C-2 Form for Bulk Changes

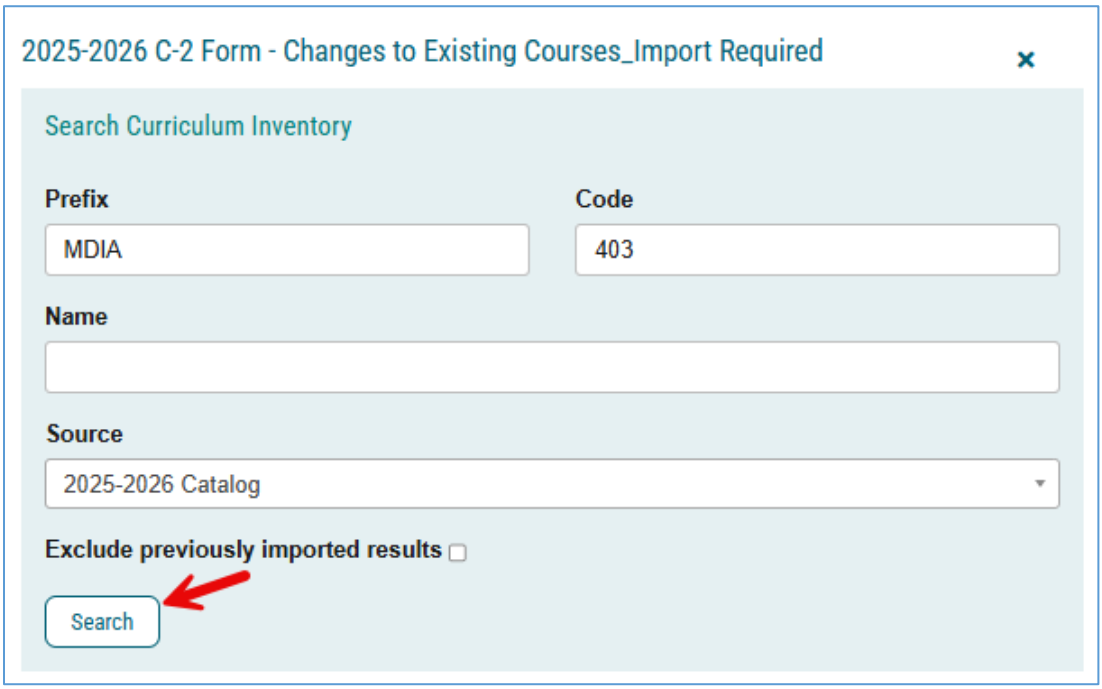
How to make changes to a bulk of courses

CRITERIA:

- The change has to be **IDENTICAL** to all of the courses. No variation can be allowed from course to course.
- **Only these types of changes** are allowed for bulk change format:
  - Subject code change (e.g., changing EDUC to EDRL).
  - Adding or removing a prerequisite/co-requisite/enrollment restriction/enrollment requirement.
  - CS Number

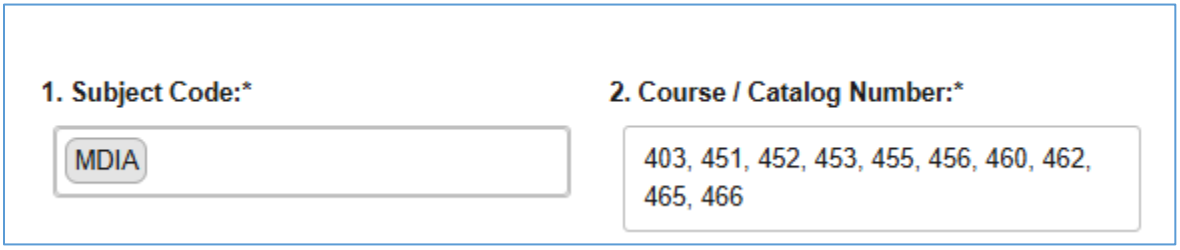
STEPS:

1. Start a C-2 form proposal, and import **ONE** of the courses being changed, for example, import "MDIA 403":



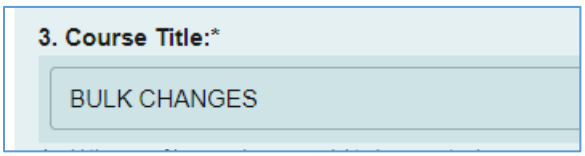
Follow this quick guide on how to import from the current catalog.

