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
WINONA STATE UNIVERSITY
PROPOSALS FOR NEW COURSES
DIRECTIONS FOR THE DEPARTMENT

This form, Proposal for New Courses, is to be used to submit course proposals for any new undergraduate or graduate course. Read the directions below for information on providing course descriptions and impact of approval on other departments. The department must include a Financial and Staffing Data Sheet and an Approval Form with this proposal. Copies of each of these forms are attached. Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

Provide the following information when submitting a new course proposal.

A. Provide a description of the course. This description must include the following information.

1. Description of the course as it will appear in the WSU catalog.
2. Syllabus or course outline of the major topics, themes, subtopics, etc., to be covered in the course. This outline should be, at a minimum, a two-level outline, i.e., consisting of topics and subtopics.
3. Indicate the instructional delivery methods and course media codes used.
4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
5. List of course materials. This list may include textbooks, articles, monographs, software, etc.
6. Bibliography, including author, title, date, for a reasonable number of scholarly materials such as articles and books.

The above course description does not preclude future revisions of course content, texts used, methods of instruction and forms of evaluation.

B. Provide a rationale for the new course. The rationale should include the following item.

1. Statement of the major focus and objectives of the course.
2. Statement specifying how this course will contribute to the departmental curriculum.
3. Courses which may be dropped, if any, if this course is implemented.

C. Provide a statement of the impact of this course on other departments, programs, majors, and minors.

1. Clearly state the impact of this course on courses taught in other departments. Does this course duplicate the content of any other course? Is there an effect on prerequisites?
2. Would approval of this course change the total number of credits required by any major or minor of any department? If so, the department must indicate which departments are affected and explain carefully the effects of the course.
3. If this course has an impact on the major or minor of any other department or any program, it is the responsibility of the department submitting the course proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted.

D. If this course is also being submitted for inclusion in the General Education Program, the form Proposal for General Education Program Course and appropriate approval form must also be completed and submitted according to the instructions on that form. If this course is also being submitted for inclusion in the University Studies Program, the form Proposals for University Studies Course and appropriate approval form must also be completed and submitted according to the instructions on that form.

Note: If any of the requested information is missing, the proposal will not be reviewed by the A2C2 Course and Program Proposal Subcommittee or the Graduate Council but will instead be returned to the department.

[Revised 6-3-11]
Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

**PESS 301**  
**Physical Education in Elementary Classrooms**  
Course Title  
Credits 01

This proposal is for a (n)  
- **X** Undergraduate Course  
- **__** Graduate Course  

Applies to:  
- **X** Major  
- **__** Minor  
- **__** General Education Program*  
- **__** University Studies Program*

- **X** Required  
- **__** Elective

Prerequisites: **Student must be admitted into Rochester Elementary Education Program**

Grading method:  
- **X** Grade only  
- **__** P/NC only  
- **__** Grade and P/NC Option

Frequency of offering: **Yearly**

*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.

Provide the following information:

A. Course Description  
1. Catalog description.

Program planning, games, materials, methods, and techniques of teaching physical education activities to children for early childhood, elementary, and middle school.

2. Course outline of the major topics and subtopics (minimum of two-level outline).

A. Overview of Physical Education in the Classroom (Kovar 1)  
1. Movement education  
2. Goals and objectives  
3. National/State standards  
4. Relationship to overall curriculum

B. Keys to Instruction (Kovar 5,6,11)  
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 (Kovar 2,10)  
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 in a Movement Setting (Kovar 7,9)
   1. Creating the proper environment
   2. Guidelines for rules
   3. Discipline techniques
   4. Conflict resolution

E. Movement Concepts (Kovar 3)
   1. Body awareness
   2. Space awareness
   3. Movement qualities

F. Skill Development (Kovar 3)
   1. Locomotor/nonlocomotor
   2. Manipulative
   3. Individual/group consideration

   3.a. Instructional delivery methods utilized: (Please check all that apply).
   Lecture: Auditorium  ITV  Online  Web Enhanced  Web Supplemented X
   Lecture: Classroom  Service Learning  Travel Study  Laboratory  Internship/Practicum
   Other: (Please indicate)

   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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>A. Peer Evaluations</td>
<td>40</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>B. Journal Article Review</td>
<td>20</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>C. Teaching Lessons</td>
<td>40</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

5. Course materials (textbook(s), articles, etc.).


6. Assessment of Outcomes
   A. Small group activities
   B. Teaching experiences
   C. Readings and written summaries
   D. Unit and lesson plan projects
   E. Audio-visual presentations

7. List of references.


   Hastie, P. & Martin, E. (2006). Teaching Elementary Physical Education:
Strategies for the Classroom Teacher. Pearson/Benjamin Cummings.


B. Rationale

1. Statement of the major focus and objectives of the course.

The content and planned experiences of this course are tied to the Minnesota Standards of Effective Practice, Minnesota Standards for Teachers of Elementary Education. This course serves as the primary source for learning opportunities and assessment of competence for the following list of standards:

**8710.3200 Teachers of Elementary Education**

A teacher of children in kindergarten through grade 6 must demonstrate knowledge of fundamental concepts and the connections among them. The teacher must know and apply:

<table>
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<tr>
<th>K. A teacher of children in kindergarten through grade 6 must demonstrate knowledge of fundamental physical education and health concepts and the concepts and the connections among them. The teacher must:</th>
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<tr>
<td>(3) understand and apply movement concepts and principles to the learning and development of motor skills; and</td>
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<tr>
<td>(4) understand the knowledge needed for providing learning experiences that develop a health-enhancing level of physical fitness.</td>
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<th>PESS 301</th>
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2. Specify how this new course contributes to the departmental curriculum.

This course partially meets the Minnesota Board of Teaching licensure requirements for the 8710.3200

3. Indicate any course(s) which may be dropped if this course is approved. **None**

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)? **No**
2. Attach letter(s) of understanding from impacted department(s). NA

Attach a Financial and Staffing Data Sheet.

Attach an Approval Form with appropriate signatures.

Department Contact Person for this Proposal:

Chad Grabau  507 - 457 - 2316  cgrabau@winona.edu
Name (please print)  Phone  e-mail address

[Revised 9-7-11]
WINONA STATE UNIVERSITY
FINANCIAL AND STAFFING DATA SHEET

Course or Program: PESS 301

Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

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.

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.

PESS 301 will replace PESS 200 in the Rochester Elementary Education Program

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.

NONE

[Revised 9-05]
WINONA STATE UNIVERSITY  
REGULATION 3-4 CHANGE APPROVAL FORM

Routing form for change to WSU Regulation 3-4. 

**Academic Affairs and Curriculum Committee (A2C2) Recommendation**  
____ Approved  ____ Disapproved 

<table>
<thead>
<tr>
<th>Chair of A2C2</th>
<th>Date</th>
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**Graduate Council Recommendation**  
(if applicable)  
____ Approved  ____ Disapproved 

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<tr>
<th>Chair of Graduate Council</th>
<th>Date</th>
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<tr>
<th>Director of Graduate Studies</th>
<th>Date</th>
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**Faculty Senate Recommendation**  
____ Approved  ____ Disapproved 

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<tr>
<th>President of Faculty Senate</th>
<th>Date</th>
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</table>

**Academic Vice President (VPAA) Recommendation**  
____ Approved  ____ Disapproved 

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<tr>
<th>Academic Vice President</th>
<th>Date</th>
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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.

**Decision of President**  
____ Approved  ____ Disapproved 

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<thead>
<tr>
<th>President</th>
<th>Date</th>
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</table>

*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]