



Minnesota State University, Mankato HOLD and CLEAR buttons only compatible with Acrobat V. 4 and 5  
**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 # <b>159</b>
College: <u>Business</u>	<input checked="" type="checkbox"/> Undergraduate	Effective Date of Change:
Department: <u>Accounting</u>	<input type="checkbox"/> Graduate	Academic Year <b>05-06</b>
Program: _____	CIP # _____	(For Office Use Only)
Type of Change: <u>COURSE PROPOSALS</u>	<b>Course Designator    Number of</b>	
Proposed: <u>Course Withdrawal</u>	<b>and Number</b>	<b>Credits</b>
Title Current: <u>Accounting for Non-Business Majors</u>	ACCT 110	3
Title Proposed: _____	_____	
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 course has not been taught for several years; no current department faculty have an interest in teaching it. The course is required for only two programs; these students have been taking ACCT 200. Both programs have indicated agreement with dropping the course.

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

<p style="text-align: center;"><b>General Education Course:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">GE Category #</th> <th>GE Category Name (Maximum of 3 Categories)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">N/A</td><td> </td></tr> <tr><td style="text-align: center;">N/A</td><td> </td></tr> <tr><td style="text-align: center;">N/A</td><td> </td></tr> </tbody> </table> <p>? 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.</p> <p>Attach paper copies of the following:</p> <ol style="list-style-type: none"> <li>Syllabus or course outline.</li> <li>Course's student learning outcomes associated with each GE competency or CD designation.</li> <li>List of strategies to be used to assess students' achievement of each GE competency or CD designation.</li> </ol>	GE Category #	GE Category Name (Maximum of 3 Categories)	N/A		N/A		N/A		<p><b>Cultural Diversity Course:</b></p> <p>(Please check one.)</p> <p><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.)</p> <p><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.)</p>
GE Category #	GE Category Name (Maximum of 3 Categories)								
N/A									
N/A									
N/A									

**\*\*\*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 checked="" type="checkbox"/> Fall Semester
<input checked="" type="checkbox"/> Course is required for program	<u>All major programs in the College of Business</u>	<input checked="" type="checkbox"/> Spring Semester
<input checked="" type="checkbox"/> Pre- or Co-requisites:	<u>Admission to COB major, MGMT 330, MRKT 310, FINA 3</u>	<input type="checkbox"/> Summer Session
<input type="checkbox"/> Other courses are being changed or eliminated. (Explain.) _____		
<input checked="" type="checkbox"/> 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.



Minnesota State University, Mankato  
Curriculum Proposal

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

**Department**

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

Mary Rolfs 12/8/05  
 Department Chair Date

Comments:

**College Curriculum Committee**

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

Ann J. Kyme 12-12-05  
 Committee Chair Date

Comments:

**College Dean**

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

S.M.D. Johnson 12-13-05  
 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 \_\_\_\_\_)

Walter Tomix 2/4/06  
 UCAAP 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 \_\_\_\_\_)

[Signature] 2/23/06  
 Assistant Vice President Date

Comments:

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

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

[Signature] 2/23/06  
 Sr. Vice President / Vice Pres. Academic Affairs Date

Comments:

**Rolfes, Mary Swanson**

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**From:** Rayla Allison [rayla.allison@mnsu.edu]  
**Sent:** Wednesday, April 13, 2005 5:36 AM  
**To:** Rolfes, Mary Swanson  
**Cc:** Rushing, Garold M  
**Subject:** Acct 110

November 2, 2005

Dr. Mary Rolfes  
Chairperson-Accounting and Business Law  
Minnesota State University, Mankato

Re: Discontinuing Acct 110

Dr. Rolfes:

The Sport Management program of the Human Performance Department is comfortable with the Accounting department discontinuing offering Acct. 110.

Rayla Allison  
Coordinator of Sport Management

**Rolfes, Mary Swanson**

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**From:** Bomier, Angie  
**Sent:** Wednesday, December 07, 2005 10:45 AM  
**To:** Rolfes, Mary Swanson  
**Subject:** Accounting 110 for Pre-Mortuary Science Students

Dear Dr. Rolfes:

Please accept my apologies for taking so long to respond to your question regarding the ACCT 110 course, which is included in the recommended Pre-Mortuary Science program.

Although ACCT 110 is currently included in the pre-professional curriculum outlined for Pre-Mortuary Science, we are aware that this particular course has NOT been available to students for the past several years. We have, instead, advised students to enroll in the non-laptop section of Accounting 200 (Financial Accounting) course, and have also advised that they complete COMS 101 (instead of COMS 100), in order to satisfy the pre-requisite for ACCT 200.

We have (historically) had very few students each year with declared majors in Pre-Mortuary Science. Students are eligible to enter the Mortuary Science Professional School at the U. of Minnesota (and other accredited programs), after two years of recommended college level coursework, as outlined in the MSU bulletin.

