



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.

		<small>(Check all that apply):</small>		
College:	Business	<input checked="" type="checkbox"/> Undergraduate	Proposal # 137	
Department:	All departments in CoB	<input type="checkbox"/> Graduate	Effective Date of Change:	
Program:	all programs	CIP # _____	Academic Year 05	
Type of Change:	PROGRAM PROPOSALS		<small>(For Office Use Only)</small>	
Proposed:	Change in Requirements-Course(s) Deleted		Course Designator	Number of Credits
Title Current:	Business Communications		BED 345	3
Title Proposed:				
24-Char. Abbrev:			<small>(if applicable)</small>	

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

Rationale or Justification for change:

Responsibility for professional communications is being shifted to within each major in the College of Business.

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

General Education Course:		Cultural Diversity Course:
GE Category #	GE Category Name (Maximum of 3 Categories)	<small>(Please check one.)</small>
N/A		<input type="checkbox"/> Core (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)
N/A		<input type="checkbox"/> 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.)
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:

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

*****For New Courses*****

<small>(Check all that apply):</small>	Instructional Type: <input type="text" value="Lecture"/>	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="text"/>	<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Pre- or Co-requisites:	<input type="text"/>	<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:

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



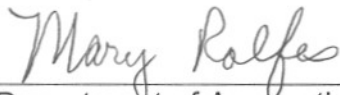
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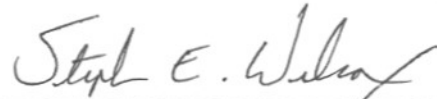
Department		
<input checked="" type="checkbox"/> Recommended (Category/ies _____)	<u>See Attached</u>	
<input type="checkbox"/> Not Recommended (Category/ies _____)	Department Chair	Date
Comments:		
College Curriculum Committee		
<input checked="" type="checkbox"/> Recommended (Category/ies _____)	<u>Roy Jensen 2/2/05</u>	
<input type="checkbox"/> Not Recommended (Category/ies _____)	Committee Chair	Date
Comments:		
College Dean		
<input checked="" type="checkbox"/> Recommended (Category/ies _____)	<u>Scott Johnson 2-3-05</u>	
<input type="checkbox"/> Not Recommended (Category/ies _____)	Dean	Date
Comments:		
General Education Subcommittee		
<input type="checkbox"/> Recommended (Category/ies _____)		
<input type="checkbox"/> Not Recommended (Category/ies _____)	General Education Subcommittee Chair	Date
Comments:		
Undergraduate Curriculum and Academic Policy Committee		
<input type="checkbox"/> Recommended (Category/ies _____)		
<input type="checkbox"/> Not Recommended (Category/ies _____)	UCAP Faculty Chair	Date
Comments:		
Faculty Association Graduate Committee		
<input type="checkbox"/> Recommended		
<input type="checkbox"/> Not Recommended	Faculty Association Graduate Chair	Date
Comments:		
Graduate Dean		
<input type="checkbox"/> Recommended		
<input type="checkbox"/> Not Recommended	Graduate Dean	Date
Comments:		
Academic Affairs Council		
<input type="checkbox"/> Recommended (Category/ies _____)		
<input type="checkbox"/> Not Recommended (Category/ies _____)	Assistant Vice President	Date
Comments:		
Senior Vice President and Vice President for Academic Affairs		
<input type="checkbox"/> Approved (Category/ies _____)		
<input type="checkbox"/> Not Approved (Category/ies _____)	Sr. Vice President / Vice Pres. Academic Affairs	Date
Comments:		

January 24, 2005

The undersigned, as chairs of all departments in the College of Business, recommend approval of dropping BED 345, Business Communications, as a requirement for all programs in the College of Business.



Department of Accounting and
Business Law



Department of Finance



Department of Management



Department of Marketing and
International Business

**College of Business
Common Core**

BEFORE CHANGE

Required General Education (7 credits):

ECON 201 Principles of Macroeconomics (3)
MATH 112 College Algebra (4)

Required Support Courses (44 credits)

Lower Division:

ACCT 200 Financial Accounting (3)
ACCT 210 Managerial Accounting (3)
Legal, Political and Regulatory
Environment of Business (3)
BLAW 200 Principles of Microeconomics (3)
ECON 202 Business Statistics (4)
ECON 207 Introduction to Microcomputers (3)
COMS 101 Introduction to MIS (3)
MGMT 200

Upper Division

BED 345 Business Communications (3)
FINA 452 Business Finance (3)
IBUS 380 Principles of International Business (3)
MGMT 330 Principles of Management (3)
Production and Operations
MGMT 346 Management (3)
FINA 395 Personal Adjustment to Business (1)
MGMT 481 Business Policy and Strategy (3)
MRKT 310 Principles of Marketing (3)

Required for Major:

AFTER CHANGE

Required General Education (7 credits):

ECON 201 Principles of Macroeconomics (3)
MATH 112 College Algebra (4)

Required Support Courses (41 credits)

Lower Division:

ACCT 200 Financial Accounting (3)
ACCT 210 Managerial Accounting (3)
Legal, Political and Regulatory
Environment of Business (3)
BLAW 200 Principles of Microeconomics (3)
ECON 202 Business Statistics (4)
ECON 207 Introduction to Microcomputers (3)
COMS 101 Introduction to MIS (3)
MGMT 200

Upper Division

FINA 452 Business Finance (3)
IBUS 380 Principles of International Business (3)
MGMT 330 Principles of Management (3)
Production and Operations
MGMT 346 Management (3)
FINA 395 Personal Adjustment to Business (1)
MGMT 481 Business Policy and Strategy (3)
MRKT 310 Principles of Marketing (3)

No changes are being made in any major specific course requirements at this time. Students will now have an additional 3 elective credits. All programs stay within 128 credit hours.

