be documented. (Hours can be documented by a letter from a audiologist that was shadowed).

CSDCAS application service. Students will submit applications through a site called CSDCAS. For instructions on the CSDCAS application process, please visit the CSDCAS website at <https://csdcas.liaisoncas.com/applicant-ux/#/login>.

The department may contact a student at various times during the application process about his/her status. If students would like to schedule a visit to the department, please contact the CSD department office at 417-836-5368 or email csd@missouristate.edu.

Essential functions

The Essential Functions of Audiologists, Speech-Language Pathologists and Educators of the Deaf and Hard of Hearing establish the expectations and requisite abilities considered necessary for professionals in the field of audiology, speech-language pathology and education of the deaf and hard of hearing. Students in the MSU Department of Communication Sciences and Disorders are to achieve the level of competency required for graduation and practice. It is recognized that degrees of ability vary widely among individuals. Admission candidates who feel they may not be able to acquire the essential functions set forth are encouraged to contact the Department of Communication Sciences and Disorders. Any admission candidate who may require academic accommodations to fulfill the essential functions due to a disability is encouraged to contact the Disability Resource Center at 417-836-4192 (voice) or 417-836-6792 (TTY). The Department of Communication Sciences and Disorders at Missouri State University seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Department is committed to enabling students by any reasonable means or accommodations to complete their course of study.

The following Essential Functions are consistent with the American Speech-Language and Hearing

Association or Council on the Education of the Deaf clinical skill performance guidelines and the Missouri Department of Elementary and Secondary Education guidelines expected of the first year speech-language therapists in public schools. All essential functions are introduced and coached within CSD coursework and practicum.

Physical Abilities:

Participate in professional responsibilities/activities for up to four-hour blocks of time with one or two breaks.

Be self-sufficient when moving to, from and within the work setting.

Complete diagnostic or instructional evaluation/assessment.

Effectively implement necessary treatment plan/lesson plan. including use of materials/instrumentation and data collection.

Provide a safe environment for others in responding quickly to emergency situations including fire, medical and environmental (e.g. weather related) emergencies and in applying universal precautions (standardized approach to infection control).

Provide appropriate model of language and speech according to the needs of individual clients.

Visually and auditorally monitor patient responses and materials.

Make accurate judgments about speech and/or acoustic signals.

Behavioral and Social Attributes:

Maintain composure and emotional objectivity in demanding situations.

Communicate effectively and appropriately with people in person, by phone, and in written form by considering the communication needs and cultural values of the listener.

Understand and respect supervisory authority.

Maintain appropriate professional behavior, including punctuality, regular attendance and prompt completion of responsibilities.

Comply with administrative, legal and regulatory policies in multiple clinical and educational settings.

Demonstrate compassion, integrity and motivation in delivering professional services.

Collaborate with peers and other professionals.

Intellectual Abilities:

Solve clinical problems through critical analysis.

Seek relevant case information, synthesize, and apply concepts and information from various sources and disciplines.

Write discipline-specific papers and clinical reports in standard edited English at an appropriate level.

Analyze, synthesize, interpret and retain ideas and concepts in academic and diagnostic/treatment/classroom settings.

Maintain attention and concentration for sufficient time to complete clinical activities for up to eight hour blocks of time.

The Department is committed to enabling students by any reasonable means or accommodations to complete the course of study leading to the Master of Science in Communication Sciences and Disorders or an AuD

degree.

Required Essential Functions confirmation

Once the decision is made to accept an admission offer into Speech-Language Pathology, Education of the Deaf and Hard of Hearing or Audiology, you must read and review the Essential Functions. Returning this document signed affirms that the individual is able to meet the essential functions necessary to be a speech-language pathologist, educator of the deaf and hard of hearing or an audiologist. If one feels they cannot meet the essential functions, it is highly recommended they speak with the CSD department head.

Not Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)

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Attached

What is changing? Check all boxes that apply:

- ☐ Title change
 ☒ Course changes of under 18 hours
 ☐ Course changes of 18 hours or more
- ☐ From option to program (major)
 ☐ From program (major) to option
- ☐ Other

Reason for Proposed Change:

There is no change in overall credit hour requirements.

We are adding a 2 hour counseling class back into the curriculum. The class was offered in the past but taken out and content was distributed across the curriculum. As health care evolves, and the population ages, it is clear that we need a dedicated counseling class.

In addition, we have two courses (CSD 878 and 879) that are 2 hours each. These courses used to be one course (4 credits) and were split apart a year ago. We have found that the distribution of content needs to be different. So, we are reducing CSD 878 to from two hours to one hour, and increasing CSD 879 from 2 hours to 3 hours. The overall net is the same - 4 hours.

Finally, we are removing a dedicated 2 hour statistics course from our curriculum and integrating the material into our research design course.

All changes are based on faculty, student, and alumni feedback.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

10/04/2018

Current Status:

Grad Council Review

Proposal Progress:

10/23/2018 - Submitted by Department Head (Letitia White Minnis)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MAKE YOUR

MENT™

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Contact Information

Admission requirements

Completed application must be received by CSDCAS and noted as complete by January 15 to be considered for the fall semester. The number of students who can enter the program each year is limited. Admission to the program is competitive.

There are two admission processes for the Doctor of Audiology program, depending upon ~~if whether~~ a student is admitted through the accelerated track, which begins in the senior year of the UG program, or the traditional track, which begins after the UG degree has been awarded. Please be sure to follow the appropriate application process. If you are unsure which of the following two options to follow, please contact the CSD Department Head.

- Applicants applying to the Doctor of Audiology program via the traditional track will start their graduate course work; after obtaining a Bachelor's degree, ~~must submit a completed~~ Applications must be submitted via the CSDCAS application service, and must be marked "complete" in CSDCAS by January 15 to be considered for admission during the following fall. For instructions on the ~~CSDCAS~~ application process, please visit the CSDCAS website at <https://csdcas.liaisoncas.com/applicant-ux/#/login>. For those applicants that are selected and accept admission to the Doctor of Audiology program, data from the CSDCAS application can be sent to the Graduate College. Thus, it is not necessary to complete an application to the Graduate College.
- Applicants applying to the Doctor of Audiology program via the accelerated track will start their graduate course work during the senior year of their undergraduate program. Applications must submitted a completed application to the MSU Graduate College via the CSDCAS application service by January 15th in the spring prior to the senior year, to be considered for the following fall semester. ~~Applicants to the accelerated program are not required to submit an application via the CSDCAS website. For instructions on the CSDCAS application process, please visit the CSDCAS website at https://csdcas.liaisoncas.com/applicant-ux/#/login.~~
 - If accepted to the accelerated program, up to 12 hours of coursework may be counted ward both the undergraduate and graduate degrees. Before enrolling in a course to be counted ~~toward for~~ both undergraduate and graduate credit, ~~and to count the course toward the AuD degree,~~ an undergraduate student must be accepted into the accelerated program and receive prior approval from the ~~graduate advisor,~~ Department Head of CSD, and the Dean of the Graduate College using a Mixed Credit Form. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the semester.

Admission to the program is competitive. Because the accelerated track is more rigorous than the traditional track, accelerated students must meet more stringent admission prerequisites, which include additional course work in the sciences. Students should contact the CSD Department Head for details regarding prerequisites.

Full admission to the accelerated program shall be based on the following components and application requirements/deadlines:

1. Students must complete at least 75 hours of coursework at the undergraduate level, including college algebra, chemistry, biology, and physics. Please contact the CSD Department Head to determine which science classes are acceptable.
2. Students must have a cumulative GPA of at least ~~3.25~~3.5 (4.00 scale) on all coursework attempted, including transferred work.
- ~~3. Students must submit Graduate Record Examination (GRE) scores to the Graduate College.~~
- ~~4.3.~~ Students must submit three letters of recommendation. At least two of the three must speak to the student's academic potential for graduate school (i.e., current/former instructors/professors).
- ~~5.4.~~ Students must submit evidence of job shadowing experience. At least 25 hours of shadowing experience is required **prior** to application to the accelerated program. An additional ~~25~~15 hours of shadowing will be required prior to initiation of graduate coursework in the senior year.

Full admission to the program via the traditional track shall be based on the following components and application requirements/deadlines:

1. A Bachelor's degree from a regionally accredited university. While a degree in CSD is not necessary, undergraduate course work must include a biology course (or closely related, as determined by the department head), a physics or chemistry course, as well as a mathematics course.
2. Students must have a cumulative GPA of at least 3.00 (4.00 scale) on all coursework attempted, including transfer work.
3. Students must submit Graduate Record Examination (GRE scores). GRE scores must be submitted through CSDCAS by choosing the MSU designation (code 0741).
4. Students must submit three letters of recommendation. At least two of the three must speak to the student's academic potential for graduate school (i.e., current/former instructors/professors).
5. Students must submit evidence of job shadowing experience. At least 25 hours of shadowing experience is required for students with a CSD undergraduate degree. For students from a non-CSD background, 40 hours of shadowing must be documented. (Hours can be documented by a letter from a audiologist that was shadowed).

CSDCAS application service. Students will submit applications through a site called CSDCAS. For instructions on the CSDCAS application process, please visit the CSDCAS website at <https://csdcas.liaisoncas.com/applicant-ux/#/login>.

The department may contact a student at various times during the application process about his/her status. If students would like to schedule a visit to the department, please contact the CSD department office at 417-836-5368 or email csd@missouristate.edu.

Essential functions

The Essential Functions of Audiologists, Speech-Language Pathologists and Educators of the Deaf and Hard of Hearing establish the expectations and requisite abilities considered necessary for professionals in the field of audiology, speech-language pathology and education of the deaf and hard of hearing. Students in the MSU Department of Communication Sciences and Disorders are to achieve the level of competency required for graduation and practice. It is recognized that degrees of ability vary widely among individuals. Admission candidates who feel they may not be able to acquire the essential functions set forth are encouraged to contact the Department of Communication Sciences and Disorders. Any admission candidate who may require academic accommodations to fulfill the essential functions due to a disability is encouraged to contact the Disability Resource Center at 417-836-4192 (voice) or 417-836-6792 (TTY). The Department of Communication Sciences and Disorders at Missouri State University seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Department is committed to enabling students by any reasonable means or accommodations to complete their course of study.

The following Essential Functions are consistent with the American Speech-Language and Hearing Association or Council on the Education of the Deaf clinical skill performance guidelines and the Missouri Department of Elementary and Secondary Education guidelines expected of the first year speech-language therapists in public schools. All essential functions are introduced and coached within CSD coursework and practicum.

Physical Abilities:

- Participate in professional responsibilities/activities for up to four-hour blocks of time with one or two breaks.
- Be self-sufficient when moving to, from and within the work setting.
- Complete diagnostic or instructional evaluation/assessment.
- Effectively implement necessary treatment plan/lesson plan, including use of materials/instrumentation and data collection.
- Provide a safe environment for others in responding quickly to emergency situations including fire, medical and environmental (e.g. weather related) emergencies and in applying universal precautions (standardized approach to infection control).
- Provide appropriate model of language and speech according to the needs of individual clients.
- Visually and auditorally monitor patient responses and materials.
- Make accurate judgments about speech and/or acoustic signals.

Behavioral and Social Attributes:

- Maintain composure and emotional objectivity in demanding situations.
- Communicate effectively and appropriately with people in person, by phone, and in written form by considering the communication needs and cultural values of the listener.
- Understand and respect supervisory authority.
- Maintain appropriate professional behavior, including punctuality, regular attendance and prompt completion of responsibilities.

- Comply with administrative, legal and regulatory policies in multiple clinical and educational settings.
- Demonstrate compassion, integrity and motivation in delivering professional services.
- Collaborate with peers and other professionals.

Intellectual Abilities:

- Solve clinical problems through critical analysis.
- Seek relevant case information, synthesize, and apply concepts and information from various sources and disciplines.
- Write discipline-specific papers and clinical reports in standard edited English at an appropriate level.
- Analyze, synthesize, interpret and retain ideas and concepts in academic and diagnostic/treatment/classroom settings.
- Maintain attention and concentration for sufficient time to complete clinical activities for up to eight hour blocks of time.

The Department is committed to enabling students by any reasonable means or accommodations to complete the course of study leading to the Master of Science in Communication Sciences and Disorders or an AuD degree.

Program requirements

A minimum of 107 semester hours shall be completed, including the following:

1. Academic course work requirements for the Certificate of Clinical Competence of the American Speech-Language-Hearing Association (CCC-A).
2. Clinical practicum requirements for the Certificate of Clinical Competence of the American Speech-Language-Hearing Association (CCC-A).
3. Completion of a Doctoral Project or Thesis.
4. Comprehensive Examinations.
5. Praxis examination scores must be submitted prior to graduation.
6. Clinical Externship

Additional program requirements

Students must ~~pay for and~~ pass both a background/crime records check and drug test prior to their first clinical placement. The CSD Background Check and Drug Testing Policy and Procedure document is available in the CSD Department Office (Professional Building, room 237).

Retention requirements

1. To remain in the program, a student must maintain a cumulative GPA of 3.00 in their graduate coursework.
2. To remain in the program, student must earn a "C" or better in all courses. Any grade below a "C" will not count toward the graduate degree and may be grounds for dismissal

from the CSD program. Additionally, accumulation of more than 9 hours of grade "C+" or below will result in program dismissal. Clinical hours from a class where a grade of "C+" or below was earned will not be counted toward required clinical experiences.

3. Students must progress satisfactorily through the levels of clinical practicum as defined in the [Clinic Handbook](#). Dismissal from a clinical offsite or externship experience will automatically result in a grade of "F" and program dismissal unless it can be proven that extenuating circumstances were present.
4. Professionalism is expected and HIPAA policies are enforced. Student who violate HIPAA policies and/or display a lack of professionalism (in on-campus classes and clinical experiences as well as off-campus clinical placements) will be subject to program dismissal.
5. While grades are important, the student's continuation in the CSD Program is based on the *composite picture* of the ability of the student to perform satisfactorily in the clinical phase of training as well as the academic components.

The CSD Department reserves the right to refuse enrollment or program continuation to any student. This refusal will be determined by the judgment of the CSD Graduate Faculty and CSD Department Head based upon the student's ability to successfully complete clinical practicum assignments or to assume patient care responsibilities and/or function as a clinician/teacher.

According to the Missouri State University [Code of Student Rights and Responsibilities](#), The Codes of Ethics of American Speech, Language, and Hearing Association, Council for Exceptional Children (CEC), and requirements of the Communication Sciences and Disorders Department, academic integrity and honesty are the foundation of the University community. Students are expected to practice academic and clinical integrity in all assigned work. Students are also expected to be honest in all interactions with other students, faculty, and staff, and be professional in attitude, actions and attire.

The University, and the CSD department, has the inherent right to promulgate appropriate rules and regulations for the orderly conduct of University business and the protection of the health and safety of the University community. Students are expected to comply with all published and stated rules and regulations. If a student is accused of violating any code (theft, academic dishonesty, possession of drugs, etc.) they will be subject to warnings, loss of privileges, probation, suspension, and/or dismissal.