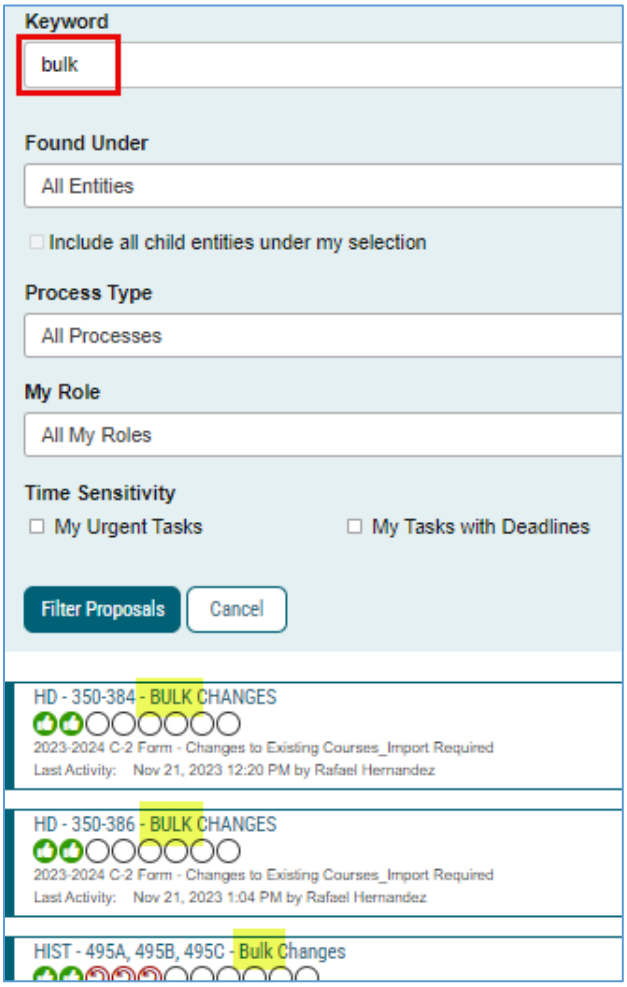
2. In the "Course/Catalog Number" field, type in the affected course numbers:



*If it's a huge list, type in the range, such as "100-450"

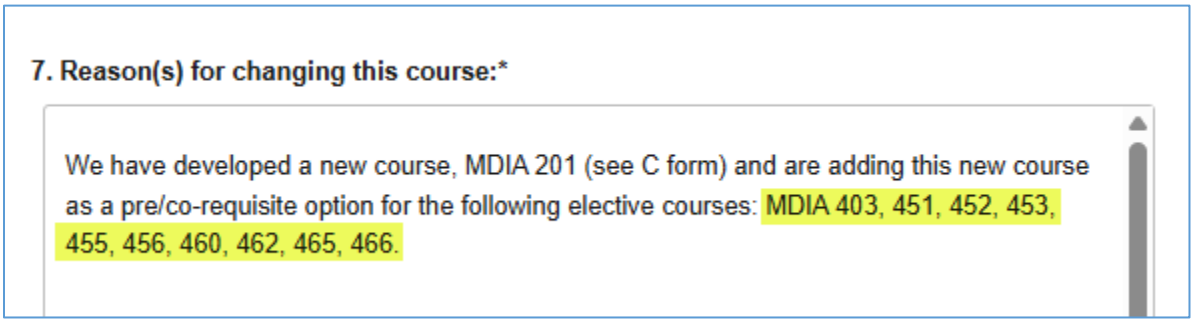
3. In the Course Title field, type "**Bulk Changes**" in the title so that these bulk change proposals are searchable:





