Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **Science**   Dept/Division: **CJCFS**   Alpha Designator/Number: **5xx** ~~CJ~~ *528* ⦿Graded ◯CR/NC

Contact Person: **Kim DeTardo-Bora**   Phone: **304-696-3084**

NEW COURSE DATA:

New Course Title: **Qualitative Criminology**

Alpha Designator/Number: | 5 | x | x | | 5 | 2 | 8 | | |

Title Abbreviation: | Q | u | a | l | i | t | a | t | i | v | e | | C | r | i | m | i | n | o | l | o | g | y | | |
(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Presentation of the practice of qualitative research including the philosophical underpinnings of qualitative research, research questions and design, ethics, and data analysis.

Co-requisite(s): **None**   First Term to be Offered: **Fall 2025**

Prerequisite(s): **None**   Credit Hours: **3**

Course(s) being deleted in place of this addition (*must submit course deletion form*): **None**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _(signature)_	Date	1-18-2024
Registrar _(signature)_	Date	1.18.2024
College Curriculum Chair _(signature)_	Date	2.28.2024
Graduate Council Chair _(signature)_	Date	4-10-24

Form updated 09/2022

College: **Science**   Department/Division: **CJCFS**   Alpha Designator/Number: **CJ 528**

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

Dr. Kim DeTardo-Bora, Dr. Leslie Quick, Dr. Wendy Perkins, Dr. Ryan Phillips, and Dr. Stephen Young

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not Applicable

3. REQUIRED COURSE: If this course will be required by another deparment(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not Applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not Applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Not Applicable

6. COURSE OBJECTIVES: (May be submitted as a separate document)

See course objectives in the attached sample syllabus.

7. COURSE OUTLINE   (May be submitted as a separate document)

See course outline on the attached syllabus.

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

See sample texts on the attached bibliography.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lectures, facilitation of class discussions, and assigned readings.

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Active participation, discussion boards, methods exercises, and class presentation.

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Not Applicable.

12. PROVIDE COMPLETE BIBLIOGRAPHY   (May be submitted as a separate document)

See attached.

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Course Number and Title:
Catalog Description:
Prerequisites:
First Term Offered:
Credit Hours:

Department: Criminal Justice, Criminology, and Forensic Sciences
Course Number and Title: CJ 528
Catalog Description: Presentation of the practice of qualitative research including the philosophical underpinnings of qualitative research, research questions and design, ethics, and data analysis.
Prerequisites: None
First Term Offered: Fall 2025
Credit Hours: 3

Bibliography for CJ 528: Qualitative Criminology

Arsel, Z. (2017). Asking questions with reflexive focus: A tutorial on designing and conducting interviews. *Journal of Consumer Research, 44*(4), 939-448.

Brown-Saracino, J. (2021). Unsettling definitions of qualitative research. *Qualitative Sociology, 44*(4), 591-597.

Cheng, T. (2021). Social media, socialization, and pursuing legitimation of police violence. *Criminology, 59*(3), 391-418.

Copes, H. (2012). *Advancing qualitative methods in criminology and criminal justice* (1st ed.). Routledge.

Copes, H., & Miller, J. (2015). *The Routledge handbook of qualitative criminology*. Routledge.

Creswell, J. W., & Poth, C. N. (2024). *Qualitative inquiry and research design: Choosing among five approaches* (5th ed.). Sage.

Creswell, J. W., & Poth, C. N. (2017). *Qualitative inquiry and research design: Choosing among five approaches* (4th ed.). Sage.

Deterding, N. M., & Waters, M. C. (2018). Flexible coding of in-depth interviews: A twenty-first-century approach. *Sociological Methods & Research, 50*(2), 708-739.

Faria, R., & Dodge, M. (2023). *Qualitative research in criminology: Cutting-edge methods*. Springer.

Lareau, A. (2012). Using the terms 'hypothesis' and 'variable' for qualitative work: A critical reflection. *Journal of Marriage and Family, 74*(4), 671-677.

Marshall, C., Rossman, G. B., & Blanco, G. L. (2021). *Designing qualitative research* (7th ed.). Sage.

Miller, J., & Palacios, W. R. (2015). *Qualitative research in criminology: Advances in criminological theory*. Routledge.

Patton, M. P. (2014). *Qualitative research and evaluation methods: Integrating theory and practice*. Sage.

Ravitch, S. M., & Carl, N. M. (2020). *Qualitative research: Bridging the conceptual, theoretical, and methodological* (2nd ed). Sage.

Reich, J. A. (2021). Power, positionality, and the ethic of care in qualitative research. *Qualitative Sociology, 44*(4), 575-581.

Rubin, H. J., & Rubin, I. S. (2011). *Qualitative interviewing: The art of hearing data* (3rd ed.). Sage.

Saldana, J., & Omasta, M. (2021). *Qualitative research: Analyzing life* (2nd ed.). Sage.

Slakoff, D. C., & Brennan, P. K. (2017). The differential representation of Latina and black female victims in front-page news stories: A qualitative document analysis. *Feminist Criminology, 14*(4), 488-516.

Small, M. L. (2021). What is 'qualitative' in qualitative research? Why the answer does not matter but the question is important. *Qualitative Sociology, 44*(4), 567-574.

Tavory, I. (2020). Interviews and inference: Making sense of interview data in qualitative research. *Qualitative Sociology, 43*(4), 449-465.

Treadwell, J. (2019). Atkinson, P., Delamont, S., Cernat, A., Sakshaug, J. W., & Williams, R. A. (Eds.). *Qualitative research in criminology*. Sage.

Urbanik, M. M., & Roks, R. A. (2020). GangstaLife: Fusing urban ethnography with netnography in gang studies. *Qualitative Sociology, 43*(2), 213-233.

Wincup, E. (2017). *Criminological research: Understanding qualitative methods*. Sage.

Wright, R. Decker, S. H., & Redfern, A. K., & Smith, D. L. (1992). A snowball's chance in hell: Doing fieldwork with active residential burglars. *Journal of Research in Crime and Delinquency, 29*(2), 149-161.

Marshall University Syllabus
College of Science
Department of Criminal Justice, Criminology, & Forensic Sciences

Course
CJ 528 – Qualitative Criminology (Hybrid: Online with Virtual Synchronous Sessions)

Course Description
Presentation of the practice of qualitative research including the philosophical underpinnings of qualitative research, research questions and design, ethics, and data analysis.

Credits
3 graduate credit hours

Prerequisites
None

Term/Year
Fall 2025

Format
This course will be delivered 75% online through the course management system Blackboard Ultra in an asynchronous format while 25% of the course will be delivered via live synchronous, virtual meetings at least once a month on a Wednesday from 6:30 pm to 9:00 pm (see Course Schedule). These virtual meetings will be held using MS Teams. Students who miss the virtual sessions can view the recordings. Since this is an online course, you have some flexibility to work at your own pace within the due dates in each Module. However, discussions and assignments must be completed by the dates posted in the course schedule (see Course Schedule). Even though you have the flexibility to work at your own pace, please do not underestimate the amount of time necessary to go through the online content as well as thoroughly reading the chapters in each text. You should be prepared to spend at least 6-10 hours per week both online and offline to successfully complete the course.

This course was designed to be completed in one semester.

Academic Calendar
For beginning, ending, and add/drop dates, see the Marshall University Academic Calendar (URL: https://www.marshall.edu/academic-calendar/).

Instructor
Dr. Kimberly DeTardo-Bora

Contact Information
Office: 736 Smith Hall

Office Hours
Mondays and Wednesdays 9am-12pm & Fridays 9am-10am via phone/MS Teams or upon request

Office Phone
304-696-3084

Marshall Email
detardobora@marshall.edu

About Me
I am a full Professor in the Criminal Justice and Criminology Program. Before joining Marshall in the fall of 2004, I taught criminal justice at Wheeling Jesuit University for five years. I earned a B.A. in Psychology from Bowling Green State University and a M.A. and Ph.D. in Criminology from Indiana University of Pennsylvania. My primary areas of teaching concentration are theoretical criminology, research methods, juvenile justice, and race, gender, and ethnicity and the criminal justice system. My research interests include action research, elderly offenders, media depictions of women, female policing as well as women in prison. I have published a book chapter on cybercrimes in Sammons (Ed.), *Digital Forensics: Threatscape and Best Practices,* and I have completed a research study on techniques of neutralization and hacktivists. I have worked on projects/grants funded by the U.S. Department of Justice in the area of community policing, and have completed two projects related to the influence of prime time television on becoming a criminal justice major and the ease of locating information about campus security from university websites. In Spring 2019, the second edition of a book I wrote with Dr. Bora and Dr. Perkins titled, *West Virginia's Criminal Justice System* was released. I am happy to report that I have co-authored *Juvenile Delinquency and Justice in the United States.* This text is unique as it captures both juvenile justice and delinquency, whereas most texts focus on one aspect or the other. Last, I am proud to tell you that I received the John and Frances Rucker Graduate Advisor of the Year Award in Spring 2012, the Pickens Queen Teaching Award in Spring 2006 for outstanding teaching as a junior faculty member and the COLA Outstanding Teacher Award in Spring 2007.

Health and Safety Information
All members of the Marshall University community are expected to always observe health and safety protocols. This includes general health and safety protocols as well as specific protocols that might emerge in response to community and campus health conditions.

Required Text
Hennik, M., Hutter, I., & Bailey, A. (2020). *Qualitative research methods.* Sage.

Technology and Technical Skill Requirements
- Since this is a Virtual (VC) course, a webcam and microphone to use Microsoft Teams for synchronous meetings is required.
- Students must be proficient in the use of computers, the Internet, browsers, Microsoft Office Word, and other common applications.
- For computer and browser requirements, see "Get Connected" and "Internet Browser" at Student Resources: First Steps. See also IT: Recommended Hardware (URLs: https://www.marshall.edu/design-center/students/ and https://www.marshall.edu/it/recommendations/).
- To check your browsers, use the Blackboard Browser Checker and ensure that you set permissions properly and have all the necessary plug-ins. (URL:

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker)
- Students must be able to use Marshall email, as well as the following tools in Blackboard: course messages, assignments, discussion board forums, etc. Links to Blackboard Help and tutorials are available on the Start Here page and on the Tech Support tab in Blackboard.
- Adobe Acrobat Reader may be needed to read some files. This plug-in is available free. (URL: https://get.adobe.com/reader/) See the Tech Support tab in Blackboard for additional information and links.
- Students will be required to submit assignments as Microsoft Word documents (.docx), using the most recent Microsoft Office suite. Office 365 is available at no extra charge to students enrolled at MU. For information visit Marshall IT: Office 365 (URL: https://www.marshall.edu/it/microsoft365/).
- See the Tech Support tab in Blackboard for additional information on browsers, technology, and apps.

Technology Assistance
If you have technical problems, please contact one or more of the following:
- Blackboard Support - Service Portal (service-now.com) (URL: https://marshallu.service-now.com/sp/). After logging in, enter "Blackboard" in the search box and enter. Next, click on "Blackboard Support" at the top of the screen.
- Marshall Information Technology (IT) Service Desk (Help Desk) (URL: https://www.marshall.edu/it/departments/it-service-desk/) via Live Chat
  - (304) 696-3200
  - Email the IT Service Desk (itservicedesk@marshall.edu)

Program Learning Outcomes
Upon completion of the Master of Science degree in Criminal Justice, and in part emphasized and reinforced through this course students will...

