

## Initial and Signature Page

Initials: Division Chair \_\_\_\_\_ Registrar \_\_\_\_\_ Teacher Education Chair \_\_\_\_\_

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**Division:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Teacher Education Committee:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_  
\_\_\_\_\_ TE vote not required

\_\_\_\_\_  
Teacher Education Chair

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Curriculum Committee:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
Curriculum Committee Chair

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Faculty Association:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
Faculty Association President

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**VPAA:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_  
VPAA

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**University President:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_  
University President

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**USAO Board of Regents:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_  
Chair, USAO Board of Regents

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Procedure

1. The originating faculty member (OFM) works with department faculty and division chair to develop curriculum change (CC).<sup>1</sup>
2. OFM sends CC to division chair, *then* to registrar, and *then* to chair of teacher education. Each person electronically initials and returns CC to OFM. This step is only to communicate that a change is being proposed.
3. OFM forwards CC to curriculum committee chair and to faculty association president.
4. Curriculum committee holds digital forum for faculty and staff for questions and discussion of CC. Faculty/staff are notified by e-mail about the forum. The forum lasts five business days.<sup>2</sup>
5. Division faculty vote on CC. Division chair records result of the vote, electronically signs CC, and forwards to chair of teacher education.
6. Chair of teacher education determines if vote by teacher education committee is required. If so, teacher education committee votes on CC. Chair of teacher education records result of vote or indicates that vote was not required, electronically signs CC, and forwards to chair of the curriculum committee.
7. Curriculum committee votes on CC. President of curriculum committee records result of vote and electronically signs CC.
8. Chair of curriculum committee presents CC to faculty association. Faculty association votes on CC. Faculty association president records result of vote, electronically signs CC, and forwards to vice president of academic affairs (VPAA).
9. VPAA determines approval of CC, electronically signs it, and forwards to university president.
10. The university president determines approval of CC, electronically signs it, and forwards to USAO board of regents. University president sends letter of intent (LOI) to chancellor of the state regents.
11. USAO board of regents votes on CC. Chair of the board of regents signs CC and returns to university president. University president forwards CC to state regents no earlier than one month after the LOI was submitted. If the change is substantive a vote is required by the state regents. If it is non-substantive, only notification to the state regents is necessary.<sup>3</sup>
12. Once approved by state regents, the University president contacts Academic Affairs. Academic Affairs contacts OFM, registrar, and division chair about approval.
13. Registrar updates changes in Jenzabar and verifies updated checksheet. Registrar forwards verified checksheet to C&M who updates the checksheet on the website.
14. OFM works with administrative assistant to VPAA to update course catalog. CC record is held in the office of VPAA for 5 years. After 5 years it is relocated to university archives in Nash library.

<sup>1</sup> A curriculum change will take approximately two months to complete the cycle of approvals within the university and another 6 months to be approved by the state regents. However, that time may be longer based on the date when the proposal is initially submitted, the timing of regents' meetings, and the level of completeness of the proposal.

<sup>2</sup> It is the responsibility of the OFM to incorporate text of any agreed upon changes to the original proposal, as they see fit, based on comments from the faculty forum period in step 4. The division chair will review the revised proposal to verify that the text was altered accurately.

<sup>3</sup> A substantive change is a change in what students must complete to graduate (# of hours, deleting/adding a required course, changing admission requirements). A non-substantive change does not change what students must complete to graduate (adding/removing an elective, changing a course prefix or title, changing a course #)

Originating Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Proposed Course #: \_\_\_\_\_

Proposed Course Title: \_\_\_\_\_

Has your program undergone a program review within the last 5 years?    yes    no

Append the following:

- A.    Course description.
- B.    Justification for the new course.
- C.    Sample course syllabus.
- D.    If this is a resubmission of a previous curriculum change, include a description of the changes that have been made to the proposal.

**Course: Food Science****Course Description**

Food Science is an introductory course that looks at the history and future direction of our food supply. This interdisciplinary four-hour class deals with methods of testing food samples, grading meat, eggs and poultry, preparation techniques for various food groups, and permanent storage of the food. It also has a hands-on and interactive laboratory where students are taught techniques discussed in the lecture and then enjoy the fruits of their labors. Open to all students.

