



# Curriculum Proposal

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

		(Check all that apply):	Proposal # <u>131</u>
College: <u>Business</u>	<input checked="" type="checkbox"/> Undergraduate		Effective Date of Change:
Department: <u>All in College</u>	<input type="checkbox"/> Graduate		Academic Year <u>05</u>
Program: <u>All in College</u>	CIP # _____		(For Office Use Only)
Type of Change Proposed: <u>PROGRAM PROPOSALS</u>		<b>Course Designator and Number</b>	<b>Number of Credits</b>
Title Current: <u>NA</u>			
Title Proposed: <u>NA</u>			
24-Char. Abbrev: _____			(if applicable)

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

### Rationale or Justification for change:

This would reduce the maximum number of hours a student could take in the COB, without being admitted to a COB program, from 28 to 24. It is intended to improve quality.

### \*\*\*For General Education or Cultural Diversity Courses Only\*\*\*

#### General Education Course:

GE Category #      GE Category Name (Maximum of 3 Categories)

N/A

N/A

N/A

? For Writing Intensive Courses, attach a description of the kind and quantity of writing.

? For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:

- a. Syllabus or course outline.
- b. Course's student learning outcomes associated with each GE competency or CD designation.
- c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.

#### Cultural Diversity Course:

(Please check one.)

- Core** (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)
- Related** (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)

### \*\*\*For New Courses\*\*\*

(Check all that apply):	Instructional Type: <u>Lecture</u>	Course will be offered:
<input type="checkbox"/> Course is an elective.	Grading Format: <input type="checkbox"/> Grade <input type="checkbox"/> P/N	<input type="checkbox"/> Fall Semester
<input type="checkbox"/> Course is required for program		<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Pre- or Co-requisites:		<input type="checkbox"/> Summer Session
<input type="checkbox"/> Other courses are being changed or eliminated. (Explain.) _____		

Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:

- a. Syllabus or course outline.
- b. Course's student learning outcomes.
- c. A list of resources required to offer and support this course.
- d. A description of how teaching this course will affect department staffing.
- e. If 400/500 level course, an explanation of added expectations of graduate students.



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**\*\*\*For Program Proposals\*\*\***

Attach paper copies of the following:

- a. Student learning outcomes for the program.
- b. Minutes from department and college curriculum meetings in which action was taken on this proposal.
- c. Program Assessment Plan. Forms are available on the Academic Affairs Web site:  
[http://www.mnsu.edu/acadaf/words/PRA\\_SampSLOAssessPlan.doc](http://www.mnsu.edu/acadaf/words/PRA_SampSLOAssessPlan.doc)
- d. List of program requirements for **New** programs, or a list of **Current** and **Proposed** program requirements for **Redesigned** programs.
- e. A list of resources required to offer and support this program.
- f. A description of how offering this program will affect department staffing.
- g. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits:

**\*\*\*For Programs Requiring MnSCU Approval\*\*\***

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site:

<http://www.mnsu.edu/acadaf/html/currformsprocesses.htm>

1. **Creation** of an entirely new program.
2. **Redesign** of existing programs, which takes any of the following forms:
  - ⌚ Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
  - ⌚ Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
  - ⌚ Change in program name.
  - ⌚ Change in program CIP #.
  - ⌚ Change in TOTAL program credits.
  - ⌚ Change in degree award. For example, changing a B.A. to B.S.
  - ⌚ Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)
3. **Relocation** of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.
4. **Replication** of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.
5. **Suspension** or **reinstatement** of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.
6. **Closure** of a program. This proposal requests closure of an existing program and its removal from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.



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**\*\*\*Signature Page\*\*\***

**Department**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

*See Attachment*  
 \_\_\_\_\_  
 Department Chair

Date

Comments:

**College Curriculum Committee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

*Roger Severn* *Nov. 10, 04*  
 \_\_\_\_\_  
 Committee Chair

Date

Comments:

**College Dean**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

*Smith A. Johnson* *11-10-04*  
 \_\_\_\_\_  
 Dean

Date

Comments:

**General Education Subcommittee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 General Education Subcommittee Chair

Date

Comments:

**Undergraduate Curriculum and Academic Policy Committee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 UCAP Faculty Chair

Date

Comments:

**Faculty Association Graduate Committee**

Recommended  
 Not Recommended

\_\_\_\_\_  
 Faculty Association Graduate Chair

Date

Comments:

**Graduate Dean**

Recommended  
 Not Recommended

\_\_\_\_\_  
 Graduate Dean

Date

Comments:

**Academic Affairs Council**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 Assistant Vice President

Date

Comments:

**Senior Vice President and Vice President for Academic Affairs**

Approved (Category/ies \_\_\_\_\_)  
 Not Approved (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 Sr. Vice President / Vice Pres. Academic Affairs

Date

Comments:

We, the undersigned chairs of the departments of Accounting, Finance, Marketing and Management, representing the faculty of our departments, unanimously support the reduction in the number of hours a student may take in the College of Business before being admitted to the college from 28 to 24.

**Mary Rolfes Chair, Accounting and Business Law** Mary Rolfes

**Stephen Wilcox Chair, Finance** Steph E. Wilcox

**Kevin Elliott Chair, Marketing and International Business** Kevin M. Elliott

**Miles Smayling Chair, Management** Miles Smayling

November 8, 2004

RE: Minutes, College of Business Curriculum Committee

Present: Ann Kuzma, Mary Rolfes, Roger Severns, Jon Kalinowski, Also present: Scott Johnson

1. Based on discussions in the Chair's Council Meeting (Nov. 1, 2004) the curriculum committee discussed reducing the number of credits students can take within the College of Business before being admitted. Currently, students may take up to 28 credits before being admitted to a COB major. The recommendation was to reduce the number of credits from 24 to 28. The motion was made and seconded to reduce the number of hours a student may take within the COB before admission to 24. Motion passed unanimously.
2. Based on discussions in the Chair's Council Meeting (Nov. 1, 2004) the curriculum committee considered adoption of a minimum GPA for graduation from the College of Business. Dean Johnson stated that while the adoption of this policy will not likely impact many students the Chair's Council believed the adoption of this policy should increase standards students must meet for graduation from the College of Business. Members of the College Curriculum committee suggested this policy would likely be revisited in the future with higher standards being put in place. The motion was made and seconded to require COB admitted majors to achieve a minimum GPA of 2.25 for graduation. Motion passed unanimously.
3. Business Education 345 – Discussion on this issue centered on two short term recommendations: (1) Whether to drop the requirement until a long term solution is developed, or (2) Maintain the requirement of BED 345 and identify several substitutes or course equivalents for the next academic year (2005/2006). Members of the Curriculum committee had not had a chance to get department input so it was agreed input on this issued would be generated electronically and that Curriculum Committee members would provide that input all members of the committee in order to determine whether there was a consensus/majority position on how to handle this issue for the next academic year.
4. Roger Severns requested a suspension of the submission/acceptance time line for curricula changes in order that his department could submit/approve a change in the structure of the Finance Major. The change to the major involved increasing the elective choices for the Finance Major. Motion passed unanimously.

Submitted by:

J. Kalinowski, Ph.D.