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: 3357/5557 Old CIP: __________
   New Prefix: No Change New Number: No Change New CIP: __________

4. Old Course Title: Guitar 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 ½

Since MEN 3357/5557 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. Describe any student enrollment restrictions (limited to majors in program XXX, restricted from majors in program XXX, etc.)

22. 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.**

23. Does this course impact any Education Programs? _______ X ____Yes ______ No
    If Yes: Signature of Chair of TEC must appear below.

24. Special Needs, if any: **NA**

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**Recommendation Dates and Signatures:**

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MU Form A41C – Effective 4/1/01