

# Program and Catalog Changes



Office of the Provost and Vice Chancellor for Academic Affairs

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# Program Description (Form 90A)



# Program Description (Form 90A)

**SIU** Southern Illinois University Carbondale **PROGRAM DESCRIPTION (Form 90A)** *Date Due: October 1, 2023*

This form is used for requesting catalog changes other than course descriptions (Form 90s). All Course Descriptions (Form 90s) and LAC Fee Requests (Form 100s) needed to support changes described below must be included to create one package per program. Extensive changes may require a RME. Contact the Associate Provost for Academic Programs for more information.

**THIS CHANGE IS FOR (level):**

*Submit two forms if change relates to both graduate and undergraduate programs.*

College

School / Department (if applicable)

Degree Type (BS, MS, etc)

Major (include subject area code)

☐ Concentration (Graduate level) or ☐ Specialization (Undergraduate level)

Minor (include subject area code)

**BRIEF SUMMARY OF CHANGE** (Attach additional page(s)):

Specific Changes: PDFs of catalog page(s) to clarify proposed changes with legible corrections made directly on the copy should also be submitted.

**APPROVALS:**

Contact Person responsible for this information (required):

School/Unit Executive Officer

Dean

*By signing I affirm that I have conferred with all programs affected by these changes.*

Dean of the Graduate School

Associate Provost for Academic Programs

Director of the Registrar's Office

*Program changes have been reviewed for application to catalog and degree audit.*

**Catalog Formatting:**  Initial and date (staff use only) **Degree Audit:**  Initial and date (staff use only)

**Effective Catalog:**

Master file is maintained by the Registrar's Office with copies returned to APAP, Dean, and Department.

pvc0501  
02/23 JL For form 90A questions contact apap@siu.edu

The **Program Description (Form 90A)** is used to change requirements of any academic program.

The Form 90A is used to edit:

- Catalog text (program catalog copy)
- Outline academic degree requirements
  - Used to build Degree Works
- Faculty listing





# Form 90A and RME

## Modify a Program's Degree Requirements – Form 90A

### B.S. Technical Resource Management Degree Requirements

Degree Requirements	Credit Hours
University Core Curriculum Requirements <sup>1</sup>	39
Requirements for Major in Technical Resource Management	39
TRM Core Requirements (or approved equivalents): TRM 316, TRM 364, TRM 383, TRM 425, TRM 464, and TRM 470	18
TRM Support Courses, select from: TRM 332, TRM 361, TRM 362, TRM 421, TRM 426, TRM 363E, TRM 440, or approved equivalents	6
Approved Electives (specialization or individualized plan)	15
Career Electives	42

## Rename a Program – RME Approval

Schuster, Rosita L., Assistant Instructor, N/A, B.S., Napran University, 2011.

Sherry, Jennifer S., Associate

Wyatt, Amy, M., Clinical Ass

Medicine Alton, 2006.

**Emeriti Faculty**

Davis, Joan Mary, Profeso

DeMotte, Ronda, Associate

2006.

Lauter, Charla, Professor, E

Lukes, Sherri M., Associate

1991.

Pfister, Regina L., Assistant

2002.

Tiebout, Leigh, Assistant Pr

Winings, John R., Associate

siu850093592 1:32 PM Reply X

Change to "Early Childhood Education"

@ Post

### Early Childhood

Early Childhood prepares students for teaching children birth through grade two in private or state-approved settings. This degree is specifically designed to prepare future teachers of children up to the age of eight; therefore, students will be eligible to apply for the State of Illinois Professional Educator License with an endorsement in Early Childhood.

There are sequential steps for advancement in the Early Childhood major. Such advancement is based not only on continued satisfactory academic performance, but also on acceptable professional behaviors and competencies as reflected in the state and national standards for licensure for teachers.

Teacher candidates are required to demonstrate their mastery of these standards through their performance in their courses and in the field. Teacher candidates must satisfactorily complete the requirements for admission to the Teacher Education Program in order to begin their clinical practice in this major. Teacher candidates must earn a grade of C or better in EDUC 214 and CI 337 to enroll in CI 318A, CI 318B, and CI 405A, CI 405B, CI 318A, CI 318B, and CI 405A, CI 405B may not be taken more than two times, and teacher candidates must have the consent of the program to repeat these courses.