**Justification for New Course**

Food Science has been a successful and frequent special topics course at USAO. Without fail, every summer this course has been offered, an abundance of students within Biology as well as other majors across programs enroll. Food Science will be added as an elective to the Biology Program for students and appeal to those interested in the connection between human health and cuisine. Additionally, this course and its lab component will teach students the science behind cooking, baking and food preservation.

University of Science and Arts of Oklahoma  
Syllabus for Food Science Lecture and Lab (BIOL2883/2881) 4 credit hours  
Summer Trimester 2019

**General Information**

<b>Instructor:</b>	Jeannette M Loutsch, Ph.D.
<b>Office:</b>	Austin Hall 207
<b>Lab:</b>	Austin Hall 312
<b>Telephones:</b>	Office - (405) 574-1325 Cell – (405) 512-8330 Please use for emergencies only and NOT after 9 pm
<b>E-Mail:</b>	jloutsch@usao.edu
<b>Text:</b>	none, you will need to purchase the book of your choice about food and associated topics

All cell phones; pagers or automatic alarm watches should be turned off before entering the classroom in order to prevent disturbing the class. I will ask you to leave the class if I see you texting. If there is a critical reason (like a sick child) it is justifiable, but please leave the room to take a message and have the phone on silent.

**Performance Objectives**

Upon completion of this class, the student will be able to:

1. Describe the field of food science and its impact on the natural environment.
2. Describe some methods used in food science research.
3. Describe sensory perception and how it is involved in food science.
4. Describe the component molecules in food
5. Describe the science of red meats and how they are cooked.
6. Describe the science of poultry and fish, how they are cooked.
7. Describe the science of milk and dairy products.
8. Describe the science of eggs and egg replacements.
9. Describe the science of vegetarianism.
10. Describe the science of fruits and vegetables.
11. Describe the science of grains, cereals, pasta, flour and starch cookery.
12. Describe the science of yeast breads, quick breads and cakes.
13. Describe the science of food preservation and packaging.

**Course organization**

Food Science is a lecture course presented as two 3¼ hour classes per week. Demonstrations will be used to illustrate particular principles, as applicable in the lab section of this course. The course is set to integrate the lecture and lab together to maximize the content for both. It is suggested that you keep abreast of the material and study some after each class as opposed to trying to “cram” prior to the exams. It is strongly recommended that students retain and consult their syllabus that is found on Canvas.

**Evaluation of student achievement:**

**Exams:** During the semester, there will be 3 in-class exams. The final will be the presentations that will go along with the course project. We will discuss this later.

**Assignments:** There will be graded assignments designed to clarify certain topics and give the student additional educational experiences. There will be no make-up for missed graded assignments. If you are going to miss class on the due date, you may hand the assignment in prior to the due date. Homework must be turned in on Canvas by the appropriate time. If homework is turned in late, the professor will correct it but you will receive a score of “0” for that assignment. THERE WILL BE NO EXCEPTIONS.

**Make-ups:** It is important that all exams be completed as scheduled. If it is necessary for a student to miss an exam, the student must notify the professor within 24 hours of the scheduled exam, either before or after the scheduled time. If at all possible, the student should notify the professor PRIOR to the exam time. There will be no make-up exams unless there are serious extenuating circumstances. If you are sick, you must provide documentation from a doctor. If an exam is missed,

there will be one make-up essay exam given during the finals week that will cover ALL the material for the trimester. All students missing an exam will be expected to take this make-up exam at the same time. Again, it is your best interest to attend all exam sessions.

**Testing conditions:** Please make every effort to come to the classroom prepared for the test. If it is necessary for you to wear a hat, the bill must be turned so your face is not obscured during the test. All personal items must be stored under your desk so that the exam proctor may use the aisles during the exam. Writing utensils will not be provided. Grades will be available as soon as possible. It is ILLEGAL to post grades or to give them out over the phone or e-mail and neither will be done. Be patient, you will get your grades as soon as possible.

**Academic integrity:** Academic integrity calls for students to do their own work and not to claim as their work anything someone else has done. Intellectual growth calls for doing one's own work; so does academic honesty. Infringement of academic integrity includes offering someone else's work as your own (plagiarism), working collectively on homework (you will have time to ask for help in class or during office hours), buying term papers and cheating. Specific penalties will result.

