

# INDIANA UNIVERSITY SOUTHEAST

## Office of Academic Affairs

### Interdepartmental Communication

**TO:** Sonya Stephens, Vice Provost for Undergraduate Education  
William McKinney, Vice Chancellor for Academic Affairs  
Alfred Guillame, Jr., Vice Chancellor for Academic Affairs  
Steve Sarrotore, Interim Vice Chancellor for Academic Affairs  
Uday Sukatme, Executive Vice Chancellor & Dean of Faculties

**FROM:** Gilbert W. Atnip   
Vice Chancellor for Academic Affairs

**SUBJ:** **Course Change Requests**

**DATE:** March 20, 2009

The course change request(s) below are recommended for approval by Indiana University Southeast. A copy/copies are attached.

LBST-D	501	Humanities Seminar
LBST-D	502	Social Sciences Seminar
LBST-D	503	Natural Sciences Seminar

In accordance with the procedures for curriculum development, if there are no remonstrances received in the Office of the Vice Chancellor for Academic Affairs at IU Southeast by **April 20, 2009**, these requests will be forwarded to the Office of University Enrollment Services for recording.

refk

cc: Deborah Finkel

Attachments

**Kynhoff, Rachel Elizabeth Frauke**

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**From:** Kynhoff, Rachel Elizabeth Frauke  
**Sent:** Tuesday, February 17, 2009 3:15 PM  
**To:** Atnip, Gilbert W.; Bonsall III, James Lovett; Dyke, Angel Grace; Finkel, Deborah G.; Forinash III, Kyle; Johnson, Jacqueline Fessard; McGuire, William George; Meredith, Vicki A; Ryan, Walter F.; Short, Coyla J.; Spitznagel, Jane Marie; Young III, Richard Douglas; Zorn, Christa  
**Subject:** Course Change Request for Approval  
**Attachments:** MLS\_D501-D503.pdf

**interoffice  
MEMORANDUM**

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**TO:** Kyle Forinash, Chair  
Academic Policies Committee

**FROM:** Rachel Kynhoff  
Academic Affairs

**SUBJ:** Agenda Items for APC Meeting

**DATE:** February 17, 2009

The following items are attached for consideration by the Academic Policies Committee:

- *Course Change Requests (at IUS)*

*Approved by  
Short  
2/17/09*

<b>LBST-D</b>	<b>501</b>	<b>Humanities Seminar</b>
<b>LBST-D</b>	<b>502</b>	<b>Social Sciences Seminar</b>
<b>LBST-D</b>	<b>503</b>	<b>Natural Sciences Seminar</b>


refk

cc: Academic Policies Committee Members

Attachments

*Rachel Kynhoff*  
Academic Affairs  
Indiana University Southeast  
812.941.2208  
[rkynhoff@ius.edu](mailto:rkynhoff@ius.edu)

MEMO

TO: Gil Atnip, VC Academic Affairs  
FROM: Debbie Finkel, MLS Director   
RE: Course Change Requests  
DATE: 9 February 2009

Graduate students are required to take 4 credit hours to qualify for financial aid. Many MLS students take 2 courses in order to meet the 4 credit hour limit when they would prefer to take only one. Work schedules and responsibilities are not always conducive to taking two courses in a semester. As a result, some MLS students do not perform as well as they might in their MLS courses.

To increase student success and student retention, the MLS Advisory Committee is exploring methods for providing 1 credit hour and 4 credit hour courses that will help students meet the 4 credit hour requirement without over-burdening them. We have already changed LBST D510 Introduction to Graduate Liberal Studies to a variable credit course: 3 or 4 credit hours. We would like to add to the 4 credit hour options by giving faculty the opportunity to offer 1 credit hour or 4 credit hour MLS seminars. MLS seminars are currently listed as variable credit (1 to 3 cr. hr.); the attached requests would expand that variable credit to include a 4 credit hour option.

