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.

<table>
<thead>
<tr>
<th>College: Education</th>
<th>Proposal # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Aviation and Business Education</td>
<td>Effective Date of Change: 07-08</td>
</tr>
<tr>
<td>Program: CIP #</td>
<td>For Office Use Only</td>
</tr>
<tr>
<td>Type of Change: COURSE PROPOSALS</td>
<td>Course Designator BED 161</td>
</tr>
<tr>
<td>Proposed: Course Withdrawal</td>
<td>Number of Credits 3</td>
</tr>
<tr>
<td>Title Current: Word Processing/Keyboarding</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Title Proposed:</td>
<td></td>
</tr>
<tr>
<td>24-Char. Abbrev:</td>
<td></td>
</tr>
</tbody>
</table>

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***

<table>
<thead>
<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

? 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.

***For New Courses***

<table>
<thead>
<tr>
<th>Instructional Type: Lecture</th>
<th>Course will be offered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Format: Grade P/N</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>Pre- or Co-requisites:</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>Other courses are being changed or eliminated. (Explain.)</td>
<td>Summer Session</td>
</tr>
</tbody>
</table>

☐ 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.

Revised September 2002
Minnesota State University, Mankato  
Curriculum Proposal

---

**For Program Proposals**

Attach paper copies of the following:

- Student learning outcomes for the program.
- Minutes from department and college curriculum meetings in which action was taken on this proposal.
- Program Assessment Plan. Forms are available on the Academic Affairs Web site: http://www.mnsu.edu/acadaf/pa/forms/
- List of program requirements for New programs, or a list of Current and Proposed program requirements for Redesigned programs.
- A list of resources required to offer and support this program.
- A description of how offering this program will affect department staffing.
- 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 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.

---

Revised September 2002
### Signature Page

<table>
<thead>
<tr>
<th>Department</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td>1-31-03</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>College Curriculum Committee</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td>2-29-08</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>College Dean</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td>3/1/08</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>General Education Subcommittee</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Undergraduate Curriculum and Academic Policy Committee</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td>3/1/08</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Faculty Association Graduate Committee</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Graduate Dean</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Academic Affairs Council</th>
<th>Recommended</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td>3/1/08</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Senior Vice President and Vice President for Academic Affairs</th>
<th>Approved</th>
<th>Category/ies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>×</td>
<td></td>
<td>3/1/08</td>
</tr>
</tbody>
</table>

**Comments:**
Aviation Department Meeting
February 4, 2008

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Faculty Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Coordinating Committee</td>
<td>Craig Ruedy</td>
</tr>
<tr>
<td>Policy Procedure &amp; Review Board</td>
<td>Craig Ruedy</td>
</tr>
<tr>
<td>Curriculum Committee</td>
<td>Pat McKinzie</td>
</tr>
<tr>
<td>Diversity Committee</td>
<td>Pat McKinzie</td>
</tr>
<tr>
<td>Reassignment &amp; Research</td>
<td>Nihad Daidzic</td>
</tr>
<tr>
<td>Technology</td>
<td>Pat McKinzie</td>
</tr>
<tr>
<td>Commencement Committee</td>
<td>None</td>
</tr>
<tr>
<td>International Committee</td>
<td>Nihad Daidzic</td>
</tr>
<tr>
<td>Scholarship Committee</td>
<td>Pat McKinzie</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Nihad Daidzic</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Craig Ruedy</td>
</tr>
</tbody>
</table>

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
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.