#### **Other information**

**Office hours:** During the following time periods, the professor may be found in her office or her laboratory (AH312 or AH311) and is available for consultation without previous appointment. If you cannot meet during these hours, please see the professor to set up an appointment.

Monday – Thursday                      11 am to 1 pm

**Class attendance policy:** *Attendance will be taken daily!!!!!!!!!!!!!!*

Students should attend every lecture, recitation, and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work. It is the practice of USAO to allow students to participate in University-sponsored events, even when those events cause them to be absent from class. Students participating in University-sponsored events will be given reasonable opportunities to make up missed assignments and exams provided that they tell the professor when they are missing. Each miss must be told to the professor, a schedule is not sufficient. Excessive absences (>6, approximately ¼ of the class) will result in one letter grade lower than that earned.

**Grading scale:** Students must demonstrate a mastery of at least 60% of the material presented to pass the course as evidenced by their grades on the exams, graded assignments and clicker material. Fewer than 60% correct responses on exams and assignments will be given a failing grade. The grade will be calculated as points earned out of total points available. The grades in the course will not be assigned on a curve. The scale used to assign the letter grades will be as follows:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
Below 60%	F

**Inclement weather policy:** The University remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the President of the University. Regional and local news media will publicize the closing as well as the USAO Emergency Alert System (can sign up in the Information Services office). Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor, usually the first day of class following the weather incident.

**Policy regarding disabilities:** Any student having a certified disabling condition should see the professor about making any necessary course modifications as early in the course as possible. Assistance is also available through Disability Services (Student Union 301).

**Flexibility Clause:** Circumstances may arise during the course of the semester that may prevent the professor from fulfilling parts of this syllabus; therefore, it should be viewed as a guide and subject to change. Students will be notified of any changes. I will try very hard to not change test dates in case students have made arrangements to take time off work or what have

you. In order to maintain the test cycle, all exams will be over what we have covered from the last to test to the day before the scheduled exam.

**Outline for BIOL 2883 and BIOL2881 (subject to change based on supply availability and food camps)**

<b>Week</b>	<b>Dates</b>	<b>Topics Covered</b>	<b>Lab Process/Technique</b>
1	June 3 <sup>rd</sup>	Syllabus; Food Science and the Natural Environment	Move equipment to AH 311 and organize
	June 4 <sup>th</sup> – 7 <sup>th</sup>	How Food Science is Guided by Research and Sensory Evaluation	Weed in “class” garden – need gloves, bug spray, sunscreen and water
2	June 10 <sup>th</sup> – 13 <sup>th</sup>	Food Composition and Meat and Meat Substitutes	Techniques of cooking beef and pork
3	June 17 <sup>th</sup> – 19 <sup>th</sup>	Poultry and Fish	Techniques of cooking poultry and fish
	June 20 <sup>th</sup>	<b>Exam 1</b>	
4	June 24 <sup>th</sup> – 27 <sup>th</sup>	Milk and Dairy Products and Eggs and Egg Replacement	Techniques of cooking milk and eggs / cheese making
5	July 1 <sup>st</sup> – 2 <sup>nd</sup>	Vegetarianism / Vegan	Techniques of cooking “meat”less dishes
	July 3 <sup>rd</sup> – 4 <sup>th</sup>	<b>4<sup>th</sup> of July Holiday</b>	
6	July 8 <sup>th</sup> – 11 <sup>th</sup>	Fruits and Vegetables and Grains, Cereals, Pasta, Flour and Starch Cookery	Techniques of preserving fruits and vegetables
7	July 15 <sup>th</sup> - 17 <sup>th</sup>	Yeast Breads, Quick breads and Cakes	Techniques for baking – breads and cakes
	July 18 <sup>th</sup>	<b>Exam 2</b>	
8	July 22 <sup>nd</sup> – 25 <sup>th</sup>	Food Preservation and Packaging	Spaghetti sauce, additional food preservation
9	July 29 <sup>th</sup> – 31 <sup>st</sup>	Topics to be determined	Topics to be determined
	Aug 1 <sup>st</sup>	<b>Exam 3</b>	
10	July 6 <sup>th</sup>	<b>1 – 3 pm – Cultural dinner and presentations</b>	