1. analyze and critique contemporary criminal justice issues using effective written communication skills with APA citations and information from scholarly sources;
2. evaluate theoretical perspectives, empirical findings, and trends and identify relevant public policy implications;
3. demonstrate scientific literacy by applying research findings to real-world problems within the justice system; and
4. interpret descriptive and inferential statistical data.

Desired Course Student Learning Outcomes

Course student learning outcomes	How students will practice each outcome in this course	How student achievement of each outcome will be assessed in this course
(A) Students will articulate principles or qualitative inquiry and its framework for gathering and producing knowledge.	Assigned readings (Chapters 1-3; class discussions; discussion board #1	Methods exercise #1
(B) Students will explain the importance of ethics as it relates to qualitative research.	Assigned reading (Chapter 5) and class discussions	Participation session #1; class presentation
(C) Students will practice qualitative sampling techniques and design using mock scenarios.	Assigned readings (Chapters 4, 6-9); class	Methods exercise #2 and #3; participation session #2; class presentation

	discussions; discussion board #2	
(D) Students will identify appropriate analysis techniques and practice these techniques using mock cases.	Assigned readings (Chapters 11 & 12; class discussions; discussion board #3	Methods exercise #3; participation session #3; class presentation
(E) Students will develop and enhance research writing and analysis skills while following APA publication guidelines	Assigned reading (Chapter 13); discussion boards #1-#4	Methods exercises #1, #2, #3, and #4; participation session #4; class presentation
(F) Students will compose and deliver a professional presentation.	Class discussions	Class presentation

Course Purpose and Structure
This course is organized into four modules presented in folders in Blackboard Ultra. Each module folder contains weekly folders with learning activities that include but are not limited to chapter readings, exercises, and discussions. Supplemental materials such as course outlines and PowerPoint Presentation slides from the publisher for review are also included. The types of learning activities and due dates for each week can be found in the Course Schedule.

Course Requirements (due dates are in the course schedule)
- 4 methods exercises at 100 points each, 400 points total
- 4 virtual participation sessions at 50 points each, 200 points total
- 4 discussion boards at 50 points each, 200 points total
- 1 class presentation at 100 points total

Grading Information and Policies
Specific details about the learning activities in this course and how they will be graded are included in this section, along with additional grading polices. In the course, you may check your grades at any time by clicking "Grades."

Grading Scale
A	806-900 points
B	716-805 points
C	626-715 points
D	536-625 points
F	0-535 points

Methods Exercises
Students will complete four methods exercises at least once per learning module. This will provide students the opportunity to practice key methodological tools first-hand. Each writing assignment will work in two parts. Each methods exercise will have a corresponding set of instructions and rubric.

Virtual Participation Sessions
This course is taught as a seminar. This requires regular class discussion, group work, and other classroom participation. Students will be graded on select sessions as noted in the course schedule. Class participation will be graded using a rubric.

Discussion Boards
There is one online discussion session in each of the four modules. You will be asked to respond to a question directly (an original post) with at least two additional reply posts to issues that have

been raised by your fellow peers. This facilitates more "active participation" and more immersion in the course material. Also, do not respond to your peers with a simple statement such as "I agree." That is, ask additional questions to further the discussion. Your original answer/response should be well thought out, articulate, and insightful. Plus, cite an external related research article or external scholarly source to support your thoughts. Post throughout the discussion period, that is, throughout the week and not just in the last 48 or 24 hours before it is due. Postings are to be written in a professional manner with proper grammar, spelling, and syntax. I advise students to type it in MS Word or another word processor to check for spelling, grammar, etc. and then copy the post over into the discussion forum. You should write it as you would any formal writing assignment and not an email or instant message. Furthermore, adhere to the netiquette policy. Discussions will be graded by using a rubric.

Presentation
Students will deliver a presentation covering specific course material throughout the course. You will have 15-20 minutes to provide a professional presentation on the select designs and topics in qualitative research. The presentation will be graded using a rubric.

Course Policies
By enrolling in this course, you agree to the following course policies.

Attendance/Participation Policy
Since this is an online/virtual course, attendance will not be taken in the traditional sense. However, attendance and participation during our virtual sessions is required and a grade will be issued for student's participation during these sessions (see grading rubric in the course).

Deadlines, Penalties, and Late Work
You must adhere to the dates listed for completion of discussions, methods exercises, and class presentations. Once a due date has expired, the item will no longer be accessible, and you will receive a zero for that particular item (if it is graded). While there is some flexibility in an online course to proceed at your own pace, it is imperative that you complete and submit your work on time. Do not wait until the last minute on the due date because you never know when a technological glitch can occur (which I cannot be responsible for). You should plan to complete all activities at least one day prior to the scheduled due date to be on the safe side. This way, if there is a technical problem, you can contact me, and I can try to remedy the situation. If you contact me on the day an activity is due, I cannot do anything about it!

On or around a due date, should you have encountered an unusual circumstance, family emergency, or illness, you must contact me immediately (if I am not informed, you will receive a zero). You will need to present some type of official documentation (i.e., doctor's note) to be excused from turning the assessment in on time. If you miss several consecutive days and have a legitimate excuse, it is best that you obtain documentation from the Office of Student Affairs, MSC 2W38. An accommodation will be made; however, it may be at the instructor's discretion and an alternative may be assigned.

Online Communication Expectations
Students are expected to follow the netiquette policy that is provided in the "About this Course: Start Here" folder in the course.

Anticipated Response Time for Grading and Feedback
Discussion posts and assignments will be graded within one week after it is due. Longer papers or assignments may take up to two weeks.

Evaluation Criteria
For each assessment, a set of points and evaluation criteria are provided to the student via a rubric. Rubrics are accessible to the student in the course.

Use of AI for Assignments
Students are prohibited from using generative AI in any way on any assignment in this course. The use of generative AI in this course will be considered a violation of both Marshall's Academic Dishonesty Policy (URL: https://www.marshall.edu/academic-affairs/policies/#academicdishonesty) and the Student Code of Conduct (URL: https://www.marshall.edu/student-conduct/files/Studnet-Code-of-Conduct-2022.pdf) and will result in failure of the assignment.

Marshall University E-Mail Accounts
You must have and use your MU email account. Your personal email accounts will not be used for official communication with Marshall University programs and personnel. You may redirect your MU email to your own personal email account, but you must sign into your MU account to do that. Marshall University uses Office 365 email. For more information, visit Marshall IT: Office 365 (URL https://www.marshall.edu/it/microsoft365/).

Preferred Communication Method and Expected Response Time
Email is my preferred communication method (detardobora@marshall.edu). Please refrain from using the email tool in the course; however, I will check it as well. I usually respond to emails in no less than 24 hours. You are always welcome to call my office as well or we can set up a private Teams session.

University Policies
By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to MU Academic Affairs: University Policies. (URL: https://www.marshall.edu/academic-affairs/policies/)
- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Pre-Finals Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy- Title IX prohibits the harassment of students based on sex, which includes pregnancy, childbirth, and related conditions. This includes that students will not be penalized for taking medically necessary leave related to pregnancy, childbirth, or related conditions. Marshall's Title IX Office may be contacted at TitleIX@marshall.edu
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

Tentative Course Outline and Due Dates		
Week	Learning Activities	Due
1	• Review the course syllabus • Read Chapter 1: Introduction & Chapter 2: The Nature of Qualitative Research • Review the PowerPoint presentation slides for Chapter 1 & Chapter 2 and take additional notes as needed	Wednesday, August 20 no later than 11:59 PM (EST)
2	• Read Chapter 3: The Design Cycle • Review the PowerPoint presentation slides for Chapter 3 and take additional notes as needed • Participate in the discussion board	Wednesday, August 27 no later than 11:59 PM (EST)
3	• Read Chapter 4: Designing Participatory Research • Review the PowerPoint presentation slides for Chapter 4 and take additional notes as needed • Complete methods exercise #1	Wednesday, September 3 no later than 11:59 PM (EST)
4	• Read Chapter 5: Ethical Issues in Qualitative Research • Review the PowerPoint presentation slides for Chapter 5 and take additional notes as needed • Select class presentations • Participate in the virtual class session via MS Teams	Wednesday, September 10 @ 6:30 pm (VC session via Teams)
5	• Read Chapter 6: Sampling and Participant Recruitment • Review the PowerPoint presentation slides for Chapter 6 and take additional notes as needed	Wednesday, September 17 no later than 11:59 PM (EST)
6	• Read Chapter 7: In-Depth Interviews • Review the PowerPoint presentation slides for Chapter 7 and take additional notes as needed • Complete methods exercise #2	Wednesday, September 24 no later than 11:59 PM (EST)
7	• Read Chapter 8: Focus Group Discussions • Review the PowerPoint presentation slides for Chapter 8 and take additional notes as needed • Participate in the discussion board	Wednesday, October 1 no later than 11:59 PM (EST)
8	• Read Chapter 9: Observation • Review the PowerPoint presentation slides for Chapter 9 and take additional notes as needed	Wednesday, October 8 @ 6:30 pm (VC session via Teams)

	• Select class presentations • Participate in the class session via MS Teams	
9	• Read Chapter 10: Data Presentation and Developing Codes • Review the PowerPoint presentation slides for Chapter 10 and take additional notes as needed • Complete methods exercise #3	Wednesday, October 15 no later than 11:59 PM (EST)
10	• Read Chapter 11: Textual Data Analysis • Review the PowerPoint presentation slides for Chapter 11 and take additional notes as needed • Participate in the discussion board	Wednesday, October 22 no later than 11:59 PM (EST)
11	• Read Chapter 12: From Analysis to Participatory Action • Review the PowerPoint presentation slides for Chapter 12 and take additional notes as needed	Wednesday, October 29 no later than 11:59 PM (EST)
12	• Select class presentations • Participate in the class session via MS Teams	Wednesday, November 5 @ 6:30 pm (VC session via Teams)
13	• Understanding content analysis • Read select readings • Participate in the discussion board	Wednesday, November 12 no later than 11:59 PM (EST)
14	• Read Chapter 13: Academic Writing of Qualitative Research • Review the PowerPoint presentation slides for Chapter 13 and take additional notes as needed	Wednesday, November 19 no later than 11:59 PM (EST)
15	• THANKSGIVING BREAK	
16	• Complete methods exercise #4	Wednesday, December 3 no later than 11:59 PM (EST)
17	• Participate in the final class session via MS Teams	Wednesday, December 10 @ 6:30 pm (VC session via Teams)

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **Science**   Dept/Division: **CJCFS**   Alpha Designator/Number: **CJ 5xx** ~~529~~ ⦿ Graded ◯ CR/NC

Contact Person: **Kim DeTardo-Bora**   Phone: **304-696-3084**

NEW COURSE DATA:

New Course Title: Environmental Criminology

Alpha Designator/Number: | C | J | | 5 | x | x | 529 | |

Title Abbreviation: | E | n | v | i | r | o | n | m | e | n | t | a | l | | C | r | i | m | i | n | o | l | o | g | y |

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Explores theoretical, methodological, and practical approaches about environmental crime from a critical lens.