Doctor of Audiology (Au.D.) curriculum - Total hours 107

Year 1:

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First semester (fall intersession)

Course Code	Course Title	Credits
	Total hours	3 hrs
CSD 849	Basic Audiometry	3 hrs

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Year 1: First semester (fall regular session)

Course Code	Course Title	Credits
	Total hours	10
CSD 807	Auditory System Physiology /Neurophysiology	3 hrs
CSD 834	Diagnostic Audiology I	3 hrs
CSD 852	Advanced Hearing Science	3 hrs
CSD 895	Advanced Clinical Practice	1 hr

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Year 1: Second semester (spring)

Course Code	Course Title	Credits
	Total hours	11 1/2 hrs
CSD 868	Amplification Systems I	3 hrs
CSD 873	Educational Audiology	3 hrs
CSD 875	Medical Audiology	3 hrs
CSD 878	Professional Issues in Audiology	2 1/2 hrs
CSD 895	Advanced Clinical Practice	1 hr

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Year 1: Third semester (summer)

Course Code	Course Title	Credits
	Total hours	8 hrs
CSD 850	Pediatric Audiology	3 hrs
CSD 876	Hearing Conservation and Calibration	3 hrs
CSD 880	Grand Rounds in Audiology	1 hr
CSD 895	Advanced Clinical Practice	1 hr

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Year 2:

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Fourth semester (fall)

Course Code	Course Title	Credits
	Total hours	12 hrs
<u>CSD 835</u>	Auditory Electrophysiology I	3 hrs
<u>CSD 842</u>	Vestibular Assessment and Rehabilitation	4 hrs
<u>CSD 871</u>	Amplification Systems II	3 hrs
<u>CSD 895</u>	Advanced Clinical Practice	2 hr

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~~Year 2:~~ Fifth semester (spring)

Course Code	Course Title	Credits
	Total hours	11 12 hrs
<u>CSD 800</u>	Research Methods in Audiology	3 hrs
<u>CSD 844</u>	Auditory Electrophysiology II	3 hrs
<u>CSD 900</u>	Externship Preparation	1 hrs
<u>CSD 848</u>	<u>Cochlear Implants and Other Assistive Listening Devices</u>	3
<u>PTE 750</u>	Research Outcome and Analysis	2 hrs
<u>CSD 895</u>	Advanced Clinical Practice	2 hr

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~~Year 2:~~ Sixth semester (summer)

Course Code	Course Title	Credits
	Total hours	9 hrs
<u>CSD 880</u>	Ground Rounds	2 hrs
<u>CSD 972</u>	Advanced Auditory Re/Habilitation	3 hrs
<u>CSD 884</u> OR	Doctoral Project OR	2 hrs
<u>CSD 999</u>	Doctoral Thesis	
<u>CSD 895</u>	Advanced Clinical Practice	2 hrs

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Year 3:

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~~Year three:~~ Seventh semester (fall)

Course Code	Course Title	Credits
	Total hours	9 hrs
<u>CSD 945</u>	Central Auditory Processing Disorders	3 hrs
<u>CSD 884</u> OR	Doctoral Project OR	3 hrs
<u>CSD 999</u>		

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Course Code	Course Title	Credits
	Doctoral Thesis	
<u>CSD 895</u>	Advanced Clinical Practice	3 hrs

Year 3: Eighth semester (spring)

Course Code	Course Title	Credits
	Total hours	9 hrs
<u>CSD 848</u>	Cochlear Implants and Other Assistive Listening Devices	3 hrs
<u>CSD 879</u>	Practice Management	23 hrs
<u>CSD 866</u>	<u>Counseling in Audiology</u>	2
<u>CSD 884</u> OR	Doctoral Project OR	1 hr
<u>CSD 999</u>	Doctoral Thesis	
<u>CSD 895</u>	Advanced Clinical Practice	3 hrs

Year 3: Ninth semester (summer)

Course Code	Course Title	Credits
	Total hours	6 hrs
<u>CSD 996</u>	Audiology Externship	6 hrs

Year YEAR 4:

Tenth semester (fall)

Course Code	Course Title	Credits
	Total hours	9 hrs
<u>CSD 996</u>	Audiology Externship	9 hrs

Year 4: Eleventh semester (spring)

Course Code	Course Title	Credits
	Total hours	9 hrs
<u>CSD 996</u>	Audiology Externship	9 hrs

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Change Course Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS130 Essentials of Nutrition

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 130 Essentials of Nutrition

MOTR number LIFS 100N - Essentials in Human Biology-Human Nutrition. Non-health science major course discussing basic concepts of human nutrition which includes carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, and energy utilization as they relate to health and food consumption at different stages of the life cycle. Emphasis is placed on early childhood. Cannot receive credit for both BMS 130 and BMS 240. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

~~BMS~~ **DTN** 130 Essentials of Nutrition

MOTR number LIFS 100N - Essentials in Human Biology-Human Nutrition. Non-health science major course discussing basic concepts of human nutrition which includes carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, and energy utilization as they relate to health and food consumption at different stages of the life cycle. Emphasis is placed on early childhood. Cannot receive credit for both ~~BMS~~ **DTN** 130 and ~~BMS~~ **DTN** 240. 3(3-0) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
|--|---|--|

☐ Accreditation/certification compliance☒ Review of catalog information☐ Other (be specific):☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

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***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS240 Introduction to Nutrition

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 240 Introduction to Nutrition

Prerequisite: C grade or better in CHM 116 or [CHM 116 and 117] or CHM 160 or [CHM 160 and 161] or concurrent enrollment. Study of nutrients with emphasis on their sources and functions in human growth and health. Discussion of current nutrition issues. A grade of "C" or better is required in this course in order to take any nutrition courses numbered 300 and above or BMS 567. Cannot receive credit for both BMS 130 and BMS 240. Cannot be taken Pass/Not Pass. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

BMS DTN 240 Introduction to Nutrition

Prerequisite: C grade or better in CHM 116 or [CHM 116 and 117] or CHM 160 or [CHM 160 and 161] or concurrent enrollment. Study of nutrients with emphasis on their sources and functions in human growth and health. Discussion of current nutrition issues. A grade of "C" or better is required in this course in order to take any nutrition courses numbered 300 and above or BMS 567. Cannot receive credit for both **BMS DTN** 130 and **BMS DTN** 240. Cannot be taken Pass/Not Pass. 3(3-0) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |

☐

Other (be specific):

☒

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

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***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS305 Introduction to Nutrition and Dietetics

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 305 Introduction to Nutrition and Dietetics

Prerequisite: BMS 240 or concurrent enrollment. This course is open only to potential dietetics majors and nutrition majors. Examination of the role of dietetics in the health care system, exploration of the responsibilities of nutrition and dietetics professionals, legal and ethical considerations, educational requirements and career opportunities. 1(0-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

	B <i>I</i> S
<p>BMS DTN 305 Introduction to Nutrition and Dietetics</p> <p>Prerequisite: BMS DTN 240 or concurrent enrollment. This course is open only to potential dietetics majors and nutrition majors. Examination of the role of dietetics in the health care system, exploration of the responsibilities of nutrition and dietetics professionals, legal and ethical considerations, educational requirements and career opportunities. 1 (0-2) F,S</p>	

What is changing? Check all boxes that apply.

- | | | | |
|--|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

A nutrition major is not offered at the university. One hour lecture with zero lab hours accurately represents the structure of this course. Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div> | | |

☐

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS306 Computer Applications in Nutrition and Dietetics

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes



Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 306 Computer Applications in Nutrition and Dietetics

Prerequisite: BMS 240. Dietetics majors will be introduced to and learn computer software applications related to food production, nutrition analysis, and computer skills required for the discipline including Nutritionist Pro, Food Processor, PowerPoint, Excel, and Publisher. This course does not count towards a Nutrition minor. 1(0-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

 	B <i>I</i> S
BMS DTN 306 Computer Applications in Nutrition and Dietetics Prerequisite: BMS DTN 240 . Dietetics majors will be introduced to and learn computer software applications related to food production, nutrition analysis, and computer skills required for the discipline including Nutritionist Pro, Food Processor, PowerPoint, Excel, and Publisher. This course does not count towards a Nutrition minor. 1(0-2) F,S	

What is changing? Check all boxes that apply.

- | | | | |
|---|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

☐

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

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Change Course Proposal Form

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This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS330 Food Selection and Preparation for Health

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 330 Food Selection and Preparation for Health

Prerequisite: BMS 240 or concurrent enrollment. Selection and preparation of food that supports optimum health. Food and nutrition information on grocery shopping, dining out, preparation of meals, snacks, and special occasion foods. 3(2-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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~~S~~

BMS DTN 330 Food Selection and Preparation for Health

Prerequisite: **BMS DTN 240** or concurrent enrollment. Selection and preparation of food that supports optimum health. Food and nutrition information on grocery shopping, dining out, preparation of meals, snacks, and special occasion foods. ~~3(2-2)~~ **2(1-2)** F,S

What is changing? Check all boxes that apply.

- | | | | |
|--|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Decreasing the credit hours for this course to reduce the total number of hours towards degree completion. This decrease does not affect student learning outcomes. Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

☐

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS331 Food Science

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 331 Food Science

Prerequisite: BMS 240 and BMS 330; and CHM 201. Experimental approach to the study of physical and chemical factors influencing food quality during processing, preparation and storage. 4(2-4) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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BMS DTN 331 Food Science

Prerequisite: **BMS DTN 240** and **BMS DTN 330**; and CHM 201. Experimental approach to the study of physical and chemical factors influencing food quality during processing, preparation and storage. ~~4(2-4)~~ **3(2-3) S**

What is changing? Check all boxes that apply.

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|--|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Decrease the credit hours to reduce the total number of required credits towards degree completion. This will not effect student learning and outcomes and brings the major in closer alignment to Missouri State's 120 minimum credit requirement for an undergraduate degree.

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

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Review Comments:

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- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS332 Food and Culture

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 332 Food and Culture

Prerequisite: BMS 240. Exploration of ethnic, religious and regional influences on nutrition and health status, including the role of diet in traditional health beliefs. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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~~BMS~~ **DTN** 332 Food and Culture

Prerequisite: ~~BMS~~ **DTN** 240. Exploration of ethnic, religious and regional influences on nutrition and health status, including the role of diet in traditional health beliefs. 3(3-0) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
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Existing Course:

BMS333 Nutrition Throughout the Life Span

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 333 Nutrition Throughout the Life Span

Prerequisite: BMS 240. Factors that influence nutrient requirements during pregnancy, lactation, infancy, childhood, adolescence and aging. Recommendations for food intake based upon assessment of case studies. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ B <i>I</i> S
<p>BMS DTN 333 Nutrition Throughout the Life Span</p> <p>Prerequisite: BMS DTN 240. Factors that influence nutrient requirements during pregnancy, lactation, infancy, childhood, adolescence and aging. Recommendations for food intake based upon assessment of case studies. 3(3-0) F,S</p>

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
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Existing Course:

BMS334 Introduction to Nutrition Assessment and Sports Nutrition

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 334 Introduction to Nutrition Assessment and Sports Nutrition

Prerequisite: BMS 240. This course is designed to help students and practitioners understand how nutrients affect health and athletic performance as well as the role of diet in performance and in disease prevention. Nutrition assessment of anthropometric, biochemical, clinical and dietary factors will be covered as to their application to sport and performance. Basic meal planning for athletes and a general introduction to sports supplements will also be taught. This is a course for non-dietetics majors and does not meet any requirements for the Dietetics major. This course may be used for the Nutrition minor. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

**BMS DTN** 334 Introduction to Nutrition Assessment and Sports Nutrition

Prerequisite: **BMS DTN** 240. This course is designed to help students and practitioners understand how nutrients affect health and athletic performance as well as the role of diet in performance and in disease prevention. Nutrition assessment of anthropometric, biochemical, clinical and dietary factors will be covered as to their application to sport and performance. Basic meal planning for athletes and a general introduction to sports supplements will also be taught. This is a course for non-dietetics majors and does not meet any requirements for the Dietetics major. This course may be used for the Nutrition minor. 3(3-0) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|---|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
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| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
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☐ Accreditation/certification compliance☒ Review of catalog information☐ Other (be specific):☒ Check if this is a non-substantive change.

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Review Comments:

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Existing Course:

BMS335 Nutritional Assessment

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 335 Nutritional Assessment

Prerequisite: BMS 240. Methods used to assess the nutritional status of individuals and populations. Interpretation of anthropometric, biochemical, clinical and dietary data as a basis for recommending nutritional care. 3(2-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ B <i>I</i> S
<p>BMS DTN 335 Nutritional Assessment</p> <p>Prerequisite: BMS DTN 240. Methods used to assess the nutritional status of individuals and populations. Interpretation of anthropometric, biochemical, clinical and dietary data as a basis for recommending nutritional care. 3(2-2) F,S</p>

What is changing? Check all boxes that apply.

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|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

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| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |



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Existing Course:

BMS338 Food Safety Certification

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 338 Food Safety Certification

Prerequisite: BIO 210. Sanitation policies and procedures for dietitians, food service professionals, restaurant owners and foodservice employees. Includes chemical, biological, and physical food hazards, basics of food safety systems including HACCP, methods of safe food handling, equipment cleaning and sanitizing, and controlling pests. A passing score on the National ServSafe Food Safety Certification examination is required for a "C" or better in this course. 1(0-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

BMS DTN 338 Food Safety Certification

Prerequisite: BIO 210. Sanitation policies and procedures for dietitians, food service professionals, restaurant owners and foodservice employees. Includes chemical, biological, and physical food hazards, basics of food safety systems including HACCP, methods of safe food handling, equipment cleaning and sanitizing, and controlling pests. A passing score on the National ServSafe Food Safety Certification examination is required for a "C" or better in this course. 1(0-2) ~~F,S~~ **D**

What is changing? Check all boxes that apply.

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|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Because this course is no longer required for dietetics majors, this course will only be offered based on demand. Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

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| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Student Input |
| | Input | |

Accreditation/certification compliance

Review of catalog information



Other (be specific):



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Review Comments:

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Existing Course:

BMS340 Nutrition Education and Communications

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 340 Nutrition Education and Communications

Prerequisite: BMS 240; and BMS 330 or concurrent enrollment; and PSY 121. Application of educational theories and techniques to nutrition education. Emphasis on subject matter and skills necessary to develop, implement, evaluate and document nutrition education sessions for individuals and groups utilizing a variety of communication methods. Development of nutrition educational materials. 2(1-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

BMS DTN 340 Nutrition Education and Communications

Prerequisite: **BMS DTN** 240; and **BMS DTN** 330 or concurrent enrollment; and PSY 121. Application of educational theories and techniques to nutrition education. Emphasis on subject matter and skills necessary to develop, implement, evaluate and document nutrition education sessions for individuals and groups utilizing a variety of communication methods. Development of nutrition educational materials. 2(1-2) F,S

What is changing? Check all boxes that apply.

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|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |



Other (be specific):



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Existing Course:

BMS345 World Hunger

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 345 World Hunger

Prerequisite: BMS 240 or AGR 100. Global issues related to hunger and nutrition including sustainability, inequity, food production, malnutrition, biotechnology, ecological destruction, population growth, globalization, and aid. Public Affairs Capstone Experience course. 3(3-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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BMS DTN 345 World Hunger

Prerequisite: **BMS DTN 240** or AGR 100. Global issues related to hunger and nutrition including sustainability, inequity, food production, malnutrition, biotechnology, ecological destruction, population growth, globalization, and aid. Public Affairs Capstone Experience course. 3(3-0) F, **S**

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

This course will be offered during the fall and spring semesters due to student demand. Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> | | |



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This proposal applies to:

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Existing Course:

BMS390 The Exchange System

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 390 The Exchange System

Prerequisite: BMS 240. This series of classes is designed to assist the dietetics student in understanding the use of the Exchange System and Carbohydrate Counting in the dietetics profession, as well as being able to apply MyPlate and nutrient content of foods to the creation of menus. These courses may be used as a one-hour course that will count towards the Nutrition minor. It is not required for the Dietetics major but may be quite beneficial. Variable content course. With different topics, may be repeated up to 2 hours. 1(0-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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BMS DTN 390 The Exchange System

Prerequisite: **BMS DTN** 240. This series of classes is designed to assist the dietetics student in understanding the use of the Exchange System and Carbohydrate Counting in the dietetics profession, as well as being able to apply MyPlate and nutrient content of foods to the creation of menus. These courses may be used as a one-hour course that will count towards the Nutrition minor. It is not required for the Dietetics major but may be quite beneficial. Variable content course. With different topics, may be repeated up to 2 hours. 1(0-2) F,S

What is changing? Check all boxes that apply.

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|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

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| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Student Input |
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Other (be specific):



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Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS391 Home Food Preservation

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 391 Home Food Preservation

This series of classes is designed to teach students the basics of food science as applied to home food preservation at varying times of the year utilizing what is in season. Students will utilize a variety of home canning equipment and a wide variety of fruits and vegetables in the production of different home food preservation projects. Variable content course. With different topics, may be repeated up to 4 hours. 1(0-2) D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

**BMS DTN** 391 Home Food Preservation

This series of classes is designed to teach students the basics of food science as applied to home food preservation at varying times of the year utilizing what is in season. Students will utilize a variety of home canning equipment and a wide variety of fruits and vegetables in the production of different home food preservation projects. Variable content course. With different topics, may be repeated up to 4 hours. 1(0-2) D

What is changing? Check all boxes that apply.



Course Code

Course Number (Check Availability)

Title



Prerequisite



Credit Hours/Contact Hours



Periodicity



Description

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.