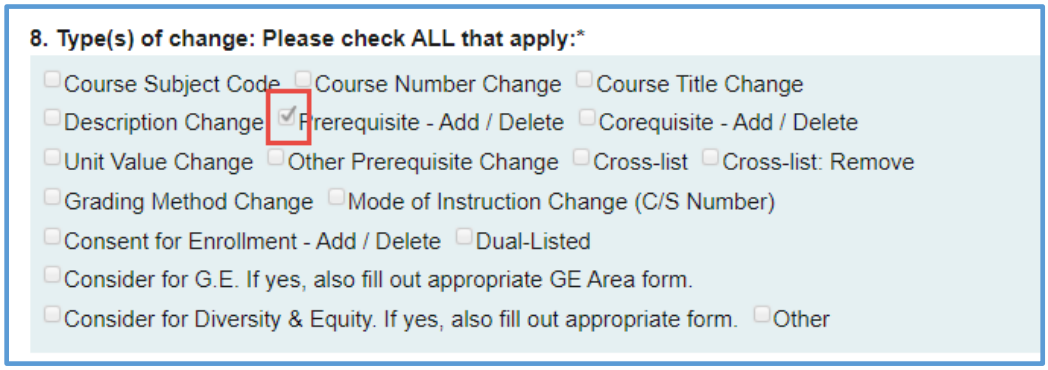
4. In the "Reason for Changing" field, include the **complete list of individual courses (Prefix & Number)**:

    - All affected **courses should be listed individually**, as there could be inactive courses within this range or courses that don't need to be changed.



- We recommend adding a note in the "Reason for Changing" field that the **bulk change(s) is/are the ONLY change(s).** This way, reviewers will focus only on the "Types of Change(s)" and "Reasons for Change" fields.

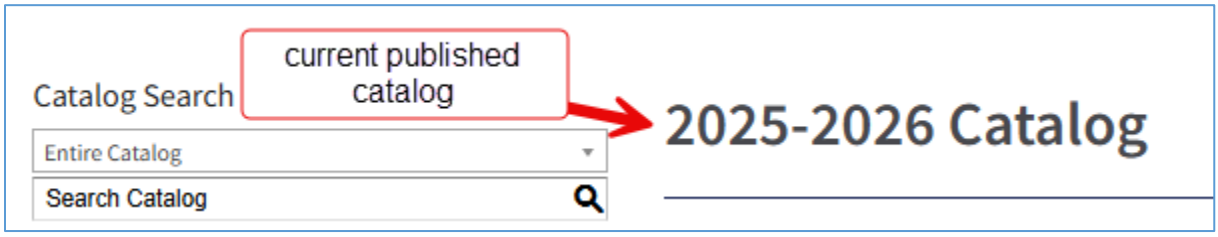
5. Indicate the change(s), which must be **identical for all courses** included in the bulk C-2 proposal.



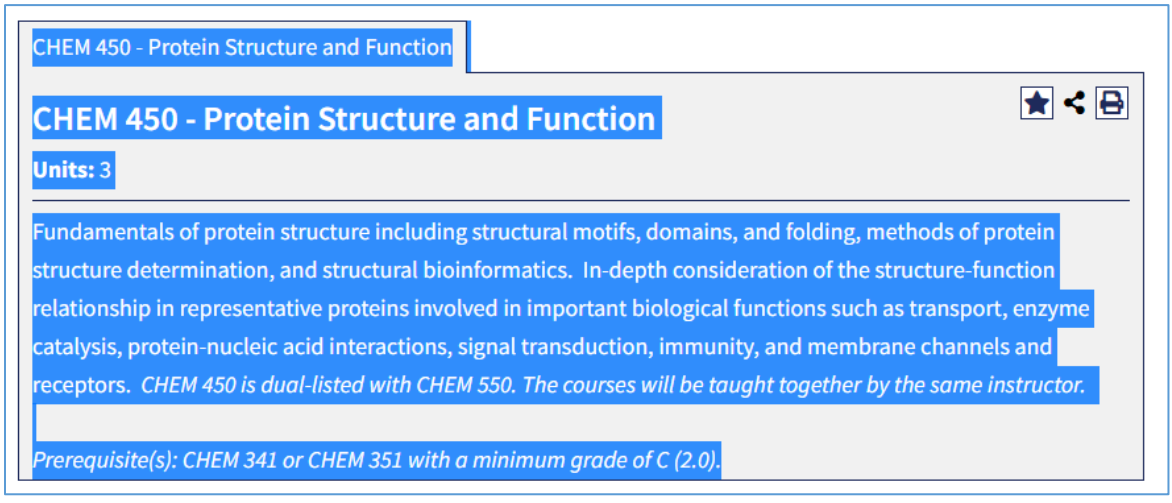
6. Upload a Word doc with marked-up course catalog descriptions for every single affected course, to illustrate exactly how course descriptions should be modified for PeopleSoft and the Catalog. **Please follow the steps below.**

