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: Science, Engineering and Technology  
Department: Information Systems & Technology  
Program: Information Technology

Type of Change: PROGRAM PROPOSALS  
Proposed: Redesign--New Degree in Related Area

Title Current:  
Title Proposed: Certificate in Database Technologies

24-Char. Abbrev: Cert. in Database Techn.

Proposal #:  
Effective Date of Change: 
Academic Year: 2009-10

Course Designator  
Number of Credits  
Number

For General Education or Cultural Diversity Courses Only***

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.

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***

Instructional Type: 
Lecture

Grading Format: Grade
P/N

Course will be offered:
Fall Semester
Spring Semester
Summer Session

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 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.

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
### Signature Page

**Department**
- **Recommended** (Category/ies: )
- **Not Recommended** (Category/ies: )

*Department Chair*

**College Curriculum Committee**
- **Recommended** (Category/ies: )
- **Not Recommended** (Category/ies: )

*Committee Chair*

**College Dean**
- **Recommended** (Category/ies: )
- **Not Recommended** (Category/ies: )

*Dean*

**General Education Subcommittee**
- **Recommended** (Category/ies: )
- **Not Recommended** (Category/ies: )

*General Education Subcommittee Chair*

**Undergraduate Curriculum and Academic Policy Committee**
- **Recommended** (Category/ies: )
- **Not Recommended** (Category/ies: )

*UCAP Faculty Chair*

**Faculty Association Graduate Committee**
- **Recommended**
- **Not Recommended**

*Faculty Association Graduate Chair*

**Graduate Dean**
- **Recommended**
- **Not Recommended**

*Graduate Dean*

**Academic Affairs Council**
- **Recommended** (Category/ies: )
- **Not Recommended** (Category/ies: )

*Assistant Vice President*

**Senior Vice President and Vice President for Academic Affairs**
- **Approved** (Category/ies: )
- **Not Approved** (Category/ies: )

*Sr. Vice President / Vice Pres. Academic Affairs*
# NOTICE OF INTENT APPLICATION

## Part A: General Information

<table>
<thead>
<tr>
<th>Institution</th>
<th>Minnesota State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>Certificate</td>
</tr>
<tr>
<td>Full Program Name</td>
<td>Database Technologies</td>
</tr>
<tr>
<td>Short Program Name</td>
<td>Database Technologies</td>
</tr>
<tr>
<td>Credit Length</td>
<td>12</td>
</tr>
<tr>
<td>Proposed 6-digit CIP Code</td>
<td>11.010300</td>
</tr>
<tr>
<td>Effective Term/Year</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>Online Delivery (Y/N)</td>
<td>Mix – online and in class</td>
</tr>
<tr>
<td>Program Location(s)</td>
<td>Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Collaborating institution(s), if any</td>
<td>None</td>
</tr>
</tbody>
</table>

**Brief catalog description:**
The Database Technologies undergraduate certificate provides students with the necessary knowledge to apply information technology principles and theory so they are able to address real world business and organizational challenges and opportunities. This certificate focuses on planning, designing, programming and developing secure databases, and the challenges and specific issues in maintaining, managing and securing databases. Students are introduced to the security challenges and threats in database systems and are provided an understanding of the state-of-the art security technologies, and data recovery strategies.

## Part B: Verification

Consortial programs require verification (below) by all member institutions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Author</td>
<td>Mahbubur Syed</td>
<td><a href="mailto:mahbubur.syed@mnsu.edu">mahbubur.syed@mnsu.edu</a></td>
</tr>
<tr>
<td>Contact Person</td>
<td>Leon Tietz</td>
<td><a href="mailto:Leon.tietz@mnsu.edu">Leon.tietz@mnsu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Academic Officer</td>
<td></td>
<td>3/28/08</td>
</tr>
<tr>
<td>President</td>
<td></td>
<td>3/28/08</td>
</tr>
</tbody>
</table>

**NOTE:** Please review and update articulation agreements that may apply to this program.

September 24, 2007
# REDESIGN: Create a New Program based on a Related Program

## Part A: General Information

<table>
<thead>
<tr>
<th>Institution</th>
<th>Minnesota State University</th>
</tr>
</thead>
</table>

**Rationale for replacement or addition of proposed program**

In fall 2007, the undergraduate program in the Department of Computer and Information Sciences was split into two departments – the Department of Information Systems and Technology (IST) and the Department of Computer Science (CS). Information Technology is one of the programs in the IST department. Database Technologies is one of the specializations and is also is a minor (approved in fall 2007) in the existing IT program. The intent of this proposal is to redesign the specialization and the minor to have an undergraduate certificate program which will open opportunities for the students with the required background to get a certificate in one of the important areas in IT and also for professionals in service to update or get a specialization in databases. All courses included are existing in the minor and in the specialization. Accordingly, the redesigned program will not require any additional resources or faculty.

