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 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, 3336, 33351, 3337, 3360)
   e. Opera Workshop (MEN 3302) and Musical Theatre (MEN 3306) will continue to receive 3 load hours.

3. Old Prefix: MEN  Old Number: 3337/5537  Old CIP: __________
   New Prefix: No Change  New Number: No Change  New CIP: __________

4. Old Course Title: Jazz Lab Band
   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: __2_____ Recitation ____ Lab ___ 0 ___
   NEW Clock Hours:  Lecture: __2_____ Recitation ____ Lab ___ 0 ___
   OLD Contract Hours: Lecture: __0_____ Recitation ____ Lab ___ 2 ___
   NEW Contract Hours: Lecture: __0_____ Recitation ____ Lab ___ 2 ___

Since MEN 3337/5537 is a small ensemble meeting two times per week, item 2.c. determines the load for this class.

This represents no change from current practice. This form is submitted for clarification on the matter.

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 _____X _____No If yes:
   Signature of Director of Information Technology indicating that needs can be met:

18. New Equipment resources needed? _____Yes _____X _____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 _____X _____No
   If Yes: Signature of Chair of TEC must appear below.

23. Special Needs, if any: _____NA____

Recommendation 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