New Undergraduate Course Approval Cover Form
Montana State University

This four-page form collects basic information about the proposed new course, provides information on the approval process, and includes all required approvals. Additional information (see INFO sheet) is also required as part of the New Course Packet.

Proposed New Course Information

Requested Rubric, Course Number, Core Designation (if needed):
HORT 410

Course Title: Horticulture Recitation
Abbreviated Course Title (≤ 30 chars): Horticulture Recitation
First Semester to be Offered: Spring, 2014
Submitted by: William Hoch
Submitter's Contact Info: Phone, Email: 994-5064, bhoch@montana.edu
Instructor: William Hoch
Department: Plant Sciences and Plant Pathology
College: Agriculture

Note: This diagram illustrates the typical flow path, but at any review step there can be a request for additional information or modifications. Careful review in early steps is the best way to speed the overall process. * Special topics courses (x91) require fewer signatures, but cannot be offered more than two times without committee review.
The process for identifying a common course number for a new course is as follows:

1. Course learning outcomes are prepared for the new course.
2. The person submitting the new course request looks at the CCN website to see if a course with similar outcomes already exists in the MUS system.
   
   www.mus.edu/Qtools/CCN/ccn_default.asp

   - If a course exists with at least 80% of the same outcomes, the course is considered "equivalent" to the proposed new course, and the new course should use the existing rubric and course number.
   - If no "equivalent" course is found, the person submitting the new course request should identify a unique course number that has not been used by any other course in the MUS system.
3. The requested rubric and course number are submitted as part of the new course packet.
4. The Provost's Office submits the learning outcomes and the requested rubric and course number to the MUS to have a course number assigned to the course. (This will typically be the requested course number, but it could be changed.)
5. The assigned common course number is reported back to the person submitting the new course request.

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**Requested Rubric, Course Number, Core Designation (if needed):**

**Course Title:** HORT 410

**Abbrev. Course Title (≤ 30 char):** Horticulture Recitation

**Credits:** 1

**Department Offering Course:** Plant Sciences and Plant Pathology

**College:** Agriculture

Is this course "equivalent" to a course in the MUS System?: ☑ No

Learning Outcomes for the Course:

- Analyze and evaluate horticulture/plant science theories, concepts and principles from a variety of sources
- Synthesize knowledge gained from course work and work experience/internships
- Apply horticulture/plant science knowledge within new, practical contexts
INFORMATION REQUIRED BY THE REGISTRAR

The data needed to enter the new course into the MSU Catalog and Schedule of Classes is collected on this page. Once the new course has been approved, this page is automatically forwarded to the Registrar for data entry.

Assigned Rubric, Course Number, Core Designation (if needed):
Course Title (for Catalog):
Course Title (for Schedule of Classes, 30 characters, max.):
First Semester to be Offered:
Restricted Entry/Consent of Instructor Required:
Instructor’s GID (last 4 digits only):
Department Offering Course:
College:

Is the requested course number available? (x4155 to check):
Frequency of course offering:
Semester(s) offered (check all that apply):
Summer Options (check all that apply):

Credits by mode of instruction: Lecture:
Seminar:
Independent Study:
Lab/Studio:
Recitation/Discussion:

TOTAL CREDITS: 1

Primary Mode(s) of Delivery:

Time and Location – Call the Registrar’s Office at x4155 to find a time and location for the course.

Assigned Day(s):
Assigned Time(s):
Assigned Building: PLGR
Assigned Room: 211
Capacity (room capacity, or enrollment “cap”): 42

Co- and Pre-Requisites – Courses numbered 200 and above are normally expected to have prerequisites. When listing multiple prerequisites, please separate courses with “and” if both are required, or “or” if only one is required.

Prerequisite(s):
Co-Requisite(s):

Course Description – Provide a course description of 40 words or less for the MSU Catalog.

This course synthesizes and reinforces a broad range of concepts covered throughout the Environmental Horticulture curriculum and applies this knowledge within new contexts. At the end of the semester students take the Certified Plant Professional exam.
DEAN’S STATEMENT

The reviewing committees are being asked to take a closer look at the resources required for each proposed new course. In many cases new courses will replace existing courses and the new course request is effectively resource neutral, however that is not always the case. For example, a new elective course that would result in distributing an existing student population across a larger number of courses would represent a significant increase in expenditures for the new course, and no increase in total student credit hours. A funding mechanism for such a course would need to be identified. The Dean’s Statement is the place to document how the costs of the proposed new course will be covered.

This course will be taken in addition to the existing Environmental Horticulture curriculum, resulting in additional student credit hours. It will not require additional instructional resources, and the meeting time and place will be adjusted each year to accommodate student schedules and space availability.
New Undergraduate Course Narrative  
Montana State University  
Updated August 23, 2012

Please provide the following information in narrative format. Substantive responses to all criteria are required. Although not required, a draft syllabus can also be helpful to the committee in understanding the details of the proposed course.

General Course Information
1. Requested Rubric, Course Number, and Core Designation (if any)
   > HORT 410

2. Course Title
   > Horticulture Recitation

3. Provide a general description of the course explaining the need for the course, its goals, and its overall structure. This is the most important part of the application and should offer a good sense of what students will experience by taking this class.
   > This course is designed to prepare students for the Certified Plant Professional (CPP) exam offered through the Montana Nursery and Landscape Association (MNLA). Each week students will be assigned one to two chapters from the CPP Manual, and be expected to come to class having completed the appropriate review questions. Class discussion will center on the review questions, including how the information in the manual compares to what they have learned throughout their undergraduate course work, which offers an excellent opportunity to learn, review and reinforce important concepts. This course provides students with an opportunity to synthesize important material, learn new information not addressed in the Environmental Horticulture curriculum, and achieve a professional certification that will improve their job marketability.