**Will the existing program be closed?**

Y/N  If yes, attach the Suspend/Close Form

The existing programs (IT program - `Database Technologies' specialization and minor) will not be closed.

**Proposed 6-digit CIP Code**

11.010300 (current CIP code for IT program)

**Effective Term/Year**

Fall 2008

**Online Delivery (Y/N)**

Class room and Online Mixed

**Collaborating Institutions, if any**


**Brief catalog description**

As attached

### Program Characteristics

<table>
<thead>
<tr>
<th></th>
<th>Existing Program</th>
<th>Proposed Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Program Name</strong></td>
<td>Information Technology</td>
<td>Certificate in Database Technologies</td>
</tr>
<tr>
<td><strong>Short Program Name (up to 50 characters)</strong></td>
<td>Information Technology</td>
<td>Certificate in Database Technologies</td>
</tr>
<tr>
<td><strong>ISRS Program ID</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Award</strong></td>
<td>Minor in IT, Specialization in IT</td>
<td>Certificate in Database Technologies</td>
</tr>
<tr>
<td><strong>Credit Length</strong></td>
<td>Minor – 20 credits</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Specialization – 16 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Program Location(s)</strong></td>
<td>Minnesota State University, Mankato</td>
<td>Minnesota State University, Mankato</td>
</tr>
<tr>
<td><strong>Current 8-digit CIP Code Inventory</strong></td>
<td>11.010300 (current CIP code for IT program)</td>
<td></td>
</tr>
</tbody>
</table>
**Part B: Curriculum Design [Program Design]**

<table>
<thead>
<tr>
<th>Program Component</th>
<th>Credits in Existing Program</th>
<th>Credits in Proposed Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites to the major that are not counted elsewhere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major: Core common to all emphases</td>
<td>Minor – 20 credits Specialization – 16 credits</td>
<td>12</td>
</tr>
<tr>
<td>Major: Restricted electives, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major: Unrestricted Electives, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major: Emphasis, if any, beyond the core (copy this line if award has more than one emphasis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other graduation requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

Upper Division Credits in degree (Baccalaureate Degrees Only)

**Part C: Evidence Required (Attachments)**

Curriculum committee minutes documenting recommendation; include committee membership
Consortial programs require verification (below) by all member institutions.
Copies of current and proposed curricula with courses, course numbers, credit hours.

**Part D: Verification**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Application Author</td>
<td>Mahbubur Syed</td>
<td>(507) 389 3226</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Leon Tietz</td>
<td>(507) 389 5319</td>
</tr>
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NOTE: Please review and update articulation agreements that may apply to this program.
UNDERGRADUATE CATALOG DESCRIPTION

Requirements Certificate Programs in Information Technology
(Note: these requirements are same for all certificate programs in IT)

- Admission Requirements
  - Knowledge of programming (equivalent of IT 210 and IT 214) or equivalent programming experience.
- Prerequisites Requirements
  For the Undergraduate Certificate Programs in IT, all of the Certificates’ prerequisite requirements can be met through MSU coursework, transfers, substitutions and/or waivers, as may be appropriate.
- Completion Requirements
  Without exception, the twelve credits of coursework required for each Certificate must all be completed in the Department of Information Systems and Technology at Minnesota State University, Mankato.

CERTIFICATE IN DATABASE TECHNOLOGIES (12 credits)

The Database Technologies undergraduate certificate provides students with the necessary knowledge to apply information technology principles and theory so they are able to address real world business and organizational challenges and opportunities. This certificate focuses on planning, designing, programming and developing secure databases, and the challenges and specific issues in maintaining, managing and securing databases. Students are introduced to the security challenges and threats in database systems and are provided an understanding of the state-of-the-art security technologies, and data recovery strategies.

Certificate in Database Technologies (12 credits)
Prerequisites: Students must have fundamental knowledge or experience of database (equivalent of IT 340). Students planning to take IT 442 must also have knowledge or experience of information security (equivalent of IT 350). Students planning to take IT 483 must have basic knowledge or experience of database (equivalent of IT 340).

