Course Change Request Form

1. Date: January 24, 2014  Department: Music

2. Purpose and nature of change (include relevant assessment data to support this proposal): Revise faculty load to reduce departmental costs. Currently load for large ensembles with enrollment greater than 20 students is calculated based on lecture credits, and small ensembles are based upon lab credits. Faculty in the Music Department has approved a new formula that combines lecture and lab credits as follows:

   a. Large ensembles meeting four hours per week – load will be calculated based upon two lecture credits and two lab credits. (MEN 3300, 3330, 3331, 3350)
   b. Large Ensembles meeting three hours per week – load will be calculated based upon two lecture credits and one lab credit. (MEN 3301, 3332, 3335)
   c. Small Ensembles meeting two or three hours per week – load will be calculated based upon lab credits. (MEN 3303, 3304, 3337, 3352)
   d. Small Chamber Ensembles meeting once per week – contact time will be reduced to ½ per week, reducing the associated load from .666666 to .333333. (MEN 3305, 3310, 3333, 3336, 3331, 3351, 3357, 3360)
   e. Opera Workshop (MEN 3302) and Musical Theatre (MEN 3306) will continue to receive 3 load hours.

3. Old Prefix: MEN  Old Number: 3310/5510  Old CIP: __________  
   New Prefix: No Change  New Number: No Change  New CIP: __________

4. Old Course Title: Piano Ensemble  
   New Course Title: No Change
   Abbreviated Title (for Master Schedule), Maximum 20 spaces (No change)

Complete only items below being changed

5. Credits (Place number of credits beside appropriate types)
   OLD Credit(s) 1 Undergraduate
   NEW Credit(s) no change Undergraduate
   OLD Credit(s) 1 Graduate
   NEW Credit(s) no change Graduate

   For variable credits, list Minimum Credit NA Maximum Credits NA

6. OLD Clock Hours:  
   Lecture: 1 Recitation ____ Lab 0
   NEW Clock Hours:  
   Lecture: ½ hour Recitation ____ Lab 0
   OLD Contract Hours:  
   Lecture: 0 Recitation ____ Lab 1
   NEW Contract Hours:  
   Lecture: 0 Recitation ____ Lab 1/2

Since MEN 3310/5510 is a small chamber ensemble meeting once per week, item 2.d. determines the load for this class.

7. To repeat for additional credit (not repeat of previously earned grade), list maximum hours of credit that may be earned over multiple semesters ______ semester hours.

8. Course Description for Catalog (limit to four sentences): no change

9. Prerequisites: (Courses which MUST be completed prior to taking this course): NA

10. Co-requisites: (Courses which must be taken prior to or simultaneously with): NA

11. If taught dual-level or cross-listed with another department, list: no change
   Prefix _____ Number _____ Support Signature ____________________________
   If dual-level, attach a document that indicates content, assignments and assessments for graduate and undergraduate courses.

12. List Student Learning Outcomes and describe evaluative techniques for this course in the attached syllabus.

13. New faculty resources needed? ____Yes _______ X____No
14. Requested date of offering (Must meet new catalog deadline of March 1) ______NA____
15. Estimated Frequency of Offering: ______ every semester – no change
16. List all programs that require this course. **Provide support from affected departments** ______NA____
17. New Library Resources Needed? ___Yes_______ X___No, if yes:
   Signature of appropriate librarian indicating needs can be met: ___________________________
17. New Technology Resources Needed? ___Yes ___ No If yes:
   Signature of Director of Information Technology indicating that needs can be met:
18. New Equipment resources needed? ___Yes ___ No If yes:
   Describe Equipment: ____________________________
   Source of funding: ____________________________
19. List 1 – 3 sample textbooks for this course: ____________________________
20. Describe any student enrollment restrictions (limited to majors in program XXX, restricted from majors in
    program XXX, etc.)
21. Request that Course be considered for General Education Credit. Please check applicable boxes.
   a. _____ Satisfy Foundation of Knowledge Requirement
      i. _____Written Communication
      ii. _____Oral Communication
   b. _____ Satisfy Approaches of Knowledge Requirement
      i. _____Humanities
      ii. _____Mathematics
      iii. _____Natural Sciences
      iv. _____Social and Behavioral Sciences
   c. _____ Satisfy Unity and Diversity of Humanity
      i. _____Language other than English
      ii. _____Western and Non Western Global Cultures
      iii. _____Strand 1 Ethics and Civic Responsibility
      iv. _____Strand 2 Environmental, Economic, Social, and Personal Sustainability
      v. _____Strand 3 Arts and Human Experience

   **You must submit a separate application for General Education Credit.**
22. Does this course impact any Education Programs? ______X___Yes ______ No
   If Yes: Signature of Chair of TEC must appear below.
23. Special Needs, if any: ______NA____

**Recommendaion Dates and Signatures:**

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<tr>
<th>Department:</th>
<th>Signature</th>
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<tbody>
<tr>
<td>TEC (if any education program):</td>
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<td>Gen’l Education Subcomm. (if necessary):</td>
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<td>Graduate Council (if necessary):</td>
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<td>Academic Affairs Committee:</td>
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<td>University Senate:</td>
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<td>President:</td>
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MU Form A41C – Effective 4/1/01