# Form 90A and RME

## Add a Minor – RME Approval

### Art Minor

A total of 21 credit hours is required for the minor. The student must complete AD 100A, AD 100B, and two from AD 207A, AD 207B, or AD 207C for 12 credit hours and may then elect studio or art history courses for the remaining nine credit hours. Transfer students must have taken at least 12 credit hours of art coursework at SIU Carbondale in order to obtain a minor.

### Art Education Minor

A total of 21 credit hours is required for the minor. The student must complete AD 100A, AD 100B, AD 208, AD 318 and AD 459 for 15 credit hours and may then select one art education elective from AD 308, AD 328, or AD 338 in addition to one studio elective of their choice.

### Art History Minor

A minor consists of 18 credit hours of art history coursework. Students are strongly encouraged to take AD 207A, AD 207B, and AD 207C, which serve as prerequisites for many 300- and 400-level art history courses. Transfer students must have taken at least nine credit hours of art history coursework at SIU Carbondale in order to obtain a minor.



### Industrial Design Minor

A total of 15 credit hours is required for the AD 313, and AD 337. Students enrolled in hardware and/or software to meet minimum



### Art Courses

**AD100A - Foundation Studio A** (University contemporary and traditional two-dimensional experiment with digital and time-based work and composition. Emphasis will be placed on incidental expenses will be incurred. Studio fee: \$30. Credit Hours: 3

**AD100B - Foundation Studio B** (University contemporary and traditional three-dimensional to introduce and fuse content, skill and the on solving visual problems and thinking critically. incurred. Studio fee: \$30. Credit Hours: 3

**AD101 - Introduction to Visual Culture** (teaches students how to analyze the visual culture-from art to advertising, from the many varieties of visual forms and consider the differences that condition their experience

roblopez 11:48 AM

Reply x

### Communication Design Minor

A total of 15 credit hours is required for the minor. The student must complete AD 122, AD 219, AD 222, AD 249 and AD 322. Students enrolled in the Communication Design minor will need to purchase computer hardware and /or software to meet minimum course requirements. All courses for this minor must be complete with a grade of C or better.

Reply or use @ to invite others

## Rename a Minor – RME Approval

### Organizational Learning, Innovation, and Development Workforce Education and Development Minor

A minor in Organizational Learning, Innovation, Workforce Education and Development consists of 20 credit hours. The student and advisor plan minors for Organizational Learning, Innovation, and Development.

### Organizational Learning, Innovation, and Development Courses

**OLID258 - Work Experience** 258-1 to 30 Work Experience. Credit granted for past work experience while employed in business, industry, labor, government service or military organizations. Credit determined by program evaluation. Restricted to OLID majors and completion of 12 semester hours of OLID courses with C or better.





# Form 90A and RME

## Modify a Minor's Degree Requirements – Form 90A

### Japanese Minor

The minor in Japanese requires 21 credit hours in Japanese courses or related courses approved by the Japanese advisor. At least nine of these hours must be completed at Southern Illinois University Carbondale.

- 100-level: [JPN1331A](#), [JPN131B](#) (6 CH)
- 200-level: [JPN201A](#), [JPN201B](#) (6 CH)
- Language and culture elective approved by advisor (9 CH)
  - 100-level: 133A,B (6 CH)
  - 200-level: 201A,B (6 CH)
  - 300-level: 320A,B (6 CH)
  - Language elective approved by advisor (3 CH)

## Eliminate a Minor – RME Approval

### Television Studies Minor

A total of 15 credits is required for the minor. The student must complete RTD 200: Understanding Media. The student must also complete at least nine credit hours in 300 or 400-level Radio, Television, & Digital Media courses in the areas of media studies and media industries, as well as one 300 or 400-level production course to obtain a minor. All courses for a minor in Television Studies must be completed with a grade of C or higher.





