

Proposal Date: August 26, 2008

**Ogden College of Science and Engineering  
Department of Mathematics and Computer Science  
Proposal to Re-Offer a “One Time Only” Course  
(Action Item)**

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**1. Identification of course:**

- 1.1 Current course prefix (subject area) and number: MATH 103
- 1.2 Course title: Drop-back Algebra
- 1.3 Credit hours: 3.0

**2. Information on initial offering:**

- 2.1 Course title and number when first offered: Drop-back Algebra MATH 103
- 2.2 Term first offered: Spring 2008
- 2.3 Enrollment: 25

**3. Rationale for re-offering a “one time only” course:**

When this course was offered during Spring 2008 with an enrollment of 25, all but two students were successful (grade of C or better). Three of the successful students enrolled subsequently in Math 116E during the summer session and were successful. Others are currently enrolled in Math 116/116E.

The motion to create a permanent Math 103 course was tabled at the February 2008 meeting of the UCC, pending discussion between the mathematics faculties at the Community College and on the main campus. At that time, the members of the UCC suggested that we re-offer the course in the Fall 2008 semester as a “one time only” course.

**4. Proposed term for implementation:**

Fall 2008

**5. Dates of prior committee approvals:**

Department of Mathematics                      January 25, 2008

OCSE Curriculum Committee                      February 7, 2008

University Curriculum Committee

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University Senate

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**Attachment: Course Inventory Form**

Office of the Registrar

**COURSE INVENTORY FORM**

Check One  Create New Course  
 One-Time-Only Course Offering

1. Has this course previously been offered on a one-time-only basis?  Yes  No If yes, indicate the term offered 200810

2. Subject Area MATH Course Number 103 Course Title (as it should appear on the transcript; maximum of 30 letters & spaces) DROP-BACK ALGEBRA

3. Term for Implementation (e.g., Spring 2005=200510, Fall 2005=200530) 200830

4. Official Course Title DROP-BACK ALGEBRA

5. Offering Unit (See Table of Code Values.) College SC Department MATH

6. Credit Hours Fixed Credit Hours: 3.00 Variable Credit Hours

7. Repeat Limit (See instructions.)  Total Maximum Hours (See instructions.)

8. Grading (Check all that apply.)  Standard Letter Grading  Pass/Fail Only  No Grade  
 In Progress – IP (Course is intended to span more than one term.)

9. Schedule Type (See Table of Schedule Types.)

10. Corequisites (courses required to be taken concurrently with this course)  
 Subject Area Course Number Subject Area Course Number Subject Area Course Number

11. Equivalent Courses (Include Community College courses and other equivalent courses.)  
 Subject Area Course Number Subject Area Course Number Subject Area Course Number

12. Prerequisites (See instructions.)  
 Subject Area Course Number Subject Area Course Number Subject Area Course Number

13. Course Attribute  Other Previous placement in Math 116 or Math 116E  
 Honors Course  Developmental Course

14. Course Restrictions  Include/  Exclude College  College  Major  Major  Classification

15. Course Description (Indicate exactly as it should appear in the University Catalog. Include pertinent special information, e.g., course fees, pass/fail grading, field trips, transportation requirements, etc.)  
For students who have met the placement criteria and enrolled in Math 116 or 116E, but find they lack adequate background for the pace of college algebra. Course begins in the fifth week of the semester for students withdrawing from Math 116 or 116E only. A student whose Math 103 grade is A or B may enroll subsequently in Math 116; a student whose Math 103 grade is C should enroll in Math 116E; a student whose Math 103 grade is W or D or F should enroll in Math 116E (with the possibility of dropping back to repeat Math 103).

16. Approvals: Department Head [Signature] Date 8/26/2008  
 One-time-only course: College Dean [Signature] Date 8-28-08  
 Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_  
 University Curriculum Committee \_\_\_\_\_ University Senate \_\_\_\_\_  
 Graduate Council \_\_\_\_\_

Office of the Registrar Use  
 CIP        
 Banner Data \_\_\_\_\_  
 Course Description \_\_\_\_\_  
 Evaluate \_\_\_\_\_

# Course Inventory Instructions and Code Values For Creating a New Course or One-Time-Only Course

(Do not forward this instruction sheet with the Course Inventory Form)

## General Instructions

The University Course Inventory is updated and maintained by the Office of the Registrar. The purpose of this form is to provide data necessary for creating a course or creating a one-time-only course. The form will be prepared by the originating department and accompany course materials submitted to the University Curriculum Committee (UCC) for action. Following approval by the UCC and University Senate (US), course information will be entered into the Banner system. A course inventory form for a one-time-only offering may be forwarded immediately to the Office of the Registrar for processing (without action by the UCC or US) under the signature(s) of appropriate dean(s), and a copy of the form must be submitted to the UCC for information.