Co-requisite(s): N/A

First Term to be Offered: **Fall 2025**

Prerequisite(s): N/A

Credit Hours: 3

Course(s) being deleted in place of this addition (*must submit course deletion form*): **None**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head *Whuba J. Bora*	Date	1-18-2024
Registrar *Sonya GC*	Date	1.18.2024
College Curriculum Chair	Date	2.28.2024
Graduate Council Chair	Date	4-10-24

Form updated 09/2022

Page 1 of 5

College: **Science**   Department/Division: **CJCFS**   Alpha Designator/Number: **CJ 529**

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

Dr. Ryan Phillips, Dr. Stephen Young, Dr. Leslie Quick

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "***Not Applicable***" if not applicable.

Not Applicable.

3. REQUIRED COURSE: If this course will be required by another deparment(s), identify it/them by name. Enter "***Not Applicable***" if not applicable.

Not Applicable.

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "***Not Applicable***" if not applicable.

Not Applicable.

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "***Not Applicable***" if not applicable.

Not Applicable.

6. COURSE OBJECTIVES: (May be submitted as a separate document)

See attached syllabus.

7. COURSE OUTLINE   (May be submitted as a separate document)

See attached syllabus.

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

See attached bibliography.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lectures, class discussions, video lessons, and assigned readings.

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Online exams, active participation and discussion, assignments, presentation, and/or research paper/project.

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Larger paper and presentation will be required for graduate students.

12. PROVIDE COMPLETE BIBLIOGRAPHY   (May be submitted as a separate document)

See attached bibliography.

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Course Number and Title:
Catalog Description:
Prerequisites:
First Term Offered:
Credit Hours:

Department: Criminal Justice, Criminology, and Forensic Sciences
Course Number and Title: CJ 529: Environmental Criminology
Catalog Description: Explores theoretical, methodological, and practical approaches about environmental crime from a critical lens.
Prerequisites: None
First Term Offered: Fall 2025
Credit Hours: 3

Bibliography for CJ 529: Environmental Criminology

Brisman, A., & South, N. (2019). Green criminology and environmental crimes and harms. *Sociology Compass, 13*(1), 1-12. https://doi.org/10.1111/soc4.12650

Hall, M. (2017). *Exploring green crime: introducing the legal, social and criminological contexts of environmental harm.* Bloomsbury Publishing.

Lynch, M. J., & Long, M. A. (2022). Green criminology: Capitalism, green crime and justice, and environmental destruction. *Annual Review of Criminology, 5,* 255-276. https://doi.org/10.1146/annurev-criminol-030920-114647

Lynch, M. J., & Stretesky, P. B. (2016). *Exploring green criminology: Toward a green criminological revolution.* Routledge.

Ogundipe, E. A., & Gunderson, R. (2020). Lay victims' conceptions of environmental crime and environmental injustice: The case of the Chem-Dyne Superfund Site. *Social Justice Research, 33*(4), 454-479.

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Rothe, D. L., & Medley, C. (2019). Beyond state and state-corporate crime typologies: The symbiotic nature, harm, and victimization of crimes of the powerful and their continuation. In M. L. Rorie (Ed). *The Handbook of White-Collar Crime* (pp.81-94). Wiley.

South, N., & Brisman, A. (Eds.). (2020). *Routledge international handbook of green criminology*. Routledge.

Taylor, N., & Fitzgerald, A. (2018). Understanding animal (ab) use: Green criminological contributions, missed opportunities and a way forward. *Theoretical Criminology, 22*(3), 402-425. https://doi.org/10.1177/1362480618787173

White, R. (2021). *Theorising green criminology: Selected essays*. Routledge.

White, R., & Heckenberg, D. (2014). *Green criminology: An introduction to the study of environmental harm*. Routledge.

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Marshall University Syllabus
College of Science
Department of Criminal Justice, Criminology, and Forensic Sciences

Course
CJ 529 - Environmental Criminology (Hybrid: Online with Virtual Synchronous Sessions)

Course Description
Explores theoretical, methodological, and practical approaches about environmental crime from a critical lens.

Credits
3 graduate credit hours

Prerequisites
None

Term/Year
Fall 2025

Format
This course will be delivered 75% online through the course management system Blackboard Ultra in an asynchronous format while 25% of the course will be delivered via live synchronous, virtual meetings at least once a month on a Thursday from 6:30 pm to 9:00 pm (see Course Schedule). These virtual meetings will be held using MS Teams. Students who miss the virtual sessions can view the recordings. Since this is an online course, you have some flexibility to work at your own pace within the due dates in each Module. However, discussions and assignments must be completed by the dates posted in the course schedule (see Course Schedule). Even though you have the flexibility to work at your own pace, please do not underestimate the amount of time necessary to go through the online content as well as thoroughly reading the chapters in each text. You should be prepared to spend at least 6-10 hours per week both online and offline to successfully complete the course.

This course was designed to be completed in one semester.

Academic Calendar
For beginning, ending, and add/drop dates, see the Marshall University Academic Calendar (URL: http://www.marshall.edu/academic-calendar/).

Instructor
Dr. Stephen T. Young

Contact Information
Office: 733 Smith Hall

Office Hours
Monday and Wednesday 9am to 10am and 11am to 1pm; Tuesday and Thursday 9am to 11am; All office hours will be open to in person, virtual (Microsoft Teams), or phone meetings. However, I ask that you make an appointment during my assigned office hours (try not to just "drop by").

Office Phone
304-696-3082

Marshall Email
young250@marshall.edu

About Me
I am an Associate Professor in the Department of Criminal Justice, Criminology, and Forensic Sciences. Before joining Marshall in the fall of 2017, I taught criminal justice and criminology at Old Dominion University for four years. I earned my B.A. in Criminal Justice and Psychology and my M.S. in Criminal Justice from Marshall University. I earned my Ph.D. in Criminology and Criminal Justice from Old Dominion University. My primary areas of concentration are critical rural criminology, carceral studies, as well as critical criminology. My research interests include the labeling of rural Appalachian populations, state allowed environmental crimes, media depictions of rural populations, and rural drug policy. My research seeks to provide a voice to many vulnerable rural populations, especially in Appalachia, as a means to fill a vast gap within criminological research. I am also proud to work openly with many community organizations to support equal justice for vulnerable populations, to reimagine our current methods of combating the drug epidemic in rural Appalachia, and to protect our remaining environmental resources within the Appalachian region.

Health and Safety Information
All members of the Marshall University community are expected to always observe health and safety protocols. This includes general health and safety protocols as well as specific protocols that might emerge in response to community and campus health conditions.

Required Text
Hall, M. (2017). *Exploring green crime: Introducing the legal, social and criminological contexts of environmental harm*. Bloomsbury Publishing.

Technology and Technical Skill Requirements
- Since this is a Virtual (VC) course, a webcam and microphone to use Microsoft Teams for synchronous meetings is required.
- Students must be proficient in the use of computers, the Internet, browsers, Microsoft Office Word, and other common applications.

- For computer and browser requirements, see "Get Connected" and "Internet Browser" at Student Resources: First Steps. See also IT: Recommended Hardware (URLs: https://www.marshall.edu/design-center/students/ and https://www.marshall.edu/it/recommendations/).
- To check your browsers, use the Blackboard Browser Checker and ensure that you set permissions properly and have all the necessary plug-ins. (URL: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker)
- Students must be able to use Marshall email, as well as the following tools in Blackboard: course messages, assignments, discussion board forums, etc. Links to Blackboard Help and tutorials are available on the Start Here page and on the Tech Support tab in Blackboard.
- Adobe Acrobat Reader may be needed to read some files. This plug-in is available free. (URL: https://get.adobe.com/reader/) See the Tech Support tab in Blackboard for additional information and links.
- Students will be required to submit assignments as Microsoft Word documents (.docx), using the most recent Microsoft Office suite. Office 365 is available at no extra charge to students enrolled at MU. For information visit Marshall IT: Office 365 (URL: https://www.marshall.edu/it/microsoft365/).
- See the Tech Support tab in Blackboard for additional information on browsers, technology, and apps.

Technology Assistance
If you have technical problems, please contact one or more of the following:
- Blackboard Support - Service Portal (service-now.com) (URL: https://marshallu.service-now.com/sp/). After logging in, enter "Blackboard" in the search box and enter. Next, click on "Blackboard Support" at the top of the screen.
- Marshall Information Technology (IT) Service Desk (Help Desk) (URL: https://www.marshall.edu/it/departments/it-service-desk/) via Live Chat
    - (304) 696-3200
    - Email the IT Service Desk (itservicedesk@marshall.edu)

Program Learning Outcomes
Upon completion of the Master of Science degree in Criminal Justice, and in part emphasized and reinforced through this course students will…

1. analyze and critique contemporary criminal justice issues using effective written communication skills with APA citations and information from scholarly sources;
2. evaluate theoretical perspectives, empirical findings, and trends and identify relevant public policy implications;
3. demonstrate scientific literacy by applying research findings to real-world problems within the justice system; and
4. interpret descriptive and inferential statistical data.

Course Student Learning Outcomes

Course student learning outcomes	How students will practice each outcome in this course	How student achievement of each outcome will be assessed in this course
(A) Students will articulate principles and concepts of various criminological issues related to environmental harm (economic, cultural, social etc.).	Assigned readings, class discussions, presentations, and various writing assignments	Discussions, pre-writes, post-writes, presentations, critical essays
(B) Students will develop advanced scientific inquiry skills, particularly the link between environmental/social issues, research, and policy implications.	Assigned readings, discussions, and various writing assignments	Discussions, presentations, critical essays
(C) Students will examine the utility of criminology in understanding environmental specific issues/harm.	Assigned readings, class discussions, and various writing assignments	Discussions, presentations, pre-writes, post-writes, critical essays
(D) Students will conduct research using the library databases and incorporate scholarly sources into a professional paper.	Assigned readings, class discussions, and various writing assignments	Discussions, presentations, critical essays
(E) Students will develop and enhance professional writing skills by using APA publication guidelines for critical essay style papers.	Pre-writes, post-writes, and critical essays	Pre-writes, post-writes, and critical essays.
(F) Students will compose and deliver a professional presentation.	Class discussions	Class presentation

Course Purpose and Structure
This course is organized into four modules presented in folders in Blackboard Ultra. Each module folder contains weekly folders with learning activities that include but are not limited to chapter readings, exercises, and discussions. Supplemental materials such as course outlines and PowerPoint Presentation slides from the publisher for review are also included. The types of learning activities and due dates for each week can be found in the Course Schedule.

Course Requirements
- 1 Critical essay (#1) at 100 pts
- 1 Critical essay (#2) at 100 pts
- 12 pre-write ups at 10 pts each/120 pts total
- 4 Post-write ups at 20 pts each/80 pts total
- 4 Virtual class sessions at 25 pts each/100 pts total
- 1 Class presentation at 50 pts

Grading Information and Policies
Specific details about the learning activities in this course and how they will be graded are included in this section, along with additional grading polices. In the course, you may check your grades at any time by clicking "Grades."

Grading Scale
A	492-550 points
B	437-491 points
C	382-436 points
D	327-381 points
F	0-326 points

Critical Essay Assignments
There are two essay style analysis assignments during the semester. These assignments will examine a specific criminological issue in relation to environmental crime/harm and the policy (or lack of) being used to address said issue. Students will present the issue within relative environmental/green criminological frameworks and outline potential policy-based solutions. Essays are to be 10 to 12 pages in length (introduction to conclusion). Each essay is worth 100 points. Topics will be discussed during the course.