# Form 90A and RME

## Modify Catalog Copy – Form 90A

### Admission Requirements

The MSAVM program accepts students on rolling admission for each academic term (Fall, Spring, Summer). The course sequence affords this flexibility by offering the capstone course AVM 580 each semester. In order to be eligible for admission to the MSAVM program, prospective students must hold a bachelor's degree prior to application, or seek the 4+1 completion option, where up to 9 credit hours of undergraduate 400-level courses will count towards the master degree. Students seeking 4+1 completion may complete 400-level MSAVM coursework as "senior with degree," or during the completion of their bachelor degree.

Applications completed after the stated deadlines will be reviewed if space becomes available:

- July 15 - Fall Admission
- April 15 - Summer Admission
- December 1 - Spring Admission

Preference is given to students with a bachelor's degree in a related field and/or active employment in an aviation profession.

The minimum admission requirements for this program are provided below:

- Candidates will possess a bachelor degree.<sup>1</sup>
- Minimum overall GPA of 2.7 (4.0 scale). A minimum GPA of 3.00 (A= 4.0) in all undergraduate and graduate work is needed for serious consideration.
- Complete MSAVM application
- Resume

## Modify Faculty Listing – Form 90A

POLS699 - Postdoctoral Research Must be a Postdoctoral Fellow. Concurrent enrollment in any other course is not permitted. Credit Hours: 1

Add between Grant and McCurg:

Leach, Brittany, Assistant Professor, Ph.D., The University of Virginia, 2020, 2022. Race, gender, theory, social movements, and public law.

### Political Science Faculty

Bloom, Stephen, Associate Professor, Director of Graduate Studies, Political Science, Ph.D., University of California, LA, 2004; 2006. Comparative politics; ethnic relations and politics; Eastern European politics.

Bricker, Benjamin, Associate Professor, Director of Undergraduate Studies, Political Science, Ph.D., Washington University, 2013; 2014. Constitutional law; administrative law; jurisprudence; civil rights and liberties; law and society; democratization; constitutionalism.

Comparato, Scott A., Associate Professor, Political Science, Ph.D., Washington University, 2000; 2000. Judicial process; constitutional law; civil liberties; criminal rights; judicial decision making; legal argumentation.

Grant, J. Tobin, Professor, Interim Director, Political Science, Ph.D., The Ohio State University, 2001; 2002. Religion and politics; American politics; political behavior; survey methods.

McClurg, Scott D., Professor, Political Science, Journalism, Ph.D., Washington University, 2000; 2001. Political communications; campaigns and elections; public opinion; voting behavior.

Mulligan, Kenneth, Associate Professor, Political Science, Ph.D., Ohio State University, 2004; 2006. American mass political behavior; political psychology; public opinion; survey research; research methods.

Shulman, Stephen, Associate Professor, Political Science, Ph.D., University of Michigan, 1996; 1997. International relations; international security; international political economy; American foreign policy; ethnic politics.

Tilley, Virginia Q., Professor, Political Science, Ph.D., University of Wisconsin, 1997; 2014. Comparative politics; Middle East politics; Latin American politics; ethnic and racial politics.

### Emeriti Faculty

Foster, John L., Associate Professor, Emeritus, Ph.D., University of Minnesota, 1971; 1975.

Jackson, John S., III, Professor, Emeritus, Ph.D., Vanderbilt University, 1971; 1969.





# Form 90A and RME

- RME changes should not be included in the same catalog markup as changes that do not require an RME.
- The APAP will not process a Form 90A that contains non-approved RME required changes.



# Program Description

- Form 90As are due to the APAP Office no later than October 1<sup>st</sup> to appear in the next catalog cycle.
  - Forms received by October 1, 2024, will be included in the 2025-26 catalog.
  - Form 90As can be submitted to the APAP office at any time. They do not need to be held for October submission.
- APAP and the Registrar are the final approvers on the forms.

# Catalog Forms Process





# Program Description (Form 90A)

- Specify catalog – Undergraduate or Graduate
- Provide College Name and School/Department Name
- Specify the degree to be edited
- Provide the major/program to be edited

**THIS CHANGE IS FOR (level):**

Undergraduate Catalog

*Submit two forms if change relates to both graduate and undergraduate programs.*

**College**

College of Business and Analytics

**School / Department (if applicable)**

School of Management and Marketing

**Degree Type (BS, MS, etc)**

B.S.

