

Change of Course Proposal

**NOTE:** Changes to *Course Prefix and/or Course Number* require completion of a *New Course Proposal* rather than this Course Change Proposal.

**SECTION I: KEY INFORMATION**

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| Submission date   | 11/4/2020  |
| Proposed by (faculty only)  | Mary Myers, Melinda Lyles                        |
| Presenter (faculty only)  | Mary Myers                                       |
| <b>NOTE:</b> Faculty presenter must be present at the Curriculum Committee meeting or the proposal will be returned to the School to be resubmitted for a later date.   |  |
| School  | Business & Technology                            |
| Course prefix, number, and title  | CTS 2346 MICROSOFT WINDOWS SERVER ADMINISTRATION |
| <b>NOTE:</b> Proposer <b>MUST</b> run an <b>Impact Report</b> to determine all programs, certificates, and courses that may be affected by the proposed change(s) and enter all below. Append the Impact Report in Section VI. For help with this step, please contact Jeffrey Peterman, Coordinator of Curriculum and Catalog Services: <a href="mailto:jpeterman@fsw.edu">jpeterman@fsw.edu</a> |  |
| <b>NOTE:</b> Proposer <b>MUST</b> append a <b>Catalog page</b> with changes marked for <i>each</i> affected Degree Program or Certificate, including any changes to General Education. Additional instructions for marking and attaching Catalog pages are given in Section VI.   |  |

**SECTION II: TERM IN WHICH ACTION WILL BECOME EFFECTIVE**

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| <b>NOTE:</b> Course Changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Actions approved in the Fall semester take effect in the following academic year. Actions approved in the Spring semester take effect after one additional year. Syllabus changes may take effect sooner. <b>Exceptions to published deadlines or effective dates must receive approval from the Academic Dean and Provost.</b> |           |
| Academic term in which approved action will take effect   | Fall 2021 |
| If requesting an exception to the effective date, provide an explanation below.   |           |
| Explanation for exception:  |           |

**SECTION III: PROPOSED COURSE CHANGES**

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| <b>Summary of Proposed Changes</b>   |  |
| <p>Change the course prerequisites of CTS2334 to CTS1131 with a grade of “C” or better OR CTS1133 with a grade of “C” or better.</p> <p>Change the minimum passing grade to “C”.</p>   |  |
| <b>Justification for Proposal</b>  |  |
| <p>The current prerequisite is CTS2334, Microsoft Windows Server.</p> <p>Students will gain requisite knowledge through either CTS1131, Computer Hardware or CTS1133, Computer Software. CTS2334 and CTS2346 can be taken concurrently.</p> <p>The department is also increasing the minimum passing grades for our courses from a “D” to a “C”.</p> |  |
| <p><b>NOTE:</b> Complete the next section by indicating proposed course changes. <b>Skip fields that are not applicable</b> to your curriculum action.</p>   |  |
| <b>Change of School or Department</b>  | <p>From:</p> <p>To:</p>  |
| <b>Change Course Title</b>   | <p>From:</p> <p>To:</p>  |
| <p><b>Does the Course Title change affect other sequenced courses?</b><br/>(Ex: If changing <i>Guitar I</i> to <i>Intro to Guitar</i> will <i>Guitar II</i> also be renamed?)</p>  | <p>Choose an item.</p> <p>IF YES, list all course changes in the sequence.</p>   |
| <b>Change Course Description</b>   |  |
| <p>From:</p> <p>To:</p>  |  |
| <b>Change Topic Outline</b>  |  |
| <p>From:</p> <p>To:</p>  |  |
| <b>Change Course Prerequisite(s)</b>   | <p>From: CTS2334</p> <p>To: CTS1131 with a grade of “C” or better OR CTS1133 with a grade of “C” or better.</p>        |
| <b>Provide justification for the proposed changes to pre-requisite(s).</b>   | <p>Students will gain requisite knowledge through either CTS1131, Computer Hardware or CTS1133, Computer Software.</p> |
| <b>Change Course Corequisites</b>  |  |