Note: This step is not required if the course description (including registration conditions) is not changing (e.g. when changing CS Number).

a. Go to the **current published online catalog** and search for courses.



b. Copy and paste the entire course description into a Word doc.



c. Repeat steps a & b for ALL affected courses.

d. Use track changes in Word doc to modify course descriptions. (The track changes setting is found under the Review tab)

CHEM 450 - Protein Structure and Function

Units: 3

Fundamentals of protein structure including structural motifs, domains, and folding, methods of protein structure determination, and structural bioinformatics. In-depth consideration of the structure-function relationship in representative proteins involved in important biological functions such as transport, enzyme catalysis, protein-nucleic acid interactions, signal transduction, immunity, and membrane channels and receptors. *CHEM 450 is dual-listed with CHEM 550. The courses will be taught together by the same instructor.*

Prerequisite(s): ~~CHEM 341 or~~ CHEM 351 with a minimum grade of C (2.0).

CHEM 451 - Biophysical Chemistry

Units: 3

Application of the principles of physical chemistry to the study of dynamic biomolecular systems and processes. Review of thermodynamics, chemical kinetics, transport processes, chemical equilibria, and physical equilibria. Use of optical spectroscopy, magnetic resonance spectroscopy, and mass spectrometry. Focus on biomolecular structure and dynamics; protein folding; protein engineering; membrane protein biophysics; and translation. *CHEM 451 is dual-listed with CHEM 551. The courses will be taught together by the same instructor.*

Prerequisite(s): ~~CHEM 341 or~~ CHEM 351, and CHEM 401 with a minimum grade of C (2.0).

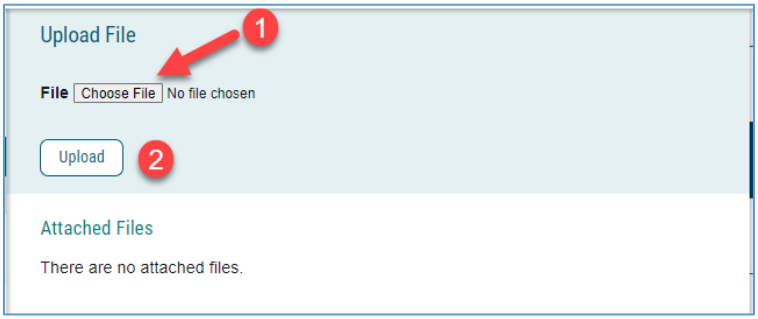
CHEM 455 - Enzymology

Units: 3

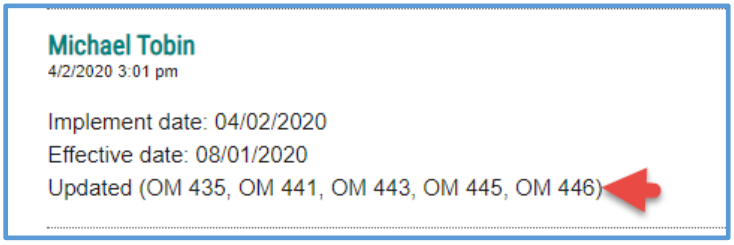
Focuses on enzyme kinetics, the mechanisms of enzyme catalysis, and enzymatic regulation. Includes a review of basic enzymatic concepts, enzyme kinetics of single substrate reactions, enzyme inhibition and multi-substrate enzyme systems, mechanisms of enzyme catalysis, active site studies, the description of specific well-characterized enzymes, and mechanisms of enzyme regulation. *CHEM 455 is dual-listed with CHEM 555. The courses will be taught together by the same instructor.*

Prerequisite(s): ~~CHEM 341 or~~ CHEM 351 with a minimum grade of C (2.0).

e. Upload Word doc to the proposal in the files tab. 