Routine or annual review/assessment of curriculum



Faculty Input



Student Input



Accreditation/certification compliance



Review of catalog information

☐

Other (be specific):

☒

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

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This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS392 The Mediterranean Diet

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 392 The Mediterranean Diet

Prerequisite: permission. This is an Intercession international study away class that requires travel to a Mediterranean country to study the Mediterranean diet. The instructor and students will travel to an identified country and students will complete assignments based on the food and culture of the region and attend experiences related to food and health. Tour is provided by an outside vendor and fees are collected by the vendor and course fees by the Study Away Office. Variable content course. With travel to different countries/regions, may be repeated up to 4 hours. Public Affairs Capstone Experience course. 1(0-2) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

~~BMS~~ DTN 392 The Mediterranean Diet

Prerequisite: permission. This is an Intercession international study away class that requires travel to a Mediterranean country to study the Mediterranean diet. The instructor and students will travel to an identified country and students will complete assignments based on the food and culture of the region and attend experiences related to food and health. Tour is provided by an outside vendor and fees are collected by the vendor and course fees by the Study Away Office. Variable content course. With travel to different countries/regions, may be repeated up to 4 hours. Public Affairs Capstone Experience course. 1(0-2) S

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
|--|---|--|

☐

Accreditation/certification compliance

☒

Review of catalog information

☐

Other (be specific):

☒

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What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

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Current Status:

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Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

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This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS395 Nutrition Intervention in Eating Disorders

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 395 Nutrition Intervention in Eating Disorders

Prerequisite: BMS 240. This course is designed to assist the dietetics student in understanding the current guidelines for the different types of eating disorders (EDO) and how the Registered Dietitian (RD) may assist in their treatment. This course may be helpful to the practicing RD if they do not have a background in psychology of eating disorders. Students in related disciplines will be able to understand eating disorders and the role the dietitian would play as a member of the team. 1(0-2) D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* S

BMS DTN 395 Nutrition Intervention in Eating Disorders

Prerequisite: **BMS DTN** 240. This course is designed to assist the dietetics student in understanding the current guidelines for the different types of eating disorders (EDO) and how the Registered Dietitian (RD) may assist in their treatment. This course may be helpful to the practicing RD if they do not have a background in psychology of eating disorders. Students in related disciplines will be able to understand eating disorders and the role the dietitian would play as a member of the team. 1(0-2) D

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
|--|---|--|

☐

Accreditation/certification compliance

☒

Review of catalog information

☐

Other (be specific):

☒

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Existing Course:

BMS396 Alcohol, Addiction, and Nutrition

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 396 Alcohol, Addiction, and Nutrition

Prerequisite: BMS 240. This course is designed to assist the dietetics student in understanding the use and abuse of alcohol and other substances in the American diet and nutrition interventions that may be needed. 1(0-2) D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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BMS DTN 396 Alcohol, Addiction, and Nutrition

Prerequisite: **BMS DTN** 240. This course is designed to assist the dietetics student in understanding the use and abuse of alcohol and other substances in the American diet and nutrition interventions that may be needed. 1(0-2) D

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |



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Existing Course:

BMS397 Topics in Heart Healthy Cooking

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes



Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 397 Topics in Heart Healthy Cooking

Selected topics on heart healthy cooking techniques. Variable content course. Course may be repeated to a maximum of 6 hours provided topics are different. 1-3 F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

 	B <i>I</i> S
<p>BMS DTN 397 Topics in Heart Healthy Cooking</p> <p>Selected topics on heart healthy cooking techniques. Variable content course. Course may be repeated to a maximum of 6 hours provided topics are different. 1-3 F,S</p>	

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
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| <input type="checkbox"/> Other (be specific): | | |



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Existing Course:

BMS430 Sports Nutrition

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 430 Sports Nutrition

Prerequisite: BMS 240 and BMS 308. Nutrition as related to athletic performance and other areas of physical activity, including training and competition nutrition, fluids and hydration, weight management, supplements and ergogenic aids, the child athlete, and eating disorders. 3(3-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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BMS DTN 430 Sports Nutrition

Prerequisite: **BMS DTN 240** and BMS 308. Nutrition as related to athletic performance and other areas of physical activity, including training and competition nutrition, fluids and hydration, weight management, supplements and ergogenic aids, the child athlete, and eating disorders. 3(3-0) F

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |



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Existing Course:

BMS445 Community Nutrition

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 445 Community Nutrition

Prerequisite: BMS 335 and BMS 536 and PLS 101; and must be taken last spring before expected graduation. Factors affecting the nutritional status of the community; nutritional assessment and surveillance methodologies; governmental nutrition policies and legislation; community resources. The role of the community dietitian in nutrition program planning, implementation and evaluation. Transportation required. 3(2-2) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)






BMS DTN 445 Community Nutrition

Prerequisite: **BMS DTN** 335 and **BMS DTN** 536 and PLS 101; and must be taken last spring before expected graduation. Factors affecting the nutritional status of the community; nutritional assessment and surveillance methodologies; governmental nutrition policies and legislation; community resources. The role of the community dietitian in nutrition program planning, implementation and evaluation. Transportation required. 3(2-2) S

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
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| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |



Other (be specific):



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This proposal applies to:

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Existing Course:

BMS532 Human Nutrition and Metabolism

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 532 Human Nutrition and Metabolism

Prerequisite: BMS 240 and BMS 308; and CHM 201 or concurrent enrollment. Food nutrients, their digestion, absorption and metabolism. Methods of determining requirements and interrelationships of nutrients. 3(3-0) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ B <i>I</i> S
<p>BMS DTN 532 Human Nutrition and Metabolism</p> <p>Prerequisite: BMS DTN 240 and BMS 308; and CHM 201 or concurrent enrollment. Food nutrients, their digestion, absorption and metabolism. Methods of determining requirements and interrelationships of nutrients. 3(3-0) S</p>

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |



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This proposal applies to:

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Existing Course:

BMS536 Medical Nutrition Therapy I

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 536 Medical Nutrition Therapy I

Prerequisite: admission to Dietetics Program; and BMS 335 and BMS 532; and CHM 352 or concurrent enrollment. Principles and application of medical nutrition therapy as related to disease and stress. Transportation required. 4(3-2) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

~~BMS~~ **DTN** 536 Medical Nutrition Therapy I

Prerequisite: Admission to Dietetics Program; **and DTN 306** and ~~BMS DTN~~ 335 and ~~BMS DTN~~ 532; and CHM 352 or concurrent enrollment. Principles and application of medical nutrition therapy as related to disease and stress. Transportation required. 4(3-2) F

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|--|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

The material covered in BMS 306 is designed to prepare students for nutrition analysis software needed for this course. Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |

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Other (be specific):

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Review Comments:

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This proposal applies to:

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- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS539 Senior Seminar in Dietetics

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 539 Senior Seminar in Dietetics

Prerequisite: admission to the Dietetics Program, and must be taken last fall before expected graduation. Procedures and application process for obtaining professional status through dietetic registration and licensure. Professional ethics and legal responsibilities. Strategies for integration of current issues into dietetic practice. 1(0-2) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ | **B** *I* ~~S~~

~~BMS~~ **DTN** 539 Senior Seminar in Dietetics

Prerequisite: Admission to the Dietetics Program, and must be taken last fall before expected graduation. Procedures and application process for obtaining professional status through dietetic registration and licensure. Professional ethics and legal responsibilities. Strategies for integration of current issues into dietetic practice. 1(0-2) F

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |

☐

Other (be specific):

☒

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS546 Medical Nutrition Therapy II

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 546 Medical Nutrition Therapy II

Prerequisite: BMS 536. Principles and application of medical nutrition therapy as related to complex disease states. Transportation required. 4(3-2) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

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~~S~~

~~BMS~~ **DTN** 546 Medical Nutrition Therapy II

Prerequisite: ~~BMS~~ **DTN** 536. Principles and application of medical nutrition therapy as related to complex disease states. Transportation required. 4(3-2) S

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |



Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS550 Nutrition Counseling

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 550 Nutrition Counseling

Prerequisite: BMS 340; and BMS 536 or concurrent enrollment. Interviewing techniques, counseling theory and methods applied to nutrition counseling. Emphasis on development of skills necessary to plan, implement, evaluate and document culturally sensitive nutritional care for individuals and groups. Includes simulated techniques and work with clients in selected settings. 2(1-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)






BMS DTN 550 Nutrition Counseling

Prerequisite: **BMS DTN** 340; and **BMS DTN** 536 or concurrent enrollment. Interviewing techniques, counseling theory and methods applied to nutrition counseling. Emphasis on development of skills necessary to plan, implement, evaluate and document culturally sensitive nutritional care for individuals and groups. Includes simulated techniques and work with clients in selected settings. 2(1-2) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |

☐

Other (be specific):

☒

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS595 Introduction to Research in Dietetics

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 595 Introduction to Research in Dietetics

Prerequisite: completion of 90 hours of coursework, including BMS 335, BMS 532, and statistics; QBA 237 or SOC 302 or PSY 200 or MTH 340 or MTH 545. Fundamentals of research in nutrition including research design, methodology, data collection and analysis, and presentation. Grant writing and funding process for research. Class discussions to include critiques of published research. Class projects to include research proposal/project and presentation. 1(0-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

~~BMS~~ DTN 595 Introduction to Research in Dietetics

Prerequisite: completion of 90 hours of coursework, including **~~BMS~~ DTN 335**, **~~BMS~~ DTN 532**, and statistics; QBA 237 or SOC 302 or PSY 200 or MTH 340 or MTH 545. Fundamentals of research in nutrition including research design, methodology, data collection and analysis, and presentation. Grant writing and funding process for research. Class discussions to include critiques of published research. Class projects to include research proposal/project and presentation. 1(0-2) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|---|--------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
|--|---|--|

☐ Accreditation/certification compliance☒ Review of catalog information☐ Other (be specific):☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

**Submitted on 10/10/2018 by Letitia White
Minnis (LetitiaWhite@MissouriState.edu).**

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

CSD866 Counseling in Audiology

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes



Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

CSD 866 Counseling in Audiology

Prerequisite: CSD 807 or concurrent enrollment. Various counseling strategies used in clinical audiology practice will be discussed. Counseling needs of adults with hearing loss and families of children with hearing loss will be reviewed. 3(3-0) Su

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

 	B <i>I</i> S
CSD 866 Counseling in Audiology Prerequisite: CSD 807 or concurrent enrollment. Admission to AuD graduate program. Various counseling strategies used in clinical audiology practice will be discussed. Counseling needs of adults with hearing loss and families of children with hearing loss will be reviewed. 3(3-0)-Su-2 (2-0) Sp	

What is changing? Check all boxes that apply.

- | | | | |
|--|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

This course has not been offered in quite some time, but the need is present, based on offsite supervisor feedback, onsite supervisor feedback, alumni feedback, and student feedback. It was previously offered as a 3 credit course, but when it was removed from the program several years ago, content was distributed across other courses. A dedicated course is needed, but 2 hours will be sufficient. The course will be offered in the spring semester.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|--|---|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input checked="" type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |
| <input checked="" type="checkbox"/> Other (be specific): | | |

Alumni input and off campus supervisor input.

☐

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

09/20/2018

Current Status:

Grad Council Review

Proposal Progress:

10/23/2018 - Submitted by Department Head (Letitia White Minnis)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

**Submitted on 10/10/2018 by Letitia White
Minnis (LetitiaWhite@MissouriState.edu).**

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

CSD878 Professional Issues in Audiology

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

CSD 878 Professional Issues in Audiology

Prerequisite: admission to Doctor of Audiology program. Investigation into current professional issues and ethics in the field of audiology will be covered. Topics will include laws, ethics, current issues, regulations and policies. Emphasis on discussing topics as they relate to the three pillars of Missouri State University's public affairs mission: community engagement, cultural competence, and ethical leadership. 2(2-0) D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

CSD 878 Professional Issues in Audiology

Prerequisite: admission to Doctor of Audiology program. Investigation into current professional issues and ethics in the field of audiology will be covered. Topics will include laws, ethics, current issues, regulations and policies. Emphasis on discussing topics as they relate to the three pillars of Missouri State University's public affairs mission: community engagement, cultural competence, and ethical leadership. ~~2(2-0) D~~ **1(1-0) Sp**

What is changing? Check all boxes that apply.

- | | | | |
|--|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

This course used to be combined with CSD 879, as a 4 hour course. When that course was split into 2 (CSD 878 and CSD 879), the credits were divided equally, with each being 2 credits. Having delivered the courses this way for a few cycles, it is clear that more time is needed for the content in CSD 879, and less for this course (878). Thus, we want to reduce this course to 1 hour, and will be concurrently routing a proposal to increase CSD 879 by 1 hour (from 2 to 3 hours).

The periodicity is currently "D". In fact, this course is offered in the spring semester.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
|--|---|--|

☐ Accreditation/certification compliance☒ Review of catalog information☐ Other (be specific):☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

09/20/2018

Current Status:

Grad Council Review

Proposal Progress:

10/23/2018 - Submitted by Department Head (Letitia White Minnis)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 10/10/2018 by Letitia White Minnis (LetitiaWhite@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

CSD879 Practice Management in Audiology

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes



Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

CSD 879 Practice Management in Audiology

This course will provide an introduction to audiology practice management. Emphasis is placed on private and clinical practice. Development of a business proposal, relevant laws, current issues, regulations, policies, management and marketing of practices, record maintenance and technology and social media in the workplace will be covered. 2(2-0) D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

 	B <i>I</i> S
<p>CSD 879 Practice Management in Audiology</p> <p>This course will provide an introduction to audiology practice management. Emphasis is placed on private and clinical practice. Development of a business proposal, relevant laws, current issues, regulations, policies, management and marketing of practices, record maintenance and technology and social media in the workplace will be covered. 2(2-0) 3(3-0) Sp</p>	

What is changing? Check all boxes that apply.

- | | | | |
|--|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

This course used to be combined with CSD 878, as a 4 hour course. When that course was split into 2 (CSD 878 and CSD 879), the credits were divided equally, with each being 2 credits. Having delivered the courses this way for a few cycles, it is clear that more time is needed for the content in CSD 879, and less for CSD 878. Thus, we want to increase this course to 3 hours, and will be concurrently routing a proposal to decrease CSD 878 by 1 hour (from 2 to 1). Overall, the same amount of time is dedicated to these two courses - it is just being distributed differently.

The periodicity is currently "D". In fact, this course is offered in the spring semester.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

09/20/2018

Current Status:

Grad Council Review

Proposal Progress:

10/23/2018 - Submitted by Department Head (Letitia White Minnis)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Program Proposal Form

Submitted on 11/06/2018 by Hillary Roberts (Hroberts@missouristate.edu).

Department:

Biomedical Sciences

Type of Program**Choose One:**

- | | | |
|---|--|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Graduate Program | <input checked="" type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- ☒ No ☐ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Dietetic Internship-Graduate Certificate

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)

B
I
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Attached

What is changing? Check all boxes that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Title change | <input type="checkbox"/> From option to program (major) | <input checked="" type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Course changes of under 18 hours | <input type="checkbox"/> From program (major) to option | |
| <input type="checkbox"/> Course changes of 18 hours or more | | |

Modified a program goal.
Modified admission requirements.

Reason for Proposed Change:

DTN 750, 752, and 753 were approved spring 2018 to include in the 2018-19 Graduate Catalog. These three, 1-credit hour courses replace the topics classes DTN 745, sections 1, 2 and 3. These new courses need to be displayed in the catalog instead of DTN 745. Credit hours remain the same.
Admission requirements modified to accurately reflect our admission process.
Goal modified to increase clarity.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

11/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Dietetic Internship Certificate

Program accreditation

The Missouri State University Dietetic Internship Certificate Program has been granted Full Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or dietetic technicians, registered. ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.

Program goals

The Dietetic Internship will:

1. prepare graduates to be competent for practice as entry-level registered dietitian nutritionists.
2. prepare graduates with life-long learning skills which will enhance the dietetic profession and demonstrate leadership in the field of dietetics.
3. emphasize and model a commitment to community engagement, preparing graduates who are socially accountable **to their community and the profession.**

Admission requirements

1. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements" within five years of application.
2. Completion of the baccalaureate degree from an accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. Graduate Record Examination (GRE) required taken no earlier than five years prior to application ~~with a preferred minimum score of 150 in Verbal, 141 in Quantitative, and 4 in the Writing Sections.~~ **There is no minimum GRE requirement. All completed applications are considered in full.**
5. Completed application form.
6. A personal philosophy statement ~~not longer than 1,000 words that~~ **addressing** the applicant's professional career goals and how the DI program will help accomplish these goals, **in addition to discussing the applicant's strengths and areas of improvement.**
7. Students for whom English is a second language must earn a minimum score of 79 on the internet-based within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is <http://www.toefl.org>.