Please let me know if the ACCT 110 course will no longer be offered at MSU; we would want to revise our bulletin information to more correctly reflect this change. Thank you, Dr. Rolfes.

Angie Bomier  
Student Relations Coordinator  
College of Science, Engineering and Technology  
Advising Center

Meeting  
Department of Accounting and Business Law

The Department of Accounting and Business Law met on Friday, September 16, 2005, in MH 208. Chairperson Mary Rolfes called the meeting to order. Members present: Jane Baird, Paul Brennan, Abo Habib, Iny Hwang, Penny Herickhoff, Dan Levin, Vicki Luoma, Tom Olach, Paul Schwinghammer, Steve Woehrle and Robert Zelin. Members absent: Georgia Holmes and Marilyn Okleshen.

Mary made a number of announcements as reminders to faculty.

- a) SEDONA information needs to be updated by September 30
- b) The Accounting & Auditing Student Conference will be held September 29. Please encourage your students to attend.
- c) Thank you to those faculty who have already submitted their office hours to Dianna and a reminder to those who have not to do so as soon as possible.
- d) Business & Career Day is Tuesday, October 11. Please encourage your students to attend.
- e) The College of Business Executive Lecture is October 27. One of our accounting alumni, Mark Peek, is the speaker.
- f) The College of Business Scholarship Reception is Thursday, September 22, from 4:30-6:00 p.m. This is the first year the Department of Accounting and Business Law will be participating in this event rather than hosting ours separately. The department will have a golf outing that afternoon and will be having a networking pizza party at Jake's Pizza following the reception.

Paul Schwinghammer is looking for faculty members who would be willing to meet with recruiters for lunch this month. Contact Paul if you are available.

The next department meeting will be ***Friday, October 14***. Details of location will follow. Dianna requested faculty tell her what food they would like at that meeting. Sub sandwiches were requested.

The Mankato Chamber of Commerce has developed a Student Leadership Program. Each department is requested to submit two student names as nominees for this program. The students will be required to attend several Chamber functions in the hope it will help develop their leadership skills. There is also the thought it may encourage some of our graduates to remain in the Mankato area. When choosing your candidates, keep in mind there are definite requirements the student must complete or meet. At the end of the nine-month program, the student will receive a certificate of completion.

Mary said there were two reasons for ethics being on today's agenda. 1) Our college programs are lacking ethics coverage. Each major within a department is being asked to find someplace in their curriculum where we can point to a block of time where ethics is being covered extensively. The department curriculum committee will be doing course inventories to see if we can find where ethics is covered. 2) The college may be introducing a business ethics

course into the business core. The question is who would teach it for the college. Discussion followed.

The department curriculum committee met on Thursday and had two main topics of discussion. The recommendation was made by the Curriculum Committee to drop Accounting 110 from our course curriculum. Currently the only program that requires it is pre-mortuary science. Mary will check with that department chairperson to see if Accounting 200 would be an acceptable substitution and also double-check to ensure there is not another program with Accounting 110 as a requirement. Motion made, seconded and passed to drop Accounting 110 from the department accounting curriculum.

The Curriculum Committee made a recommendation that Accounting 200 and 210 faculty meet to decide on the final exam structure. A recommendation was made that absolutely no final exam be given on-line if it is part of a common final exam. The determination of whether or not there will continue to be a common final exam will be addressed at the October meeting.

Robert gave recommendations and thoughts from the committee which is looking at updating our department website. Following is a list of suggestions to update our website: rearrange the department and college links on our homepage, jazz up the content, include recent department and/or student news, have course descriptions on line, develop a recommended 4-year schedule for students, put the internship information on a separate page with links to job-related sites, provide on-line maps of Morris and Armstrong Halls, ask alumni to write a short message geared to students looking to attend MN State, etc.

Mary presented the very first draft of a proposed Master of Accounting curriculum. There is a need to add a substantial number of courses for an accounting master's program. There was a lot of discussion about course offerings and needs based on this initial draft. It was requested faculty continue to look at these offerings and share thoughts with Mary or other department curriculum committee members.

Meeting adjourned at 1:30 p.m.

Respectfully submitted,

Dianna Brandenburg  
Administrative Assistant

College of Business  
Curriculum Committee

December 12, 2005

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

The committee voted tentative and final approval to the following proposals:

1. Proposal from Management Department to add a new course MGMT 305 (Business Ethics Fundamentals)
2. Proposal to add MGMT 305 (Business Ethics Fundamentals) to the requirements for all majors in the College of Business.
3. Proposal for GPA entrance requirement for admission to majors in the College of Business be raised to 2.7
4. Proposal from Accounting Department to withdraw ACCT 110 (Accounting for Non-Business Majors)
5. Proposal from Management Department to drop MGMT 455 (Dynamics of Negotiation) from list of electives
6. Proposal from Management Department to drop MGMT 346 (Production and Operations Management) and MGMT 455 (Dynamics of Negotiation) from the list of elective courses in the Management minor

Recorded by,

Ann Kuzma