**Note:** This form is not to be used to indicate approval of courses for General Education.

## Question 5 Table of Code Values

### AR Arts & Letters

AFAM	African American Studies
ART	Art
COMM	Communication
ENG	English
FLKA	Folk Studies and Anthropology
HIST	History
JOUR	Journalism and Broadcasting
MLNG	Modern Languages
MUS	Music
PHIL	Philosophy and Religion
PS	Political Science
SOCL	Sociology
THEA	Theatre and Dance

### BU Gordon Ford College of Business

ACCT	Accounting
BA	Business Administration
CIS	Computer Information Systems
ECON	Economics
FIN	Finance
MGT	Management
MKT	Marketing

### CC Community College

AS	Academic Support Division
BUS	Business and Computer Studies Division
GS	Liberal Arts and Sciences Division
HEAL	Health Sciences Division

### ED Education & Behavioral Sciences

CI	Curriculum and Instruction
CNSA	Counseling and Student Affairs
EALR	Educational Adm., Leadership and Research
MIL	Military Science
PSY	Psychology
SIP	Special Instructional Programs

### GC Graduate Studies

GRAD	Graduate Studies Office
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### HH Health & Human Services

ALHL	Allied Health
CD	Communication Disorders
CFS	Consumer and Family Sciences
NURS	Nursing
PHY	Physical Education and Recreation
PUBH	Public Health
SWRK	Social Work

## Question 5 (Table of Code Values continued)

### IS University College

AERO	Air Force ROTC
ACAD	Academic Advising and Retention
ACAF	Academic Affairs
HON	Honors
INT	International Programs
WOMN	Women's Studies

### SC Science & Engineering

AGRI	Agriculture
AMS	Architectural and Manufacturing Sciences
BIOL	Biology
CHEM	Chemistry
CS	Computer Science
DEAN	Office of Dean – SC College
ENGR	Engineering
GEO	Geography and Geology
MATH	Mathematics
PHYA	Physics and Astronomy

**Question 7** The **Repeat Limit** should reflect the number of times a student can enroll for degree credit **beyond** the first enrollment. Enter zero (0) unless the course can be taken multiple times for credit (e.g., special topics, internships). **Total Maximum Hours** is the number of hours for which a student may receive degree credit for this course.

## Question 9 Table of Schedule Types

<b>A</b>	<b>Applied Learning</b> —Focus on process and/or technique
<b>B</b>	<b>Lab</b> —Experimental study in a setting equipped for testing and analysis
<b>C</b>	<b>Lecture/Lab</b> —Combination of formal presentation and experimental study
<b>D</b>	<b>Applied Technique</b> —Private or small group instruction
<b>E</b>	<b>Ensemble Performance</b> —Group Performance
<b>H</b>	<b>Clinical</b> —Development of professional skills, typically in a medical setting
<b>I</b>	<b>Independent Study</b> —Individualized instruction between the student & faculty member
<b>K</b>	<b>Workshop</b> —Seminar emphasizing practical applications of a subject
<b>L</b>	<b>Lecture</b> —Formal presentation of a subject; may include a variety of delivery methods.
<b>M</b>	<b>Maintaining Matriculation</b> —Course enrollment requirement during completion of thesis or dissertation
<b>N</b>	<b>Internship</b> —Capstone supervised professional experience
<b>O</b>	<b>Cooperative Education</b> —Practical experience with a cooperating organization
<b>P</b>	<b>Practicum</b> —Supervised practical experience
<b>R</b>	<b>Research</b> —Directed investigation or experimentation
<b>S</b>	<b>Seminar</b> —Group discussion and exchange of information
<b>T</b>	<b>Student Teaching</b> —Capstone supervised teaching experience

**Question 12** Be sure to indicate **AND** or **OR**, if applicable. Including a prerequisite on this form does not mean the Banner system will check for completion of appropriate course(s). A separate "On-Line Prerequisite Checking Request" form must be submitted to the Office of the Registrar to initiate on-line prerequisite checking.

**Question 14** Courses can be restricted either by college, major, or classification. Use this area to include or exclude particular populations for enrollment in this course.