WINONA STATE UNIVERSITY
REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

Course or Program: **PESS 200**

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals as submitted to A2C2, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

1. The appropriate forms and the “Approval Form” have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.
   _______ Completed

2a. The “Financial and Staffing Data Sheet” has been completed and is enclosed in this proposal, if applicable.
    _______ Completed _______ NA

2b. For departments that have claimed that “existing staff” would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2's questions on this matter.
    _______ Completed _______ NA

3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.
   _______ Completed
   Name and office phone number of proposal's representative: _____________________________________

4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.
   _______ Completed _______ NA

5. The course name and number is listed for each prerequisite involved in this proposal.
   _______ Completed _______ NA

6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations.
   _______ Completed _______ NA

7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
   a. The course name and number.
   b. A brief course description.
   c. A brief statement explaining why the program should include the course.
   _______ Completed _______ NA

8. This course or program revision proposal:
   a. Clearly identifies each proposed change.
   b. Displays the current requirements next to the proposed new requirements, for clear, easy comparison.
   _______ Completed _______ NA

9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.
   _______ Completed _______ NA

__________________________________________________                          ________________________
Department's A2C2 Representative or Alternate              Date               [Revised 9-05]
WINONA STATE UNIVERSITY
PROPOSAL FOR REVISED COURSES

Department: Department of Education / PESS
Date: February 19, 2013

If proposed course change requires A2C2 and/or graduate Council approval, i.e., not considered a notification, complete and submit this form with the appropriate number of copies. Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

Current Course Information

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PESS 200</td>
<td>Teaching Elementary Physical Education</td>
<td>3</td>
</tr>
</tbody>
</table>

This Proposal is for a(n) ___X___ Undergraduate Course      _____ Graduate Course

Applies to: ___X___ Major       _____ Minor       _____ General Education Program*

    ___X___ Required       _____ Required       _____ University Studies Program*

    _____ Elective       _____ Elective

Prerequisites

Grading   ___X___ Grade only       _____ P/NC only       _____ Grade and P/NC Option

Frequency of offering: Fall, Spring & Summer

*For General Education Program course approval, the form Proposal for General Education Program Courses must also be completed and submitted separately according to the instructions on that form. For University Studies Program course approval, the form Proposal for University Studies Courses must also be completed and submitted separately according to the instructions on that form.

Proposed Course Information. (Please indicate only proposed changes below.)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PESS 200</td>
<td>Elementary Physical Education for Classroom Teachers</td>
<td>2</td>
</tr>
</tbody>
</table>

This Proposal is for a(n) ___X___ Undergraduate Course      _____ Graduate Course

Applies to ___X___ Major       _____ Minor       _____ General Education Program*

    ___X___ Required       _____ Required       _____ University Studies Program*

    _____ Elective       _____ Elective

Prerequisites

Grading   ___X___ Grade only       _____ P/NC only       _____ Grade and P/NC Option

Frequency of offering: Fall, Spring & Summer

A. Changes in the course description,
   1. Catalog description (include a display of current and proposed course requirements).
   2. Course outline of the major topics and subtopics (minimum of two-level outline).
   3.a Instructional delivery methods utilized: (Please check all that apply).

<table>
<thead>
<tr>
<th>Lecture: Auditorium</th>
<th>ITV</th>
<th>Online</th>
<th>Web Enhanced</th>
<th>Web Supplemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>X - Lecture: Classroom</td>
<td>X - Service Learning</td>
<td>Travel Study</td>
<td>Laboratory</td>
<td>Internship/Practicum</td>
</tr>
<tr>
<td>Other: Service Learning = Homeschool PE &amp; Playground Mentoring Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.b MnSCU Course media codes: (Please check all that apply).

| 2. CD Rom | 5. Broadcast TV | 8. ITV Receiving |

4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.

