Kimberly,

I was getting ready to send an e-mail. I have talked to the registrar and degree audit staff. We have come to an agreement that "rushing" courses into the catalog is not a good idea. And, the experimental course process is intended for new courses, and should not be used to renumber existing courses. With that in mind, the deadline for the architecture course changes has been extended to January 30, 2017 to allow time for the Graduate College to consider your proposal for dual listing.

As soon as possible after the Graduate College decision, please provide the following:

- Course numbering based on Graduate College approval: 300/500 or 400/500 level courses. (I will enter the courses in the system.)
- Course descriptions: If dual listings are approved, the titles and descriptions must match.
- Front content: The catalog content must be consistent with course offerings. You are responsible for updating the front content.
- Degree audit: if course number changes have been approved, someone from Architecture needs to work with the Registrar's Degree Audit staff to ensure the degree audits are correct.

If changes are not submitted by noon on January 30, the architecture courses will not change until the 2018 catalog. In addition, any changes you submit by Jan. 30 will be final and cannot be changed because the catalog publishes in early February.

Hope this helps.

Char

From: Zarecor, Kimberly E [ARCH]
Sent: Wednesday, December 14, 2016 2:09 PM
To: Hulsebus, Char [REC] <cchulse@iastate.edu>; Strand, Judith K [G COL] <jstrand@iastate.edu>; Campbell, Cameron T [DSN] <cameronc@iastate.edu>; Hauptmann, Deborah [ARCH] <deborah@iastate.edu>
Cc: Saad, Shawna L [REC] <ssaad@iastate.edu>; Rupp, Diane F [REC] <drupp@iastate.edu>; Suchan, Jennifer J [REC] <jsuchan@iastate.edu>
Subject: Re: ARCH sci-tech course numbers

Char,

Can you please update us on what we should do about these architecture courses? I will need to do the paperwork this afternoon to meet your Dec. 15 deadline for the 2017 catalog if that is our only option. I still prefer the x-courses if we can, but only if the courses can be on the schedule in Fall

2017.

Thanks,
Kimberly

From: "Hulsebus, Char [REC]" <cchulse@iastate.edu>
Date: Wednesday, December 14, 2016 at 11:36 AM
To: Kimberly Zarecor <zarecor@iastate.edu>, "Strand, Judith K [G COL]"
<jstrand@iastate.edu>, "Campbell, Cameron T [DSN]" <cameronc@iastate.edu>,
"Hauptmann, Deborah [ARCH]" <deborah@iastate.edu>
Cc: "Saad, Shawna L [REC]" <ssaad@iastate.edu>, "Rupp, Diane F [REC]" <drupp@iastate.edu>,
"Suchan, Jennifer J [REC]" <jsuchan@iastate.edu>
Subject: RE: ARCH sci-tech course numbers

Dear Kimberly,
Thanks so much for checking with the Registrar's Office regarding the curriculum/course changes for
architecture.

At this late date, I recommend <u>not</u> using the experimental course process and incorporate the new
course changes when editing begins in February for the 2018 catalog. At that time, you will know
the status of the dual listing decision from the Graduate College.

Best Regards,
Char Hulsebus

From: Zarecor, Kimberly E [ARCH]
Sent: Tuesday, December 13, 2016 4:12 PM
To: Hulsebus, Char [REC] <cchulse@iastate.edu>; Strand, Judith K [G COL] <jstrand@iastate.edu>;
Campbell, Cameron T [DSN] <cameronc@iastate.edu>; Hauptmann, Deborah [ARCH]
<deborah@iastate.edu>
Subject: Re: ARCH sci-tech course numbers

Dear Char,
This is the proposal that I have to move forward. I want to double check that this meets the
Registrar's expectations.

What we are trying to accomplish is to combine our undergraduate and graduate required courses in
one of the content areas of our curriculum – science and technology. The undergraduate
professional students (B.Arch.) and graduate students in a first professional program (no
undergraduate degree in Architecture, M.Arch.) will take a lecture component together and then
separately participate in laboratory sessions. Course requirements for each will be described in the
paperwork for the Graduate College for the dual listing.

To do this, we want to create dual-listed courses. We tried to get this worked out earlier this semester, but we ran into some problems when we proposed to reuse existing numbers.

At this late point, I propose that we create x-courses that we will pass through our curriculum committees in January and go to the Grad Council at their Jan. 25 meeting. We would add these courses to the 2018 catalog in spring, then change the front of the catalog for 2018 in fall with these new courses.

In the meantime, we would teach using the x-course numbers in Fall 2017 even though these would not match what was published in the 2017 catalog - no credits are changing, just course numbers. Arch 245, 3 credits, will become Arch 345X for example. Cameron already ran the number sequence by you and all numbers are available.

Cameron asked me to check with you that we can teach required courses as x-courses before we change the front of the catalog. For each student in our program, this will require one or two substitutions on the audit (fall 17 + spring 18 for most) so that the x-course can meet the requirement listed with the current numbers. We'll have the new curriculum in place for the 2018 audit.

