

SAM HOUSTON STATE UNIVERSITY NEW COURSE ADDITION REQUEST FORM

Directions: New Course Addition Request form is to be used to support each request for a new course. The form must be completed in its entirety. An incomplete form will not be eligible for review and will be returned to the department/college for resubmission.

Notes: All course prefix and numbers must be verified by the Office of the Registrar's prior to submission to Academic Planning and Program Development.

Online mode of delivery requires submission of additional documentation to [SHSU Online](#) for review and approval.

Assistance: Contact the [Office of Academic Planning and Program Development](#) at (936) 294-2291.

University Curriculum Committee: [Belonging Resources Statement](#)

* Asterisk denotes headers with directional information.

I. Course Identification: For the use of Academic Planning & Program Development and the Registrar's Office.

- a. Proposed prefix and number: ANSC 2350
- b. Proposed title (30 Character Max): Food Safety and Regulation
- c. Proposed long title (60 Character Max): Food Safety and Regulation
- d. Proposed catalog description including prerequisites and credit: Students gain knowledge in the microbiology of human foods and standard industry techniques of inspection and control. Topics include microbiological threats from human food, origins of foodborne illnesses, good manufacturing practices and standard operating procedures, Hazard Analysis and Critical Control Point (HACCP) principles specifically related to meat and poultry, food safety regulations, and regulatory agencies. Prerequisite: ANSC 1319. Credit 3.
- e. Provide the CIP Code for the course: 01.0401.00 (**Agricultural and Food Products Processing**)
[Texas CIP Codes](#)
- f. Will this course receive a standard letter grade (A, B, C, etc.)? ☒ Yes ☐ No
If not a standard letter grade, will this course receive a CR/NC? ☐ Yes ☐ No
- g. Is this course designated as a Lecture, Lab, Practicum, Seminar, Independent Study or Private Lesson, Thesis, Dissertation, Individualized or Clinical course? ☒ Yes ☐ No
If yes, identify: Lecture
- h. Will this course be offered as face-to-face, hybrid, or online? Online
Note: Online requires submission of additional documentation to [SHSU Online](#) for review and approval.
- i. Companion course/Co-requisite: None
- j. May course be repeated for credit? ☐ Yes ☒ No
- k. Maximum number of credit hours that can be earned: 3
- l. Is course eligible to receive a grade of IP? ☐ Yes ☒ No
If yes, justification: N/A
- m. Is this course exempt from the 3-peat charge? ☐ Yes ☒ No
If yes, justification: N/A

- n. Is the proposed course eligible to be offered as writing enhanced? (Applies only to undergraduate courses) ☐ Yes ☒ No

If yes, complete attached Writing Enhancement Supplement.

- o. Identify the majors and/or minors for which this course will be required: None
- p. Identify the majors and/or minors for which this course may be an elective: B.S. in Animal Science, B.S. in Animal Science with concentration in Pre-Veterinary Medicine, B.S. in Interdisciplinary Agriculture, Minor in Wildlife Management

II. Statement of Need and Program Compatibility:

- a. *Justify the need for the course: The proposed course supplements the current Animal Science courses that focus on food animal production. In the current course catalog, there are no courses specifically on safety and regulations in the meat industry. The meat industry is an important and large part of animal agriculture, and understanding basic food safety principles is vital to success in the industry. Some graduates of the Animal Science program find careers within the meat industry, and this proposed course will introduce students to food safety concepts and technology in the meat industry that will help them be more prepared for work in this industry. Furthermore, this proposed course provides a foundation to food safety in meat science, and will prepare students for upper-level courses in meat production.
- b. *Personnel Rotation Impact: The proposed course is currently being taught as a special topics elective course (ANSC 2396) once per academic year. As it is already in the normal course rotation, no influence on personnel rotation or faculty workload is expected. While it does add to the course inventory as an elective, it will not affect degree requirements.
- c. *Similar Course Identification and Department Chair Approval: A few broad topics in FACS 1441 (Food preparation and selection) and FACS 3367 (Food science) has some similarity with some topics in the proposed course.

Note: Department Chair confirmation of notification communication must accompany submission.

The Department chair communicated directly with the FACS chair and the course does not overlap with any of their courses on record. The notification from FACS chair accompanies this submission.

III. Course Content:

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

1. Describe the significant microorganisms in meat production and control of the foodborne pathogens;
2. Discuss the impact of food safety and sanitation on the meat industry and public health;
3. Summarize the basics of food handling, cooking, and storage;

4. Evaluate the public health response to foodborne illnesses and the agencies regulating foods;
and
5. Explain Hazard Analysis and Critical Control Points (HACCP) and apply the seven principles of a HACCP plan.