Pre-Writes and Post-Write Ups
Each week students will be expected to take part in short writing assignments. Each writing assignment will work in two parts. First, will be the submission of the overview of the weekly material followed by a write-up after class discussion. These weekly writings are worth 10 points total (12 prewrites). These writing assignments will be followed by four write ups; one following each learning module.

Pre-writes will be due Wednesdays by 11:59pm and post-writes will be due the Sundays following completion of a module by 11:59pm. There are 4 post writes, and each is worth 20 points.

Virtual Class Discussions
This course is taught as a seminar. This requires regular class discussion, group work, and other classroom participation. Students will be graded based on their "overall" involvement in the course over the entirety of the semester. Class participation will be graded using a rubric (worth 100 points).

Class Presentation
Select students will deliver a presentation covering a specific course material during each of our virtual class sessions. You will have 15-20 minutes to provide a professional presentation on the selected readings in a contemporary and innovative way. Using Teams, you will be able to provide a live narrative to your classmates while the class views your PowerPoint presentation (50 points).

Course Policies
By enrolling in this course, you agree to the following course policies.

Attendance/Participation Policy
Since this is an online/virtual course, attendance will not be taken in the traditional sense. However, attendance and participation during our virtual sessions is required and a grade will be issued for a student's participation during these sessions (see grading rubric in the course). Additionally, I will not provide extra credit.

Deadlines, Penalties, and Late Work Policy
There will be **no** make-up for class assignments without a university excuse. Late papers will receive a 5-point deduction per day (a 5-point deduction per day late begins immediately following the end of the due date/time). Communicating absences ahead of time (when possible) will help with making up missed assignments. Assignments will not be made up without a university excuse.

Online Communication Expectations
Students are expected to follow the netiquette policy that is provided in the "About this Course: Start Here" folder in the course.

Anticipated Response Time for Grading and Feedback
Discussion posts and assignments will be graded within one week after it is due. Longer papers or assignments may take up to two weeks.

Evaluation Criteria
For each assessment, a set of points and evaluation criteria are provided to the student via a rubric. Rubrics are accessible to the student in the course.

Use of AI for Assignments
Students are prohibited from using generative AI in any way on any assignment in this course. The use of generative AI in this course will be considered a violation of both Marshall's Academic Dishonesty Policy (URL: https://www.marshall.edu/academic-affairs/policies/#academicdishonesty) and the Student Code of Conduct (URL: https://www.marshall.edu/student-conduct/files/Studnet-Code-of-Conduct-2022.pdf) and will result in failure of the assignment.

Marshall University E-Mail Accounts
You must have and use your MU email account. Your personal email accounts will not be used for official communication with Marshall University programs and personnel. You may redirect your MU email to your own personal email account, but you must sign

into your MU account to do that. Marshall University uses Office 365 email. For more information, visit Marshall IT: Office 365 (URL https://www.marshall.edu/it/microsoft365/).

Preferred Communication Method and Expected Response Time
Email is my preferred communication method (young250@marshall.edu). I usually respond to emails in no less than 24 hours. You are always welcome to call my office as well or we can set up a private Teams session.

University Policies
By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to MU Academic Affairs: University Policies. (URL: https://www.marshall.edu/academic-affairs/policies/)
- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Pre-Finals Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy- Title IX prohibits the harassment of students based on sex, which includes pregnancy, childbirth, and related conditions. This includes that students will not be penalized for taking medically necessary leave related to pregnancy, childbirth, or related conditions. Marshall's Title IX Office may be contacted at TitleIX@marshall.edu
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

Course Schedule & Due Dates

Week	Topics	Reading Assignment/Due Dates
1	Syllabus Day Introduction to Environmental Criminology	• Explanation of critical essays, term papers, and weekly posts. Review of syllabus and all other materials. • What is 'Green Criminology' and Why Study it? (pg. 1-25)
2	What is environmental crime?	• Green Criminology and Environmental Crimes and Harm (PDF) • Environmental 'Crime": Conceptions, Limitations, and Alternatives (pg. 56-80) • Weekly pre-write due 8/27 by 11:59pm (10 points)
3	Environmental Degradation and Social Harm	• Environmental Degradation, Social Change, and Crime (pg. 26-55). • Green Criminology: Capitalism, Green Crime and Justice, and Environmental Destruction (PDF) • Discussion on Critical Essay One posted on Blackboard • Weekly pre-write due 9/3 by 11:59pm (10 points)
4	Corporate Crime and the Environment	• The Corporation and Environmental Harms (pg. 81-105) • Beyond State and State-Corporate Crime Typologies • Critical Essay One Topic Due • Weekly pre-write due 9/10 by 11:59pm (10 points) • Post-write up due 9/14 by 11:59pm (20 points) • Virtual Class Session 1 9/14 from 6:30pm to 9pm
5	Nothing But Trash: Environmental Crime in Appalachia	• Corporate Violence in the Central Appalachian Coal Industry: From Roots to Repercussions (PDF) • "Do We Really Want to Go Down That Path?": Abandoning Appalachia and the Elk River Chemical Spill (PDF) • Weekly pre-write due 9/17 by 11:59pm (10 points)
6	Race and Environmental Crime	• Environmental Victimization (pg. 159-186) • Critical Criminology: State-Facilitated Corporate Crime, Environmental Racism, and the Atlantic Coast Pipeline (PDF) • Weekly pre-write due 9/24 by 11:59pm (10 points)

7	Environmental Crime Documentary	• Watch the Devil We Know
8	Long History: Environmental Criminology and Indigenous Communities	• Seeding Sovereignty: Redefining 'Expertise' in the Environmental Movement (podcast) • Responding to Environmental Harm: Policing, Enforcement, and Sentencing (pg. 129-158) • Critical Essay One due 10/12 by 11:59pm (100 points) • Weekly pre-write due 10/8 by 11:59pm (10 points) • Post-write due 10/12 by 11:59pm (20 points) • Virtual Class Session 2 10/11 from 630pm to 9pm
9	Environment and Green Culture Criminology in Rural Areas	• Uranium: A Toxic Legacy at Red Water Pond Road (podcast) • Weekly pre-write due 10/15 by 11:59pm (10 points)
10	Superfund Sites	• Hazard NJ (Episode 1): On Thin Ice (podcast) • Lay Victims' Conceptions of Environmental Crime and Environmental Injustice: The Case of the Chem-Dyne Superfund Site (PDF) • Discuss Critical Essay Two Topic • Weekly pre-write due 10/22 by 11:59pm (10 points)
11	Exploring Environmental Rights	• Exploring Environmental Rights (pg. 187-207) • Weekly pre-write due 10/29 by 11:59pm (10 points) • Post-write due 11/2 by 11:59pm (20 points) • Virtual Class Session 3 10/30 from 6:30pm to 9pm
12	Prisons and Environmental Harm	• Trashing Appalachia: Coal, Prisons, and Whiteness in a Region of Refuse (PDF) • Weekly pre-write due 11/5 by 11:59pm (10 points)
13	Environmental Criminology and Animal Abuse	• Understanding Animal (Ab)use: Green Criminological Contributions, Missed Opportunities, and a Way Forward (PDF) • On the Verge—An Interview with Tanya Wyatt on Environmental and Wildlife Crime (podcast) • Weekly pre-write due 11/12 by 11:59pm (10 points)
14	Abolition and the Environment	• Struggles for environmental justice in US Prisons and Jails • Weekly pre-write due 11/19 by 11:59pm (10 points)

15	Thanksgiving break	• No Class
16	Class wrap	• Post-write up due 11/7 by 11:59pm (20 points) • Virtual Class Session 4 12/4 from 6:30pm to 9pm
17	Final Exam	• Critical Essay Two Due 12/11 by 11:59pm (100 points)

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**   Dept/Division: **Comm Studies**   Current Alpha Designator/Number: **CMM 501**

Contact Person: **Dr. Rich Jones**   Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: **Organization Communication**

Alpha Designator/Number: | C | M | M | | 5 | 0 | 1 | | |

Title Abbreviation: | O | r | g | a | n | i | z | a | t | i | o | n | | C | o | m | m | u | n | i | c | a | t | i | o |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head		Date 2/12/24
Registrar		Date 2/13/2024
College Curriculum Chair	*Jonathan Kozar*	02/27/24 Date 2/13/2024
Graduate Council Chair		Date 4-10-24

College: COLA　　　　Department/Division: Communication Studies　　　　Alpha Designator/Number: CMM 501

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☑ YES ☐ NO

From | O | r | g | a | n | i | z | a | t | i | o | n | | C | o | m | m | u | n | i | c | a | t | i | o | n | | | (limited to 30 characters and spaces)

To | O | r | g | a | n | i | z | a | t | i | o | n | a | l | | C | o | m | m | u | n | i | c | a | t | i | o | n |

If Yes, Rationale | The course title was changed for conciseness and clarity.

Change in COURSE ALPHA DESIGNATOR:

From: ☐☐☐☐ To ☐☐☐☐ ☐ YES ☑ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☑ NO

From: ☐☐☐☐ To: ☐☐☐☐

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☑ YES ☐ NO　　IF YES, fill in below:

From | Investigation of information flow in organizations with emphasis on identifying communication problems.

To | Study of communication processes in business and professional settings and how applying organizational communication theory and research can address the current issues and problems that organizations experience.

If Yes Rationale | The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COLA**

Department: **Comm Studies**

Course Number/Title **CMM Organization Communication**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE
Department: Communication Studies
Course Number and Title: CMM 501 Organization Communication
Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.
Course Description (old): Investigation of information flow in organizations with emphasis on identifying communication problems.

Course Description (new): Study of communication processes in business and professional settings and how applying organizational communication theory and research can address the current issues and problems that organizations experience.

Catalog Description: Study of communication processes in business and professional settings and how applying organizational communication theory and research can address the current issues and problems that organizations experience.

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 501 Organization Communication
New Course Title: CMM 501 Organizational Communication
Rationale: The course title was changed for conciseness and clarity.
Catalog Description: Study of communication processes in business and professional settings and how applying organizational communication theory and research can address the current issues and problems that organizations experience.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**   Dept/Division: **Comm Studies**   Current Alpha Designator/Number: **CMM 508**

Contact Person: **Dr. Rich Jones**   Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: **Leadership & Group Comm**

Alpha Designator/Number: | C | M | M | | 5 | 0 | 8 | | |

Title Abbreviation: | L | e | a | d | e | r | s | h | i | p | | & | | G | r | o | u | p | | C | o | m | m | | |

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	Date 2/12/24
Registrar	Date 2/13/2024
College Curriculum Chair *Jonathan Kozar* 02/27/24	Date 2/13/2024
Graduate Council Chair	Date 4-10-24

College: COLA   Department/Division: Communication Studies   Alpha Designator/Number: CMM 508

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☑ YES   ☐ NO

From | L | e | a | d | e | r | s | h | i | p | | & | | G | r | o | u | p | | C | o | m | m | | | | | (limited to 30 characters and spaces)

To | L | e | a | d | e | r | s | h | i | p | | C | o | m | m | | & | | E | t | h | i | c | s | | | |

If Yes, Rationale: The course title was changed to distinguish it more from CMM 315 Group Communication and to highlight the focus on ethics.

