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Proposal # AY20-604 Proposal #
(Academic Affairs use only) (College use only) Revised based on LACC comments

REQUEST FOR A COURSE CHANGE

University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Existing: Course Subject POL | Number 5543 | Course Title (maximum of 30 spaces) State Administration

Proposed: POL | 5593 | State Gov Admin & Policy
Remember when abbreviating titles, this is how they will appear on student transcripts and schedules

Proposed Title: (full course title if longer than 30 characters)

State Government Administration and Policy

Proposed change(s) to this course: Mark all that apply.

Credit Hour Level Title Description Prerequisite Enrollment Restriction

Other: Course Number Change

44.0401 CIP Code If changing, what is the new code?

For more information regarding CIP codes contact your department chair or visit:
http://www.uco.edu/academic-affairs/ir/program_inventory.asp

Course description:

As it appears in the current catalog. (required)

Existing: State Administration & Policy is the study of the administrative institutions, policy making processes, and political environment of state government, emphasizing both theory and practice.

As it will appear in the next catalog or indicate no change. (Please use standard American English including full sentences.)
Course descriptions only. Do not include prerequisites or enrollment restrictions, these should be added under questions 9-15.

Proposed: State Government Administration and Policy is the study of administrative institutions, policymaking processes, and political environments of state government, emphasizing both theory and practice.

Political Science

Department submitting the proposal

Dr. Alyssa L. Provencio
Person to contact with questions

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email address

Ext. 5537
Ext. number

Approved by:

9/18/2020

Department Chairperson Date

Dean Catherine Webster
Digitally signed by Dean Catherine Webster
Date: 2020.09.21 09:24:37 -05'00'

College Dean Date
(Please notify department chair when proposal is forwarded to AA.)

Rozilyn Miller
Digitally signed by Rozilyn Miller
Date: 2020.09.18 16:25:34 -05'00'

College Curriculum Committee Chair Date
(Please notify department chair when proposal is forwarded to dean.)

Academic Affairs Curriculum or Graduate Council Date

Office of Academic Affairs Date

Effective term for this course change

(Assigned by the Office of Academic Affairs)

1. Does this course have an undergraduate / graduate counterpart?

POL 4693 State Government Administration & Policy

Yes No

2. Is this proposal part of a larger submission package including a program change?

Yes No

3. Does this course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)
 Yes No If **yes**, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent
CTE Approval (Stamp or initial) _____

4. Is this course currently listed in the University Core?

Yes No If you wish this course be listed in the University Core, submit University Core course proposal.

5. Is this course a prerequisite for any other course(s)?

Yes No If this change affects the prerequisite, complete course change proposal to delete or change prerequisite.

6. Is this course a requirement in any major or minor?

Yes No If this change impacts the requirement of any major or minor, complete program change proposal.

7. Does this course affect majors or minors outside the department?

Yes No If **yes**, provide name(s) of department chair(s) contacted, the dates, and the results of the discussion.

8. List all majors or minors which include this changed course as a requirement or elective.

(list major or minor by title not major code)

Program – Public Administration

Majors – Urban Management AND Public & Nonprofit Management

9. Prerequisite courses:

Will the prerequisite courses change? Yes No If yes, fill out below, if no leave blank.

NOTE: Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems.
As listed at the end of the course description in the current catalog. (Required)

Existing: _____

Proposed: _____

Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213

Example 3: 8 hours of biology including BIO 1404

Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or 3613)

10. Co-requisite(s): Prerequisite courses that may be taken in the same semester.

Will the co-requisite(s) change? Yes No If yes, fill out below, if no leave blank.

As listed at the end of the course description in the current catalog. (Required)

Existing: _____

Proposed: _____

11. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.

Will the concurrent enrollment change? Yes No If yes, fill out below, if no leave blank.

As listed at the end of the course description in the current catalog. (Required)

Existing: _____

Proposed: _____

12. Does this course currently have enrollment restrictions?

Yes No

If adding or changing enrollment restrictions answer questions 13-15. If not changing or add enrollment restrictions leave questions 13-15 blank.

13. Specify which major(s) may or may not take this course.

Will the major(s) restriction change? Yes No If yes, fill out below, if no leave blank.

Specifying a major, excludes all other majors from enrolling.

Existing (as appears in current catalog)

Check one: May May not

Major Code: _____

Proposed (if changing)

Check one: May May not

Major Code: _____

14. Which of the following student classification(s) may enroll in this course?

Will the classification restriction change? Yes No If yes, fill out below, if no leave blank.

Existing (as appears in current catalog)

Check all that apply:

Graduate (2) 19 + hours
 Graduate (1) 0-18 hours
 Post Baccalaureate
 Senior
 Junior
 Sophomore
 Freshman

Proposed (if changing)

Check all that apply:

Graduate (2) 19 + hours
 Graduate (1) 0-18 hours
 Post Baccalaureate
 Senior
 Junior
 Sophomore
 Freshman

15. Specify other restrictions for this course, if any.

Will other restrictions change? Yes No If yes, fill out below, if no leave blank.

Existing (as appears in current catalog)

Admission to Graduate Programs _____
 Admission to Nursing Program _____
 Admission to Teacher Education _____
 Other: _____

Proposed (if changing)

Admission to Graduate Programs _____
 Admission to Nursing Program _____
 Admission to Teacher Education _____
 Other: _____

16. Course objectives for this course: (Please refer to instructional objectives documents at:

<http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints.>)

If previously approved objectives will be used without any changes, check here

As they appear in the course syllabus.

Existing: _____

As they will appear in the updated syllabus.

Proposed: _____

17. Please provide a concise, yet comprehensive, statement that explains the specific reasons for requesting the change(s). Include any documentation or assessment information available supporting this specific request.

- From the perspective of the literature in public administration, the existing title of the course is ambiguous and misleading.
- The course description is being changed to include the title of the course at the

beginning of the description.

- **Course Number Change: Currently, State Administration is listed as POL 4693 and POL 5543. Since this is a counterpart UG/GR course, a change to POL 4593/5593 is being requested to bring the course numbers into alignment. The course numbers are available per Ally Hardaway.**

18. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. Complete this question only if requesting a course level change. (Copy and paste table from "Course Level Characteristics" document for the appropriate course level of proposed course. Document may be found on: http://www.uco.edu/academic-affairs/files/aacc/forms/CLC%20table4_07.pdf.)

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