B. Rationale for each of the changes proposed.
C. Impact of this Course on other Departments, Programs, Majors, or Minors
   1. Does this course increase or decrease the total credits required by a major or minor of any other department? If so, which department(s)?
2. List the department(s), if any, which have been consulted about this proposal.

D. Describe impacts of this proposal on the General Education Program or the University Studies Program.

Definitions:

01-Satellite:

02-CD Rom:

03-Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities.

04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television technology from other geographically separate locations

05 – Broadcast TV:

06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your college/university in tracking courses for “smart classrooms” and/or facility usage.

Attach an Approval Form with appropriate signatures.

Department Contact Person for this Proposal:

Chad Grabau 2316 cgrabau@winona.edu
Name (please print) Phone e-mail address
[Form Revised 9-6-11]
KEY

Additions/Changes to Current Course

Deletions/Changes to Current Course

Current Course

A. Changes in the course description:

Catalog Description: Program planning, games, materials, methods and techniques of teaching Physical Education activities to children for early childhood, elementary and middle school.

Course Outline of Major Topics & Subtopics

A. Introduction and Overview of Physical Education
   1. Defining physical education
   2. Goals and Objectives
   3. National/State standards
   4. Relationship to overall curriculum
B. Keys to Instruction
   1. Safety and liability issues
   2. Managing children in a movement setting
   3. Maximizing participation
   4. Role of competition/cooperation
   5. Making adjustments/accommodations for special needs
C. Child Development
   1. Physical Growth
   2. Perceptual development
   3. Motor skill acquisition
   4. Cognitive abilities
   5. Social expectations and character development
   6. Self-esteem and confidence building ideas
D. Class Management
   1. Creating the proper environment
   2. Guidelines for rules
   3. Discipline techniques
   4. Conflict resolution
E. Movement Concepts
   1. Body awareness
   2. Space awareness
   3. Movement qualities
F. Skill Development

Revised Course

A. Changes in the course description:

Catalog Description: Program planning, games, materials, methods and techniques of teaching Physical Education activities to children designed specifically for early childhood, and elementary classroom teachers.

Course Outline of Major Topics & Subtopics

A. Introduction and Overview of Physical Education
   1. Defining physical education
   2. Goals and Objectives
   3. National/State standards
   4. Relationship to overall curriculum
B. Instruction & Classroom Management
   1. Safety and liability issues
   2. Managing children in a movement setting
   3. Maximizing participation
   4. Role of competition/cooperation
   5. Making adjustments/accommodations for special needs
C. Child Development
   1. Physical Growth
   2. Perceptual development
   3. Motor skill acquisition
   4. Cognitive abilities
   5. Social expectations and character development
   6. Self-esteem and confidence building ideas
D. Class Management
   1. Creating the proper environment
   2. Guidelines for rules
   3. Discipline techniques
   4. Conflict resolution
E. Movement Concepts
   1. Body awareness
   2. Space awareness
   3. Movement qualities
F. Skill Development
1. Locomotor/nonlocomotor
2. Manipulative
3. Individual/group considerations

Instructional Delivery & Methods
1. Lecture: Classroom
2. Service Learning

MnSCU Course Media Codes
10. Web Supplemented

Course Requirements
1. Peer Evaluations
2. Journal Article Review
3. Playground Mentoring
4. Teaching Lessons
5. Final Exam

1. Locomotor/nonlocomotor
2. Manipulative
3. Individual/group considerations

Instructional Delivery & Methods
1. Lecture: Classroom
2. Service Learning

MnSCU Course Media Codes
10. Web Supplemented

Course Requirements
1. Peer Evaluations
2. Journal Article Review
3. Playground Mentoring
4. Teaching Lessons
5. Final Exam

Rationale for Changes:

Course Title: changes were made to the course title to differentiate this class (intended only for early childhood and elementary classroom teachers) from the elementary methods class offered to PE Teaching Majors (PESS 206).

Course Credit: due to changes being made in the early childhood and elementary education programs the course (PESS 200) was reduced from 3 credits to 2 credits.