Change In COURSE ALPHA DESIGNATOR:

From: [   ]   To [   ]   ☐ YES   ☑ NO

If Yes, Rationale:

Change in COURSE NUMBER: ☐ YES   ☑ NO

From: [   ]   To: [   ]

If Yes, Rationale:

Change in COURSE GRADING

From ☐ Grade   To ☐ Credit/No Credit

Rationale:

Change in CATALOG DESCRIPTION: ☑ YES   ☐ NO   IF YES, fill in below:

From: A study of the variables affecting, and affected by, the communication process in small groups, with particular emphasis upon leadership variables.

To: Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions.

If Yes Rationale: The revised description includes more detail of the content that has been taught in the class for years. It also reflects an increased attention to ethics which we are integrating into our curriculum more.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☑ YES ☐ NO

From
Study of communication practices and processes that develop leadership, leadership qualities, communication climates, leading problem-solving and decision-making.

To
The core content remains the same: study of communication practices and processes that develop leadership, leadership qualities, communication climates, leading problem-solving and decision-making.
Additional content has been added that more specifically focuses on ethics as a component of leadership.
See a revised syllabus attached to this form.

Rationale
The National Communication Association encourages programs to integrate communication ethics into their curriculum. This revision is a response to that and also reflects the commitment of the faculty to better prepare our students to be effective, inclusive, and ethical communication leaders after they leave our program.

College: **COLA**   Department: **Comm Studies**

Course Number/Title **CMM 508 Leadership & Group Comm**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

> NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

> NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

> NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE
Department: Communication Studies
Course Number and Title: CMM 508 Leadership & Group Comm
Rationale: The revised description includes more detail of the content that has been taught in the class for years. It also reflects an increased attention to ethics which we are integrating into our curriculum more.
Course Description (old): A study of the variables affecting, and affected by, the communication process in small groups, with particular emphasis upon leadership variables.
Course Description (new): Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions.
Catalog Description: Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions.

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 508 Leadership & Group Comm
New Course Title: Leadership Comm & Ethics
Rationale: The course title was changed to distinguish it more from CMM 315 Group Communication and to highlight the focus on ethics.
Catalog Description: Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions.

Marshall University Syllabus
College of Liberal Arts
Department of Communication Studies

Course
CMM 508-###, CRN ####, Leadership Comm & Ethics

Course Description
Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions

Credits	**Prerequisites**	**Term/Year**
3 – Graduate	None	Fall 2024

Class Meeting Days/Times	**Location**
Mondays, 4:00 – 6:20	Smith Hall (SH) 261

Academic Calendar
For beginning, ending, add/drop dates, and other deadlines see Marshall University Academic Calendar (URL: https://www.marshall.edu/academic-calendar/).

Instructor
Dr. Julie Snyder-Yuly

Contact Information
- Insert Contact Information

Health and Safety Information
All members of the Marshall University community are expected to always observe health and safety protocols. This includes general health and safety protocols as well as specific protocols that might emerge in response to community and campus health conditions.

Required Texts and Materials
- Readings will be posted on Blackboard
- See list of readings in the course schedule at the end of the syllabus

Course Student Learning Outcomes

The table below shows the following relationships: How each course student learning outcome will be practiced and assessed in the course.

Course student learning outcomes	How students will practice each outcome in this course	How student achievement of each outcome will be assessed in this course
Differentiate between various approaches to leadership	Critical reading of primary and secondary sources and scholarly research, writing, participating in discussions	Discussion Posts, Reflection Papers, Leadership Ethics Case Studies, Original Case Study
Explain the role communication plays in different approaches to leadership	Critical reading of primary and secondary sources and scholarly research, writing, participating in discussions	Discussion Posts, Reflection Papers, Leadership Ethics Case Studies, Original Case Study
Critique messages from leaders to determine their effectiveness	Critical reading of primary and secondary sources and scholarly research, writing, participating in discussions	Discussion Posts, Reflection Papers, Leadership Ethics Case Studies, Original Case Study
Implement communication strategies that foster effective, inclusive, and ethical communication climates	Critical reading of primary and secondary sources and scholarly research, writing	Leadership Ethics Case Studies, Original Case Study

Grading Requirements

Your grade will be based on the following:

ASSIGNMENT	WEIGHT
Discussion Posts and Responses	30%
Reflection Papers	20% (10% each)
Leadership Ethics Case Studies	20% (4% each)
Case Study Assignment	30%

Grading Scale: A = 100 to 90, B = Below 90 to 80, C = below 80 to 70, etc.
Evaluation for graduate students will be appropriate for graduate-level education.

Course Requirements

Discussion Posts and Responses:

Completing your reading is vital to our class and to your learning. The readings are the backbone of the course and provide the basis of our shared understanding. And a significant part of any graduate class is discussion of the weekly readings. We will do so through our discussion posts.

Each week I expect you to reflect on the readings in a coherent and thoughtful way. But I also want you to explore and discuss the ideas raised in the readings that you felt were most important or interesting. Therefore, I am not going to post weekly discussion questions or prompts. I'm also not going to set a lot of parameters that might constrain your thoughts, except for the following:

- Your posts should be approximately 250-400 words
- You need to respond to 3 classmates' posts.

I hope the freedom to write about what interests you most will lead to better posts and increased interaction. With that in mind, I also want to stress the importance on maintaining respectful online interaction. If anyone has any concerns over the content of another student's post, please direct those concerns to me. Do not take these matters into your own hands. I expect that you will respect each other and the different ideas we will generate.

Reflection Papers: You will have 2 guided reflection papers that will ask you to synthesize your thoughts on a particular concept or topic. These will be approximately 5 double-spaced pages. More specific instructions will be posted on Blackboard.

Leadership Ethics Case Studies: For each unit of the course, students will be assigned a case study to analyze (through group discussion and writing) using the concepts and theories learned in that unit. These case studies will also serve as a foundation and perhaps inspiration for students to create an original case study, which is the culminating assignment for this course.

Original Case Study: This final project will allow you to incorporate all of what you've learned in the class by creating a case study that deals with aspects of leadership that you find interesting. We will be reading and analyzing some examples of case studies in the class to help inspire you.

You will conduct some outside research and write up a case study that is based on some mixture of real-life experiences and hypotheticals in a 6-7 page paper. You will then present your case studies to the class at the end of the semester.

Case studies are specific stories or incidents, usually from real life, that portray communication concepts or lessons to be learned. While you may find inspiration for your case in your real-life experiences, you will also likely need to build in hypotheticals to make your case a rich document for discussion and analysis. Remember that case studies are designed for discussion and analysis, often with several possible answers/interpretations.

Purpose: Your creation of a leadership case study allows you to explore and expand concepts that we have discussed in class in a context that interests you and that demonstrates your knowledge.

Instructions:

Step 1: Case Study Proposal:

Think of a case you would like to construct. Make sure it applies to our course concepts. Submit your proposal to the Blackboard by the posted due date. The case proposal should be no more than 2 typed pages. Make sure to follow the guidelines for typed assignments that are listed in the syllabus. Include the following:

- Include a creative/catchy tentative title (I understand that this may change completely, but it will help you get your thoughts narrowed and together).
- Include a paragraph or so where you identify the key context and problematic: What is it that you hope to gain/illuminate/find through your research/reading/investigation?
- Include a paragraph or so where you discuss your personal investment in pursuing this topic (Why does this matter to you? Hopefully it is something you are truly interested in and/or that is relevant to your personal and professional goals) and its potential significance (Why/how will your case study matter to others who might be interested in a similar topic? What will it add to our understanding of leadership and communication?)
- Include a list of concepts from the class that you will incorporate into your project and how they do (or might) connect to your topic.

Step 2: Incorporate Feedback from Your Proposal and Start Your Research:

- Do research on your case. Get facts, background information, or other pertinent information to build the framework for your case.
- You will want to use the textbook and the supplemental readings as a starting point but you must have four more sources (not including the course readings).
  - These must be books or journal articles.
  - Your four required outside sources cannot include dictionaries, encyclopedias, online sources, magazines, or newspapers; although you may use these to supplement your research.
  - I recommend using the references in the textbook as a good lead for finding primary source information to potentially use as your outside sources.

Step 3: Write Your Case Study:

- The case study paper should be about 6 pages of text not including your references page.
- The general format of a case study includes:
  - Title (you do not need a title page for this)
  - List of key terms
  - Background information on the case from your research (2-3 pages) where you define the key terms, cite your research and set up the context
  - The case itself is usually in the form of a narrative, dialogue, or story (2 pages);

- A discussion section that synthesizes the previous two sections (1-2 pages)
- Discussion questions (that stem from the previous discussion section)
- One paragraph conclusion that briefly summarizes the whole document
- References page in APA citation style

Step 4: Present Your Case Study and Facilitate Discussion:

- Present your case study to the class.
- You will need a visual aid (preferably PowerPoint) to accompany your presentation.
- Facilitate a discussion following your presentation.

Course Polices

Safe Learning Environment: This class is a safe space for communication, learning, and the sharing of ideas. Each of us will need to be conscious of our role in providing a place where every class member, given all our differences, will feel safe and function as part of our learning community. Inclusive language is important to maintaining a safe class environment—no language will be tolerated that demeans, belittles, or marginalizes someone because of her or his gender, race, ethnicity, class, age, sexual orientation, ability, religion, etc. Such language will not be accepted.

Late work:
1. Any assignment that is not submitted on time will be subject to a 50% deduction.
2. Assignments can be turned in early.
3. Assignments will receive no credit if they are more than one week late.
4. When submitting assignments electronically: make sure the attachment/document is in the specified format/file type, and make sure the submission is complete (go back and check to make sure it is there after you have completed the submission process).
5. Please do not blame technology for not having an assignment ready. If you avoid waiting until the last minute to complete assignments, you can proactively handle any technology snafus.

Make-up work: Make-up privileges, where make-up is possible, will be granted to students who have properly verified absences, University-approved absences, or made arrangements with the instructor. Otherwise, I will use my discretion to decide whether or not a student can make up work and how much of a penalty to impose. It is the student's responsibility to initiate plans for make-up work and complete the work promptly.

Electronic communication: Students are expected to visit the course page on Blackboard several times a week for announcements and updates. **Use Outlook, not Blackboard, to send messages.** You should also check your Marshall University email daily. Please communicate via email in a professional manner. While digital communication is convenient, please take advantage of class time & office hours to ask questions, as email responses may be delayed up to 48 hours.

Guidelines for Written Assignments: Standard collegiate-level criteria for writing assignments will be followed in this class. Typed assignments must adhere to the following criteria:

____12-point font size
____1" margins all around
____Times New Roman or Arial font everywhere (including headers and page numbers)

____double-spaced throughout (set "after" spacing to "0")
____APA Format

All assignments, unless specifically noted should be submitted as Word Document or PDF files.

All typed assignments must follow APA guidelines. In order to properly format to APA you should always consult the APA manual (7th Edition) rather than relying on secondary sources/websites/tools to format for you (because they oftentimes contain errors). The one exception that I will endorse, and I'm not guaranteeing it is error-free, is http://owl.english.purdue.edu/owl/resource/560/01/.