***15-Week Schedule**

WEEK	TOPIC/ACTIVITY	COURSE OBJECTIVE #
Week 1	Introduction to Food Safety and Regulation	2
Week 2	Foodborne Illness	2
Week 3	Food Microbiology –Bacteria	1
Week 4	Food Microbiology – Bacteria (Cont.)	1
Week 5	Food Microbiology – Viruses and Spoilage Bacteria	1
Week 6	Basic Food Handling	3
Week 7	Meat Inspection and Recalls	4
Week 8	Food Safety in Meat	2
Week 9	Food Safety Technology	4
Week 10	HACCP Intro	5
Week 11	HACCP Hazard Analysis	5
Week 12	HACCP Critical Control Points and Critical Limits	5
Week 13	HACCP Monitoring and Corrective Actions	5
Week 14	HACCP Verification and Record Keeping	5
Week 15	HACCP Verification and Record Keeping Continued	5

IV. *Library materials required for this course:

- a. [Please examine the current library resource holdings here.](#)

If the library does not already hold a resource, please identify **specific** resources that the Library needs to **acquire** in support of this course. These resources could include but are not limited to (both print and electronic) books, journals, electronic databases, etc. Please identify **new titles** that should be acquired or **subject areas** in the collection that may need to be **enhanced** or **updated**.

*If you would like some pointers on how to search library resources, [you may consult this guide](#).
If you'd like to consult your [subject specialist librarian](#) on resources, please contact them.*

Resource Type	Format (Print, Electronic, or Both)	New titles needed or subject area to be enhanced
N/A		

After this form has been completed, contact a Bibliographer/Librarian to complete the Library Collection Review (LCR) form. The LCR form should be attached to the New Course Addition form before the form is forwarded to your College Curriculum Committee.

V. Library Collection Review for Proposed Course:

Proposed Course Prefix and Number: ANSC 2350

Proposed Title: Food Safety and Regulation

1. Results of the librarian's review of the adequacy of library holdings to support the proposed course content areas and assignments. Please be specific and indicate whether the subject areas of the course require new expenditures or are already included in the collection due to library support of courses with similar information needs.

Courses for which the library already curates print and electronic content that is similar to the proposed ANSC 2350 include: FACS 1441: Food Preparation & Selection, FACS 3367: Food Science, and SAFE 5373: Food Safety & Regulation. The content includes books and monographs, scholarly journals and trade publications, film, government documents, and databases. Therefore, the library is able to support the proposed course through its current collection and will maintain access through regular collection analysis and budgetary allocations.

A subject search of the Newton Gresham Library catalog reveals print and electronic books under the following related subject heading: Food Safety; Nutrition; Food Industry & Trade; Food Microbiology; Natural Foods; Food Preservation; Food Quality; and Food Safety Regulations.

The library also maintains subscriptions to databases which index and abstract scholarly and trade articles relevant to the proposed course, with many providing full-text access. This includes AGRIS, Biological Abstracts, BioONE, Gale Academic OneFile, JSTOR, Opposing Viewpoints, MedLINE, Web of Science, and Science Direct. Specific journal titles within the Library's annual subscriptions include Journal of Food Safety; Journal of Food Science; Food Microbiology; Comprehensive Reviews in Food Science and Food Safety; and International Journal of Food Microbiology, among others.

Furthermore, the library maintains a Research Guide to support access to materials (<https://shsulibraryguides.org/agriculture>) and is available to provide instructional support.

2. Identify additional resources that are likely to be needed, and the approximate cost of the materials.

No specific new materials are needed at this time. The Newton Gresham Library will content to identify and add relevant materials over time as they are identified and as the regular subject area funds permit, and welcome the recommendations of subject faculty

3. Bibliographer's comments (state any concerns regarding the library's support of the course).
The Library can support this course and invites instructors to consider including the library as a research, reference, and instructional partner for faculty and students.

Academic Planning and Program Development
January 2024

Bibliographer: Susan Strickland
Date: 10 April 2024

Library Director: Eric D. Owen
Date: April 10, 2024

VI. Writing Enhanced Supplement (Optional):

Proposed Course Prefix and Number: Click or tap here to enter text.

Proposed Title: Click or tap here to enter text.

Briefly explain how the writing requirement will be met in this course, keeping in mind that 50% or more of the course grade must be derived from written assignments, either formal or informal.

Click or tap here to enter text.

Reviewer's Notes: Click or tap here to enter text.

Writing Enhanced Committee Chair: Click or tap here to enter text.

Date: Click or tap here to enter text.