Choose three of the following Courses (12 credits)
IT 440 Database Management Systems II (4)
IT 442 Database Security, Auditing, and Disaster Recovery (4)
IT 444 Data Warehousing and Mining (4)
IT 483 Web Application and User Interface Design (4)
Proposed Certificate Program in Database Technologies

Requirements for Certificate Programs in Information Technology
(Note: these requirements are same for all undergraduate certificate programs in IT)

• Admission Requirements
  • Knowledge of programming (equivalent of IT 210 and IT 214) or equivalent programming experience.

• Prerequisites Requirements
  For the Undergraduate Certificate Programs in IT, all of the Certificates’ prerequisite requirements can be met through MSU coursework, transfers, substitutions and/or waivers, as may be appropriate.

• Completion Requirements
  Without exception, the twelve credits of coursework required for each Certificate must all be completed in the Department of Information Systems and Technology at Minnesota State University, Mankato.

Undergraduate Certificate in Database Technologies (12 credits)
Prerequisites: Students must have fundamental knowledge or experience of database (equivalent of IT340). Students planning to take IT 442 must also have knowledge or experience of information security (equivalent of IT 350). Students planning to take IT 483 must have basic knowledge or experience of database (equivalent of IT 340).

Choose three of the following Courses (12 credits)
IT 440 Database Management Systems II (4) (existing)
IT 442 Database Security, Auditing, and Disaster Recovery (4) (existing)
IT 444 Data Warehousing and Mining (4) (existing)
IT 483 Web Application and User Interface Design (4) (existing)

Existing - Database Technologies Minor (Approved during Fall 2007)

Database Technologies Minor (20 credits)
IT 210 Fundamentals of Programming (4)
IT 214 Fundamentals of Software Development (4)
IT 340 Introduction to Database Systems (4)

Choose two of the following Courses
IT 440 Database Management Systems II (4)
IT 442 Database Security, Auditing, and Disaster Recovery (4)
IT 444 Data Warehousing and Mining (4)
Existing – Database Technologies Specialization in IT

Information Technology
College of Science, Engineering & Technology
Department of Information Systems & Technology
237 Weisss Hall • 507-389-2968
Website: web.ece.tnmsu.edu/it

Chair: Leon Tiete
Gregg Asher, Cyrus Azarbal, Lee Cornell, Cesar Guerra-Salcedo, Allan Hart, Ann Quade, Susan Schilling, James Slack, Mahbubur Syed, Christopher Voltzke, Michael Wells

Information Technology (IT) in its broadest sense encompasses all aspects of computing technology. IT, as an academic discipline, focuses on meeting the needs of users within an organizational and societal context through the selection, creation, application, integration and administration of computing technologies. The aim is to provide IT graduates with the skills and knowledge to take on appropriate professional positions in Information Technology upon graduation and grow into leadership positions or pursue research or graduate studies in the field. The IT program has two minor.

Admission to the IT program is granted by the department. Admission to the program is required before the student is permitted to take 300- and 400-level courses.

Requirements for admission to the IT program are:
- A minimum of 32 earned semester credits
- Completion of MATH 121 or MATH 181 with a grade of "C" or better
- Completion of ENG 101 with a grade of "C" or better
- Completion of IT 110 with a grade of "B" or better
- Completion of IT 210, and IT 211 with a grade of "C" or better and a GPA of 2.5 in these courses (or their equivalents).

INFORMATION TECHNOLOGY BS
Required General Education (21 or 26 credits)
ENG 101 Composition (4)
SPEE 100 Fundamentals of Speech Communication (3)
STAT 154 Elementary Statistics (3)
MATH 180 Mathematics for Computer Science (4)
IT 100 Foundations of Computing (4)
SPEE 233 Public Speaking for Technical Professionals (3)
PHIL 129 Introduction to Ethics (3)

Choose one of the following MATH Courses
MATH 121 Calculus (4)
MATH 181 Intuitive Calculus (3)

Required Support Courses (4 credits)
ENG 271 Technical Communication (4)

Required for Major (36 credits)
IT 210 Fundamentals of Programming (4)
IT 214 Fundamentals of Software Development (4)
IT 320 Machine Structures and Operating Systems (4)
IT 340 Introduction to Database Systems (4)
IT 350 Information Security (4)
IT 360 Introduction to Data Communication and Networking (4)
IT 380 Systems Analysis and Design (4)
IT 483 Web Applications and User Interface Design (4)