AI Policy = Open Use: Students are allowed, and even encouraged, to use Generative AI on any assignment in this course with the appropriate citation. Keep in mind that any content produced by generative AI can "hallucinate" (produce false information), so students are responsible for ensuring the accuracy of any AI-generated content.
- For information on citing AI, please see MU Library's citation website (URL: https://libguides.marshall.edu/plagiarism-AI/cite).
- Students should not use generative AI in any way that would violate the Student Code of Conduct (URL: https://www.marshall.edu/student-conduct/files/Studnet-Code-of-Conduct-2022.pdf).

Attendance/Participation Policy
1. Class attendance is expected.
2. I understand that there are times when you must miss class due to a previously planned event, illness, or family emergency. If you know you will need to miss a class, tell me about it so we can make arrangements as needed.
3. You may not audio or video record anything in this class without permission.
4. Bring your course materials in hard copy or digitally to each class period. We will do handwritten assignments in class. If this is an issue you need accommodation for, please let me know. I highly recommend having a 3-ring binder to keep things organized. I'll be happy to give you one if you request it.

University Policies
By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to MU Academic Affairs: University Policies. (URL: https://www.marshall.edu/academic-affairs/policies/)
- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Pre-Finals Week Policy

- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy- Title IX prohibits the harassment of students based on sex, which includes pregnancy, childbirth, and related conditions. This includes that students will not be penalized for taking medically necessary leave related to pregnancy, childbirth, or related conditions. Marshall's Title IX Office may be contacted at TitleIX@marshall.edu
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

Tentative Course Schedule

Weeks 1-2: Leadership and Communication

- Ruben & Gigliotti (2017) – Communication: Sine qua non of organizational leadership theory and practice. *International Journal of Business Communication, 54,* 12-30.
- Fairhurst and Connaughton (2014) – Leadership: A communicative perspective
- Chapter 1 (Leadership and Communication) from Johnson, C. E., & Hackman, M.Z. (2018). *Leadership: A communication perspective, 7th ed.,* Long Grove, IL: Waveland Press.
- Leadership and Ethics Case Study 1

Weeks 3-4: Organizations

- McPhee, R.D., & Zaug, P. (2009). The communicative constitution of organizations: A framework for explanation. In L.L. Putnam & A.M. Nicotera (Eds.), *Building theories of organization: The constitutive role of communication* (pp. 21-47), New York, NY: Routledge.
- Kramer, M.K., & Dailey, S.L. (2019). Socialization and organizational culture. In J. McDonald & R. Mitra (Eds.), *Movements in organizational communication research: Current issues and future directions* (pp. 96-115), New York, NY: Routledge.
- Chapter 8 (Leadership in Organizations) from Johnson, C. E., & Hackman, M.Z. (2018). *Leadership: A communication perspective, 7th ed.,* Long Grove, IL: Waveland Press.
- Leadership and Ethics Case Study 2

Weeks 5-6: Leadership theories

- Chapter 3 (Traits, situational, functional, skills, and relational leadership) from Johnson, C. E., & Hackman, M.Z. (2018). *Leadership: A communication perspective, 7th ed.,* Long Grove, IL: Waveland Press.

- Chapter 4 (Transformational and charismatic leadership) from Johnson, C. E., & Hackman.
- M.Z. (2018). *Leadership: A communication perspective, 7th ed.,* Long Grove, IL: Waveland Press.
- One reading of your choice from the additional theories

Weeks 7-8: Leadership and followers

- Chapter 2 (Leadership and Followership Communication Styles) from Johnson, C. E., & Hackman, M.Z. (2018). *Leadership: A communication perspective, 7th ed.,* Long Grove, IL: Waveland Press.
- Chapter 1 (Building radically candid relationships: Bring your whole self to work) from Scott, K. (2017). *Radical candor: Be a kick-ass boss without losing your humanity*, New York, NY: St. Martin's Press.
- Chapter 2 (Give, get, and encourage guidance: Creating a culture of open communication) from Scott, K. (2017). *Radical candor: Be a kick-ass boss without losing your humanity*, New York, NY: St. Martin's Press.
- Leadership and Ethics Case Study 3

Weeks 9-10: People at work

- Chapter 3 (Understanding what motivates each person on your team: Helping people take a step in the direction of their dreams) from Scott, K. (2017). *Radical candor: Be a kick-ass boss without losing your humanity*, New York, NY: St. Martin's Press.
- Chapter 7 (People are different – but we treat them the same) from White, P. (2017). *The vibrant workplace: Overcoming the obstacles to building a culture of appreciation,* Chicago, IL: Northfield Publishing.
- Tracy, S.J., & Redden, S.M. (2019). Emotion and relationships in the workplace. In J. McDonald & R. Mitra (Eds.), *Movements in organizational communication research: Current issues and future directions* (pp. 156-174), New York, NY: Routledge.
- Leadership and Ethics Case Study 4

Week 11-12: Power, control and influence

- Chapter 1 (Leadership is influence) from Grenny, J., Patterson, K., Maxfield, D., McMillan, R., & Switzler, A. (2013). *Influencer: The new science of leading change.* New York: McGraw Hill.
- Chapter 2 (The three keys to influence) from Grenny, J., Patterson, K., Maxfield, D., McMillan, R., & Switzler, A. (2013). *Influencer: The new science of leading change.* New York: McGraw Hill.
- Chapter 5 (Leadership and power) from Johnson, C. E., & Hackman, M.Z. (2018).

- *Leadership: A communication perspective, 7th ed.,* Long Grove, IL: Waveland Press.

Week 13-14: Trust, Collaboration, and Conflict

- Chapter 4 (Drive results collaboratively: Telling people what to do doesn't work) from Scott, K. (2017). *Radical candor: Be a kick-ass boss without losing your humanity,* New York, NY: St. Martin's Press.
- Chapter 5 (Relationships: An approach to establishing trust with your direct reports) from Scott, K. (2017). *Radical candor: Be a kick-ass boss without losing your humanity,* New York, NY: St. Martin's Press.
- Chapter 1 (The nature of conflict) from Hocker, J.L., & Wilmot, W.W. (2018). *Interpersonal conflict, 7th ed.,* New York, NY: McGraw-Hill.
- Leadership and Ethics Case Study 5.

Week 15: Course Wrap Up and Case Study Presentations

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**   Dept/Division: **Comm Studies**   Current Alpha Designator/Number: **CMM 556**

Contact Person: **Dr. Rich Jones**   Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: **Computer-Mediated Comm**

Alpha Designator/Number: | C | M | M | | 5 | 5 | 6 | | |

Title Abbreviation: | C | o | m | p | u | t | e | r | - | M | e | d | i | a | t | e | d | | C | o | m | m | | | |

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _[signature]_	Date 2/12/24
Registrar _[signature]_	Date 2/13/2024
College Curriculum Chair _[signature]_ Jonathan Kozar	02/27/24 Date 2/13/24
Graduate Council Chair _[signature]_	Date 4-10-24

Form updated 09/2022

College: COLA   Department/Division: Communication Studies   Alpha Designator/Number: CMM 556

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: [✓] YES [ ] NO

From | C | o | m | p | u | t | e | r | - | M | e | d | i | a | t | e | d | | C | o | m | m | | | | | (limited to 30 characters and spaces)

To | C | o | m | m | u | n | i | c | a | t | i | o | n | | & | | T | e | c | h | n | o | l | o | g | y | |

If Yes, Rationale | The course title was updated to align with current terminology in our discipline.

Change in COURSE ALPHA DESIGNATOR:

From: [   ] To [   ]   [ ] YES [✓] NO

If Yes, Rationale |

Change in COURSE NUMBER: [✓] YES [ ] NO

From: [   ] To: [   ]

If Yes, Rationale | Please see attached.

Change in COURSE GRADING

From [ ] Grade To [ ] Credit/No Credit

Rationale |

Change in CATALOG DESCRIPTION: [✓] YES [ ] NO   IF YES, fill in below:

From | This course explores the impact of computer-mediated communication on human organization.

To | Study of the characteristics and functionality of new and emerging communication technologies. Students will apply theory and research to understand communication technology's effects on the self, others, and society.

If Yes Rationale | The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COLA**

Department: **Comm Studies**

Course Number/Title CMM 556 Computer-Mediated Comm

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE If not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

Please see attached.

Attachment for GC#7 CMM 556 Computer-Mediated Comm

Rationale for Course Number Change:

We have a revised course in our undergraduate curriculum (CMM 456 Digital Communication) that could compete with our Communication & Technology class if it remains at the 500-level since qualifying seniors can enroll in 500-level courses. Changing the course number from 456 to 6### will prevent the courses from cannibalizing each other and make the course more distinctive from the upper-level undergraduate course.

Change Summary from Page 5

COURSE DESCRIPTION CHANGE
Department: Communication Studies
Course Number and Title: CMM 556 Computer-Mediated Comm
Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.
Course Description (old): This course explores the impact of computer-mediated communication on human organization.
Course Description (new): Study of the characteristics and functionality of new and emerging communication technologies. Students will apply theory and research to understand communication technology's effects on the self, others, and society.
Catalog Description: Study of the characteristics and functionality of new and emerging communication technologies. Students will apply theory and research to understand communication technology's effects on the self, others, and society.

COURSE NUMBER CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 556 Computer-Mediated Comm
New Course Number: 6## (registrar can assign based on availability)
Rationale: We have a revised course in our undergraduate curriculum (CMM 456 Digital Communication) that could compete with our Communication & Technology class if it remains at the 500-level since qualifying seniors can enroll in 500-level courses. Changing the course number from 456 to 6### will prevent the courses from cannibalizing each other and make the course more distinctive from the upper-level undergraduate course.
Catalog Description: This course explores the impact of computer-mediated communication on human organization.
Credit Hours: 3

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 556 Computer-Mediated Comm
New Course Title: Communication & Technology
Rationale: The course title was changed for conciseness and clarity.
Catalog Description: This course explores the impact of computer-mediated communication on human organization.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**   Dept/Division: **Comm Studies**   Current Alpha Designator/Number: **CMM 601**

Contact Person: **Dr. Rich Jones**   Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: **Prob & Meth Com Research**

Alpha Designator/Number: | C | M | M | | 6 | 0 | 1 | | |

Title Abbreviation: | P | r | o | b | | & | | M | e | t | h | | C | o | m | | R | e | s | e | a | r | c | h | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _[signature]_	Date 2/12/24
Registrar _[signature]_	Date 2/13/2024
College Curriculum Chair _[signature]_ Jonathan Kozar	02/27/24 Date 2/13/24
Graduate Council Chair _[signature]_	Date 4-10-24

College: COLA   Department/Division: Communication Studies   Alpha Designator/Number: CMM 601

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: [✓] YES   [ ] NO

From | P | r | o | b | | | M | e | t | h | | C | o | m | | R | e | s | e | a | r | c | h | | | | (limited to 30 characters and spaces)

To | Q | u | a | n | t | i | t | a | t | i | v | e | | R | e | s | e | a | r | c | h | | h | | C | o | m | M |

If Yes, Rationale | The course title was changed for clarity.