*Major (include subject area code)*

Management (MGMT)

- ☐ **Concentration** (Graduate level) or  
☒ **Specialization** (Undergraduate level)

Human Resource Management

*Minor (include subject area code)*



# Program Description (Form 90A)

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**BRIEF SUMMARY OF CHANGE** (Attach additional page(s)):

Update faculty listing - see attached PDF for revised faculty roster.




**Specific Changes:** PDFs of catalog page(s) to clarify proposed changes with legible corrections made directly on the copy should also be submitted.

- Supporting documents are required – Word or PDF files – and should thoroughly describe the requested changes.
- Use the current catalog page and provide legible markup using Adobe editing tools or Word with tracked changes.



# Edits in Adobe

Download pages from catalog and edit using Adobe markup tools

Degree Requirements	Credit Hours	
University Core Curriculum Requirements	<del>39-41</del>	 <div>▼ siu850488925 9/4/2019 4:38:21 PM Replace with 39</div>
<del>College of Liberal Arts Academic Requirements</del>	<del>15</del>	
Requirements for Major in Criminology & Criminal Justice	42	<div>▼ siu850488925 9/4/2019 4:38:49 PM Delete as no longer in COLA</div>
Core Requirements: CCJ 201, CCJ 290, CCJ 310 or CCJ 360, CCJ 316, CCJ 317 <sup>†</sup>	15	
CCJ Electives: 27 hours, with at least 12 hours from 400-level CCJ courses	27	
Electives	<del>22-24</del>	
Total	120	<div>▼ siu850488925 9/4/2019 4:38:59 PM Replace with 39</div>
<del>† Students who transfer credit in fulfillment of the CCJ 316 requirement including course substitution must complete a CCJ course that is designated as fulfilling the CoLA Writing Across the Curriculum requirement as part of their Criminology and Criminal Justice Electives.</del>		





# Edits in Word

Create a Word document and use track changes when editing

2019-2020 Academic Catalog pp. 494-495

## Foreign Language and International Trade

The Foreign Language and International Trade program combines education in the liberal arts with preparation for careers in the international business community. It is designed to combine skills in world languages and cultures with a fundamental understanding of international commerce. This is accomplished by a curriculum of studies which has two cores—one in language and one in international trade and related subject matters. This cross-disciplinary program allows for choice of area specialization (Chinese, French, German, Japanese, Spanish, or world cultural studies) as well as some options in electives so that different interests may be accommodated and individual goals may be realized. The chosen language cannot be the student's native language.

At or near the end of the program of studies, application and expansion of the knowledge and skills gained by the student through course work is provided by an international internship or study abroad experience. A minimum grade of C- is required in the appropriate SIUC 320B language course. All off-campus courses fulfilling major requirements must be pre-approved by the Director of FLIT.

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# Signature Lines

Form 90As must contain all school/department and college-level signatures before submission to the APAP Office. APAP staff will gather all additional necessary signatures, including Graduate School dean.

**School/Unit Executive Officer**

A light blue rectangular box with a small orange tab on the left side, intended for a signature.

**Dean**

*By signing I affirm that I have conferred with all programs affected by these changes.*

A light blue rectangular box with a small orange tab on the left side, intended for a signature.

**Dean of the Graduate School**

A light blue rectangular box with a small orange tab on the left side, intended for a signature.

**Associate Provost for Academic Programs**

A light blue rectangular box with a small orange tab on the left side, intended for a signature.

**Director of the Registrar's Office**

*Program changes have been reviewed for application to catalog and degree audit.*

A light blue rectangular box with a small orange tab on the left side, intended for a signature.

**Note: Electronic signatures of academic officer is required. Staff signatures will not be accepted.**





# Common Errors

- Multiple Form 90As received for the same program page in the same catalog cycle with conflicting edits. Submit one Form 90A for all changes to a program page.
- When editing the degree requirements table, make sure the credit hours are still mathematically correct.
- Make sure requested edits are clear. You know what the intended changes are. Is it clear to your audience?
- Where else in the catalog needs changed? Example: program name change.