The MLS schedule for summer and fall 2009 are already set. The deadline for applications to teach MLS seminars in spring 2010 is April 1. At that time, we will let faculty know of the potential credit hour flexibility available to them. I honestly don't know how faculty will respond, but we would like to explore the option.



Course Change Request

Indiana University

SE

Campus

Check Appropriate Boxes:

Undergraduate credit

Graduate credit

Professional credit

1. School/Division LIBERAL STUDIES  
 2. Academic Subject Code LBST 3. Current Course Number DS02 4. Current Credit Hours 1-3  
 5. Current Title SOCIAL SCIENCES SEMINAR  
 6. Effective Semester/Year for changes listed below: SP 2010 7. Instructor: VARIABLE

Type of Change Requested (Check appropriate boxes and indicate changes)

- 8. Change course number to: \_\_\_\_\_ (must be cleared with University Enrollment Services)
- 9. Current course title: \_\_\_\_\_  
Change to: \_\_\_\_\_  
Recommended abbreviation (optional) \_\_\_\_\_  
(Limited to 32 Characters including spaces)
- 10. Current credit hours fixed at: \_\_\_\_\_ or variable from: 1 to 3  
Change to credit hours fixed at: \_\_\_\_\_ or variable from: 1 to 4
- 11. Current lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_  
Change to lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_
- 12. Current non-lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_  
Change to non-lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_
- 13. Is this course currently graded with S-F (only) grades? Yes \_\_\_\_\_ No \_\_\_\_\_  
Change to S-F (only) grading? Yes \_\_\_\_\_ No \_\_\_\_\_
- 14. Does this course presently have variable title approval? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is variable title approval being requested? Yes \_\_\_\_\_ No \_\_\_\_\_
- 15. Is this course being discontinued? For all campuses \_\_\_\_\_ or for this campus only \_\_\_\_\_
- 16. Current course description \_\_\_\_\_

Change course description to (not to exceed 50 words) \_\_\_\_\_

17. Justification for change PROVIDE MORE FLEXIBILITY IN COURSE OFFERINGS

(Use additional paper if necessary)

18. Are the necessary reading materials currently available in the appropriate library? YES

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 2/9/09  
Department Chairman/Division Director

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

Approved by: [Signature] Date 2/16/09  
Dean

\_\_\_\_\_  
Date \_\_\_\_\_  
Chancellor/Vice-President

\_\_\_\_\_  
Date \_\_\_\_\_  
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

Course Change Request

Indiana University

SE

Campus

Check Appropriate Boxes:

Undergraduate credit

Graduate credit

Professional credit

1. School/Division LIBERAL STUDIES  
 2. Academic Subject Code LBST 3. Current Course Number DS03 4. Current Credit Hours 1-3  
 5. Current Title NATURAL SCIENCES SEMINAR  
 6. Effective Semester/Year for changes listed below: SP 2010 7. Instructor: VARIABLE

Type of Change Requested (Check appropriate boxes and indicate changes)

8. Change course number to: \_\_\_\_\_ (must be cleared with University Enrollment Services)

9. Current course title: \_\_\_\_\_

Change to: \_\_\_\_\_

Recommended abbreviation (optional) \_\_\_\_\_

(Limited to 32 Characters including spaces)

10. Current credit hours fixed at: \_\_\_\_\_ or variable from: 1 to 3

Change to credit hours fixed at: \_\_\_\_\_ or variable from: 1 to 4

11. Current lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_

Change to lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_

12. Current non-lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_

Change to non-lecture contact hours fixed at: \_\_\_\_\_ or variable from: \_\_\_\_\_ to \_\_\_\_\_

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Submitted by:

Date 2/9/2009

Department Chairman/Division Director

Approved by:

Date 2/16/09

Dean

\_\_\_\_\_  
Date \_\_\_\_\_

Dean of Graduate School (when required)

\_\_\_\_\_  
Date \_\_\_\_\_

Chancellor/Vice-President

\_\_\_\_\_  
Date \_\_\_\_\_

University Enrollment Services

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