VII. New Course Addition Checklist:

- ☒ The version of New Course Addition form currently posted on the [Office of Academic Planning and Program Development](#) website under [Curriculum/Forms](#) is being used.
- ☒ Font is Arial, 11 pt., no bold, no “all caps.”
- ☒ Every question has a response. If there is not an affirmative response, use “N/A,” “No,” or “None” as appropriate.

Part I – V

- ☒ I.a. Newly proposed prefix and/or number has been verified by the Registrar’s Office.
- ☒ I.c. Non-abbreviated proposed title.
- ☒ I.d. The catalog description is in complete sentences.
 - ☒ Course catalog descriptions should be understandable to members outside the discipline. Avoid acronyms, abbreviations, and terminology specific to the discipline not usually recognized by the general public. Commonly recognized terminology is acceptable, e.g., NASA, DNA, S Corporation.
 - ☒ The final sentence of the catalog description lists any prerequisites, followed by credits, e.g., Prerequisite: ENGL 1301. Credit 3.
 - ☒ Use terms such as “basic,” “fundamental,” “introduction,” and “overview” sparingly. Upper division courses should seldom be introductory.
- ☒ I.i. Companion courses require concurrent enrollment. This is a rare occurrence. If applicable, the companion course should be listed in the course description.
- ☒ II.b. There is nearly always an impact if a new course is added. Adding a new course may require that new faculty be hired, or existing teaching assignments be modified, existing courses be deleted, or degree requirements be modified. Offer specific explanation of the modifications.
- ☒ II.c. Review SHSU course offerings to identify courses with similar titles or content. Error in favor of listing courses that potentially could overlap. Include **required** documentation of discussions with appropriate departmental chairs.
- ☒ IV. The library has been supplied with an electronic copy of this course request **at least 2 weeks** prior to the college submission deadline.

Developed by Department Head/Faculty: Marcy Beverly

Date: 4/10/2024

Approved by Department Chair: Mark Anderson

Date: 4/10/2024

END FORM

Approval Recommendation Signatures

Approval Recommendation Signatures			
Approved by Department Head/Faculty Signature: Marcy Beverly	Approved <input checked="" type="checkbox"/> Date: 4/10/2024	Disapproved <input type="checkbox"/>	
Approved by Department Chair Signature: Mark Anderson	Approved <input checked="" type="checkbox"/> Date: 4/10/2024	Disapproved <input type="checkbox"/>	
Approved by Department CC Signature: Shyam Nair	Approved <input checked="" type="checkbox"/> Date: 4/22/2024	Disapproved <input type="checkbox"/>	
Approved by College CC Signature: Dustin Jones	Approved <input checked="" type="checkbox"/> Date: 09/18/2024	Disapproved <input type="checkbox"/>	
Approved by Academic Dean Signature: Dustin Jones on behalf of Melinda Holt	Approved <input checked="" type="checkbox"/> Date: 09/18/2024	Disapproved <input type="checkbox"/>	
Approved by Director of APPD Signature: <i>Dawn B. Caplinger</i>	Approved <input checked="" type="checkbox"/> Date: 10.16.2024	Disapproved <input type="checkbox"/>	
¹Approved by University CC Signature: Click or tap here to enter signature.	Approved <input type="checkbox"/> Date: Click or tap here to enter date.	Disapproved <input type="checkbox"/>	
Approved by ACC/Provost Signature: Click or tap here to enter signature.	Approved <input type="checkbox"/> Date: Click or tap here to enter date.	Disapproved <input type="checkbox"/>	

CC = Curriculum Committee
APPD = Academic Planning and Program Development

APPD Use Only

Added to Catalog ☐

Date: Click or tap here to enter date.

Added to Banner ☐

Date: Click or tap here to enter date.

Directional Prompts

STATEMENT OF NEED AND PROGRAM COMPATIBILITY

- a) Justify the need for this course, including how the proposed course will support the present program curriculum.
- b) Explain how the addition of this course will directly or indirectly influence personnel rotation, inventory of courses, degree requirements, other, etc.
- c) Identify courses with similar titles or similar contents currently offered in other departments. Explain how this course is different. Identify the department chairs, offering courses with similar titles or contents, who have approved this proposal.

COURSE CONTENT

List the course objectives as expected student outcomes. Objectives should be specific, measurable, and appropriate for the course level.

Identify the topics to be covered and/or activities assigned during each week of the semester and their relationship to the above stated course learning objectives.

LIBRARY MATERIALS REQUIRED FOR THIS COURSE

This section is to help the library review the adequacy of the current collection and plan for the future allocation of resources to better meet the needs of students enrolled in this course.