

Circulated _____

Comments Due _____

Submit on blue paper

COURSE / CURRICULUM MODIFICATION REQUESTCOLLEGE **Technology******COURSE CHANGE**

- ☐ Create new course
☐ Eliminate course
☐ Modify existing course (mark all that apply):
- ☐ Title ☐ Description ☐ Prerequisite
☐ Course content
☐ Course number (old course number to be deleted)
☐ Credit Hours ☐ Term offered
☐ Contact Hours
☐ Method of instruction (see table on reverse)
☐ Web-centric
☐ Web-based (definitions on reverse)

Requested Course change effective date: _____ (Semester/Year)

Implemented by Registrar, effective:

****reviewed by Undergraduate Council if it has broad impact****PROGRAM CHANGE**Program Name: **Engineering Technology**

- ☐ Minor change to program requirements/checksheet
☒ Change program name
☐ *Create new program and new program code (check one):
☐ degree ☐ major ☐ minor
☐ specialization ☐ certificate
☒ *Major change to program requirements/checksheet
☐ *Program to be available 100% online
☐ *Add, delete, modify program matriculation requirements
☐ *Suspend admission to and/or eliminate a program

Requested Program effective date: **Fall 2023** (Semester/Year)

Implemented by Registrar, effective:

*reviewed by Undergraduate Council

CATALOG DESCRIPTION for a new or modified course, OR BRIEF OVERVIEW of program change (limit 675 characters):

Proposal: rename Mechanical and Manufacturing Engineering Technology program to Engineering Technology.
 The name of the degree will remain the same. TAAE would like to reactive the Engineering Technology
 (ENGT-BSET) program

(If this is a new course or if the "Method of instruction" box is checked above):

Maximum Class Size _____ Grading method: ☐ A/F ☐ S/U only ☐ A/B/C/NC (No Credit) ☐ S/NC (No Credit)

Method(s) of instruction: _____ Methods of instruction definitions and approved combinations

What other colleges or departments/programs may be affected by this proposal? _____

*Please attach comments from affected units and circulate them with the curriculum modification request.

	Position	Name (print or type)	Signature	Date
1	Proposer Tel: 419- 3725436 Position: Associate Teaching Professor	Mikhail Shilov	<i>Mikhail Shilov</i> Mikhail Shilov (Oct 6, 2022 09:57 EDT)	
ADEQUATE LIBRARY MATERIALS ARE AVAILABLE (For NEW COURSE or NEW PROGRAM only):				
2	Dean, University Libraries	Sara Bushong		
APPROVED:				
3	Chair or School/Program Director	MD Sarder	<i>MD Sarder</i>	
4	Chair, College/School Curriculum Committee	Andreas Luescher	<i>Andreas Luescher</i> Andreas Luescher (Oct 20, 2022 13:50 EDT)	
5	Dean of College	Jennie Gallimore	<i>Jennie Gallimore</i>	
6	Secretary, UGC (major changes only)	Sarah Meussling		
ACTIONS OF UNDERGRADUATE COUNCIL ARE REVIEWED BY THE FACULTY SENATE COMMITTEE ON ACADEMIC AFFAIRS (CAA).			Materials sent to CAA on:	
7	Provost/VPAA	Glenn Davis		
REVIEWED AND IMPLEMENTED BY:				
8	Registrar	Betsy Winters		

SUBMITTING CURRICULUM MODIFICATION REQUESTS

A complete curriculum modification request includes a cover (blue) sheet and responses to either the "Course Change Request Form" or the "Program Change Request Form," as appropriate (<http://www.bgsu.edu/provost/undergraduate-education/curriculum-modification-blue-sheets.html>).

The type of change will determine the way the proposal will be routed for approval. Changes that have minimal impact on other programs or on student requirements do not require review by the Undergraduate Council. For instance, "Minor changes to program requirements/checksheet" are those, such as small changes to the list of courses required for a major that have little or no effect on other academic units or on students' likely academic progress. Please NOTE: The creation of a new course is a "Course Change," but the addition of a course to program requirements is a "Program Change" requiring a separate blue sheet – neither change requires review by Undergraduate Council.

Any change that has a substantial impact on programs or students will require Undergraduate Council approval. For instance, "Major changes to program requirements/checksheet" are those that involve extensive new patterns of requirements for existing majors and minors (including entrance requirements from pre-major programs), or that have a significant impact on other departments' programs / student requirements. Similarly, if a course change has wide impact on students in other programs, it will be reviewed by Undergraduate Council. Proposals for new degrees should be prepared in consultation with the office of the Provost/VPAA; they require approval by the Board of Trustees and the Ohio Department of Higher Education (formerly known as the Ohio Board of Regents). The Department of Higher Education new program/degree guidelines are available in the office of the Provost/VPAA. Program changes that include contractual arrangements with other institutions must be reviewed by University Counsel prior to signing. They also require Provost/VPAA approval and may require approval by the Board of Trustees.