Rolfes, Mary Swanson

From: Kontak, Roger E
Sent: Tuesday, February 01, 2005 9:57 AM
To: Rolfes, Mary Swanson
Cc: Broderick, Cynthia R
Subject: RE: BED 345

Mary,

As we discussed, our department concurs with your intended bulletin changes. The changes are necessary due to the reduced availability of BED 345 next fall and beyond. You may wish to advise your students that we have added two summer sections of the class. Since this is a valuable class, they should consider the summer opportunities to avoid the need for your waiver.

Best Regards,

Roger

-----Original Message-----

From: Rolfes, Mary Swanson
Sent: Monday, January 31, 2005 3:49 PM
To: Kontak, Roger E
Subject: BED 345

Roger—

Sorry I was out of the office when you returned my call. Our decision was to drop BED 345 as a requirement for College of Business majors; we hope to make it in to next year's catalog, but if we don't, we plan to file a mass waiver with the registrar's office. That would also hold true for students who are under old catalogs, but can't get into the course.

Hope this answers your questions.

Mary

Mary S. Rolfes
Associate Professor and Chair
Department of Accounting and Business Law
Minnesota State University, Mankato
Telephone: 507-389-5427
Fax: 507-389-5497

Minnesota State University Mankato
College of Business
Curriculum Committee

Meeting Minutes
January 31, 2005

Present: Jon Kalinowski, Ann Kuzma, Mary Rolfes, Roger Severns, Dooyoung Shin

The meeting was called to order at 2pm in Morris Hall 215. Mary Rolfes distributed a curriculum proposal to drop BED 345 Business Communications from the required courses in the COB common core. She is awaiting supporting materials from the various departments, specifically departmental meeting minutes, and a letter of agreement from the Aviation and Business Education Department.

The committee voted unanimously to waive the committee rules and gave both tentative and final approval to the proposal

The committee also discussed the upcoming meeting of the Assurance of Learning committee to be held on Feb. 3, 2005.

Recorded by,

Ann Kuzma



January 24, 2005

By e-mail vote in December, 2004, the Department of Accounting supported dropping the program requirement that students take BED 345, Business Communications.

A handwritten signature in cursive script that reads "Mary Rolfes".

Mary Rolfes
Associate Professor and Chair

COLLEGE OF BUSINESS
DEPARTMENT OF ACCOUNTING AND BUSINESS LAW
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MANAGEMENT MINUTES

Minutes

January 28, 2005

PRESENT: M. Fox; P. Schumann; J. Kaliski; T. Scott; C. Pragman; J. Kalinowski;
D. Shin; S. Kim; K. Dale; R. Kawatra; M. Smayling

1. Miles checked the progress on completing the assessment outcome forms. He also requested that these be emailed back to him. The 330 instructors will be meeting on Thursday, February 3 at 2:00 p.m.
2. After discussion on BED 345, J. Kalinowski moved, M. Fox seconded, that the department support BED 345 being dropped as a requirement. Motion passed.
3. Dean Johnson would like to have options regarding a 140-160 seat classroom being available for COB Principles classes.
4. T. Scott reported that the laptop lease runs out on May 15, 2005 for old laptop computers. The Tech Committee is looking at new options. New computers should be received by the end of the term, let John K. or T. Scott know if you have any questions or concerns.
5. D. Shin moved, S. Kim seconded, that the meeting be adjourned. The next department meeting will be Friday, February 18, from 12:30-2:00.

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e. A list of resources required to offer and support this program.

No additional resources are needed to support this change.

f. A description of how offering this program will affect department staffing.

This change will have no impact on department staffing.

g. A list of additional library holdings required for this program.

No additional holdings are needed to support this change.

Minnesota State University Mankato
College of Business
Department of Marketing and International Business

During its meeting of January 21, 2005, the Department of Marketing and International Business discussed the possibility of dropping BED 345 Business Communications as a core requirement for College of Business students. Faculty had been made aware of the BED 345 issue at department meetings in the fall and had been informed of any new developments by the Chair or by the COB Curriculum Committee representative. Faculty members were given the opportunity to voice any concerns, questions, etc. with regard to BED 345.

On February 2, 2005, Dr. Kevin Elliott, Chairperson of the Department of Marketing and International Business asked for an "e-mail" vote on this matter. The department decision was to drop the course.

Prepared by,

Ann Kuzma
Associate Professor of Marketing and International Business
COB Curriculum Committee Department Representative