8. Three written recommendations received with the application must be without significant reservations/concern.
 - a. Dietetic academic reference
 - b. Work or volunteer reference
 - c. Final reference is the applicant's choice
9. Resume which includes:
 - a. Work experience in dietetics, including ~~number of hours of~~ paid and volunteered work
 - b. Involvement in college and/or community activities
10. After the application period closes, the selection committee will review all of the applications and select students for an interview. Interview will be conducted via telephone.
11. Following admission to the Missouri State DI, interns will complete the Graduate College Application for Admission and be enrolled in the graduate college.
12. After formal admission to the University and the program, interns will submit a completed Graduate Certificate Plan of Study.

Upon acceptance to the DI, additional requirements include:

1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
3. Evidence of professional liability and health insurance, including hospitalization.
4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
5. Hold and maintain infant, child and adult CPR certification valid throughout the DI.
6. Hold ServSafe Certification valid throughout the DI.
7. Interns must have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
8. Student membership in the Academy of Nutrition and Dietetics.
9. Interns must enroll on a full-time basis and progress through the program as a cohort group.
10. Submit a drug screening test and criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian.

*Students who fail these checks or procedures will be subject to further review by the Department of Biomedical Sciences.

Program retention and completion requirements

1. Interns must satisfactorily complete all assignments and experiences for each internship rotation. Satisfactory completion will be based on performance appraisal which meets standards identified in appraisal rating criteria.
2. Assignments or experiences which were not satisfactorily completed must be corrected or repeated. No more than one graduate course may be repeated.
3. Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of "B", and no hours of graduate work below a grade of "C".
4. Receive a satisfactory (3) or higher rating in all required competencies as set forth by ACEND.
5. Students must successfully complete all rotations and all course work in order to receive the verification statement and graduate certificate of completion.
6. All work must be completed and competencies met within 150% (13.5 months) of the time planned for completion.

Required Courses – 18 hours

Course Code	Course Title	Credits
DTN 740	Medical Nutrition Therapy I Practicum	3 hrs
DTN 741	Medical Nutrition Therapy II Practicum	3 hrs
DTN 742	Public Health Nutrition Practicum	3 hrs
DTN 743	Food Service Management Practicum	3 hrs
DTN 744	Practicum in Area of Concentration	3 hrs
DTN 745	Topics and Issues in Dietetics	3 hrs
DTN 750	Advanced Medical Nutrition Therapy	1 hr

DTN 752	Advanced Population Health Nutrition I	1 hr
DTN 753	Advanced Foodservice Management	1 hr

Dietetic Internship Certificate

Program accreditation

The Missouri State University Dietetic Internship Certificate Program has been granted Full Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or dietetic technicians, registered. ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.

Program goals

The Dietetic Internship will:

1. prepare graduates to be competent for practice as entry-level registered dietitian nutritionists.
2. prepare graduates with life-long learning skills which will enhance the dietetic profession and demonstrate leadership in the field of dietetics.
3. emphasize and model a commitment to community engagement, preparing graduates who are socially accountable.

Admission requirements

1. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements" within five years of application.
2. Completion of the baccalaureate degree from an accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. Graduate Record Examination (GRE) required taken no earlier than five years prior to application with a preferred minimum score of 150 in Verbal, 141 in Quantitative, and 4 in the Writing Sections.
5. Completed application form.
6. A personal philosophy statement not longer than 1,000 words that addresses the applicant's professional career goals and how the DI program will help accomplish these goals.
7. Students for whom English is a second language must earn a minimum score of 79 on the internet-based within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is <http://www.toefl.org>.
8. Three written recommendations received with the application must be without significant reservations/concern.
 - a. Dietetic academic reference
 - b. Work or volunteer reference

- c. Final reference is the applicant's choice
- 9. Resume which includes:
 - a. Work experience in dietetics, including number of hours of paid and volunteered work
 - b. Involvement in college and/or community activities
- 10. After the application period closes, the selection committee will review all of the applications and select students for an interview. Interview will be conducted via telephone.
- 11. Following admission to the Missouri State DI, interns will complete the Graduate College Application for Admission and be enrolled in the graduate college.
- 12. After formal admission to the University and the program, interns will submit a completed Graduate Certificate Plan of Study.

Upon acceptance to the DI, additional requirements include:

- 1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
- 2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
- 3. Evidence of professional liability and health insurance, including hospitalization.
- 4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
- 5. Hold and maintain infant, child and adult CPR certification valid throughout the DI.
- 6. Hold ServSafe Certification valid throughout the DI.
- 7. Interns must have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
- 8. Student membership in the Academy of Nutrition and Dietetics.
- 9. Interns must enroll on a full-time basis and progress through the program as a cohort group.
- 10. Submit a drug screening test and criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian.

*Students who fail these checks or procedures will be subject to further review by the Department of Biomedical Sciences.

Program retention and completion requirements

1. Interns must satisfactorily complete all assignments and experiences for each internship rotation. Satisfactory completion will be based on performance appraisal which meets standards identified in appraisal rating criteria.
2. Assignments or experiences which were not satisfactorily completed must be corrected or repeated. No more than one graduate course may be repeated.
3. Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of "B", and no hours of graduate work below a grade of "C".
4. Receive a satisfactory (3) or higher rating in all required competencies as set forth by ACEND.
5. Students must successfully complete all rotations and all course work in order to receive the verification statement and graduate certificate of completion.
6. All work must be completed and competencies met within 150% (13.5 months) of the time planned for completion.

Required Courses – 18 hours

Course Code	Course Title	Credits
<u>DTN 740</u>	Medical Nutrition Therapy I Practicum	3 hrs
<u>DTN 741</u>	Medical Nutrition Therapy II Practicum	3 hrs
<u>DTN 742</u>	Public Health Nutrition Practicum	3 hrs
<u>DTN 743</u>	Food Service Management Practicum	3 hrs
<u>DTN 744</u>	Practicum in Area of Concentration	3 hrs
<u>DTN 745</u>	Topics and Issues in Dietetics	3 hrs

Change Program Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

Department:

Biomedical Sciences

Type of Program**Choose One:**

- | | | |
|--|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- ☐ No ☒ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Dietetics-BS

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

General Education Program and Requirements

Specific General Education requirements: BMS 110(3) and 111(1); CHM 116(4) and 117(1); MTH 135(3) or 138(5) or 181(3) or 261(5) or 287(3); PSY 121(3); and either SOC 150(3) or ECO 155(3) or AGR 100(3) or REL 131(3).

Major Requirements

Biomedical Science Courses: BMS 110(3), 111(1), 230(3), 240(3), 305(1), 306(1), 307(4), 308(4), 330(3), 331(4), 332(3), 333(3), 335(3), 338(1), 340(2), 345(3), 430(3), 438(4), 445(3), 532(3), 536(4), 539(1), 546(4), 550(2), 595(1)

Public Affairs Capstone Experience will be fulfilled by completion of BMS 345(3).

Related Requirements: ACC 109(1); BIO 210(3); CHM 116(4) and 117(1); CHM 201(3); CHM 352(3); ENG 321(3); MGT 340(3); MTH 340(3) or 545(3) or PSY 200(3) or QBA 237(3) or SOC 302(3); MTH 135(3) or 138(5) or 181(3) or 261(5) or 287(3); PSY 121(3); SOC 150(3) or ECO 155(3) or AGR 100(3) or REL 131(3).

Not Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)

Dietetics-BS

A. General Education Program and Requirements

Specific General Education requirements: BMS 110(3) and 111(1); CHM 116(4) and 117(1); MTH 135(3) **or MTH 136(3)** or **MTH 137(3)** or 138(5) or 181(3) or 261(5) or 287(3); PSY 121(3); **ENG 321(3)** and either SOC 150(3) or ECO 155(3) or ~~AGR 100(3) or REL 131(3).~~

B. Major Requirements

- Dietetics and Nutrition Courses: DTN 240(3), 305(1), 306(1), 330(2), 331(3), 332(3), 333(3), 335(3), 340(2), 345(3), 430(3), 437(3), 538(3), 445(3), 532(3), 536(4), 539(1), 546(4), 550(2), 595(1).**
- Biomedical Science Courses: BMS 110(3), 111(1), 230(3), ~~240(3), 305(1), 306(1), 307(4), 308(4), 330(3), 331(4), 332(3), 333(3), 335(3), 338(1), 340(2), 345(3), 430(3), 438(4), 445(3), 532(3), 536(4), 539(1), 546(4), 550(2), 595(1)~~
- Public Affairs Capstone Experience will be fulfilled by completion of ~~BMS~~ **DTN** 345(3).
- Related Requirements: ~~ACC 109(1); BIO 210(3); CHM 116(4) and 117(1); CHM 201(3); CHM 352(3); ENG 321(3); MGT 340(3); MTH 340(3) or 545(3) or PSY 200(3) or QBA 237(3) or SOC 302(3); MTH 135(3) or 138(5) or 181(3) or 261(5) or 287(3); PSY 121(3); SOC 150(3) or ECO 155(3) or AGR 100(3) or REL 131(3).~~

Not Attached

Total Hours:

What is changing? Check all boxes that apply:

- ☐ Title change
 ☐ From option to program (major)
- ☒ Course changes of under 18 hours
 ☐ From program (major) to option
- ☐ Course changes of 18 hours or more

 Other

Changing course codes and modifying courses and credit hours based upon other course proposal forms being submitted.

Reason for Proposed Change:

To include the new course (BMS 437: Quantity Food Production in Healthcare and Schools) and changed course (BMS 538: Administrative Dietetics), modify credit hours to align with course proposal changes being submitted concurrently, and to accurately reflect the courses required for accreditation standards.

Dr. Williams, the Director of the School of Accountancy has been notified that ACC 109 will no longer be a requirement of the Dietetics major.

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Contact Information

New Course Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

***All fields require input**

- ☒ New COURSE
- ☐ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

DTN

Course Number: ([Check Availability](#))

300

Course Title:

Service Learning in Dietetics and Nutrition

Will this course become part of a program? ☐ No ☒ Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Prerequisite/Co-requisite or enter 'None':

30 hours and concurrent enrollment in a Dietetics and Nutrition course designated as service learning offering.

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This service component for an existing course incorporates community service with classroom instruction in one of the Dietetics and Nutrition courses to provide an integrative learning experience that addresses the practice of citizenship and promotes an awareness of and participation in public affairs. Includes 40 hours of service that benefits an external community organization, agency, or public service provider. Approved service placements and assignments will vary depending on the specific course topic and learning objectives; a list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. May be repeated.

Credit Hours:

1 ▼

Lecture Contact Hours:

0 ▼

Lab Contact Hours:

0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.



Fall



Fall (even-numbered years only)



Fall (odd-numbered years only)



Spring



Spring (even-numbered years only)



Spring (odd-numbered years only)



Summer



On Demand only

Complete Catalog Description:

DTN 300 Service Learning in Dietetics and Nutrition

Prerequisite: 30 hours and concurrent enrollment in a Dietetics and Nutrition course designated as service learning offering.

This service component for an existing course incorporates community service with classroom instruction in one of the Dietetics and Nutrition courses to provide an integrative learning experience that addresses the practice of citizenship and promotes an awareness of and participation in public affairs. Includes 40 hours of service that benefits an external community organization, agency, or public service provider. Approved service placements and assignments will vary depending on the specific course topic and learning objectives; a list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. May be repeated.

Credit hours: 1 Lecture contact hours: 0 Lab contact hours: 0

Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

*Attached***Purpose of Course**

Course created to support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses related to dietetics majors and nutrition minors.

Relationship to Other Departments

None

Is there a graduate/undergraduate parallel course to this one? ☐ No ☒ Yes

Enter parallel course number

BMS300 Service Learning in Biomedical Sciences

How do these classes differ?

Due to changing course codes from BMS to DTN, this DTN course is needed to count as credit for Nutrition minors.

New Course Resource Information

Anticipated Average Enrollment per section:

10

Maximum Enrollment Limit per section:

30

Anticipated Average Enrollment per semester:

10

Maximum Enrollment Limit per semester:

30

Anticipated Average Enrollment per year:

20

Maximum Enrollment Limit per year:

60

Faculty Load Assignment (equated hours):

Is another course being deleted? ☒ No ☐ Yes**What will this course require in the way of:**

Additional library Holdings

Additional computer resources

Additional or remodeled facilities

Additional equipment or supplies

Additional travel funds

None

Additional faculty; general vs specialized

None

Additional faculty; regular vs per-course

None.

Other additional expenses

None

If additional faculty are not required, how will faculty be made available to teach this course?

This course is replacing the BMS 300: Service Learning in Biomedical Sciences course to accurately reflect the service learning option for a course in Dietetics and Nutrition. Dietetics faculty currently teaching BMS 300 will continue to oversee the DTN service learning component.

List names of current faculty qualified and available to teach this course

All dietetics faculty are qualified to teach this course including Anne Marie Hunter, Hillary Roberts, Carmen Boyd, Natalie Allen, Sarah Murray, and Daniela Novotny.

What is the anticipated source of students for this course?

Students taking DTN 240 as this the current service learning designated course. This course will also be an optional course for nutrition minors.

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition to other courses.

If from outside the department, which courses in other departments would most likely be affected?)

None

Other comments:

None

What is the date that this new course was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/06/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN742 Public Health Nutrition Practicum

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

DTN 742 Public Health Nutrition Practicum

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or the graduate Dietetic Internship Certificate Program. This course provides a six week field experience in the delivery of public health and community nutrition programs at local, state, national levels at various sites under professional supervision (37 hours per week). Current issues relating to the promotion of good nutrition and preventive health care will be examined. Students will evaluate nutrition components of various community health agencies and participate in the delivery of services. 3 D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

DTN 742 ~~Public~~ **Population** Health Nutrition Practicum

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or the graduate Dietetic Internship Certificate Program. This course provides a ~~six-week~~ **222 hour** field experience in the delivery of ~~public~~ **population** health and community nutrition programs at local, state, national levels at various sites under professional supervision (~~37 hours per week~~). Current issues relating to the ~~promotion of good~~ **promotion** and preventive health care will be examined. Students will evaluate nutrition components of various community health agencies and participate in the delivery of services. 3 D

What is changing? Check all boxes that apply.

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input checked="" type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

This course is required in the Master of Science in Nutrition and Dietetics (MSND) program. This program has an emphasis in Population Health. Changing the course title to Population Health Nutrition Practicum aligns the course to the MSND program, and increases clarity of description.

Using total hours instead of weeks provides more flexibility in how the practicum is scheduled.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|--|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
|--|--|--|

☐ Accreditation/certification compliance☒ Review of catalog information☐ Other (be specific):☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/06/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN750 Advanced Medical Nutrition Therapy

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes



Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

DTN 750 Advanced Medical Nutrition Therapy

Prerequisite: admission to the graduate Dietetic Internship Certificate Program. Advanced study of metabolic demands in complex disease processes using the Nutrition Care Process in an evidence based approach to altered nutritional needs.1(1-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

 	B <i>I</i> S
DTN 750 Advanced Medical Nutrition Therapy Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program. Advanced study of metabolic demands in complex disease processes using the Nutrition Care Process in an evidence based approach to altered nutritional needs.1(1-0) F	

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

This course is required for the Master of Science in Nutrition and Dietetics program in addition to the Dietetic Internship certificate program. Both programs are part of Dietetics in the BMS department.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |



Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/06/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN752 Advanced Population Health Nutrition I

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

DTN 752 Advanced Population Health Nutrition I

Prerequisite: admission to the graduate Dietetic Internship Certificate Program. Advanced population health information in preparation for the registered dietitian examination, including review of basic community information. Overview of interpretation of census data and assessing disparities within the population. Other topics include: nutrition public policy, local and global food insecurity, and population health determinants with an emphasis in rural communities. 1(1-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↩ ↪ **B** *I* ~~S~~

DTN 752 Advanced Population Health Nutrition I

Prerequisite: admission to the **Master of Science in Nutrition and Dietetics program** or graduate Dietetic Internship Certificate Program. Advanced population health information in preparation for the registered dietitian examination, including review of basic community information. Overview of interpretation of census data and assessing disparities within the population. Other topics include: nutrition public policy, local and global food insecurity, and population health determinants with an emphasis in rural communities. 1(1-0) F

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

This course is required for the Master of Science in Nutrition and Dietetics program and the Dietetic Internship certificate program. Both programs are part of Dietetics in the BMS department.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |



Other (be specific):



Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/06/2018 by Hillary Roberts (Hroberts@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

DTN797 Non-thesis Project

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

DTN 797 Non-thesis Project

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program. In-depth scientific study of a nutrition and dietetics problem of interest that culminates in a scholarly paper and formal community presentation. Student must have research project proposal approved by faculty supervisor and program director prior to enrollment. Graded Pass/Not Pass only. 3 D

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)







DTN 797 Non-thesis Project

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program. In-depth scientific study of a nutrition and dietetics problem of interest that culminates in a scholarly paper and formal community **or professional** presentation. Student must have research project proposal approved by faculty supervisor and program director prior to enrollment. **Must be repeated for a total of 3 hours.** Graded Pass/Not Pass only. ~~3~~ **1-3** D

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

Changing to variable credit supports the students in enrolling in the course over multiple semesters. This time is needed to write a high quality scholarly paper and to provide a presentation.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|--|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |



Other (be specific):

Determined after a discussion with the Dean of the Graduate College and other MSU graduate program directors in how their programs conduct the non-thesis project.



Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Change Program Proposal Form

Submitted on 10/23/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

Department:

Biomedical Sciences

Type of Program**Choose One:**

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- ☐ No ☒ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Nurse Anesthesia Practice, Doctor of (BS to DNAP)

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Upon acceptance to the program, the student will pay \$200.00 to the AANA for an associate membership (American Associate of Nurse Anesthetists);

A \$500.00 confirmation deposit is required to hold a seat in the class once a student has accepted a cohort position. The fee is required to be paid to Missouri State University and is used as part of the first semester's tuition.

Degree Requirements (Minimum of 119 hours) - BS -DNAP

Course Requirements to total a minimum of 119 hours

ANE Courses (107 hours)

Course Code	Course Title	Credit Hours
ANE 700	Informatics & Graduate Studies in Anesthesia	3 hrs
ANE 702	Clinical Conference I	1 hr
ANE 705	Clinical Conference II	1 hr
ANE 708	Clinical Conference III	1 hr
ANE 711	Clinical Conference IV	1 hr
ANE 714	Orientation to Clinical Anesthesia	1 hr
ANE 720	General Principles of Anesthesia	3 hrs
ANE 726	Introduction to Clinical Anesthesia	2 hrs
ANE 732	Anesthesia for Surgical Procedures and Special Populations I	6 hrs
ANE 734	Advanced Physical Assessment & Clinical Reasoning	5 hrs
ANE 735	Clinical Practicum	44 hrs
ANE 742	Organ Physiology	4 hrs
ANE 745	Anesthesia Pharmacology I	4 hrs
ANE 746	Anesthesia Pharmacology II	3 hrs
ANE 750	Anesthesia for Surgical Procedures and Special Populations II	4 hrs
ANE 800	Leadership for Evidence-Based Practice	3 hrs
ANE 803	Human Factors and Patient Safety in Healthcare	3 hrs
ANE 804	Business of Anesthesia	3 hrs
ANE 806	Professional Practice In Anesthesia	3 hrs
ANE 807	Anesthesia and Healthcare Policy	3 hrs
ANE 810	Health and Wellness in the Healthcare Setting	3 hrs
ANE 897	Research for Scholarly Project	3 hrs
ANE 898	Capstone Project Presentation	3 hrs






Non-ANE Courses (12 hours)

Course Code	Course Title	Credit Hours
BMS 620	Medical Cell Biology	3 hrs
BMS 728	Human Neurophysiology and Anatomy	3 hrs
PHI 613	Bioethics	3 hrs
PBH 730	Biostatistics in Health Sciences	3 hrs

Not Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)



Attached

What is changing? Check all boxes that apply:

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Title change | <input type="checkbox"/> From option to program (major) | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Course changes of under 18 hours | <input type="checkbox"/> From program (major) to option | |
| <input type="checkbox"/> Course changes of 18 hours or more | | |

Reason for Proposed Change:

Course change to meet accreditation standards, and national board certification exam topic list update and review. A comprehensive and all inclusive curricular review was completed and topics added needing additional time and testing for the students success, and program compliance.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

09/05/2018

Current Status:

Grad Council Review

Proposal Progress:

10/31/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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11. ~~Upon acceptance to the program, S~~student will pay ~~\$200.00~~ **the current association fee** to the **American Associate of Nurse Anesthetists (AANA)** for an associate membership (~~American Associate of Nurse Anesthetists~~) **during the initial semester of the program.**
12. A \$500.00 confirmation deposit is required to hold a seat in the class once a student has accepted a cohort position. The fee is required to be paid to Missouri State University and is used as part of the first semester's tuition.

Degree Requirements (Minimum of 119 hours) - BS -DNAP

1. Course Requirements to total a minimum of 119 hours
2. **ANE Courses** (~~107~~ **113** hours)

Course Code	Course Title	Credit Hours
ANE 700	Informatics & Graduate Studies in Anesthesia	3 hrs
ANE 702	Clinical Conference I	1 hr
ANE 705	Clinical Conference II	1 hr
ANE 708	Clinical Conference III	1 hr
ANE 711	Clinical Conference IV	1 hr
ANE 714	Orientation to Clinical Anesthesia	1 hr
ANE 720	General Principles of Anesthesia	3 hrs
ANE 726	Introduction to Clinical Anesthesia	2 hrs
ANE 732	Anesthesia for Surgical Procedures and Special Populations I	6 5 hrs
ANE 734	Advanced Physical Assessment & Clinical Reasoning	5 hrs
ANE 735	Clinical Practicum	44 hrs
ANE 742	Organ Physiology	4 hrs
ANE 745	Anesthesia Pharmacology I	4 hrs
ANE 746	Anesthesia Pharmacology II	3 hrs
ANE 750	Anesthesia for Surgical Procedures and Special Populations II	4 5 hrs
ANE 800	Leadership for Evidence-Based Practice	3 hrs
ANE 803	Human Factors and Patient Safety in Healthcare	3 hrs
ANE 804	Business of Anesthesia	3 hrs
ANE 806	Professional Practice In Anesthesia	3 hrs
ANE 807	Anesthesia and Healthcare Policy	3 hrs
ANE 810	Health and Wellness in the Healthcare Setting	3 hrs
ANE 897	Research for Scholarly Project	3 hrs
ANE 898	Capstone Project Presentation	3 hrs
ANE 721	Equipment, Instrumentation, and Technology for Anesthesia	3 hrs
ANE 754	Healthcare Ethics for Anesthesia Providers	3 hrs

1. **Non-ANE Courses** (~~42~~ **6** hours)

Course Code	Course Title	Credit Hours
BMS 620	Medical Cell Biology	3 hrs
BMS 728	Human Neurophysiology and Anatomy	3 hrs

Program Changes BS -DNAP

Course Code	Course Title	Credit Hours
<u>PHI 613</u>	Bioethics	3 hrs
<u>PBH 730</u>	Biostatistics in Health Sciences	3 hrs

Change Program Proposal Form

Submitted on 10/23/2018 by Sylvia Feeney (MonikaFeeney@MissouriState.edu).

Department:

Biomedical Sciences

Type of Program**Choose One:**

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- ☐ No ☒ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Nurse Anesthesia Practice, Doctor of (MS to DNAP)

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Certified Registered Nurse Anesthetist (MS - DNAP)

Students who have already completed the CRNA certification at the Master's level, can be admitted into the completion program, requiring 27 hours for completion. These hours may be completed via distance and may be completed on a part-time or full-time basis. Completion Program Additional Requirements: (a) Current Valid CRNA License; and (b) transcript from completed anesthesia program.

Completion program – One Year Program (27 hours)

Course Code	Course Title	Credit Hours
ANE 800	Leadership, Evidence Based Practice	3 hrs
ANE 803	Human Factors and Patient Safety in Healthcare	3 hrs
ANE 804	Business of Anesthesia	3 hrs
ANE 806	Professional Practice In Anesthesia	3 hrs
ANE 807	Anesthesia and Healthcare Policy	3 hrs
ANE 810	Health and Wellness in the Healthcare Setting	3 hrs
ANE 897	Research for Scholarly Project	3 hrs
ANE 898	Capstone Project Presentation	3 hrs
PHI 613	Bioethics	3 hrs

Completion program – Two Year Program (27 hours)

First Year

Course Code	Course Title	Credit Hours
ANE 800	Leadership, Evidence Based Practice	3 hrs
ANE 803	Human Factors and Patient Safety in Healthcare	3 hrs
ANE 804	Business of Anesthesia	3 hrs
ANE 810	Health and Wellness in the Healthcare Setting	3 hrs
ANE 897	Research for Scholarly Project	3 hrs
PHI 613	Bioethics	3 hrs

Second Year

Course Code	Course Title	Credit Hours
ANE 806	Professional Practice In Anesthesia	3 hrs
ANE 807	Anesthesia and Healthcare Policy	3 hrs
ANE 898	Capstone Project Presentation	3 hrs

Completion program – Three Year Program (27 hours)

First Year

Course Code	Course Title	Credit Hours
ANE 800	Leadership, Evidence Based Practice	3 hrs
ANE 810	Health and Wellness in the Healthcare Setting	3 hrs
PHI 613	Bioethics	3 hrs

Second Year

Course Code	Course Title	Credit Hours
-------------	--------------	--------------

ANE 803 Human Factors and Patient Safety in Healthcare 3 hrs

ANE 804 Business of Anesthesia 3 hrs

ANE 897 Research for Scholarly Project 3 hrs

Third Year

Course Code	Course Title	Credit Hours
ANE 806	Professional Practice In Anesthesia	3 hrs
ANE 807	Anesthesia and Healthcare Policy	3 hrs
ANE 898	Capstone Project Presentation	3 hrs

Additional Requirements or limitations

The candidate must maintain a minimum GPA of at least 3.00 each semester for the degree.

All requirements must be satisfied within eight years.

Six semester credit hours (or the equivalent in quarter hours) credit may be transferred into the program from an accredited University Graduate Program, after approval by the Graduate College and Program Director).

All coursework must be approved by the Program Director.

Additional Requirements or limitations

The candidate must maintain a minimum GPA of at least 3.00 each semester for the degree.

All requirements must be satisfied within eight years.

Six semester credit hours (or the equivalent in quarter hours) of non-ANE credit may be transferred into the program from an accredited University Graduate Program, after approval by the Graduate College and Program Director).

All coursework must be approved by the Program Director.

The candidate must pass oral and written comprehensive examinations.

No more than 5 hours of C grade is allowed during the program.

Candidates who do not achieve the academic standards set forth by the program will be immediately dismissed.

BS to DNAP candidates, during the clinical phase (years 2 and 3), will carry liability insurance purchased through the AANA.






For MS to DNAP candidates, an \$900 fee will be applied to each class. For BS to DNAP candidates, a \$3,500 program fee will be applied to each semester (Summer, Fall and Spring).

Not

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission])

OR provide as an attachment below)



Attached

What is changing? Check all boxes that apply:

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Title change | <input type="checkbox"/> From option to program (major) | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Course changes of under 18 hours | <input type="checkbox"/> From program (major) to option | |
| <input type="checkbox"/> Course changes of 18 hours or more | | |

Reason for Proposed Change:

A comprehensive and all inclusive curricular review was complete and topics added needing additional time and testing for the students success and program compliance. Distance and seated courses must have the same requirements and outcome criteria for the same course. Clarification for the MS to DNAP program requirements were also made.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

09/05/2018

Current Status:

Grad Council Review

Proposal Progress:

10/31/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Certified Registered Nurse Anesthetist (MS - DNAP)

Students who have already completed the CRNA certification at the Master's level, can be admitted into the completion program, requiring 27 hours for completion. These hours may be completed via distance and may be completed on a part-time or full-time basis. Completion Program Additional Requirements: (a) Current Valid CRNA License; and (b) transcript from completed anesthesia program.

Completion program – One Year Program (27 hours)

Course Code	Course Title	Credit Hours
<u>ANE 800</u>	Leadership, Evidence Based Practice	3 hrs
<u>ANE 803</u>	Human Factors and Patient Safety in Healthcare	3 hrs
<u>ANE 804</u>	Business of Anesthesia	3 hrs
<u>ANE 806</u>	Professional Practice In Anesthesia	3 hrs
<u>ANE 807</u>	Anesthesia and Healthcare Policy	3 hrs
<u>ANE 810</u>	Health and Wellness in the Healthcare Setting	3 hrs
<u>ANE 897</u>	Research for Scholarly Project	3 hrs
<u>ANE 898</u>	Capstone Project Presentation	3 hrs
<u>PHI 613</u>	Bioethics	3 hrs
ANE 754	Healthcare Ethics for Anesthesia Providers	3 hrs

Completion program – Two Year Program (27 hours)

First Year

Course Code	Course Title	Credit Hours
<u>ANE 800</u>	Leadership, Evidence Based Practice	3 hrs
<u>ANE 803</u>	Human Factors and Patient Safety in Healthcare	3 hrs
<u>ANE 804</u>	Business of Anesthesia	3 hrs
<u>ANE 810</u>	Health and Wellness in the Healthcare Setting	3 hrs
<u>ANE 897</u>	Research for Scholarly Project	3 hrs
<u>PHI 613</u>	Bioethics	3 hrs
ANE 754	Healthcare Ethics for Anesthesia Providers	3 hrs

Second Year

Course Code	Course Title	Credit Hours
<u>ANE 806</u>	Professional Practice In Anesthesia	3 hrs
<u>ANE 807</u>	Anesthesia and Healthcare Policy	3 hrs
<u>ANE 898</u>	Capstone Project Presentation	3 hrs

Completion program – Three Year Program (27 hours)

First Year

Course Code	Course Title	Credit Hours
ANE 800	Leadership, Evidence Based Practice	3 hrs
ANE 810	Health and Wellness in the Healthcare Setting	3 hrs
PHI 613	Bioethics	3 hrs
ANE 754	Healthcare Ethics for Anesthesia Providers	3 hrs

Second Year

Course Code	Course Title	Credit Hours
ANE 803	Human Factors and Patient Safety in Healthcare	3 hrs
ANE 804	Business of Anesthesia	3 hrs
ANE 897	Research for Scholarly Project	3 hrs

Third Year

Course Code	Course Title	Credit Hours
ANE 806	Professional Practice In Anesthesia	3 hrs
ANE 807	Anesthesia and Healthcare Policy	3 hrs
ANE 898	Capstone Project Presentation	3 hrs

Additional Requirements or limitations

1. The candidate must maintain a minimum GPA of at least 3.00 each semester for the degree.
2. All requirements must be satisfied within eight years.
3. Six semester credit hours (or the equivalent in quarter hours) of ~~non-ANE~~ credit may be transferred into the program from an accredited University Graduate Program, after approval by the Graduate College and Program Director).
4. All coursework must be approved by the Program Director.
5. The candidates must pass ~~oral and~~ a written comprehensive examination.
6. No more than 5 hours of C grade is allowed during the program.
7. Candidates who do not achieve the academic standards set forth by the program will be immediately dismissed.
8. ~~BS to DNAP candidates, during the clinical phase (years 2 and 3), will carry liability insurance purchased through the AANA.~~
9. For MS to DNAP candidates, a \$900 fee will be applied to each class. ~~For BS to DNAP candidates, a \$3,500 program fee will be applied to each semester (Summer, Fall and Spring).~~

Change Program Proposal Form

Submitted on 11/06/2018 by Hillary Roberts (Hroberts@missouristate.edu).

Department:

Biomedical Sciences

Type of Program**Choose One:**

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input checked="" type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- ☒ No ☐ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Nutrition and Dietetics-MS

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)

B
I
~~S~~

Attached

What is changing? Check all boxes that apply:

- ☐ Title change
 ☐ Course changes of under 18 hours
 ☐ Course changes of 18 hours or more
 ☐ From option to program (major)
 ☐ From program (major) to option
 ☒ Other

Admission requirements
Comprehensive examination

Reason for Proposed Change:

Admission requirements modified to reflect an accurate description of our admission process.
Graduate college requires a "culminating assessment of student learning" and not a comprehensive examination.
Description modified to reflect what this culminating assessment is for non-thesis and thesis students.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

11/05/2018

Current Status:

Grad Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

12/10/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Nutrition and Dietetics
Graduate programs
Master of Science, Nutrition and Dietetics

Hillary Roberts, Dietetic Internship Program Director
Professional Building, Room 408
Phone: 417-836-8884
HRoberts@MissouriState.edu

Program description

The Master of Science in Nutrition and Dietetics (MSND) program provides knowledge and skills in the dietetics field with an emphasis on population health. This program will prepare dietetic professionals to work at various settings: community and government agencies, medical care facilities, and educational institutions. Graduates specialize in nutrition and dietetics of various population health issues, are able to assess population health needs, and design, implement and evaluate programs, systems or environments to aid in improving the health of diverse groups of population.