CATALOG DESCRIPTION for a new or modified course, OR BRIEF OVERVIEW of other change:

1. *For requests to introduce or modify a course*, type the new description of the course (limit, 675 characters) exactly as it should appear in the Undergraduate Catalog, including course number, title, credit hours, semesters offered, description, and prerequisites. Indicate contact hours per week associated with primary methods of instruction (e.g., LE(2), LB(3)) – see table for brief definitions and approved combinations), class size, and grading method.
2. *For all other requests*, provide an identifying title for the proposal and a succinct description of the proposed change.

CHECKPOINT PROCEDURES

1. All proposals are circulated to the college offices for review (see #3, below). Anticipating that review, the person initiating the proposal should identify any academic units that may have a specific interest in the proposal. During review, the college offices are expected to attach comments from the identified units (and other units, as appropriate). The proposer may speed the process by soliciting comments prior to review by the colleges.
2. The Dean of University Libraries must certify that adequate library materials are available for any new course or new program. This may be a time-consuming step, so the proposer is encouraged to begin work with the library while the proposal is in draft form. Following library review and approval by the department chair or school/program director the proposal is forwarded to the dean for transmittal to the college curriculum committee.
3. Following review and approval by the curriculum committee and the Dean, the original and any supplemental statements should be submitted to the Office of the Provost/VPAA. All proposals will be circulated to the other colleges by the Secretary of Undergraduate Council. If no objection is raised within 14 days, proposals not requiring review by Undergraduate Council will be transmitted to the Provost/VPAA for approval. All other proposals will be forwarded to Undergraduate Council.

Methods of Instruction (defined by OBR)

Contact the BGSU Registrar for full descriptions.

LE	Lecture	DI	Discussion
SE	Seminar	RE	Recitation
LB	Lab	CL	Clinical
PR	Practicum	FE	Field Experience
ST	Studio	IS	Individual Studies
TU	Tutorial	SP	Self-Paced
OT	Other		

Web-centric: Course requires at least one class meeting, but web materials will be used to substitute for at least half of the regularly scheduled class meetings. Extensive use of the web will be required.

Web-based: 100% online course – students do not meet in a traditional classroom setting.

Approved Combinations

LE/LB	Lecture/ Lab	SE/FE	Seminar/ Field Experience
DI/RE	Discussion/ Recitation	TU/SP	Tutorial/ Self-Paced
LE/RE	Lecture/ Recitation	LE/LB	Lecture/Lab/ Recitation
LE/RE/PR	Lecture/Recitation/Practicum		

Modifications to courses cross-listed as graduate courses should be processed simultaneously through the Graduate College.

PROGRAM CHANGE REQUEST FORM

This sheet is an overview of the content and format of proposals for a new undergraduate program, or for elimination or modification of an existing program. Most program changes must be reviewed by Undergraduate Council and, in some cases, by the Board of Trustees and/or the Ohio Board of Regents. As a result, a proposal for program changes should generally be prepared in consultation with the Office of the Senior Vice President for Academic Affairs and Provost. Some of the information in the proposal must be summarized on the COURSE/CURRICULUM MODIFICATION REQUEST cover sheet ("blue sheet") that will accompany it through the approval process. *Depending on the nature of the request, it may not be necessary to provide all the information below. Please use your own responses to the checkbox items on the "blue sheet" as a guide for deciding which items below are relevant to your proposal.* Please use the outline headings shown below to prepare your document; omit any that do not apply.

A. THE MODIFICATION

1. *For all proposals:* Describe briefly the nature of the proposed change.

Proposal: rename Mechanical and Manufacturing Engineering Technology program to Engineering Technology.

The name of the degree will remain the same.

The program aligns with general engineering technology ABET outcomes and requirements

See the check sheet and other documents attached.

The curriculum modification process is intended to change program requirements as represented in the Undergraduate Catalog and on checksheets. For this reason, all curriculum modifications for new programs or program revisions must include:

- 1.1 A checksheet that shows and highlights the proposed change(s). (Please make the *changes* on the checksheet *obvious*, preferable with revision markings).
 - 1.2 Catalog pages (printed from the current version of the online catalog) showing the proposed changes. (Please use revision markings or some other device to make *changes obvious*). If a new program is being proposed, then new catalog copy should be submitted. Care should be taken to ensure that the proposed changes to the catalog match the proposed changes to the checksheet.
2. List courses to be taken out of program requirements. (If courses are to be eliminated from course inventory, submit a separate "course change" for that action).
ECET 1960, ECET 3100, ENGT 1100, ENGT 2200, ENGT 2250, ENGT 2300, ENGT 2400, ENGT 2450, ENGT 2480, ENGT 3200, ENGT 3400, ENGT 3500, ENGT 4000, ENGT 4250, TECH 4400, STAT 2000, MGMT 3050
 3. List courses to be added to program requirements. (If new courses are to be added to course inventory, submit a separate "course change" for that action).
ENGT 1020, MME 1100, MME 2150, MME 2400, MME 2700, ROBO 1010, ECET 2400, ECET 2410, ECE 3105, CS 2010, BIOL 1040, CHEM 1090 and CHEM 1100, MATH 2470
 4. *For proposals to make major changes to program requirements:* Describe any change to the sequence of courses within a major/minor/area of specialization/certificate.
Sequence of courses is provided in the attached Degree Plan.