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| <b>Provide justification for the proposed changes to co-requisite(s).</b>  |                  |
| <b>Should this course be listed as a corequisite on a paired course?</b><br>(Ex. CHM 2032 and CHM 2032L are “paired corequisites.”)  |                  |
| <b>Change Minimum Grade</b><br>(Include minimum grade if higher than a D)  | From: D<br>To: C |
| <b>Change Course Credits or Clock Hours</b>  |                  |
| <b>Change Contact Hours (faculty load)</b><br>(Ex.: ESC 1000C is 3 credits with 4 contact hours for instructor/lab prep.)  |                  |
| <b>Change Grade Mode</b>   | Choose an item.  |
| <b>Change Credit Type</b>  | Choose an item.  |
| <b>Should any Degree or Major Restriction codes be listed on this course?</b><br>(i.e., “This course may only be taken by students who have been admitted to X Program”)   |                  |
| <b>Change repeatability status of course? *</b><br><i>*Not the same as Multiple Attempts or Grade Forgiveness</i><br>A repeatable course may be taken more than once for additional credits. (Ex: MUT 2641, a 3-credit course, can be repeated 1 time for a maximum of 6 credits). |                  |
| <b>Change General Education status of course?</b>  |                  |
| <b>Change Writing Intensive designation?</b>   |                  |
| <b>Change “International or Diversity Focus” designation?</b>  |                  |

#### **SECTION IV: Changes to Learning Objectives (Information Only)**

##### **Changes to Course Competencies, Learning Outcomes and Objectives:**

**Changes to Syllabus Section IV - A. General Education Competencies – 1. Integral and/or 2. Supplemental**

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| <p><b>NOTE:</b> All FSW courses must include <i>one or more</i> “Integral” and <i>zero or more</i> “Supplemental” General Education CREATIVE competencies. <i>Course objectives/outcomes</i> that support the selected General Education Competency should be listed directly under the competency.</p>  |                       |
| <p><b>Changes to 1. Integral General Education Competency or Competencies:</b></p>   |                       |
| <p>From:</p> <p>To:</p>  |                       |
| <p><b>Changes to Course Outcomes/Objectives supporting each Integral competency:</b></p> <p>From:</p> <p>To:</p>   |                       |
| <p><b>Changes to 2. Supplemental General Education Competency or Competencies:</b></p>   |                       |
| <p>From:</p> <p>To:</p>  |                       |
| <p><b>Changes to Course Outcomes/Objectives supporting each Supplemental competency:</b></p> <p>From:</p> <p>To:</p>   |                       |
| <p><b>Changes to IV - B: Florida Statute requirement</b></p> <p><b>NOTE:</b> Part B is ONLY included on syllabi for <i>General Education Core courses</i>. All other syllabi (including “<i>other General Education</i>” courses) OMIT this statement.</p>   |                       |
| <p><b>Are you requesting a course status change under part B?</b></p>  | <p>N/A</p>            |
| <p><b>If YES, complete the sentence by selecting the appropriate option from the drop-down menu.</b></p> <p><i>B. In accordance with Florida Statute 1007.25 concerning the state’s general education core course requirements, this course meets the general education competencies for:</i></p>  | <p>Not Applicable</p> |
| <p><b>Changes to IV - C. Additional Course Learning Objectives or Outcomes</b></p> <p><b>NOTE:</b> This section is for additional course-specific learning objectives that do not contribute to assessment of the General Education Competencies listed above. For all courses <i>other than the General Education Core courses</i>, this section will be labeled <b>IV - B:</b> on the course syllabus.</p> |                       |
| <p><b>Changes to Course Learning Objectives and/or Outcomes:</b></p> <p>From:</p> <p>To:</p>   |                       |

## SECTION V: IMPACTS OF PROPOSED CHANGES AND FACULTY ENDORSEMENTS

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| Will the proposed change(s) affect the <i>budgets</i> of any programs or departments?   | No  |
| Have you discussed the <i>academic and/or budgetary impact</i> of the proposed changes with affected parties, including Deans?        | N/A |
| Will the proposed change(s) impact Library services or budgets?   | No  |
| Have you discussed impacts with the Libraries' Collection Manager?  | N/A |
| <b>Faculty Endorsements for Change of Course</b><br><b>NOTE:</b> Proposals will be returned if faculty endorsements are not provided. |     |
| Dr. Melinda Lyles, Dr. Mary Myers   |     |

## SECTION VI: ATTACHMENTS

Please save all documents in Word format (.doc, .docx) rather than pdf.

- **Impact Report:** Attach Impact Report results or a Summary of Programs, Certificates, and Courses impacted by the proposed course changes.
- **Catalog Changes:** Attach Word files [with Track Changes on] indicating changes to all Catalog pages that are affected by this Change of Course Proposal.
- **New Course Syllabus** [Master] reflecting proposed changes, as appropriate
  - **INSTRUCTION:** To make changes to Syllabus Section IV, you will need to obtain an “unlocked” version of the Master Syllabus from your School’s Administrative Assistant. Use Word’s *Track Changes* function to show all proposed changes on the Syllabus Master.
- Any relevant supporting documents justifying changes

**UPLOAD THIS PROPOSAL AND ALL NECESSARY ATTACHMENTS TO CURRICULOG.**