PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Course purge for College of Engineering Technology for courses no longer in use

Initiating Individual: Click here to enter text. Initiating Department or Unit: Click here to enter text.

Contact Person’s Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.

- 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)

<table>
<thead>
<tr>
<th>PLEASE PRINT AND SIGN YOUR NAME</th>
<th>DATE</th>
<th>VOTE/ACTION * Number Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Representative **</td>
<td></td>
<td>___ Support ___ Support with Concerns ___ Not Support ___ Abstain</td>
</tr>
<tr>
<td>Department/School/Faculty Representative Vote **</td>
<td></td>
<td>___ Support ___ Support with Concerns ___ Not Support ___ Abstain</td>
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<tr>
<td>Department/School Administrator</td>
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<td>___ Support ___ Support with Concerns ___ Not Support ___ Abstain</td>
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<tr>
<td>College Curriculum Committee/Faculty</td>
<td></td>
<td>___ Support ___ Support with Concerns ___ Not Support ___ Abstain</td>
</tr>
<tr>
<td>UCC Representative</td>
<td></td>
<td>___ Support ___ Hold ___ Not Support</td>
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<td>University Curriculum Committee **</td>
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<td>Senate **</td>
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<td>___ Support ___ Support with Concerns ___ Not Support ___ Abstain</td>
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<tr>
<td>Academic Affairs</td>
<td></td>
<td>___ Support ___ Hold ___ Not Support</td>
</tr>
</tbody>
</table>

* 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) All courses to be deleted from Banner are no longer in use for the College of Engineering Technology. Courses should not affect program check sheets within or outside the College of Engineering Technology.

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.: Click here to enter text.

3. Summary of All Course Action Required: Click here to enter text.

A. Newly Created Courses to be Added to the Catalog

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>Click here to enter text.</td>
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</table>

B. Courses to be Deleted from FSU Catalog

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>EEET</td>
<td>115</td>
<td>Electronic Technology HVACR</td>
</tr>
<tr>
<td>PMGT</td>
<td>490</td>
<td>Special Topics in PMGT</td>
</tr>
<tr>
<td>PTEC</td>
<td>112</td>
<td>Printing Technology</td>
</tr>
<tr>
<td>PTEC</td>
<td>231</td>
<td>Screen Process Printing</td>
</tr>
<tr>
<td>PTEC</td>
<td>275</td>
<td>Digital Publishing</td>
</tr>
<tr>
<td>PTEC</td>
<td>290</td>
<td>Special Topics in PTEC</td>
</tr>
<tr>
<td>AMGT</td>
<td>499</td>
<td>Seminar/Project - Assessment</td>
</tr>
</tbody>
</table>

C. Existing Courses to be Modified

<table>
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<tr>
<th>Prefix</th>
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<th>Title</th>
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<tbody>
<tr>
<td>Click here to enter text.</td>
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</table>

D. Addition of existing FSU courses to program

<table>
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<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>Click here to enter text.</td>
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E. Removal of existing FSU courses from program

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Click here to enter text.</td>
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</tbody>
</table>

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
   - ☐ Move from elective to required
   - ☐ Change Outcomes and Assessment Plan
   - ☐ Change Credit hours

8. List all Checksheets affected by this proposal:
   - **College**: Click here to enter text.
   - **Department**: Click here to enter text.
   - **Program**: Click here to enter text.
Delete a Course  
Course Data Entry Form

I.  ACTION TO BE TAKEN:  DELETE COURSE FROM CATALOG.
   The course listed below will be removed from the Ferris State University Catalog.
   (See Appendix E Instructions for Completing Forms.)
   
   a. Desired Term Effective: Term  Spring  Year  2015

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

   a. Course Prefix  EEET  
   b. Number  115  
   c. Enter Contact Hours per week in boxes.  
      LECTture  LAB  Seminar

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

   e. Full Course Title:  Electronic Technology HVACR

UCC Chair Signature/Date:  __________ / __________

Academic Affairs Approval Signature/Date:  __________ / __________

Office of the Registrar use ONLY

Date Rec'd:  __________  Date Completed:  __________  Entered:  SCACRSE  SCADETL  SCARRERES  SCAPREQ
Delete a Course
Course Data Entry Form

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2015

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix PMGT b. Number 490 c. Enter Contact Hours per week in boxes.
   LECTure LAB Seminar
d. INDependent Study □ Practicum: [Check (x) box as appropriate. See definitions in Appendix E.]

e. Full Course Title: Special Topics in PMGT

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

Office of the Registrar use ONLY
Date Rec’d: ______ Date Completed: ______ Entered: SCACRSE ______ SCADETL ______ SCARRES ______ SCAPREQ ______
Delete a Course
Course Data Entry Form

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2015

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix  PTEC  b. Number  112  c. Enter Contact Hours per week in boxes.
   LECTure  LAB  Seminar
   d. INDependent Study ☐ Practicum: [Check (x) box as appropriate. See definitions in Appendix E.]
   e. Full Course Title: Printing Technology