5. Will this change result in modification of student learning outcomes? ☐ yes ☒ no
If yes, list all changes to the student learning outcomes related to the curriculum modification and describe the plan for assessing those outcomes.

6. Program changes approved before the January deadline for the Catalog update will be recorded in the Catalog and will be in effect for checksheets in the fall of that year.

B. RATIONALE [Required for all proposals]:

1. Reason/Need for the change. For new programs, explain how this fits with the Academic Plan.
The restructuring of the Department of Engineering Technologies led to the establishment of the School of Engineering. A general program in engineering technology would fit well in this structure and complement the selection of existing and/or newly-proposed programs.
2. Student implications (describe the basis for each estimate)
 - 2.1 Prospective demand for a new degree/major/minor (level of student interest).
Significant interest in the program is expected.
 - 2.2 Effect on required hours in degree/major/minor.
Minimum number of credit hours to complete is 122.
 - 2.3 Number of students affected and in what way.
No existing students will be affected.
 - 2.4 Effect on elective hours of majors/minors.
Technical Electives increased from 10-12 to 21 credit hours.
 - 2.5 If a degree/major/minor is to be eliminated, how will current students in the program be accommodated?
All students in Mechanical and Manufacturing Engineering Program will be able to finish their courses and graduate.
 - 2.6 If requirements for matriculation from a pre-major program are to be added or modified, how will those changes affect student enrollment and progress toward graduation?
No matriculation requirements will be used.
 - 2.7 Is this a degree program whose normal time to degree is something other than four calendar years for a baccalaureate degree and two calendar years for an associate degree?
If so, how many hours/years to obtain the degree?
Degree can be obtained in four years, see the graduation plan attached.

C. IMPLICATIONS FOR EXISTING PROGRAMS [For all proposals]:

1. How will the proposed change affect the integrity of other programs to which it is related, including the demand for courses or degrees in other programs
 - 1.1 in the department/school?
Other programs will not be affected.
 - 1.2 in the college?
Other programs will not be affected.
 - 1.3 in other university departments/colleges?
Other programs will not be affected.
 - 1.4 at other universities?
None.
2. What individuals in other departments/schools/colleges, if any, have been consulted about this proposal? [attach correspondence where appropriate]

All corresponding departments and/or programs have been consulted/informed about these changes as a part of bigger restructuring of the Department of Engineering Technologies.

3. What effect will the proposed change have on accreditation of this program or of associated programs in the college/university?

The program is designed to meet general ABET engineering technology requirements. As soon as the program has a graduate, application for ABET accreditation is planned to be submitted.

4. What effect will the proposed change have on the ability of the department/school/college/university to meet goals for recruitment, retention, and diversity?

Engineering Technology program can serve multiple purposes:

1. It will be a separate program for students who don't want high levels of MATH (that's why all courses will only require MATH 1310, not higher)

- This will ensure that we still serve our existing population of students

2. It will be a "test drive" program for those who think they can succeed in engineering but are not sure. So, courses from Engineering programs that are a part of the new ENGT will count towards their transfer to our engineering programs.

- This will help with attracting students to our new programs

3. It will be a safe retreat for students who started in Engineering but realized they would rather be in a more hands-on Engineering Technology program with less math requirements.

- This might help with retention of our students

D. STAFFING IMPLICATIONS/QUALIFICATIONS

1. For new programs, or if an existing degree/major/minor/area of specialization is to be modified:

Are faculty and staff with expertise available now? ☒ yes ☐ no

If not, how will they be identified/recruited?

2. For all proposals: How will this change affect the allocation of faculty and staff in the department/school/college? **No immediate changes.**

3. For all proposals: How will this change affect faculty work load? **No changes.**

E. AVAILABILITY OF RESOURCES

1. For all proposals: Indicate any unique space requirements for new or modified curricula, and space likely to be released by the elimination or modification of existing curricula, and space likely to be released by the elimination or modification of existing curricula.

No changes.

2. For all proposals: Indicate any new one-time or continuing costs for materials, equipment, services, or personnel directly associated with a new or modified curriculum. How will these costs be covered? Indicate any cost savings to be generated if an existing degree/major/minor/area of specialization is to be eliminated.