Admission requirements

To be considered for admission to the Master of Science in Nutrition and Dietetics (MSND), a prospective student must be admitted to Missouri State's Dietetic Internship Graduate Certificate Program (DI) or provide a copy of their Registered Dietitian and Nutritionist (RDN) identification card issued by the Commission on Dietetic Registration.

Final admission decisions will be based on a complete application form to the Graduate College. There is a graduate program application fee per the MSU Graduate College policy. A complete application includes the following:

1. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements."
2. Completion of the baccalaureate degree from an ACEND accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. Graduate Record Examination (GRE) required taken no earlier than five years prior to application ~~with a preferred minimum score of 150 in Verbal, 141 in Quantitative, and 4 in the Writing Sections.~~ **There is no minimum GRE requirement. All completed applications are considered in full.**
5. A personal philosophy statement ~~that addresses~~ **ing** the applicant's professional career goals and how the program will help accomplish these goals, **in addition to discussing the applicant's strengths and areas of improvement.**
6. Students for whom English is a second language must earn a minimum score of 79 on the internet-based within two years prior to application on the Test of

English as a Foreign Language (TOEFL). The TOEFL website is www.ets.org/toefl.

7. Three written recommendations received with the application must be without significant reservations/concern.
 - a. Dietetic academic reference
 - b. Work or volunteer reference
 - c. Final reference is the applicant's choice
8. Resume which includes:
 - a. Work experience in dietetics, including ~~number of hours of~~ paid and volunteered work,
 - b. Involvement in college and/or community activities,
 - c. Evidence of being admitted to MSU's DI certificate program or a copy of their RDN identification card.

Upon acceptance to the MSND program, additional requirements will include:

1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
3. Evidence of professional liability and health insurance, including hospitalization.
4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
5. Have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
6. Membership in the Academy of Nutrition and Dietetics.
7. Submit a drug screening test and criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

Full admission to the MSND program is competitive; not all that apply will be admitted. Students who are not admitted into the program may apply for the next application deadline.

MSND Transfer of Credit Policy

On a case-by-case basis, Missouri State may accept graduate credit earned at other regionally accredited institutions or well-established international institutions. The Missouri State University Graduate transfer policy allows transfer credit to count for up to 30% of the program of study. Students who are RDNs may transfer hours for DTN 740, 741, 742, and 743. A student requesting transfer credit is responsible for providing an official transcript and copy of course syllabus from the school from which the student received the academic credit. Acceptance of transfer credits occurs through

recommendation of the student's major advisor and approval of the Graduate College. Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average.

MSND Work Experience Related Policy

Work experience will not be awarded credits required to graduate from the MSND program.

Retention requirements

After admission into the MSND Program, a student must achieve the following for retention in the program:

1. Maintain a GPA of 3.00, with no more than 9 semester hours of graduate work below a grade of "B", and no hours of graduate work below a "C".
2. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of healthcare professionals.
3. Demonstrate acceptable professional progression in application of skills and knowledge.
4. Maintain current health and liability insurance.

Students who fail to meet the retention criteria may:

1. Be placed on academic or clinical probation in the MSND Program, or
 2. Be dismissed from the Program, based on the judgment of the majority of the MSND faculty. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission into the MSND Program. Students have the right to follow the University's appeal process on any disciplinary sanction received.
 3. Students should refer to the Missouri State University Dietetics Graduate Student Handbook for additional policies and procedures.
- Degree requirements (Minimum of 42 hours)

MSND with concentration in population health emphasis

Course Code	Course Title	Credit hours
<u>DTN 740</u>	Medical Nutrition Therapy I Practicum	3 hrs
<u>DTN 741</u>	Medical Nutrition Therapy II Practicum	3 hrs
<u>DTN 742</u>	Public Health Practicum	3 hrs
<u>DTN 743</u>	Foodservice Management Practicum	3 hrs
<u>DTN 744</u>	Practicum in Area of Concentration	3 hrs
<u>DTN 750</u>	Advanced Medical Nutrition Therapy	1 hr
<u>DTN 752</u>	Advanced Population Health Nutrition I	1 hr
<u>DTN 762</u>	Advanced Population Health Nutrition II	2 hrs
<u>DTN 753</u>	Advanced Food Service Management	1 hr
<u>DTN 755</u>	Advanced Nutrition Counseling	1 hr

Course Code	Course Title	Credit hours
<u>MGT 701</u>	Health Services Organization	3 hrs
<u>PBH 710</u>	Clinical Epidemiology	3 hrs
<u>PBH 730</u>	Biostatistics in Health Sciences	3 hrs
<u>PBH 740</u>	Health Behavior	3 hrs
<u>PBH 760</u>	Research Methods in Public Health	3 hrs
<u>PBH 775</u>	Principles and Skills of Public Health Administration	3 hrs
<u>DTN 797</u> OR	Non-thesis Project OR	3 1-3 hrs OR
<u>DTN 799</u>	Thesis	1-6 hrs

Elective courses

Students are not required to complete any elective courses but are welcome to work directly with their advisor and committee to determine if elective courses should be completed to strengthen their plan of study.

~~Comprehensive examination~~

Culminating assessment of student learning

~~Students must pass a comprehensive exam which is implemented in DTN 744.~~

Students must demonstrate a culminating assessment of student learning by meeting one of the following:

- 1. Satisfactory completion of scholarly paper and formal community or professional presentation which are components of DTN 797 OR**
- 2. Satisfactory completion of thesis and oral defense which are components of DTN 799.**

Nutrition and Dietetics
Graduate programs
Master of Science, Nutrition and Dietetics

Hillary Roberts, Dietetic Internship Program Director
Professional Building, Room 408
Phone: 417-836-8884
HRoberts@MissouriState.edu

Program description

The Master of Science in Nutrition and Dietetics (MSND) program provides knowledge and skills in the dietetics field with an emphasis on population health. This program will prepare dietetic professionals to work at various settings: community and government agencies, medical care facilities, and educational institutions. Graduates specialize in nutrition and dietetics of various population health issues, are able to assess population health needs, and design, implement and evaluate programs, systems or environments to aid in improving the health of diverse groups of population.

Admission requirements

To be considered for admission to the Master of Science in Nutrition and Dietetics (MSND), a prospective student must be admitted to Missouri State's Dietetic Internship Graduate Certificate Program (DI) or provide a copy of their Registered Dietitian and Nutritionist (RDN) identification card issued by the Commission on Dietetic Registration.

Final admission decisions will be based on a complete application form to the Graduate College. There is a graduate program application fee per the MSU Graduate College policy. A complete application includes the following:

1. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements."
2. Completion of the baccalaureate degree from an ACEND accredited college or university.
3. Cumulative GPA of 3.00 over the last 60 hours of academic work taken.
4. Graduate Record Examination (GRE) required taken no earlier than five years prior to application with a preferred minimum score of 150 in Verbal, 141 in Quantitative, and 4 in the Writing Sections.
5. A personal philosophy statement that addresses the applicant's professional career goals and how the program will help accomplish these goals.
6. Students for whom English is a second language must earn a minimum score of 79 on the internet-based within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is www.ets.org/toefl.

7. Three written recommendations received with the application must be without significant reservations/concern.
 - a. Dietetic academic reference
 - b. Work or volunteer reference
 - c. Final reference is the applicant's choice
8. Resume which includes:
 - a. Work experience in dietetics, including ~~number of hours of~~ paid and volunteered work,
 - b. Involvement in college and/or community activities,
 - c. Evidence of being admitted to MSU's DI certificate program or a copy of their RDN identification card.

Upon acceptance to the MSND program, additional requirements will include:

1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
3. Evidence of professional liability and health insurance, including hospitalization.
4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
5. Have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
6. Membership in the Academy of Nutrition and Dietetics.
7. Submit a drug screening test and criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

Full admission to the MSND program is competitive; not all that apply will be admitted. Students who are not admitted into the program may apply for the next application deadline.

MSND Transfer of Credit Policy

On a case-by-case basis, Missouri State may accept graduate credit earned at other regionally accredited institutions or well-established international institutions. The Missouri State University Graduate transfer policy allows transfer credit to count for up to 30% of the program of study. Students who are RDNs may transfer hours for DTN 740, 741, 742, and 743. A student requesting transfer credit is responsible for providing an official transcript and copy of course syllabus from the school from which the student received the academic credit. Acceptance of transfer credits occurs through recommendation of the student's major advisor and approval of the Graduate College.

Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average.

MSND Work Experience Related Policy

Work experience will not be awarded credits required to graduate from the MSND program.

Retention requirements

After admission into the MSND Program, a student must achieve the following for retention in the program:

1. Maintain a GPA of 3.00, with no more than 9 semester hours of graduate work below a grade of "B", and no hours of graduate work below a "C".
2. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of healthcare professionals.
3. Demonstrate acceptable professional progression in application of skills and knowledge.
4. Maintain current health and liability insurance.

Students who fail to meet the retention criteria may:

1. Be placed on academic or clinical probation in the MSND Program, or
2. Be dismissed from the Program, based on the judgment of the majority of the MSND faculty. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission into the MSND Program. Students have the right to follow the University's appeal process on any disciplinary sanction received.
3. Students should refer to the Missouri State University Dietetics Graduate Student Handbook for additional policies and procedures.

Degree requirements (Minimum of 42 hours)

MSND with concentration in population health emphasis

Course Code	Course Title	Credit hours
<u>DTN 740</u>	Medical Nutrition Therapy I Practicum	3 hrs
<u>DTN 741</u>	Medical Nutrition Therapy II Practicum	3 hrs
<u>DTN 742</u>	Public Health Practicum	3 hrs
<u>DTN 743</u>	Foodservice Management Practicum	3 hrs
<u>DTN 744</u>	Practicum in Area of Concentration	3 hrs
<u>DTN 750</u>	Advanced Medical Nutrition Therapy	1 hr
<u>DTN 752</u>	Advanced Population Health Nutrition I	1 hr
<u>DTN 762</u>	Advanced Population Health Nutrition II	2 hrs
<u>DTN 753</u>	Advanced Food Service Management	1 hr
<u>DTN 755</u>	Advanced Nutrition Counseling	1 hr
<u>MGT 701</u>	Health Services Organization	3 hrs

Course Code	Course Title	Credit hours
<u>PBH 710</u>	Clinical Epidemiology	3 hrs
<u>PBH 730</u>	Biostatistics in Health Sciences	3 hrs
<u>PBH 740</u>	Health Behavior	3 hrs
<u>PBH 760</u>	Research Methods in Public Health	3 hrs
<u>PBH 775</u>	Principles and Skills of Public Health Administration	3 hrs
<u>DTN 797</u> OR	Non-thesis Project OR	3 OR
<u>DTN 799</u>	Thesis	1-6 hrs

Elective courses

Students are not required to complete any elective courses but are welcome to work directly with their advisor and committee to determine if elective courses should be completed to strengthen their plan of study.

Comprehensive examination

Students must pass a comprehensive exam which is implemented in [DTN 744](#).

Change Program Proposal Form

Submitted on 11/07/2018 by Sarah Murray (Sarahmurray@missouristate.edu).

Department:

Biomedical Sciences

Type of Program**Choose One:**

- | | | |
|---|--|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input type="radio"/> Comprehensive Undergraduate Major | <input checked="" type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Choose All That Apply:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Bachelor of Arts | <input type="checkbox"/> Bachelor of Music Education | <input checked="" type="checkbox"/> Bachelor of Science in Athl Training |
| <input type="checkbox"/> Bachelor of Applied Science | <input type="checkbox"/> Bachelor of Music | <input type="checkbox"/> Bachelor of Science in Education |
| <input type="checkbox"/> Bachelor of Fine Arts | <input checked="" type="checkbox"/> Bachelor of Science | <input checked="" type="checkbox"/> Bachelor of Science in Nursing |
| <input type="checkbox"/> Bachelor of Social Work | | |

Does this program include any new courses?

- ☐ No ☒ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Nutrition

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Bachelor of Arts

Bachelor of Science

Bachelor of Science in Athletic Training

Bachelor of Science in Nursing

Required Courses: BMS 240(3), 333(3)

Choose electives from the following to bring total hours in the minor to at least 20 hours: BMS 300(1), 330(3), 331(4), 332(3), 334(3), 335(3), 338(1), 340(2), 345(3), 390(1-2), 391(1-4), 392(1), 395(1), 396(1), 397(1-3), 400(2), 430(3), 497(1-3), 532(3). No more than 3 hours of BMS 497 credit may be applied to the minor. See Dietetics Program Director for additional courses that may be approved.

Not Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)

Bachelor of Arts

Bachelor of Science

Bachelor of Science in Athletic Training

Bachelor of Science in Nursing

Required Courses: ~~BMS~~ **DTN** 240(3), **DTN** 333(3)

Choose electives from the following to bring total hours in the minor to at least 20 hours: ~~BMS~~ **DTN** 300(1), **306(1)**, 330(~~3~~) (**2**), 331(~~4~~) (**3**), 332(3), 334(3), 335(3), ~~338(1)~~, 340(2), 345(3), 390(1-2), 391(1-4), 392(1), 395(1), 396(1), 397(1-3), 400(2), 430(3), **437(3)**, ~~497(1-3)~~, 532(3). ~~No more than 3 hours of BMS 497 credit may be applied to the minor.~~ See Dietetics Program Director for additional courses that may be approved.

Not Attached

Total Hours: 20

What is changing? Check all boxes that apply:☐ Title change☐ From option to program (major)☐ From program (major) to option

☒ Course changes of under 18

hours

☐ Course changes of 18 hours or

more

☒ Other

Changing course codes

Reason for Proposed Change:

Including two courses eligible for students to take towards a nutrition minor.

Course code change will support monitoring productivity for classes taught within the dietetics programs. In addition, this will aid students in identifying courses required for dietetics majors and nutrition minors.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

11/05/2018

Current Status:

College Council Review

Proposal Progress:

11/14/2018 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Program Proposal Form

Submitted on 12/14/2018 by Amanda Keys (AmandaKeys@MissouriState.edu).

Department:

Social Work, School of

Type of Program**Choose One:**

- | | | |
|--|-----------------------------------|--------------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option | <input type="radio"/> Certification |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate | <input type="radio"/> Other |

Does this program include any new courses?

- ☐ No ☒ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:



Social Work, Bachelor of-BSW

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission]

OR provide as an attachment below)



B *I* ~~S~~

Attached

What is changing? Check all boxes that apply:

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Title change | <input type="checkbox"/> From option to program (major) | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Course changes of under 18 hours | <input type="checkbox"/> From program (major) to option | |
| <input type="checkbox"/> Course changes of 18 hours or more | | |

Reason for Proposed Change:

Faculty and student feedback have indicated that SWK 306 provides redundant information that is also discussed in several other courses. Additionally, faculty and student feedback have indicated that our program needs to focus more on developing professional and ethical behavior. Therefore, we felt that this change would serve both purposes.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

03/23/2018

Current Status:

College Council Review

Proposal Progress:

12/17/2018 - Submitted by Department Head (Michele Day)

Review Comments:

No comments have been added to this proposal.

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Program description

The undergraduate Social Work Program at Missouri State University builds upon a liberal arts education while preparing students for the practice of Social Work, with an emphasis on the strengths perspective. Social Work is a comprehensive major consisting of 48 hours of required Social Work courses (which includes a 12-hour practicum); 18 hours of required courses from the humanities and sciences; and 6 hours of electives offered by the School of Social Work (SWK electives). Students who successfully complete general education, all general baccalaureate requirements and major requirements are awarded a Bachelor of Social Work degree.

Prospective students must contact the Coordinator of the BSW Program to obtain information on how to be admitted into the program and be assigned an advisor. Accepted students are expected to consult with their advisor at least once a semester.

This program is accredited by the Council on Social Work Education. Additional information regarding the BSW Program may be found in the *BSW Student Handbook* available from the School of Social Work.

Eligibility to apply

Once accepted to MSU, students are eligible to apply for admission into the BSW Program when the following conditions are met:

- A. Completion of a minimum of 45 hours with a combined GPA (Missouri State and transfer combined) of 2.50 or higher on a 4-point scale
- B. Completion or concurrent enrollment in the Foundations Courses for General Education except the second writing course
- C. Completion or concurrent enrollment in SWK 200(3), SWK 213(3), and SWK 219(3) with a minimum grade of "C". Candidates whose application is reviewed positively will not have admission to the Program until grades of "C" or better are recorded for these courses at the close of the application semester.