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

Office of the Registrar use ONLY

Date Rec’d: Date Completed: Entered: SCACRSE SCADETL SCARRES SCAPREQ
I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2015

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

da. Course Prefix PTEC  

b. Number 231  
c. Enter Contact Hours per week in boxes.
   LECTure  
   LAB  
   Seminar  

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

e. Full Course Title: Screen Process Printing

UCC Chair Signature/Date:  / / 

Academic Affairs Approval Signature/Date:  / / 

Office of the Registrar use ONLY

Date Rec’d:  Enter: SCACRSE  SCADETL  SCARRES  SCAPREQ
Delete a Course
Course Data Entry Form

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2015

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix PTEC
b. Number 275
c. Enter Contact Hours per week in boxes.
   Lecture  LAB  Seminar

d. INDependent Study ☐ Practicum: ☐
   [Check (x) box as appropriate. See definitions in Appendix E.]

e. Full Course Title: Digital Publishing

____________________________________________________________________________________
UCC Chair Signature/Date: / /

____________________________________________________________________________________
Academic Affairs Approval Signature/Date: / /

Office of the Registrar use ONLY

Date Rec’d: Date Completed: Entered: SCACRSE SCADETL SCARRES SCAPREQ
Delete a Course
Course Data Entry Form

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2015

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix PTEC  
b. Number 290  
c. Enter Contact Hours per week in boxes. Lecture LAB Seminar  
d. INDependent Study  
   Practicum: (Check (x) box as appropriate. See definitions in Appendix E.)

e. Full Course Title: Special Topics in PTEC

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

Office of the Registrar use ONLY

Date Rec'd:  
Date Completed:  
Entered:  SCACRSE  SCADETL  SCARRES  SCAPREQ  
Delete a Course
Course Data Entry Form

FORM F
Rev. September 2012

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2015

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix AMGT  
   b. Number 499  
   c. Enter Contact Hours per week in boxes.
   
   Lecture  
   Lab  
   Seminar

   d. Independent Study  
      Practicum:  
      [Check (x) box as appropriate. See definitions in Appendix E.]

   e. Full Course Title: Seminar/Project - Assessment

UCC Chair Signature/Date:  

Academic Affairs Approval Signature/Date:

Office of the Registrar use ONLY

Date Rec’d: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___
Good afternoon, Geri! Attached is the Form A I prepared for the courses that will be deleted from Banner that are no longer in use. If you could have Larry Schult sign the form and send it back to me, I would appreciate it. I have prepared the Form F for all the courses noted on the Form A.

If you see any courses listed that should not be deleted, please let me know, and I can correct the form.

Thank you!
HEQK 250, 252, 253, 293, 251 are all in the KER major. The rest are nowhere.

Thanks.

James A. Lindsey  
Information Systems Analyst  
Enrollment Services  
1201 South State Street, CSS 101  
Big Rapids, MI 49307-2747  
Phone: 231-591-2782  
E-mail: lindseyj@ferris.edu

---

From: Maureen K Milzarski  
Sent: Tuesday, April 28, 2015 2:24 PM  
To: James A Lindsey  
Subject: RE: College of Engineering Technology courses to be purged.

So HEQK 250 is the only course that is affecting current checksheets.

---

Maureen Milzarski | Administrative Secretary to the Associate Provosts  
Ferris State University | Office of the Provost and Vice President for Academic Affairs  
1201 S. State St. - CSS 310F | Big Rapids, MI 49307  
(231) 591-3532 office - (231) 591-3592 fax | Academic Affairs website

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---

From: James A Lindsey  
Sent: Tuesday, April 28, 2015 2:01 PM  
To: Maureen K Milzarski; Kathy L Fisher  
Subject: RE: College of Engineering Technology courses to be purged.

Here you go Mo. Looks like that are in only one major.

Thanks.

James A. Lindsey  
Information Systems Analyst
From: Maureen K Milzarski  
Sent: Tuesday, April 28, 2015 12:15 PM  
To: Kathy L Fisher; James A Lindsey  
Subject: RE: College of Engineering Technology courses to be purged.

All the courses below are to be checked.

Maureen Milzarski
Administrative Secretary to the Associate Provosts  
Ferris State University | Office of the Provost and Vice President for Academic Affairs  
1201 S. State St. - CSS 310F | Big Rapids, MI 49307  
(231) 591-3532 office · (231) 591-3592 fax | Academic Affairs website

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From: Kathy L Fisher  
Sent: Tuesday, April 28, 2015 12:14 PM  
To: James A Lindsey; Maureen K Milzarski  
Subject: RE: College of Engineering Technology courses to be purged.

Mo, do we need to check all courses on the list, or just the 2 highlighted ones?

Kathy L. Fisher
Asst. Director, Enrollment Technical Services  
Enrollment Services | Institutional Research  
Ferris State University | CSS 101W  
tel. 231-591-5014 fax 231-591-2950

From: James A Lindsey  
Sent: Tuesday, April 28, 2015 12:12 PM  
To: Kathy L Fisher; Maureen K Milzarski  
Subject: RE: College of Engineering Technology courses to be purged.