Change in COURSE ALPHA DESIGNATOR:

From: [ ][ ][ ][ ] To [ ][ ][ ][ ]   [ ] YES [✓] NO

If Yes, Rationale

Change in COURSE NUMBER: [ ] YES [✓] NO

From: [ ][ ][ ][ ] To: [ ][ ][ ][ ]

If Yes, Rationale

Change in COURSE GRADING

From [ ] Grade To [ ] Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: [✓] YES [ ] NO   IF YES, fill in below:

From | An introduction to graduate studies, including clinical and research applications; quantitative and qualitative research methodology; critical analysis of clinical instruments and research literature.

To | Study of how basic quantitative research methods such as surveys, content analysis, and experiments are used to understand, explain, and analyze communication processes.

If Yes Rationale | The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From	

To	

Change in COURSE CONTENT: ☐ YES ☑ NO

From	

To	

Rationale	

College: **COLA**   Department: **Comm Studies**

Course Number/Title **CMM**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

COURSE DESCRIPTION CHANGE
Department: Communication Studies
Course Number and Title: CMM 601 Prob & Meth Com Research
Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.
Course Description (old): An introduction to graduate studies, including clinical and research applications; quantitative and qualitative research methodology; critical analysis of clinical instruments and research literature.
Course Description (new): Study of how basic quantitative research methods such as surveys, content analysis, and experiments are used to understand, explain, and analyze communication processes.
Catalog Description: Study of how basic quantitative research methods such as surveys, content analysis, and experiments are used to understand, explain, and analyze communication processes.

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 601 Prob & Meth Com Research
New Course Title: Quantitative Research in Comm
Rationale: The course title was changed for clarity.
Catalog Description: Study of how basic quantitative research methods such as surveys, content analysis, and experiments are used to understand, explain, and analyze communication processes.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**   Dept/Division: **Comm Studies**   Current Alpha Designator/Number: **CMM 602**

Contact Person: **Dr. Rich Jones**   Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: **Comm Consult Strategies**

Alpha Designator/Number: | C | M | M | | 6 | 0 | 2 | | |

Title Abbreviation: | C | o | m | m | | C | o | n | s | u | l | t | | S | t | r | a | t | e | g | i | e | s | | |

1. Complete this **five page form** in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head *[signature]*	Date 2/12/24
Registrar *[signature]*	Date 2/13/2024
College Curriculum Chair *[signature]* Jonathan Kozar	02/27/24 Date 2/13/24
Graduate Council Chair *[signature]*	Date 4-10-24

College: COLA   Department/Division: Communication Studies   Alpha Designator/Number: CMM 602

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☑ YES   ☐ NO

From | C | o | m | m | | C | o | n | s | u | l | t | | S | t | r | a | t | e | g | i | e | s | | | | (limited to 30 characters and spaces)

To | C | o | m | m | u | n | i | c | a | t | i | o | n | | & | | C | o | n | s | u | l | t | i | n | g | |

If Yes, Rationale: The course title was changed for conciseness and clarity.

Change in COURSE ALPHA DESIGNATOR:

From: ☐☐☐☐   To ☐☐☐☐   ☐ YES   ☑ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES   ☑ NO

From: ☐☐☐☐   To: ☐☐☐☐

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES   ☑ NO   IF YES, fill in below:

From

To

If Yes Rationale

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COLA**   Department: **Comm Studies**

Course Number/Title **CMM 602 Comm Consult Strategies**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 602 Comm Consult Strategies
New Course Title: CMM 602 Communication & Consulting
Rationale: The course title was changed for conciseness and clarity.
Catalog Description: An in-depth analysis of diagnostic and intervention strategies employed by communication consultants. Strategies include communication network analysis, communication process observation and consultation, communication role and norm negotiation, and team building.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**   Dept/Division: **Comm Studies**   Current Alpha Designator/Number: **CMM 605**

Contact Person: **Dr. Rich Jones**   Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: **Qual Research Methods**

Alpha Designator/Number: | C | M | M | | 6 | 0 | 5 | | | |

Title Abbreviation: | Q | u | a | l | | R | e | s | e | a | r | c | h | | M | e | t | h | o | d | s | | | | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	*[signature]*	Date 2/12/24
Registrar	*[signature]*	Date 2/13/2024
College Curriculum Chair	*[signature]* Jonathan Kozar	02/27/24 Date 2/13/24
Graduate Council Chair	*[signature]*	Date 4-10-24

Form updated 09/2022   Page 1 of 5

College: COLA   Department/Division: Communication Studies   Alpha Designator/Number: CMM 605

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: [✓] YES [ ] NO

From | Q u a l | | R e s e a r c h | M e t h o d s | | | (limited to 30 characters and spaces)

To | Q u a l i t a t i v e | R e s e a r c h | i n | C o m m

If Yes, Rationale | The course title was changed for clarity (to remove the abbreviation for Qual, add a reference to communication, and use "research" instead of "methods," which is less jargon-y).

Change in COURSE ALPHA DESIGNATOR:

From: [   ] To [   ]   [ ] YES [✓] NO

If Yes, Rationale

Change in COURSE NUMBER: [ ] YES [✓] NO

From: [   ] To: [   ]

If Yes, Rationale

Change in COURSE GRADING

From [ ] Grade To [ ] Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: [✓] YES [ ] NO   IF YES, fill in below:

From | This course provides an introduction to qualitative research methods and their application in communication studies.

To | Study of how qualitative research methods such as participant observation, interviewing, focus groups, and ethnography can be used to understand the role of communication in constructing social realities.

If Yes Rationale | The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COLA**

Department: **Comm Studies**

Course Number/Title **CMM Qual Research Methods**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE
Department: Communication Studies
Course Number and Title: CMM 605 Qual Research Methods
Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.
Course Description (old): This course provides an introduction to qualitative research methods and their application in communication studies.

Course Description (new): Study of how qualitative research methods such as participant observation, interviewing, focus groups, and ethnography can be used to understand the role of communication in constructing social realities.

Catalog Description: Study of how qualitative research methods such as participant observation, interviewing, focus groups, and ethnography can be used to understand the role of communication in constructing social realities.

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 605 Qual Research Methods
New Course Title: CMM 605 Qualitative Research in Comm
Rationale: The course title was changed for conciseness and clarity.
Catalog Description: Study of how qualitative research methods such as participant observation, interviewing, focus groups, and ethnography can be used to understand the role of communication in constructing social realities.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**   Dept/Division: **Comm Studies**   Current Alpha Designator/Number: **CMM 606**

Contact Person: **Dr. Rich Jones**   Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: **Study Communication Thry**

Alpha Designator/Number: | C | M | M | | 6 | 0 | 6 | | |

Title Abbreviation: | S | t | u | d | y | | C | o | m | m | u | n | i | c | a | t | i | o | n | | T | h | r | y | |

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1. Complete this **five page form** in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _(signature)_	Date 2/12/24
Registrar _(signature)_	Date 2/13/2024
College Curriculum Chair _(signature)_ Jonathan Kozar	02/27/24 Date 2/13/24
Graduate Council Chair _(signature)_	Date 4-10-24

Form updated 09/2022

College: COLA   Department/Division: Communication Studies   Alpha Designator/Number: CMM 606

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☑ YES   ☐ NO

From | S t u d y   C o m m u n i c a t i o n   T h r y | (limited to 30 characters and spaces)

To | E n g a g i n g   C o m m   T h e o r i e s |

If Yes, Rationale | The course title was changed for clarity.

Change in COURSE ALPHA DESIGNATOR:

From: [   ] To [   ]   ☐ YES   ☑ NO

If Yes, Rationale |

Change in COURSE NUMBER: ☐ YES   ☑ NO

From: [   ] To: [   ]

If Yes, Rationale |

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale |

Change in CATALOG DESCRIPTION: ☑ YES   ☐ NO   IF YES, fill in below:

From | An extensive investigation into the major concepts of contemporary communication theory.

To | Study of the philosophical foundations, theoretical perspectives, and historical development of the communication discipline and how communication theories are developed, analyzed, evaluated, and applied.

If Yes Rationale | The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COLA**

Department: **Comm Studies**

Course Number/Title **CMM 606 Study Communication Thry**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE
Department: Communication Studies
Course Number and Title: 606 Study Communication Thry
Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.
Course Description (old): An extensive investigation into the major concepts of contemporary communication theory.
Course Description (new): Study of the philosophical foundations, theoretical perspectives, and historical development of the communication discipline and how communication theories are developed, analyzed, evaluated, and applied.
Catalog Description: Study of the philosophical foundations, theoretical perspectives, and historical development of the communication discipline and how communication theories are developed, analyzed, evaluated, and applied.

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 606
New Course Title: Engaging Comm Theories
Rationale: The course title was changed for clarity.
Catalog Description: Study of the philosophical foundations, theoretical perspectives, and historical development of the communication discipline and how communication theories are developed, analyzed, evaluated, and applied.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COLA**　　Dept/Division: **Comm Studies**　　Current Alpha Designator/Number: **CMM 680**

Contact Person: **Dr. Rich Jones**　　　　　　　　　Phone: **304-696-3078**

CURRENT COURSE DATA:

Course Title: Grantwriting-Nonprofits

Alpha Designator/Number: | C | M | M | | 6 | 8 | 0 | | |

Title Abbreviation: | G | r | a | n | t | w | r | i | t | i | n | g | - | N | o | n | p | r | o | f | i | t | s | | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____　Date 2/12/24

Registrar _____　Date 2/13/2024

College Curriculum Chair _____ Jonathan Kozar _____　02/27/24　Date 2/13/24

Graduate Council Chair _____　Date 4-10-24

Form updated 09/2022　　　　　　　　　　　　　　　　　Page 1 of 5

College: COLA   Department/Division: Communication Studies   Alpha Designator/Number: CMM 680

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☑ YES   ☐ NO

From | G r a n t w r i t i n g - N o n p r o f i t s | (limited to 30 characters and spaces)

To | G r a n t   W r i t i n g   f o r   N o n p r o f i t s |

If Yes, Rationale | The course title was changed for conciseness and clarity.

Change in COURSE ALPHA DESIGNATOR:

From: [   ] To [   ]   ☐ YES   ☑ NO

If Yes, Rationale |

Change in COURSE NUMBER: ☐ YES   ☑ NO

From: [   ] To: [   ]

If Yes, Rationale |

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale |

Change in CATALOG DESCRIPTION: ☑ YES   ☐ NO   IF YES, fill in below:

From | Provides a communication framework for analyzing a nonprofit agency; reviews the steps in grantwriting; matches the needs of the nonprofit organization with the grantfunder; and syntheses the material required to write a successful grant.

To | Provides a communication framework for analyzing a nonprofit organization; reviews the steps in grant writing; matches the nonprofit organization's needs with the grant fund; and examines the material required to write a successful grant.

If Yes Rationale | The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COLA**

Department: **Comm Studies**

Course Number/Title **CMM 680 Grantwriting-Nonprofits**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE If not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE
Department: Communication Studies
Course Number and Title: 680 Grantwriting-Nonprofits
Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.
Course Description (old): Provides a communication framework for analyzing a nonprofit agency; reviews the steps in grantwriting; matches the needs of the nonprofit organization with the grantfunder; and syntheses the material required to write a successful grant.

Course Description (new): Provides a communication framework for analyzing a nonprofit organization; reviews the steps in grant writing; matches the nonprofit organization's needs with the grant fund; and examines the material required to write a successful grant.