Admission to the Bachelor of Social Work Program

Students seeking admission to the BSW Program do so with the understanding that: (a) admission is competitive and selective and not all who apply can be accommodated; and (b) meeting the minimum standards does not guarantee a student will be admitted. The BSW committee will make a decision to admit based on a holistic picture of the completed course work and values that are consistent with the conduct of the profession and the Social Work Code of Ethics.

Students who are planning to pursue a BSW degree must complete the following steps:

1. Declare a major in the Social Work Program within the University which places the student in pre-admit status.

2. When a student is eligible to apply for admitted status, the student must submit a formal application, with accompanying forms, to the School of Social Work office. Directions for completing the packets will be included within the application packet. Applications for admission to the Program will be available online. Refer to the application packet for specific due dates because the dates can vary. Applications submitted after the deadline will not be considered. Incomplete applications may result in not being considered.
3. Students will be notified, prior to registration, if they are admitted into the BSW Program. If the student is not admitted, the student will be responsible for meeting with his/her advisor to transition into another major.

Program requirements

- A. General Education Program and Requirements
- B. Major Requirements
 1. Recommended Course: SWK 300(1)
 2. Specific Course Requirements (other than Social Work courses): ECO 101(3); PLS 101(3); PSY 121(3); SOC 150(3), PSY 304(3); and PSY 200(3) or SOC 302(3) or AGR 330(3) or MTH 340(3) or QBA 237(3) or REC 328(3)
 3. SWK 200(3), 213(3), 219(3), ~~306(3)~~, **304 (3)**, 307(3), 313(3), 315(3), 325(3), 326(3), 418(3), 420(3), 430(3), 480(3), 490(9)
 4. Two SWK electives (6 hours)
 5. Public Affairs Capstone Experience will be fulfilled by completion of SWK 480(3) and 490(9).
- C. General Baccalaureate Degree Requirements

Retention, progression, and graduation policies

After admission into the BSW Program, students must achieve the following for retention in the major.

1. Maintain a combined GPA (Missouri State and transfer combined) of 2.50 or higher. If a student drops below a GPA of 2.50, the student will be withdrawn from the program at the end of the semester.
2. Achieve a grade of "C" or better in all Social Work courses, which are courses with "SWK" prefix.
3. Earning a "D" grade or below in a Social Work (SWK) course will result in the inability to be admitted into the program. If a student is formally accepted in the program and earns a "D" grade in a Social Work (SWK) course, the student must retake the course before progressing. If a student is formally accepted in the program and earns an "F" grade in a Social Work (SWK) course, s/he will be dismissed from the program at the end of the semester and will need to reapply.
4. Courses in the Social Work major may not be taken more than twice.
5. A student must earn a "Pass" grade in SWK 490(9). A grade below a "C" in SWK 480(3) and/or a "Not Pass" grade in SWK 490(9) means the student must reapply for admission and be readmitted to the BSW Program.

6. Students are encouraged to meet with their advisor in the School of Social Work prior to or upon entering the University and at least once a semester to ensure the proper selection and sequencing of prerequisites for the BSW Program.
7. Students must demonstrate acceptable levels of maturity, integrity, behaviors and attitudes as defined by the National Association of Social Work (NASW).

Program description

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 3. SWK 200(3), 213(3), 219(3), 306(3), 307(3), 313(3), 315(3), 325(3), 326(3), 418(3), 420(3), 430(3), 480(3), 490(9)
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3. Earning a "D" grade or below in a Social Work (SWK) course will result in the inability to be admitted into the program. If a student is formally accepted in the program and earns a "D" grade in a Social Work (SWK) course, the student must retake the course before progressing. If a student is formally accepted in the program and earns an "F" grade in a Social Work (SWK) course, s/he will be dismissed from the program at the end of the semester and will need to reapply.
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7. Students must demonstrate acceptable levels of maturity, integrity, behaviors and attitudes as defined by the National Association of Social Work (NASW).

New Course Proposal Form

Submitted on 12/17/2018 by Amanda Keys (AmandaKeys@MissouriState.edu).

***All fields require input**

- ☒ New COURSE
- ☐ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

SWK

Course Number: ([Check Availability](#))

304

Course Title:

Professional Development and Social Work Ethics

Will this course become part of a program? ☐ No ☒ Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Prerequisite/Co-requisite or enter 'None':

Admission to the BSW program.

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

A critical exploration of self for the purpose of developing and demonstrating professional and ethical behavior as a change agent. This course will provide opportunities for self-reflection and personal and professional growth. The course will examine how the use of self influences ethical social work practice.

Credit Hours:

3 ▼

Lecture Contact Hours:

3 ▼

Lab Contact Hours:

0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.



Fall



Fall (even-numbered years only)



Fall (odd-numbered years only)



Spring



Spring (even-numbered years only)



Spring (odd-numbered years only)



Summer



On Demand only

Complete Catalog Description:

SWK 304 Professional Development and Social Work Ethics

Prerequisite: Admission to the BSW program.

A critical exploration of self for the purpose of developing and demonstrating professional and ethical behavior as a change agent. This course will provide opportunities for self-reflection and personal and professional growth. The course will examine how the use of self influences ethical social work practice.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0

Typically offered: Fall

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Council on Social Work Education (CSWE) requires accredited programs to integrate the development of professional and ethical behavior into the required social work curriculum. Instead of doing this throughout multiple courses, the School of Social Work feels a course specifically focusing on ethics and professionalism is needed. SWK 306 is being deleted to accommodate this change. No additional hours will be required.

Relationship to Other Departments

This course can only be taken by admitted social work majors.

Is there a graduate/undergraduate parallel course to this one? ☒ No ☐ Yes

New Course Resource Information

Anticipated Average Enrollment per section:

Maximum Enrollment Limit per section:

Anticipated Average Enrollment per semester:

Maximum Enrollment Limit per semester:

Anticipated Average Enrollment per year:

Maximum Enrollment Limit per year:

Faculty Load Assignment (equated hours):

Is another course being deleted? ☐ No ☒ Yes

Select course number and title being deleted.

SWK306 Introductory Skills in Generalist Social Work Practic

What will this course require in the way of:

Additional library Holdings

No additional resources.

Additional computer resources

No additional resources.

Additional or remodeled facilities

No additional resources.

Additional equipment or supplies

No additional resources.

Additional travel funds

No additional resources.

Additional faculty; general vs specialized

No additional faculty. We are replacing this course with SWK 306 in our curriculum.

Additional faculty; regular vs per-course

No additional faculty.

Other additional expenses

No additional expenses.

If additional faculty are not required, how will faculty be made available to teach this course?

Faculty who are currently teaching SWK 306 will now be teaching SWK 304.

List names of current faculty qualified and available to teach this course

All faculty in the department.

What is the anticipated source of students for this course?

Students who have been accepted into the BSW program.

If from within the department, will students be taking this course in addition to or in place of other courses?

Students will be replacing SWK 306 with SWK 304.

If from outside the department, which courses in other departments would most likely be affected?)

N/A

Other comments:

None.

What is the date that this new course was approved by departmental or program faculty?
(MM/DD/YYYY)

03/23/2018

Current Status:

College Council Review

Proposal Progress:

12/17/2018 - Submitted by Department Head (Michele Day)

Review Comments:

No comments have been added to this proposal.

[Copy As New Proposal](#)

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McQueary College of Health and Human Services
School of Social Work
SEMESTER and YEAR HERE

Course/Section Number:	SWK 304 Section ____
Date and Time of Course:	Click here to enter text.
Instructor Name:	Click here to enter text.
Office:	Click here to enter text.
Telephone:	Click here to enter text.
Email:	Click here to enter text.
Office Hours:	Click here to enter text.

CATALOG DESCRIPTION:

SWK 304 Professional Development and Social Work Ethics (3-0) credit hours

Prerequisite: admission to the BSW program.

A critical exploration of self for the purpose of developing and demonstrating professional and ethical behavior as a change agent. This course will provide opportunities for self-reflection and personal and professional growth. The course will examine how the *use of self* influences ethical social work practice.

COURSE OBJECTIVES:

Each of the following objectives supports one or more of the BSW Social Work program objectives. Upon successful completion of the course, students will be able to demonstrate the ability to:

1. Recognize personal strengths, values, and environmental factors that contribute to the development of their professional and ethical self (EPAS 1).
As evidenced by:
2. Practice personal reflection, self-regulation, and self-correction to assure continual professional and ethical development (EPAS 1).
As evidenced by:
3. Recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective (EPAS 1).
As evidenced by:
4. Identify leadership style and implications of ethical social work practice (EPAS 1).
As evidenced by:

5. Demonstrate professional demeanor in behavior; appearance, and oral, written, and electronic communication (EPAS 1).

As evidenced by:

6. Reflect on how their spiritual, emotional, and mental health impacts ethical social work practice (EPAS 1).

As evidenced by:

7. Understand how personal losses and/or trauma impacts professional development (EPAS 1).

As evidenced by:

REQUIRED TEXTBOOK(S) AND MATERIAL(S):

Rath, T. (2017). *Strengths Finder 2.0: Discovering your Clifton Strengths*. New York: Gallup.

NASW Code of Ethics (available at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>)

1 – 2 inch binder with plastic pocket

COURSE SYLLABUS:

The course syllabus is intended as a guide for study. It is a dynamic document and, as such, may change as needs dictate. Adjustments in the pace of the course may be made based on the students' learning needs. Adjustment of topics covered may be made to take advantage of outside opportunities, speakers, international or national events, or other impromptu learning experiences. In the case changes are made, students will have prior notification and the opportunity to amend their syllabi. For that reason **you should bring your syllabus to class.**

ACADEMIC INTEGRITY POLICIES AND PROCEDURES:

PLEASE INSERT THE MOST RECENT POLICY FOUND AT THE OFFICE OF THE PROVOST UNDER SYLLABI POLICY STATEMENTS OR AT <http://www.missouristate.edu/provost/syllabi.htm>

YOU WILL NEED TO READ AND CHANGE ITEMS IN IT PRIOR TO USE. DON'T SIMPLY COPY (or you will embarrass yourself).

BSW PROGRAM'S ATTENDANCE POLICY:

Note: This is the official BSW policy. This can't be changed or modified.

Because class attendance and course grades are demonstrably and positively related, the University expects students to attend ALL class sessions of courses in which they are enrolled.

MSU's School of Social Work is accredited by the Council on Social Work Education (CSWE). One of the core competencies that BSW programs must address is to help students "demonstrate professional demeanor in behavior" (CSWE, 2015). The first step in developing this is teaching students what professional demeanor looks like. In the classroom setting, students will be expected to show professionalism by: arriving on time, being courteous and respectful in all communication, and respectful of peers and the professor.

Additionally, this course serves as a key course in the social work program. It is designed to help in your preparation in becoming a competent generalist practitioner. Because of the nature of the social work curriculum, if you do not attend class, you will not be prepared with all the tools necessary to enter your future profession.

The attendance policy for the BSW program is based on the following concepts: (1) students rely on each other to engage in group activities; (2) the courses are interactive in nature and the participation of every student is essential; (3) instructors must hear from every student to ensure students are mastering course content; (4) assignments will be based on material addressed in class; (5) students must be able to take risks to share ideas, ask questions and practice skills; a safe environment in which to do this is created when class members are regularly in attendance, which develops trust in each other; (6) each subsequent class builds on the previous ones – the course material is sequential in nature. In addition, the material you learn in each class is essential for success in other social work classes and in practice.

If you are unable to attend class, the BSW program expects that you will contact the course instructor via email **BEFORE** class indicating the reason(s) why you are unable to attend class and your proposed plan for getting the information you missed in class due to your absence. Non-attendance for reasons unrelated to your participation in a University-sanctioned activity, a personal medical illness (a doctor's note is required) or a family emergency (e.g. death or serious illness of a family member accompanied by official documentation) will not be excused without a compelling reason that is discussed with the instructor. In other words, for an absence to be excused for one of the reasons listed above, the instructor must have official documentation (e.g., from a doctor). If you, or a family member is ill, the instructor must have documentation that indicates you had to miss class due to that illness. There are no excused absences for things such as having to work.

LATE ASSIGNMENT POLICY:

Note: This is the official BSW policy. This can't be changed or modified.

All assignments are due *at the beginning of class* on their respective due dates. Assignments submitted on the deadline date, but not at the beginning of class, will be automatically penalized 5%. Assignments submitted the next day (after the deadline date) will be automatically penalized 20%. Assignments submitted the following day will automatically be penalized 35%. Assignments submitted later than 48 hours will not be accepted for points.

For example, an assignment is due **Tuesday at 9:30 AM**. If the assignment is submitted **Tuesday at 9:45 AM**, it will be automatically penalized 5%. If the assignment is submitted **Wednesday at**

9:30 AM, it will be automatically penalized 20%. If the assignment is submitted **Thursday at 9:30 AM** it will automatically be penalized 35%. No assignments will be accepted for points after 48 hours from the due date.

The instructor will provide detailed assignment instructions for each assignment. The instructor reserves the right to revise and amend assignments as the course unfolds to reflect any changes in lecture content, timelines, and topics relevant to students' particular interests. In the event of any such changes, the instructor will notify students in class or in writing and/or via e-mail. **All papers will be prepared in accordance with APA style.**

MAKE-UP POLICY:

Suggested make-up policy (required to use if you are a per-course instructor):

The instructor will accommodate students ONLY in cases of *documented serious illnesses, family emergencies, and participation in University-sanctioned activities and programs* that preclude students' attendance in class and class activities or affect their ability to submit course assignments. You are studying to be a professional social worker. Your clients will need you to be consistent, dependable, and reliable. The same behaviors are expected of you as a student. Therefore, only serious documented situations will be considered for make-up policies. Professional behavior dictates that you consult with the instructor immediately via email should you encounter situations that affect your attendance, participation, and submission of course assignments. In this email, the student should notify the instructor on when they plan to provide documentation to the professor of their absence and the earliest date that they will be able to make-up the assignment. Additionally, consult with the instructor if you believe that you have a unique, credible exception to this rule.

SCHOOL OF SOCIAL WORK STUDENT COURSE EVALUATIONS:

At semester's end, students are asked to complete an evaluation of this course. The evaluations are anonymous (administrative staff collect and print the results). We highly recommend, but cannot require, the completion of the evaluations because they contribute to our continuous efforts to improve the quality of teaching and the quality of the social work curriculum. If you have any questions about the course evaluation policy, please talk with your instructor, advisor, or BSW program coordinator.

CLASS CONDUCT AND DISRUPTIONS:

In the classroom, social work students are expected to engage in respectful discourse, demonstrating tolerance and understanding of differing perspectives and opinions. The course instructor has original jurisdiction over her/his class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be

as stated in the academic regulations under “Grade Appeals and Academic Grievances”
<http://www.missouristate.edu/registrar/catalog/graderev.html>

PROCEDURES FOR CONFLICT RESOLUTION:

As a professional program, the Missouri State University School of Social Work operates through understandings developed from the NASW Code of Ethics. If you are experiencing any confusions or concerns regarding any dimension of this course, please speak directly to the instructor about the issues immediately. To initiate any formal grievance or appeal process, it is expected that you will speak first to the instructor about those issues. If your issues continue after the discussion, please then proceed to discuss your situation with the BSW Program Coordinator.

RETENTION AND DISMISSAL POLICY:

The School of Social Work has a Retention and Dismissal policy which can be found on the MSU School of Social Work website in the BSW Handbook. This program regards academic integrity with great seriousness. Social workers abide by a professional code of conduct, the NASW Code of Ethics, in which we identify *integrity* as one of our six core values. Enormous trust and responsibility are placed with social workers as we help hurting, oppressed, and marginalized people. We must learn early in our careers to comport ourselves with professionalism, honesty, and credibility. As such, this program views violations of academic integrity as violations of social work's code of conduct.

GREEN DOT SCHOOL OF SOCIAL WORK PLEDGE:

The School of Social Work at Missouri State University is committed to being a safe, violence-free zone for students. To make sure this happens, all social work students and faculty are strongly encouraged to play a role in combatting violence by being a positive and active bystander. If you, or someone you know, has experienced violence please know you will be supported and heard. Also, know that you are not alone. If you need immediate assistance, please call 911. In all other situations, please contact the following resources for assistance: Harmony House’s 24-hour Crisis Hotline (417/864-SAFE 7233), Springfield Police Department (417/864-1810), MSU Safety & Transportation (417/836-5509), Title IX (417/836-8506), MSU Dean of Students (417/836-5527), MSU Counseling (417/836-5116), MSU Health & Wellness (417/836-4000), or the Victim’s Center (417/863-7273).

ASSIGNMENTS:

10 Class activities (Inventories/ Assessments) (Points Possible)

See course outline for due dates. You must be present in class to earn points for class activities.