Hi Ladies,

I just checked and neither of these courses are not used at all.

Thanks.

James A. Lindsey  
Information Systems Analyst
From: Kathy L Fisher
Sent: Tuesday, April 28, 2015 12:06 PM
To: Maureen K Milzarski; James A Lindsey
Subject: RE: College of Engineering Technology courses to be purged.

Will do, thanks!

Kathy L. Fisher
Asst. Director, Enrollment Technical Services
Enrollment Services | Institutional Research
Ferris State University | CSS 101W
tel. 231-591-5014  fax 231-591-2950

From: Maureen K Milzarski
Sent: Tuesday, April 28, 2015 12:03 PM
To: Kathy L Fisher; James A Lindsey
Subject: College of Engineering Technology courses to be purged.

Below is the list of courses the College of Engineering Technology has identified that can be closed/deleted in Banner. Before I prepare the Form F for these courses, I thought it might be easier for you to check the list to see if these courses will affect anything currently in MyDegree.

Thank you for your help with this. There are not as many courses as there were for College of Business.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>DEPT</th>
<th>SUBJECT</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE-Coll of Engineering</td>
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<td>EEET</td>
<td>115</td>
</tr>
<tr>
<td>Technology</td>
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<td></td>
<td></td>
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<tr>
<td>TE-Coll of Engineering</td>
<td>HEET-Heavy Equipment</td>
<td>HEQK</td>
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<td>HEET-Heavy Equipment</td>
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<td>HEET-Heavy Equipment</td>
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<tr>
<td>TE-Coll of Engineering</td>
<td>HEET-Heavy Equipment</td>
<td>HEQK</td>
<td>293</td>
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<td>PMGT</td>
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<td>PDGI-Printing-Imaging Tech Mgmt</td>
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<td>TE-Coll of Engineering</td>
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<tr>
<td>TE-Coll of Engineering</td>
<td>PDGI-Printing-Imaging Tech Mgmt</td>
<td>PTEC</td>
<td>290</td>
</tr>
</tbody>
</table>
Thanks, Geri! I forwarded the list of courses to be closed to Kathy Fisher and Jim Lindsey to review and check them against MyDegree.

They found HEQK 250, 252, 253, 293 and 251 are part of the Komatsu Equipment Repair Certificate. This certificate is still active, and these courses cannot be removed in this course purge.

Hi, Mo –

Thanks for the opportunity to update the list. We will be keeping the hi-lited X90 and X97 courses with the exception of the PTEC and PMGT programs. I’ve update the list to reflect the changes.

Geri

Geri, I started to review the courses and wonder if the college/programs really want to delete some of the X90 and X97 courses.

I talked with Elise regarding purging the X90 and X97 courses. She said if these are deleted, when the department plans to offer an experimental or independent study course, then that course will just need to be rebuilt in Banner.
It probably would be easier to just leave these in Banner so the Records Office has the base course to use when it is needed.

If you could please review the courses identified on the Yes – purge group that are the X90 and X97 – please verify that they do need to be removed from Banner.

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**From:** Geri A Johnson  
**Sent:** Wednesday, April 15, 2015 3:50 PM  
**To:** Maureen K Milzarski  
**Cc:** Larry L Schult; Angie L Mishier  
**Subject:** RE: Course Purge - an opportunity!

Hi, Mo –

Please find attached the CET spreadsheet. Thanks for this opportunity!

Geri

---

**From:** Maureen K Milzarski  
**Sent:** Thursday, March 19, 2015 10:52 AM  
**To:** Larry L Schult  
**Cc:** Geri A Johnson; Kirk E Weller  
**Subject:** Course Purge - an opportunity!

A number of years ago, the Records Office gave us an opportunity to delete courses that had not been offered for at least five years to students, and the department and college determined which of these course could be removed from the records system (at that time the SIS – Student Information System.)

It has been a few years, and with a number of program name changes or curriculum changes, there probably are some courses that can be removed from the system. This will also help reduce the number of courses displayed in the online catalog as being available to students.

Attached is an Excel worksheet listing courses in Banner that have not been taught recently. Some of the courses listed were added within the last few years (2013, 2014 or 2015.) These have been shaded green. We believe they may be tied to a curriculum update, and may be offered in the near future.

Please review the course listings with your faculty, department chairs/heads and let us know by April 15, 2015 if a course can be deleted (purged) from Banner. Our office will prepare the Form F based on this communication and submit it to the Records office. Their and our supporting documentation will be your response to this email and the spreadsheet identifying any courses your college decides can be removed.
There is a column in the accompanying worksheet titled, "Purge – Yes." If a course is[1] to be deleted, just type yes in this column for that course.

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1Admin/Department/ACAD/SHARED/CURRICUL/Course Purge/Course Purge – 2015/Course purge note to deans – dean secretaries – DRAFT