Catalog Description: slight changes were made to reflect that this class is intended specifically for early childhood and elementary classroom teachers.

Course Outline (Content): course content was reduced to reflect a change in credit (3 to 2) while still maintaining the integrity of the course and covering topics that are essential to student learning and safety. Course content that was eliminated was identified by strikethrough text.

Course Evaluation: journal articles were deleted due to a reduction in course credit.
1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

This course would be taught by existing staff.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

The approval of this revised course would not have an impact on the number of course offerings. We would continue to offer 2 sections of this course Fall & Spring, and will offer a section in the Summer if there is enough interest.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.

No Impact
### WINONA STATE UNIVERSITY
### NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM

Routing form for new and revised courses and programs.

**Course or Program** ________________________________

<table>
<thead>
<tr>
<th>Department Recommendation</th>
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<tbody>
<tr>
<td>Department Chair</td>
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<table>
<thead>
<tr>
<th>Dean’s Recommendation</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>___ Yes</td>
<td>___ No*</td>
<td></td>
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<tr>
<td>Dean of College</td>
<td>Date</td>
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</tbody>
</table>

*The dean shall forward their recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.

<table>
<thead>
<tr>
<th>A2C2 Recommendation</th>
<th>___ Approved</th>
<th>___ Disapproved</th>
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<tbody>
<tr>
<td>Chair of A2C2</td>
<td>Date</td>
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</tbody>
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<tr>
<th>Graduate Council Recommendation (if applicable)</th>
<th>___ Approved</th>
<th>___ Disapproved</th>
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<tbody>
<tr>
<td>Chair of Graduate Council</td>
<td>Date</td>
<td></td>
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<tr>
<td>Director of Graduate Studies</td>
<td>Date</td>
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<table>
<thead>
<tr>
<th>Faculty Senate Recommendation</th>
<th>___ Approved</th>
<th>___ Disapproved</th>
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<tbody>
<tr>
<td>President of Faculty Senate</td>
<td>Date</td>
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<tr>
<th>Academic Vice President Recommendation</th>
<th>___ Approved</th>
<th>___ Disapproved</th>
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<tbody>
<tr>
<td>Academic Vice President</td>
<td>Date</td>
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<thead>
<tr>
<th>Decision of President</th>
<th>___ Approved</th>
<th>___ Disapproved</th>
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<tbody>
<tr>
<td>President</td>
<td>Date</td>
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Please forward to Registrar.

Registrar | Date entered |

Please notify department chair via e-mail that curricular change has been recorded.

[Revised 9-1-10]
**WINONA STATE UNIVERSITY**  
**REGULATION 3-4 CHANGE APPROVAL FORM**

Routing form for change to WSU Regulation 3-4.  

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Approved</th>
<th>Disapproved</th>
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<tbody>
<tr>
<td><strong>Academic Affairs and Curriculum Committee (A2C2)</strong></td>
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<tr>
<td>Recommendation</td>
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<tr>
<td><strong>Academic Vice President (VPAA) Recommendation</strong></td>
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<tr>
<td>Approval</td>
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*In the case of a recommendation to disapprove the proposal, a written rationale of the specific areas of concern will be provided through Meet and Confer to the Faculty Senate with a copy to A2C2.*

<table>
<thead>
<tr>
<th>Recommendation</th>
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<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Decision of President</strong></td>
<td></td>
<td></td>
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<tr>
<td>Approval</td>
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*In the case of a recommendation to disapprove the proposal, a written rationale of the specific areas of concern will be provided through Meet and Confer to the Faculty Senate with a copy to A2C2.*

**President’s Office:** Please notify VPAA, deans, Human Resources, Academic Affairs and Curriculum Committee, and department chairs via e-mail that the change to Regulation 3-4 has been approved. Also, send this back to Meet and Confer for notification of approval.

[9-1-10]