Catalog Description: Provides a communication framework for analyzing a nonprofit organization; reviews the steps in grant writing; matches the nonprofit organization's needs with the grant fund; and examines the material required to write a successful grant.

COURSE TITLE CHANGE
Department: Communication Studies
Current Course Number/Title: CMM 680 Grantwriting-Nonprofits
New Course Title: CMM 680 Grant Writing for Nonprofits
Rationale: The course title was changed for conciseness and clarity.
Catalog Description: Provides a communication framework for analyzing a nonprofit organization; reviews the steps in grant writing; matches the nonprofit organization's needs with the grant fund; and examines the material required to write a successful grant.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COHP** Dept/Division: **Nursing** Current Alpha Designator/Number: **NUR 704**

Contact Person: **Dr. Annette Ferguson** Phone: **3046962638**

CURRENT COURSE DATA:

Course Title: **Leadership Role**

Alpha Designator/Number: | N | U | R | | 7 | 0 | 4 | | |

Title Abbreviation: | L | e | a | d | e | r | s | h | i | p | | R | o | l | e | | | | | | | | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _Annette Ferguson_	Date _2/5/2024_
Registrar _Sonja Gregg_	Date _2/5/24_
College Curriculum Chair _Zach Garrett_	Date _2/28/24_
Graduate Council Chair _D S Dur_	Date _4-10-24_

Form updated 09/2022

College: COHP   Department/Division: Nursing   Alpha Designator/Number: NUR 704

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☑ NO

From | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (limited to 30 characters and spaces)

To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: | | | | | To | | | | | ☐ YES   ☑ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES   ☑ NO

From: | | | | | To: | | | | |

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☑ YES   ☐ NO   IF YES, fill in below:

From | Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes. Provides historical perspective of nursing/nurse practitioner role and their evolution.

To | Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes

If Yes Rationale | We changed the admission criteria to accept nurse administrator (NA) and nurse educator (NE) students to this program. Historical perspectives about nursing / nurse practitioner role has been covered in BSN and MSN programs

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COHP**   Department: **Nursing**

Course Number/Title **NUR 704 Leadership Role**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not applicable

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

COURSE DESCRIPTION CHANGE

Department:Nursing

Course Number and Title: NUR 704 Leadership Role

Rationale:We changed the admission criteria to accept nurse administrator (NA) and nurse educator (NE) students to this program. Historical perspectives about nursing / nurse practitioner role has been covered in BSN and MSN programs.

Course Description (old)Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes. Provides historical perspective of nursing/nurse practitioner role and their evolution.

Course Description: (new)Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes.

Catalog Description: Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COHP**   Dept/Division: **Nursing**   Current Alpha Designator/Number: **NUR 800**

Contact Person: **Dr. Annette Ferguson**   Phone: **3046962638**

CURRENT COURSE DATA:

Course Title: **DNP Project I**

Alpha Designator/Number: | N | U | R | | 8 | 0 | 0 | | |

Title Abbreviation: | D | N | P | | P | R | o | j | e | c | t | | I | | | | | | | | | | | |

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _Annette Ferguson_   Date _2/5/2024_

Registrar _Sonja_____   Date _2/5/24_

College Curriculum Chair _Zach Garrett_   Date _2/28/24_

Graduate Council Chair _____   Date _4-10-24_

College: COHP   Department/Division: Nursing   Alpha Designator/Number: NUR 800

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☑ NO

From [| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |] (limited to 30 characters and spaces)

To [| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |]

If Yes, Rationale [   ]

Change in COURSE ALPHA DESIGNATOR:

From: [| | |] To [| | |]   ☐ YES ☑ NO

If Yes, Rationale [   ]

Change in COURSE NUMBER: ☐ YES ☑ NO

From: [| | |] To: [| | |]

If Yes, Rationale [   ]

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale [   ]

Change in CATALOG DESCRIPTION: ☑ YES ☐ NO   IF YES, fill in below:

From | Use technology to improve learning and understand models of health care systems. Application of theory, review of literature and population data to frame QI project. to drive cost-effective care.

To | Application of theory, review of literature and population data to frame evidence based practice (EBP) project

If Yes Rationale | Students will be doing a evidence based practice (EBP) project (not a QI change project). Each course comprises the steps to complete that project.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COHP**

Department: **Nursing**

Course Number/Title **NUR 800 DNP Project I**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not applicable

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE

Department:Nursing

Course Number and Title: NUR 800 DNP Project I

Rationale:Students will be doing a evidence based practice (EBP) project (not a QI change project). Each course comprises the steps to complete that project.

Course Description (old)Use technology to improve learning and understand models of health care systems. Application of theory, review of literature and population data to frame QI project. to drive cost-effective care.

Course Description: (new)Application of theory, review of literature and population data to frame evidence based practice (EBP) project.

Catalog Description: Application of theory, review of literature and population data to frame evidence based practice (EBP) project.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COHP**   Dept/Division: **Nursing**   Current Alpha Designator/Number: **NUR 804**

Contact Person: **Dr. Annette Ferguson**   Phone: **3046962638**

CURRENT COURSE DATA:

Course Title: **DNP Project II**

Alpha Designator/Number: | N | U | R | | 8 | 0 | 4 | | | |

Title Abbreviation: | D | N | P | | P | R | o | j | e | c | t | | I | I | | | | | | | | | | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _Annette Ferguson_	Date _2/5/2024_
Registrar _Sonja YCG_	Date _2/5/24_
College Curriculum Chair _Zach Garrett_	Date _2/28/24_
Graduate Council Chair _D.S. Dui_	Date _4-10-24_

Form updated 09/2022   Page 1 of 5

College: COHP   Department/Division: Nursing   Alpha Designator/Number: NUR 804

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☑ NO

From ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (limited to 30 characters and spaces)

To ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: ☐☐☐☐ To ☐☐☐☐   ☐ YES ☑ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☑ NO

From: ☐☐☐☐ To: ☐☐☐☐

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☑ YES ☐ NO   IF YES, fill in below:

From | Promote quality and safety in the development of a QI change project. Use theories, methods and evidence to develop a QI change project implementation plan and obtain baseline data.

To | Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

If Yes Rationale | Students will be doing a EBP project (not a QI change project). Each course comprises the steps to complete that project.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COHP**

Department: **Nursing**

Course Number/Title: NUR 804 DNP Project II

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not applicable

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

COURSE DESCRIPTION CHANGE

Department:Nursing

Course Number and Title: NUR 804 DNP Project II

Rationale:Students will be doing a evidence based practice (EBP) project (not a QI change project). Each course comprises the steps to complete that project.

Course Description (old)Promote quality and safety in the development of a QI change project. Use theories, methods and evidence to develop a QI change project implementation plan and obtain baseline data.

Course Description: (new)Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Catalog Description: Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COHP**   Dept/Division: **Nursing**   Current Alpha Designator/Number: **NUR 808**

Contact Person: **Dr. Annette Ferguson**   Phone: **3046962638**

CURRENT COURSE DATA:

Course Title: **DNP Project III**

Alpha Designator/Number: | N | U | R | | 8 | 0 | 8 | | | |

Title Abbreviation: | D | N | P | | P | R | o | j | e | c | t | | I | I | I | | | | | | | | | | | |

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _Annette Ferguson_	Date _2/5/2024_
Registrar _Sonya G_	Date _2/6/2024_
College Curriculum Chair _Zach Garrett_	Date _2/28/24_
Graduate Council Chair _____	Date _4-10-24_

College: COHP   Department/Division: Nursing   Alpha Designator/Number: NUR 808

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☑ NO

From: [ ]   (limited to 30 characters and spaces)

To: [ ]

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: [ ][ ][ ][ ]   To [ ][ ][ ][ ]   ☐ YES   ☑ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES   ☑ NO

From: [ ][ ][ ][ ]   To: [ ][ ][ ][ ]

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade   To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☑ YES   ☐ NO   IF YES, fill in below:

From | Utilize effective communication in transferring information to all stakeholders. Analyze policy implication on aspect of NP practice. Continue QI change project with med and final evaluation point.

To | Implementation of Evidence based practice (EBP) project in clinical agency and data collection.

If Yes Rationale | Students will be doing a EBP project (not a QI change project). Each course comprises the steps to complete that project.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COHP**　　　　　　　　Department: **Nursing**

Course Number/Title　**NUR 808 DNP Project III**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not applicable

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE

Department:Nursing

Course Number and Title: NUR 808 DNP Project II

Rationale:Students will be doing a evidence based practice (EBP) project (not a QI change project). Each course comprises the steps to complete that project.

Course Description (old)Promote quality and safety in the development of a QI change project. Use theories, methods and evidence to develop a QI change project implementation plan and obtain baseline data.

Course Description: (new)Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Catalog Description: Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
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3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: **COHP**　　Dept/Division: **Nursing**　　Current Alpha Designator/Number: **NUR 812**

Contact Person: **Dr. Annette Ferguson**　　　　　　Phone: **3046962638**

CURRENT COURSE DATA:

Course Title: **DNP Project IV**

Alpha Designator/Number: | N | U | R | | 8 | 1 | 2 | | |

Title Abbreviation: | D | N | P | | P | R | o | j | e | c | t | | I | V | | | | | | | | | | | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _Annette Ferguson_	Date _2/5/2024_
Registrar _Sonya G_____	Date _2/5/24_
College Curriculum Chair _Zach Garrett_	Date _2/28/24_
Graduate Council Chair _D S Ro_	Date _4-10-24_

Form updated 09/2022

College: COHP   Department/Division: Nursing   Alpha Designator/Number: NUR 812

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☑ NO

From [| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |] (limited to 30 characters and spaces)

To [| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |]

If Yes, Rationale [   ]

Change in COURSE ALPHA DESIGNATOR:

From: [| | |] To [| | |]   ☐ YES   ☑ NO

If Yes, Rationale [   ]

Change in COURSE NUMBER: ☐ YES   ☑ NO

From: [| | |] To: [| | |]

If Yes, Rationale [   ]

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale [   ]

Change in CATALOG DESCRIPTION: ☑ YES   ☐ NO   IF YES, fill in below:

From: Apply theory and scientific practice to complete, evaluate and disseminate QI change project findings and improvement plan.

To: Apply theory and evidence-based practice principles to complete, evaluate and disseminate evidence based practice (EBP) project findings.

If Yes Rationale: Students will be doing a EBP project (not a QI change project). Each course comprises the steps to complete that project.

Change in COURSE CREDIT HOURS: ☐ YES ☑ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☑ NO

From

To

Rationale

College: **COHP**   Department: **Nursing**

NUR 812 DNP Project IV

Course Number/Title

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not applicable

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

COURSE DESCRIPTION CHANGE

Department:Nursing

Course Number and Title: NUR 812 DNP Project IV

Rationale:Students will be doing a evidence based practice (EBP) project (not a QI change project). Each course comprises the steps to complete that project.

Course Description (old)Apply theory and scientific practice to complete, evaluate and disseminate QI change project findings and improvement plan.

Course Description: (new)Apply theory and evidence-based practice principles to complete, evaluate and disseminate evidence based practice (EBP) project findings.

Catalog Description: Apply theory and evidence-based practice principles to complete, evaluate and disseminate evidence based practice (EBP) project findings.