Is this acceptable to the Registrar's Office?

Thanks,
Kimberly

From: "Hulsebus, Char [REC]" <cchulse@iastate.edu>
Date: Tuesday, December 13, 2016 at 8:12 AM
To: Kimberly Zarecor <zarecor@iastate.edu>, "Strand, Judith K [G COL]" <jstrand@iastate.edu>, "Campbell, Cameron T [DSN]" <cameronc@iastate.edu>, "Hauptmann, Deborah [ARCH]" <deborah@iastate.edu>
Cc: "Kang, Sunghyun R [ARTGR]" <shrkang@iastate.edu>, "Saad, Shawna L [REC]" <ssaad@iastate.edu>, "Strand, Judith K [G COL]" <jstrand@iastate.edu>, "Lence, Sergio H [ECONA]" <shlence@iastate.edu>
Subject: RE: ARCH sci-tech course numbers

Kimberly, Cameron:
The catalog deadline is past. If the intent is to include these courses in the 2017 catalog, the course information has to be submitted no later than 3 p.m., Thursday Dec. 15. The Fall 2017 Schedule of Classes is already in process and this late submission makes it difficult for the Office of the Registrar to meet deadlines. Course changes for the catalog were due June 1. I simply cannot extend the deadline any further for architecture.

If the 300/500 format is acceptable, the courses can be submitted without dual list approval. The

dual list notation will not be in the 2017 catalog. If dual listing approval is anticipated, it can be added at a later date. Just make sure when you submit the courses, the titles and course descriptions match. If the Graduate College requires these courses be at the 400 level for dual listing purposes, you can change them during the course change period starting February 2017, and the changes would take effect for the 2018 catalog.

Please submit the course numbers, titles, and descriptions as soon as possible. Otherwise, this reorganization will need to wait until 2018.

Thank you for understanding.
Char Hulsebus

From: Zarecor, Kimberly E [ARCH]
Sent: Monday, December 12, 2016 5:10 PM
To: Strand, Judith K [G COL] <jstrand@iastate.edu>; Campbell, Cameron T [DSN] <cameronc@iastate.edu>; Hauptmann, Deborah [ARCH] <deborah@iastate.edu>
Cc: Hulsebus, Char [REC] <cchulse@iastate.edu>
Subject: Re: sci-tech course numbers

Judy,
The dual-listing was already requested at the last Grad Council meeting. We have to renumber to respond to registrar comments, but the reason for the dual-listing was already presented.

If the renumbering means that we have to start all over again, please put us on the agenda for the first meeting in January and I will personally come to the meeting to talk about why it is 300-/500 and not 400-/500-level. The reasons are very straightforward, i.e. sophomore and junior classes that are shared with 1st year professional students.

Thanks,
Kimberly

From: "Strand, Judith K [G COL]" <jstrand@iastate.edu>
Date: Monday, December 12, 2016 at 4:41 PM
To: "Campbell, Cameron T [DSN]" <cameronc@iastate.edu>, Kimberly Zarecor <zarecor@iastate.edu>, "Hauptmann, Deborah [ARCH]" <deborah@iastate.edu>
Cc: "Hulsebus, Char [REC]" <cchulse@iastate.edu>
Subject: RE: sci-tech course numbers

All,

A reminder that the Graduate College Catalog and Curriculum Committee (GCCC) needs to review all dual list requests. The next meeting will be in the first part of January and then if approved, it goes to the Graduate Council at the end of January.   300/500 duals are scrutinized in much more depth

than 400/500. In particular, you should provide a well-justified rationale for having 300/500 instead of 400/500.

You can send me any items you would like on the GCCC agenda.

Thanks,

Judy Strand
Graduate College

From: Campbell, Cameron T [DSN]
Sent: Friday, December 02, 2016 12:41 PM
To: Hulsebus, Char [REC] <cchulse@iastate.edu>
Subject: Fwd: sci-tech course numbers

Hi Char,

Can you check to see if the numbers below will work? I have been led to understand that the grad college will allow 300/500 to be dual listed. I will check that next, but want to confirm that we can use these numbers. Thanks.

Cameron Campbell, AIA
Associate Dean for Academic Programs
College of Design, Iowa State University
515.294.8881

Begin forwarded message:

From: "Zarecor, Kimberly E [ARCH]" <zarecor@iastate.edu>
Subject: Re: sci-tech course numbers
Date: December 2, 2016 at 12:37:10 PM CST
To: "Campbell, Cameron T [DSN]" <cameronc@iastate.edu>
Cc: "Hauptmann, Deborah [ARCH]" <deborah@iastate.edu>

Cameron,
If we have to go to a new number set, that's fine. I want to do something like:

345/545
346/546
347/547
348/548
445

I need to check with Char to see if all of these numbers are available.

Thanks,

Kimberly