# PROPOSAL SUMMARY AND ROUTING FORM

**Proposal Title:** BIOL 538 Anatomy & Physiology for OPT 2  
**Initiating Individual:** Robert Buckingham  
**Initiating Department or Unit:** Michigan College of Optometry  
**Contact Person’s Name:** Robert Buckingham  
**Email:** buckingr@ferris.edu  
**Phone:** 3703

- [ ] **Group I-A** – New Degree, major, concentration, minor, or redirection of a current offering
- [ ] **Group I-B** – Deletion of a degree, major, concentration, or minor
- [ ] **Group II-A** – New Course, modification of a course, deletion of a course
- [ ] **Group II-B** – Minor Curriculum Clean-up
- [ ] **Group III** – Certificate (☐ College Credit ☐ Non-credit ☐ New Certificate)
- [ ] **Group IV** – Other site location (☐ College Credit ☐ Non-credit)

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* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale.

** Number Count must be given for all members present and/or voting.

To be completed by Academic Affairs  
Date of Implementation: Click here to enter text.

President (Date Approved)  
Board of Trustees (Date Approved)  
Academic Officers of MI (Date Approved)
1. Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights) The purpose of this proposal is to update the prerequisite for the course.

2. Summary of Curricular Action (Check all that apply to this proposal)
   □ Degree        □ Major        □ Minor        □ Concentration    □ Certificate    □ Course
   □ New            □ Modification □ Deletion      

   Name of Degree, Major, etc.: Doctor of Optometry (D.O.)

3. Summary of All Course Action Required: Click here to enter text.
   A. Newly Created Courses to be Added to the Catalog
      Prefix      Number      Title
      Click here to enter text.  Click here to enter text.  Click here to enter text.
   B. Courses to be Deleted from FSU Catalog
      Prefix      Number      Title
      Click here to enter text.  Click here to enter text.  Click here to enter text.
   C. Existing Courses to be Modified
      Prefix      Number      Title
      BIOL 538    Anatomy & Physiology for OPT 2
   D. Addition of existing FSU courses to program
      Prefix      Number      Title
      Click here to enter text.  Click here to enter text.  Click here to enter text.
   E. Removal of existing FSU courses from program
      Prefix      Number      Title
      Click here to enter text.  Click here to enter text.  Click here to enter text.

4. Summary of All Consultations
   Form Sent (B or C)      Date Sent      Responding Department      Date Received & By Whom
   Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.

5. Will External Accreditation be sought? (For new programs or certificates only)
   □ Yes            □ No
   If yes, name the organization involved with accreditation for this program. Click here to enter text.

6. Is a PCAF required? □ Yes □ No  Is the PCAF approved? □ Yes □ No  (If yes, supply link on Academic Affairs website where PCAF is posted.)

7. Program Checksheets affected by this proposal (Check all that apply to this proposal)
   □ Add Course  □ Delete Course  □ Modify Course  □ Change Prerequisite
   □ Move from required to elective  □ Change Outcomes and Assessment Plan  □ Change Credit hours

8. List all Checksheets affected by this proposal:
   College      Department      Program
   Click here to enter text.  Click here to enter text.  Click here to enter text.
To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.

2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

   The department must acknowledge receipt of this form and the proposal in writing to the initiator.

   **Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

**RE: Proposal Title**  BIOL 538 – Anatomy & Physiology for OPT 2

**Initiator(s): Robert Buckingham**

Proposal Contact: Robert Buckingham, Associate Dean  Date Sent: Click here to enter text.

Department: Michigan College of Optometry  Campus Address: MCO 231

(Please type)

**Responding Department: Biology Department**

Administrator: Joe Lipar  Date Received: Click here to enter text  Date Returned: Click here to enter text.

Based upon department faculty review on Click here to enter text. (Date) we:

☑ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. Click here to enter text.
CURRICULUM CONSULTATION FORM

For proposals affecting graduate and professional curricula

1. This completed form should be forwarded with the proposal to the chair of the University Graduate and Professional Council.

2. The University Graduate and Professional Council must respond within 10 business days of receipt of this form to ensure inclusion in the final proposal. The completed original form is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

   **Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The proposing Department must respond to any concerns by the Council. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title  BIOL 538 Anatomy & Physiology for OPT 2

Initiator(s): Robert Buckingham
Proposal Contact: Robert Buckingham  Date Sent: [Enter text here]
Department: Michigan College of Optometry  Campus Address: MCO 231
(Please type)

Response from: University Graduate and Professional Council (UGPC)
Chair: [Signature]  Date Received: 5/1/15  Date Returned: [Enter text here]

Based upon University Graduate and Professional Council review on (Date), we

☑ Support the above proposal
☑ Support the above proposal with the modifications and concerns listed below.
☒ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current graduate and professional programs at the university. Use additional pages, if necessary. [Click here to enter text]
COURSE INFORMATION FORM

Complete all items below (New or Current).