After the proposal is approved, the Curriculum Analyst will also make an administrative notation in the Comments section during implementation, e.g.:

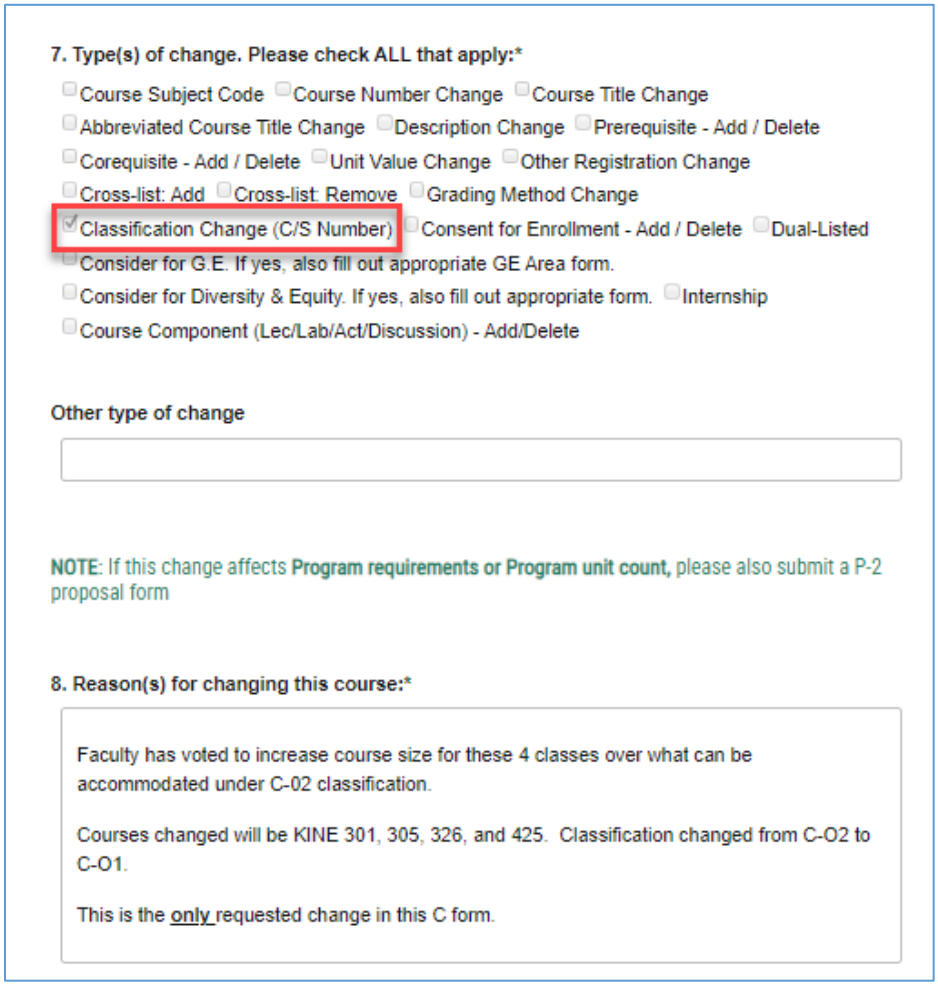


Please reach out to Academic Programs if you have any questions!

Rebecca Romine: rromine@csusm.edu

Additional examples of BULK CHANGES:

CS Number Change:



Prerequisite Change:

7. Type(s) of change. Please check ALL that apply:*

- [ ] Course Subject Code
- [ ] Course Number Change
- [ ] Course Title Change
- [ ] Description Change
- [x] Prerequisite - Add / Delete
- [ ] Corequisite - Add / Delete
- [ ] Unit Value Change
- [ ] Other Registration Change
- [ ] Cross-list: Add
- [ ] Cross-list: Remove
- [ ] Grading Method Change
- [ ] Mode of Instruction Change (C/S Number)
- [ ] Consent for Enrollment - Add / Delete
- [ ] Dual-Listed
- [ ] Consider for G.E. If yes, also fill out appropriate GE Area form.
- [ ] Consider for Diversity & Equity. If yes, also fill out appropriate form.
- [ ] Internship
- [ ] Course Component (Lec/Lab/Act/Discussion) - Add/Delete

Other type of change

NOTE: If this change affects **Program requirements or Program unit count,** please also submit a P-2 proposal form

8. Reason(s) for changing this course:*

The Department of Biological Sciences is proposing a new Environmental Biology Minor. Students who take this minor are not required to take BIOL 210, which is currently one of the prerequisites for the electives listed here. This Bulk C2 will add prerequisite language to reflect that the students who take the minor do not need to take BIOL 210.

The electives to be changed:

BIOL 379, BIOL 380, BIOL 381A, BIOL 381B, BIOL 384, BIOL 386A, BIOL 386B, BIOL 387, BIOL 389, BIOL 390A, BIOL 390B