1. * Clifton Strengths
2. Personality Inventory
3. Leadership Style assessment
4. Significant Loss inventory
5. Anxiety and Depression inventory
6. Emotional Regulation inventory
7. Conflict Resolution inventory
8. Spiritual Life Map
9. Social Media assessment
10. Fitness assessment
11. Sleep study
12. Mission statement

Clifton Strengths Personality Summary (Points Possible)

Summarize your identified strengths and how these may influence you as a social worker. 5-6 pages, APA format. A detailed rubric will be provided in class.

Professional Resume and Interview Assignment (Points Possible)

Key Assignment EPAS Competency 1 Assignment

Note: This assignment can't be removed from syllabus. INSTRUCTOR can add other assignments.

A. Resume and Cover Letter

Each student will be required to turn in a professional social work resume and cover letter. This resume and cover letter will serve as the official documentation provided to field agencies when the field placement process begins next fall semester. Please see Appendix A for detailed instructions and rubric. Please see course schedule for due date.

B. Mock Professional Interview

Each student will be required to participate in a mock interview with School of Social Work faculty to help develop professional interviewing skills. On the day of the interview, students will be required to arrive on time, wearing professional attire, with their resume and cover letter. Please see Appendix A for detailed instructions and rubric. Please see course schedule for due date.

Critical Analysis of Self Assignment (Points Possible)

This assignment is a self-assessment to help identify your current personal development and journey towards professional readiness. Through the use of various inventory tools conducted in class, you will gain self-awareness of the 7 domains of self (physical, emotional [including personality], mental health, social, spiritual, culturally, socioeconomic). You will write an analysis of self with the information you collect using the various inventories. The analysis should outline your strengths, areas of needed growth, and establish measureable goals for personal improvement. You will identify one area in your analysis that an ethical dilemma could possibly occur and demonstrate understanding of responding in an ethical manner. A detailed

rubric will be provided in class. The analysis will need to be 8-10 pages, APA format. Please see course schedule for due dates. Additionally, you will present your findings in an 8-10 minute presentation to the class on the date assigned by your instructor.

Wellness Portfolio Assignment (Points Possible)

You will be required to organize the various inventories/class activities into a portfolio organized by the 7 domains of self. This process can assist you in the Critical Analysis of Self as well. A detailed rubric will be provided in class. See course schedule for due date.

GRADING POLICY:

There are ??? points possible for this course. The course grading scale is:

A	=	??? to ??? points (90 – 100%)
B	=	??? to ??? points (80 – 89%)
C	=	??? to ??? points (70 – 79%)
D	=	??? to ??? points (60-69%)
F	=	??? and below (59% and below)

“As” are earned for outstanding achievement performed at the highest level with excellence in meeting course objectives and working in an independent and creative nature; “Bs” are earned for good performances that clearly and satisfactorily meet minimal assignment objectives; “Cs” are earned for adequately achieving course objectives; “Ds and Fs” are earned for failing to meet course objectives in order to achieve academic credit for professional social work courses.

TENTATIVE insert semester and year hereSCHEDULE

Week	Topics	EPAS	Readings	Assignment Due
1	<ul style="list-style-type: none">• Welcome and Syllabus Overview• Identifying the 7 domains of self;• SWK – practice from the Inside Out; Sharpening the tool• Introduction to StrengthsFinder 2.0	1		
2	<ul style="list-style-type: none">• Review and process StrengthsFinder assessment (you are required to have read the entire book and complete assessment – see code in book) BEFORE class.• Your Personality and Ethical SWK practice.• In Class Activity 2- personality inventory	1	Complete Strengths Finder 2.0 Use of Self Article	Activity #1: Bring completed Assessment in Strengths Finder .2.0 Clifton Strengths Personality Summary
3	<ul style="list-style-type: none">• Leadership Style• In Class Activity 3- Leadership Style Assessment	1		
4	<ul style="list-style-type: none">• Your Emotional/Mental health and Ethical SWK practice.• In Class Activity 4– Significant Loss inventory• Your Emotional/Mental health and Ethical SWK practice.• In Class Activity 5–In class – Anxiety and Depression inventory; Adaptability/Flexibility	1	Trauma and Grief article Com- passion Fatigue article	
5	<ul style="list-style-type: none">• Your Emotional/Mental health and Ethical SWK practice.• In Class Activity 6 –Emotional Regulation inventory• Conflict Resolution• In Class Activity 7 – Conflict Resolution	1		
6	<ul style="list-style-type: none">• What are Values and Ethics?• Values and Religion	1		
7	<ul style="list-style-type: none">• Your Spirituality/religion and Ethical SWK practice.• What are Spiritual Assessments?	1		

	<ul style="list-style-type: none"> Your Spirituality/religion and Ethical SWK practice. In Class Activity 8 – Spiritual Life map 			
8	<ul style="list-style-type: none"> Assessing your social dimension of self: Social Media health – In Class Activity 9 – Social Media assessment Assessing your social dimension of self: Support system and Professional role 	1		
9	<ul style="list-style-type: none"> Being Professional: professional demeanor in behavior; appearance; and oral, written, and electronic communication Being Professional – what agencies look for when hiring for their workforce. 	1		
10	Mock Interview Day	1		
11	Mock interview Day	1		
12	<ul style="list-style-type: none"> Assessing your physical wellbeing – Healthy habits; Sleep Hygiene and Sleep study assignment; In Class Activity 10 - Fitness assessment Assessing your physical wellbeing – In Class Activity 11 - Sleep study results 	1		
13	<ul style="list-style-type: none"> Code of Ethics Self Care – Stress Management 	1		Critical Analysis of Self Paper
14	Presentations	1		
15	Career building skills	1		
16	<ul style="list-style-type: none"> In Class Activity 12 – Writing your personal mission statement Life Long Learner 	1		
17	Final Examination			

Appendix A



Key Assignment
Professional Resume and Interview Assignment

This key assignment will measure:

Competency 1: Demonstrating Ethical and Professional Behavior

Knowledge and Values:

- Recognize personal values and the distinction between personal and professional values.
- Understand how personal experiences and affective reactions influence professional judgement and behavior.
- Understand the profession's history, its mission, and the roles and responsibilities of the profession.
- Understand the role of other professions when engaged in inter-professional teams.
- Recognize the importance of life-long learning and committed to continually updating skills to ensure relevancy and effectiveness.
- Understanding emerging forms of technology and the ethical use of technology in social work practice.

Skills:

- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
- Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.
- Use technology ethically and appropriately to facilitate practice outcomes.

Overview:

The purpose of this assignment is to prepare you to assess your own capabilities in preparation for seeking professional employment. To do this, you will be required to complete a professional cover letter, resume, and mock interview. Below are the instructions for each step.

Cover Letter and Resume Instructions:

You will be required to write a cover letter for an agency that you are considering interviewing for during your practicum semester. If you are unsure of an agency, please just choose a population that you might be interested in. Your cover letter should be no more than one page in length. It should include the following information (Competency 1 Measure Knowledge/Value/Skills/Cognitive and Affective Processes):

- Introduce yourself
- Mention the job (or kind of job) your applying for
- Match your skills and experiences with the skills and experiences required for the job
- A summary of why you feel you are perfect for the job
- Ask them to read your resume and provide them with your contact information

In addition to a cover letter, you will be required to turn in a one page resume. This resume should include the following things (Competency 1 Measure Knowledge/Value/Skills/Cognitive and Affective Processes):

- Your name and contact information
- Your education (don't include high school)
- Your work experience
- Extracurricular activities, if any (this could include volunteer experience, etc.)
- Three professional references with their contact information

After you have completed your resume and cover letter you are required to complete the following steps:

1. Make an appointment with the Career Center to review your updated resume. Please have he/she sign or stamp your resume for verification purposes.
2. After the appointment, make recommended edits
3. Turn in original and edited copies of resume

Mock Professional Interview Instructions:

Each student will be required to participate in a mock interview with School of Social Work faculty to help develop professional interviewing skills. On the day of the interview, students will be required to arrive on time, wear professional attire, and bring a copy of their resume and cover letter. The students will pretend that they are interviewing for the agency that they chose on their cover letter when answering questions. The interview will last approximately 15 minutes. Students will be graded on their attire and verbal and nonverbal communication skills (Competency 1 Measure Knowledge/Value/Skills/Cognitive and Affective Processes).

Professional Resume and Interview Assignment

Key Assignment Grading Rubric

Student Name: _____

Content Areas:	Benchmark	Milestone	Capstone
Interview			
Interview Question 1: Measures Competency 1: Knowledge, Values, Skills, Cognitive and Affective Responses	Student doesn't provide a thorough discussion of this question and/or it was obvious the student hadn't researched this position and/or couldn't provide specific reasons why they were interested in this position. Total:	Student provides an overall average thoroughness in addressing this question. It is somewhat clear that the student has researched this position and can provide a few reasons why they are interested in this position. Total:	Student thoroughly and clearly addresses this question. It is clear that the student has researched this position and can provide specific reasons why they are interested in this position. Total:
Interview Question 2: Measures Competency 1: Knowledge, Values, Skills, Cognitive and Affective Responses	Student doesn't provide a thorough discussion of this question and/or student shares inappropriate information about his/herself. Total:	Student provides an overall average thoroughness in addressing this question. Student is appropriate in the information that he/she shares about his/herself. Total:	Student thoroughly and clearly addresses this question. Student is appropriate in the information that he/she shares about his/herself. Total:
Interview Question 3: Measures Competency 1: Knowledge, Values, Skills, Cognitive and Affective Responses	Student doesn't provide a thorough discussion of this question and/or student shares inappropriate information about his/herself. Total:	Student provides an overall average thoroughness in addressing this question. Student is appropriate in the information that he/she shares about his/herself. Total:	Student thoroughly and clearly addresses this question. Student is appropriate in the information that he/she shares about his/herself. Total:
Interview Question 4: Measures Competency 1: Knowledge, Values, Skills, Cognitive and Affective Responses	Student doesn't provide a thorough discussion of this question and/or student shares inappropriate information about his/herself. Total:	Student provides an overall average thoroughness in addressing this question. Student is appropriate in the information that he/she shares about his/herself. Total:	Student thoroughly and clearly addresses this question. Student is appropriate in the information that he/she shares about his/herself. Total:
Interview Question 5: Measures Competency 1: Knowledge, Values, Skills, Cognitive and Affective Responses	Student doesn't provide a thorough discussion of this question and/or student shares inappropriate information about his/herself. Total:	Student provides an overall average thoroughness in addressing this question. Student is appropriate in the information that he/she shares about his/herself. Total:	Student thoroughly and clearly addresses this question. Student is appropriate in the information that he/she shares about his/herself. Total:

Professional Presentation of Self: Measures Competency 1: Knowledge, Values, Skills, Cognitive and Affective Responses	Interviewee is obviously anxious and cannot be heard or monotone with little or no expression and/or their rate of speech makes it difficult to understand the interviewee and/or student mumbles, incorrectly pronounces terms and/or makes little to no eye contact and/or student is in sweatpants, yoga pants, or something similar. Student didn't bring a copy of his/her resume and cover letter. Total:	Clear articulation but not as polished and/or slightly uncomfortable at times and/or rate of speech is mostly consistent and appropriate for the interview and/or student pronounces most words correctly and/or student maintains eye contact most of the time but frequently looks away and/or student is dressed in business-casual attire. Student brought a copy of his/her resume and cover letter. Total:	Poised, clear articulation; proper volume; steady rate; enthusiasm; confidence; interviewee is clearly comfortable in front of the interviewer; correct, precise pronunciation of words; maintains eye contact; shakes interviewer's hand at the beginning of the interview; student is dressed professionally. Student brought a copy of his/her resume and cover letter.
Resume and Cover Letter			
Resume	Most of the resume was not organized in a logical and straightforward manner. The resume has several grammatical, spelling, and/or punctuation errors, and/or the resume didn't include several items discussed in the assignment instructions and/or the student did not provide documentation that they went to the Career Center and made changes. Total:	Most of the resume is organized in a logical and straightforward manner. The resume has a few grammatical, spelling, and/or punctuation errors and/or the resume includes most of the information found in the assignment instructions. Student went to Career Center and provided documentation of this and changes made. Total:	Resume is organized in a logical and straightforward manner. The resume has no grammatical, spelling, and/or punctuation errors. The resume includes all information found in the assignment instructions. Student went to Career Center and provided documentation of this and changes made. Total:
Cover Letter	Most of the letter was not organized in a logical and straightforward manner. The letter has several grammatical, spelling, and/or punctuation errors, and/or the letter didn't include several items discussed in the assignment instructions and/or the student did not provide documentation that they went to the Career Center and made changes. Total:	Most of the letter is organized in a logical and straightforward manner. The letter has a few grammatical, spelling, and/or punctuation errors and/or the letter includes most of the information found in the assignment instructions. Student went to Career Center and provided documentation of this and changes made. Total:	Letter is organized in a logical and straightforward manner. The letter has no grammatical, spelling, and/or punctuation errors. The letter includes all information found in the assignment instructions. Student went to Career Center and provided documentation of this and changes made. Total:
			Total: /

Interview Day Questions:

*****Note: Please Don't Provide These to Students before Interview*******

1. Tell me why you decided to apply for this position?
2. Tell me about yourself?
3. Tell me what your biggest strength and weakness are?
4. Do you prefer to work in group settings, or do you prefer to work alone?
5. How do you handle stress and pressure?

Delete Course Proposal Form

Submitted on 12/14/2018 by Amanda Keys (AmandaKeys@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

SWK306 Introductory Skills in Generalist Social Work Practice

Is this course a requirement or course choice within any current program, including those outside your department?

- ☐ No
- ☐ Yes (A corresponding program change course form must be submitted to remove the deleted course from the program requirements. You should also notify other departments using this course of your plans to delete the course.)

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Online catalog description.

Prerequisite: admission to the BSW program. An introduction to basic skills related to generalist social work practice. The course focuses on the planned change process through the micro, mezzo, and macro levels of social work. 3(3-0) F

Reason for proposed Deletion

Student and faculty feedback for several years have stated this course contains redundant information and not needed in our curriculum. Additionally, student and faculty feedback have indicated that we need to focus more on professionalism in our core curriculum. We are replacing this course with a course on professional and ethical social work practice.

How did you determine the need for this change? Check all boxes that apply or specify other.

☒ Routine or annual review/assessment of curriculum ☒ Faculty Input ☒ Student Input

☐ Accreditation/certification compliance ☐ Review of catalog information

☐ Other (be specific):

What is the date that this course change was approved by departmental or program faculty?

03/23/2018

Current Status:

College Council Review

Proposal Progress:

12/14/2018 - Submitted by Department Head (Michele Day)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 11/27/2018 by Jannette Eldred (JEldred@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

SWK750 Human Behavior and Family Systems

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

SWK 750 Human Behavior and Family Systems

Prerequisite: admission to MSW program; and Advanced Standing or completion of all foundation coursework. Examines the family within an ecosystemic context and provides key perspectives related to family development and how individual family member development affects and is affected by the family system. Also provides key foundations in Family Health Social Work Practice. 3(3-0) Su

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

SWK 750 ~~Human Behavior and Family Systems~~ **Social Work Practice I**

Prerequisite: admission to MSW program; and Advanced Standing or completion of all foundation coursework. ~~Examines the family within an ecosystemic context and provides key perspectives related to family development and how individual family member development affects and is affected by the family system. Also provides key foundations in Family Health Social Work Practice.~~ **Examines human behavior in the social environment with advanced practice theories to engage and assess individuals, families, groups, organizations, and communities with consideration of diversity factors. Analysis of personal and professional values and evidenced-informed practice deepens critical thinking as an advanced generalist social worker.** 3(3-0) Su

What is changing? Check all boxes that apply.

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input checked="" type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

Change in title allows for clarity of course content as, "family system", was too narrow of descriptor, and did not identify course as an advanced practice class. The change in description provides clarity that all system levels of direct social work practice are being taught, which is in alignment of CSWE accreditation standards. It also provides clarity this is an advanced direct practice class. The description better matches the syllabus objectives and assignment measures. 11-27-18: Made spelling correction of "critical" and clarified what "generalist" meant by adding social worker which is the specialist track of MSW program.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Student Input |
|---|---|--|

Input

☒ Accreditation/certification compliance☒ Review of catalog information☐ Other (be specific):☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/29/2017

Current Status:

Grad Council Review

Proposal Progress:

12/14/2018 - Submitted by Department Head (Michele Day)

12/14/2018 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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