Check all boxes where modifications are being made. Enter the modification to be made (Proposed).

Course Identification

☐ Prefix (current) BIOL  
☐ Number (current) 538  
☐ LEC __ LAB __ SEM __ (current)  
   (proposed)  
   (proposed)  
   (Enter Contact Hours per week)  
   LEC __ LAB __ SEM __ (proposed)

☐ Title (current) Anatomy & Physiology for OPT 2  
   (proposed)

☐ Credit Hours (current)  
☐ Prerequisites (current) NONE  
☐ Corequisites (current)  
   (proposed)  
   (proposed) BIOL 537  
   (proposed)

☐ Course Description (current): (125 words maximum)
   This is the second in a series of two courses whose subject is structure and function of the human body, with an emphasis on systemic processes which impact the normal function of the eye and its adnexa. The laboratory provides practical experience with the structure and function of several systems. Typically Offered Spring.

   (proposed):
   This is the second in a series of two courses whose subject is structure and function of the human body, with an emphasis on systemic processes which impact the normal function of the eye and its adnexa. The laboratory provides practical experience with the structure and function of several systems. Prerequisites: BIOL 537. Typically Offered Spring.

☐ Course Outcomes and Assessment Plan (current)

   (proposed):

☐ Course Outline Including Time Allocation (current)
Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:
   Weeks (15 weeks)
   Hours (45 hours; assuming 3 contact hours per week)
   Percentages (100 percent)
   (proposed)
I. ACTION TO BE TAKEN: MODIFY A COURSE

Desired Term (Effective 8 digit code): 201508 (Fall)  Examples: 201301 (Spring), 201305 (Summer), 201308 (Fall) Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. COURSE TO BE MODIFIED:

a. Course Prefix: BIOL  
   b. Number: 538  
   c. Title: Anatomy & Physiology for OPT 2

LIST THE LETTER(S) OF ALL CHANGES FROM SECTION III BELOW.  
See Appendix E Instructions for Completing Forms.

III. MODIFICATIONS: Enter ONLY the modification(s) proposed.

a. Course Prefix  
   b. Number  
   c. Contact hours  
   LECTure  
   LAB  
   Seminar  
   [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

   d.  
   Practical -  
   INDependent Study  
   [Check (x) box as appropriate. See definitions in Appendix E.]

   e. Course Title:  
   (Limit to 30 characters including punctuation and spaces.)

   f. College Code  
   g. Department Code  
   h. Credit Hours: Check (x) type  
   Variable  
   Fixed

   i. Enter number in box: Minimum Credit Hours  
   Maximum Credit Hours  

   k. May Be Repeated for Added Credit: Check (x)  
   Yes  
   No  
   If yes, Max Times  
   or Max Credits Awarded

   l. Levels: Check (x)  
   Undergraduate  
   Graduate  
   Professional

   m. Grade Method: Check (x)  
   Normal Grading  
   Credit/No Credit (Pass/Fail)

   n. Does proposed new course replace an equivalent course? Check (x)  
   Yes  
   No

   o. Equivalent course: Prefix  
   Number

   p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This is the second in a series of two courses whose subject is structure and function of the human body, with an emphasis on systemic processes which impact the normal function of the eye and its adnexa. The laboratory provides practical experience with the structure and function of several systems. Prerequisites: BIOL 537. Typically offered Spring.

q. Term(s) Offered:  
   r. Max Section Enrollment:  
   Section(s) Affected:

   s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)  
   Change prerequisites from NONE to BIOL 537

   t. Co-requisites: courses must be taken concurrently (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

   u.  

To be completed by Academic Affairs Office:  
Standard & Measures Coding and General Education Code

   □ Basic Skill (BS) □ General Education (GE) □ Occupational Education (OC)  
   □ G.E. Codes

   UCC Chair Signature/Date:  
   Academic Affairs Approval Signature/Date:

   ——— / ———  
   ——— / ———

   Office of the Registrar use ONLY  

   Date Rec’d:  
   Date Completed:  
   Entered:  
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   SCARRES  
   SCAPREQ  
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