



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.

College: <u>Education</u>		<input type="checkbox"/> Undergraduate		Proposal # <u>22</u>
Department: <u>Aviation and Business Education</u>		<input type="checkbox"/> Graduate		Effective Date of Change:
Program: _____		CIP # _____		Academic Year <u>07-08</u>
Type of Change: <u>COURSE PROPOSALS</u>				(For Office Use Only)
Proposed: <u>Course Withdrawal</u>		Course Designator and Number		
Title Current: <u>Business Correspondence and Reports</u>		Number of Credits		
Title Proposed: _____		BED 451		
24-Char. Abbrev: _____		3		
(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:

In 2006-2007 all BED courses were removed from the bulletin. A curriculum proposal was not completed to document the deletion of all of these courses.

For General Education or Cultural Diversity Courses Only

General Education Course:		Cultural Diversity Course: (Please check one.) <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.) <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.)
GE Category #	GE Category Name (Maximum of 3 Categories)	
<u>N/A</u>	_____	
<u>N/A</u>	_____	
<u>N/A</u>	_____	
<p>7 For Writing Intensive Courses, attach a description of the kind and quantity of writing.</p> <p>7 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> <p>a. Syllabus or course outline.</p> <p>b. Course's student learning outcomes associated with each GE competency or CD designation.</p> <p>c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.</p>		

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:

- 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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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/praf/forms/>
- 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/Curriculum/currformsprocess.html>

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 _____)

C. E. Kelly 1/31/08
 Department Chair Date

Comments:

College Curriculum Committee

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

G. Reid 2-29-08
 Committee Chair Date

Comments:

College Dean

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

Maura Brew 3/1/08
 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 _____)

[Signature] 3/18/08
 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 _____)

[Signature] 3/18/08
 Assistant Vice President Date

Comments:

Senior Vice President and Vice President for Academic Affairs

Approved (Category/ies _____)
 Not Approved (Category/ies _____)

[Signature] 3/18/08
 Sr. Vice President / Vice Pres. Academic Affairs Date

Comments:

Aviation Department Meeting

February 4, 2008

The list of committees was discussed and faculty was assigned to committees:

Assessment Coordinating Committee	Craig Ruedy
Policy Procedure & Review Board	Craig Ruedy
Curriculum Committee	Pat McKinzie
Diversity Committee	Pat McKinzie
Reassignment & Research	Nihad Daidzic
Technology	Pat McKinzie
Commencement Committee	None
International Committee	Nihad Daidzic
Scholarship Committee	Pat McKinzie
Professional Development	Nihad Daidzic
Distance Learning	Craig Ruedy

The department decided to drop BED courses. A new aviation curriculum will be developed.

- BED 325 Office Systems and Technology
- BED 345 Business Communications
- BED 406 Methods of Teaching Business, Accounting and Keyboarding
- BED 415 Student Organizations
- BED 420 Methods and Materials of Teaching Integrated Bus. Simulation]
- BED 430 Senior Program Report
- BED 431 Materials and Methods of Teaching Cooperative
- BED 432 Coordination Techniques for Cooperative Occupational
- BED 434 Principles and Practices of Vocational Technical Education
- BED 440 Corporate Men and Women
- BED 451 Business Correspondence and Reports
- BED 453 Office Management
- BED 161 Word Processing/Keyboarding
- BED 162 Intermediate Word Processing/Keyboarding
- BED 163 Advanced Word Processing/Keyboarding
- BED 201 Information and Records Management
- BED 206 Spreadsheets and Graphics
- BED 215 Information Processing Database Records Management
- BED 291 Project Study in Business
- BED 297 Office Experience
- BED 320 Business Experience
- BED 321 Business Seminar
- BED 460 Office Systems Implementation and Applications
- BED 470 Integrated Office Systems
- BED 481 Desktop Publishing
- BED 482 Secondary Computerized Accounting
- BED 483 Presentation Graphics
- BED 489 Vocational Curriculum Restructuring
- BED 490 Workshop
- BED 491 In-Service

BED 493 Preapproved Occupational Update
BED 494 Directed Occupational Experience
BED 495 Internship: Vocational Teaching
BED 496 Intership: Occupational Experience
BED 497 Internship
BED 499 Individual Study

There will be a faculty and instructor get together on February 16, 2008 at 6 p.m.
at Whiskey River in St. Peter, MN.

The new aviation brochure was discussed. Craig and Nihad will meet to go over the changes.

The air show schedule for the year and who would be able to attend which ones was discussed.

The Learning Community Center is being put back in the schedule. A mentor is needed and it was agreed to ask the Women in Aviation club if anyone would be interested.

North Star Aviation would like to host a just freshman get together in the fall.

The aviation banquet and trying to get stipends from different airlines was discussed. They should be asked to the banquet. Craig will verify with Mark Smith as to payment of tickets for guests—if it will be like last year where North Star paid half and the guest paid half. Speakers were also discussed and what the length of the speech should be. About 20 minutes was decided as a good length for the speech. Should there be one or two speakers? A guest list should be made up.

The newsletter, Localizer, and what students would work at it was also discussed. It needs to get jump started. Pat said someone from each club should give Nihad articles. Nihad will speak to each of the classes for a few minutes promoting the Localizer.

Flight attire (aviation shirts, dress code)—should there be a policy when it should be worn. The student's should be contacted to see their reactions to having this policy.

Next meeting: FTD policies should be high point. More discussion about 'Arrow'...purchase.
Change of curriculum was done.

Meeting adjourned.