Not applicable.

3. *For all programs, or if an existing degree/major/minor/area of specialization to be modified:*
Indicate any unique library, computer, or instructional media resources that will be needed for new or modified curricula. Are they already available?
No unique resources necessary.

F. TIMETABLE FOR IMPLEMENTATION *[For all proposals]*

1. Provide a detailed timetable for events that will occur as the proposed program change is accomplished (e.g. addition or elimination of courses, hiring of faculty).
If approved, all proposed changes will take into effect by Fall 2023, and will be applied to new incoming students.

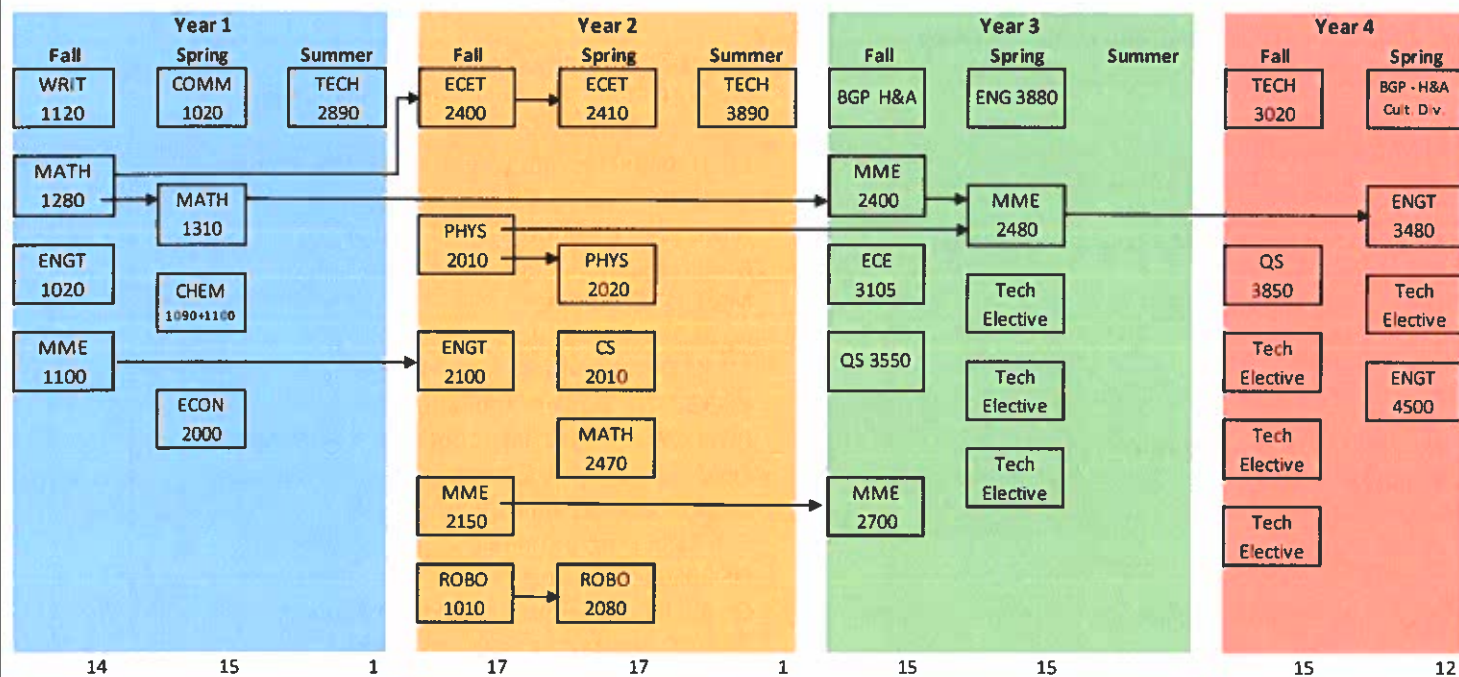
G. OTHER INFORMATION

1. Provide other information that may be helpful in the review process, as appropriate.
See attached packet that includes:
 - check sheet,
 - degree plan.

B.S. in Engineering Technology - Prerequisite chart Fall 2023

Engineering Technology

Course Sequence Flowchart with Prerequisites



Program Planning - The student, in cooperation with an advisor, should use a Program Guide and the corresponding undergraduate catalog to plan a complete program. Any problem which arises in connection with a particular Program Guide should be referred to the student's advisor.

Co-op

All students in the College are required to complete 2-3 co-ops, depending on your major. THIS IS A COURSE. It carries credit and is graded. It is FULL TIME (40 hrs./week) for the entire semester or part-time (20 hrs/week for two consecutive semesters, paid and must be directly related to your major. All students MUST complete the Co-op Orientation available in Canvas.