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 is 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, 3334, 3336, 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:** 3336/5536  
   **Old CIP:** __________  
   **New Prefix:** No Change  
   **New Number:** No Change  
   **New CIP:** __________

4. **Old Course Title:** Small Jazz and Commercial Ensembles  
   **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 3336/5536 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: ____________________________

18. New Technology Resources Needed? ____Yes _____ No If yes:
   Signature of Director of Information Technology indicating that needs can be met:

19. New Equipment resources needed? ____Yes _____ No If yes:
   Describe Equipment: __________________________
   Source of funding: ____________________________

20. List 1 – 3 sample textbooks for this course: ____________________________

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____

Recommendation Dates and Signatures:

<table>
<thead>
<tr>
<th>Department</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC (if any education program):</td>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>Gen’l Education Subcomm. (if necessary):</td>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>Graduate Council (if necessary):</td>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>Academic Affairs Committee:</td>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>University Senate:</td>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>President:</td>
<td>__________________</td>
<td></td>
</tr>
</tbody>
</table>

MU Form A41C – Effective 4/1/01