



***If DUAL LISTED list BOTH courses in the page title***

**Second Step:** Click “SAVE” on bottom right

***DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS  
Please be sure to remove the Brackets while renaming the page***

**Third Step:** Make sure the word ***DRAFT*** is in yellow at the top of the proposal

**Fourth Step:** Click on “**EDIT CONTENTS**.”(not EDIT) and start completing the template. When exiting or when done, click “**SAVE**” on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.

*\*Indicates a required field*

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<b>Proposing Department/Unit*</b>	Food and Nutrition	<b>Contact Phone*</b>	724-357-*4440

<b>Course Level*</b>	graduate-level
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**Course Revisions**

**(Check all that apply;fill out categories below as specified; i.e. if only changing a course title, only complete Category A)**

Category A:

Category B:

catalog\_desc\_change  
course\_prefix\_number\_change

add\_dual\_level  
course\_revision

*\* Teacher Education: Please complete the Teacher Education section of this form (below)*

*\* Liberal Studies: Please complete the Liberal Studies section of this form (below)*

*\* Distance Education: Please complete the Distance Education section of this form (below)*

**Rationale for Proposed Changes (All Categories)**

**(A) Why is the course being revised /deleted:\***

Course number change from 610 to 515 to allow for a systematic numbering system to aid in curriculum organization and advising; course description changed to follow the required active verb format; one objective added for graduate students since dual listing with new course (FDNT 415) is requested; a minor change to the outline to more clearly communicate topics covered; a revision of the research paper required by graduate students resulting from modifications made while teaching the course.

**(B) University Senate Summary of Rationale\***

*Please enter a single paragraph summary/rationale of changes or proposal for University Senate.*

Course number change from 610 to 515 to allow for a systematic numbering system to aid in curriculum organization and advising; course description changed to follow the required active verb format; one objective added for graduate students since dual listing with new course (FDNT 415) is requested; a minor change to the outline to more clearly communicate topics covered; a revision of the research paper required by graduate students resulting from modifications made while teaching the course.

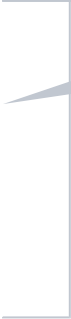
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<b>Course Prefix/Number</b>	
<b>Course Title</b>	
<b>Type of Proposal</b>	<i>See CBA, Art. 42.D.1 for Definition</i>
<b>Brief Course Outline</b>	<p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar or assignments</i></p> <p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p>
<b>Rationale for Proposal (Required Questions from CBA)</b>	
<b>How is/are the instructor(s) qualified in the Distance Education delivery method as well as the discipline?</b>	
<b>For each outcome in the course, describe how the outcome will be achieved using Distance Education technologies.</b>	
<b>How will the instructor-student and student-student interaction take place? (if applicable)</b>	
<b>How will student achievement be evaluated?</b>	
<b>How will academic honesty for tests and assignments be addressed?</b>	


## Liberal Studies Section

*- Complete this section only for a new Liberal Studies course or Liberal Studies course revision*

<b>If Completing this Section, Check the Box to the Right:</b>	<input type="checkbox"/>
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<b>Liberal Studies Course Designations (Check all that apply)</b>	
<b>Learning Skills:</b>	



<b>Key Assessments</b>	
	<p>For both new and revised courses, please attach (see the program education coordinator):</p> <ul style="list-style-type: none"> <li>• The Overall Program Assessment Matrix</li> <li>• The Key Assessment Guidelines</li> <li>• The Key Assessment Rubric</li> </ul> <p style="text-align: center;"><b>File    Modified</b></p> <hr/> <p>No files shared here yet.</p> <ul style="list-style-type: none"> <li>• Drag and drop to upload or <a href="#">browse for files</a> </li> </ul>
<b>Narrative Description of the Required Content</b>	<i>How the proposal relates to the Education Major</i>

<b>For Deans Review</b>
<p>Are Resources Available/Sufficient for this Course?</p> <p>Is the Proposal Congruent with the College Mission?</p> <p>Has the Proposer Attempted to Resolve Potential Conflicts with Other Academic Units?</p> <p>Comments:</p>

Please scroll to the top and click the Page Status if you are ready to take action on the workflow.  
Please submit an ihelp if you have any questions <http://ihelp.iup.edu>