Course Change Request Form

1. Date: January 24, 2014 Department: Music

   a. 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:
      
      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: 3352/5552 Old CIP:__________

      New Prefix: No Change New Number: No Change New CIP:__________

   4. Old Course Title: String 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: 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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<thead>
<tr>
<th>Department:</th>
<th>Signature</th>
<th>Date</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