4. Based on what types of student work (e.g., tests, homework assignments, papers, performances, etc.) will grades be determined?
   > Student grades will be based on participation during the semester, and on the grade achieved on the CPP exam.
5. Provide a course content outline containing all major topics plus a brief description of the material to be covered under each major topic heading.

The CPP Manual contains 21 chapters covering a broad range of horticulture/plant science topics, including: Soils, site analysis and planting, plant nutrition and fertilization, water management, plant propagation, integrated pest management, plant diseases and disorders, entomology, weed control, landscape design, houseplants, annuals, perennials, roses, fruit trees, berries, grapes, turfgrass, vegetables, pruning, nursery marketing and merchandising, and nursery law.

6. List required texts or other required references.

- The CPP Certification Manual

7. What are the estimated enrollment and student credit hour (SCH) production?

\[ \text{SCH} = (\text{enrollment} \times \text{credits}) \]

- Enrollment is estimated to be between 5 and 15 (SCH of 5-15).

8. Will there be an enrollment cap that restricts enrollment below the level of student demand? If so, what is the enrollment cap and why is it necessary?

- No

9. Will course be a “restricted enrollment” course? If so, why is restricted enrollment necessary?

- Yes. Consent of Instructor is required to ensure that students have had the required background course work, which is not necessarily achieved with senior standing alone.

10. Describe how the success of the course will be evaluated? (“End-of-semester student evaluations” is not the answer to this question. How will the instructor determine if the learning outcomes are being met, and how will the department determine if the course is fulfilling its intended purpose?)

- The course will be evaluated primarily on the percentage of students that pass the CPP exam.

11. Is the instructor a member of the regular faculty (i.e., tenured or tenure-track)? If no, please describe the instructor’s qualifications, attach a Vita, and provide a separate letter of support, signed by the department head (or appropriate unit director), addressing the instructor’s qualifications to teach this course.

- The instructor is an Associate Professor in Department of Plant Sciences and Plant Pathology

**Level of Offering**

12. Has the course been offered previously under 280/29L or 480/49L? If so, when? Under what number? What was the enrollment? What level of students took the course?

- No
13. Justify the level of course offering.

> As this course requires senior standing and a broad background of course work in horticulture/plant sciences, a senior level is justified.

**Relationship to other Courses, Curricula, and Departments**

14. Does this course build on or interrelate with other courses in your curriculum or related curricula? If so, which ones?

> This course deals with material from a broad range of courses in the Environmental Horticulture curriculum (see 5 above).

15. Do the topics in the proposed course duplicate or reiterate those in other courses in this or any other department? If so, how do the coverage and educational experience differ and how is this duplication or reiteration justified? Also, what liaison (which is expected in cases of apparent overlap) has been conducted with other departments? Report reactions, both favorable and unfavorable.

> While this course provides an opportunity to review a broad range of topics covered throughout the Environmental Horticulture curriculum and to apply these concepts in new ways, it also delivers a significant amount of new information in areas not covered in this curriculum, particularly in the areas of nursery management, sales and law, fruit production, and site analysis and planting.

16. What programs (departments, colleges) will be impacted by the SCH production of this course? That is, where do you think the SCH in the proposed course are likely to come from? If the expected SCH production of the proposed course is greater than 1000, and the SCH are expected to come from other colleges, what steps have been taken to make the other units aware of the potential loss of SCH? Report reactions, both favorable and unfavorable.

> This course will primarily serve students majoring in the Environmental Horticulture program (both the Horticulture Science and Landscape Design options) (Plant Sciences and Plant Pathology; College of Agriculture), but may also serve students working towards a minor in Environmental Horticulture. The student credit hours will be in addition to the existing curriculum.

17. If this proposed course has a significant interdisciplinary component, please explain briefly. Otherwise, indicate n/a.

> n/a
**Students Served**

18. Does the proposed course serve majors only? Non-majors only? Both majors and non-majors? What other majors might be interested in this course? State areas or disciplines to be served and indicate the specific efforts that will be made to make the course material relevant to all disciplines served.

> While this course will primarily serve students majoring in Environmental Horticulture, it can apply to students in a variety of majors who are also working towards a minor in Environmental Horticulture Science.

**Resources**

19. What additional resources (e.g., additional instructional FTE, required technologies), if any, will be required to offer this course? Are there any resource issues for the students who will take the course (e.g., required technologies, travel, on-line access requirements)? Will there be an additional fee charged to students taking this course? Please explain.

> No additional resources will be required.

20. What existing information resources – print (books, journals, documents), audiovisual (videos, DVDs, CDs or other), and/or electronic (e-books, databases, electronic journals and web sites) – provided by the MSU Libraries will be used by students in this course? Provide examples as well as descriptive information. If additional information resources are necessary, please discuss those acquisitions with the library (x6549 Collection Development) at least three months prior to the beginning of the semester in which this course will be taught.

> Existing information resources, both printed and electronic, may be useful in some instances, but will generally not be required.

**Other Supporting Material**

21. Include any additional information you feel is needed to support this request.

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