Choose one of the following
IT 497 Internship (4)
IT 498 Information Technology Capstone (4)

Required Electives (16 credits) from Category A and B courses

Category A (12 credits)

Choose one sequence of courses from the following groups:

Database Technologies
IT 440 Database Management Systems II (4)
IT 442 Database Security, Auditing, and Disater Recovery (4)
IT 444 Data Warehousing and Mining (4)

Networking and Information Security
IT 450 Internet Warfare (4)
IT 460 Network and Security Protocols (4)
IT 462 Network Administration and Programming (4)

Software Development
IT 414 Advanced Object-Oriented Programming w/ Design Patterns (4)
IT 480 Software Quality Assurance and Testing (4)
IT 484 Software Engineering (4)

Category B (4 credits):
Complete 4 credits from category A courses, but one must not repeat a course if already taken OR Complete 4 credits from the following list:
IT 310 Data Structures and Algorithms (4)
IT 311 Business Applications Programming (4)
IT 412 Graphics (4)
IT 430 Intelligent Systems (4)
IT 432 Robotics (4)
IT 464 Applications of Wireless and Mobile Networks (4)
IT 485 Human Computer Interaction (4)
IT 488 Rapid Application Development (4)
IT 495 Seminar in Information Technology (1-6)
IT 496 Selected Topics in Information Technology (1-4)
IT 499 Individual Study in Information Technology (1-2)

The following courses are not to be used in the Information Technology major.
IT 100, IT 204, IT 296, IT 321.

Required Minor: Yes, Any (Computer Science excluded)

COMPUTER INFORMATION SCIENCE MINOR
Required for Minor (Core, 20 credits)
IT 210 Fundamentals of Programming (4)
IT 214 Fundamentals of Software Development (4)

Choose three of the following Courses
IT 463 Web Applications and User Interface Design (4)
IT 520 Machine Structures and Operating Systems (4)
IT 540 Introduction to Database Systems (4)
IT 362 Introduction to Data Communication and Networking (4)
IT 380 Introduction to Software Engineering (4)

COMPUTER TECHNOLOGY MINOR
Required for Minor (Core, 20 credits)
IT 100 Foundations of Computing (4)
IT 202W Computers in Society (4)
IT 210 Fundamentals of Programming (4)
IT 380 Systems Analysis and Design (4)

Choose One of the following Courses
IT 214 Fundamentals of Software Development (4)
IT 430 Intelligent Systems (4)

POLICIES/INFORMATION
GPA Policy. Candidates for the major degrees in the department must maintain a 2.5 grade-point average in all coursework in the major field, in addition to the 2.0 overall average required by the university for graduation. Students must earn

2007-2008 Undergraduate Bulletin
Certificate in Database Technologies
Student Learning Outcome

The Database Technologies undergraduate certificate provides students with the necessary knowledge to apply information technology principles and theory so they are able to address real world business and organizational challenges and opportunities. This certificate focuses on planning, designing, programming and developing secure databases, and the challenges and specific issues in maintaining, managing and securing databases. Students are introduced to the security challenges and threats in database systems and are provided an understanding of the state-of-the art security technologies, and data recovery strategies.

The student learning outcomes are as follows:

The Database Technologies certificate will enable students to

1) Develop the planning, analytical and diagnostic skills needed in the design and management of databases.
2) Understand and use the vocabulary structures and forms of expression that characterize database management.
3) Design efficient queries for information retrieval, processing and storage.
4) Design commands to format and manipulate data, and create well formatted and appropriate reports.
5) Understand the models and mechanisms for access control, multi-level secure database architectures, recovery and fault tolerance, and the security problems raised by data warehousing and data mining.
6) Develop and implement a security plan for an enterprise level database.
7) Understand backup and recovery administration responsibilities.
8) Have a knowledge of team dynamics and the ability to work effectively in a team environment.
<table>
<thead>
<tr>
<th>Student Learning Outcomes (performance, knowledge, attitudes)</th>
<th>Related College Goals</th>
<th>Related Univ. Goals</th>
<th>Method(s) of Assessment</th>
<th>Who Assessed (Students from what courses - population)</th>
<th>When Assessed (dates)</th>
<th>Standard of Mastery/Criterion of Achievement</th>
<th>What is Hoped to Be Learned?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Develop the planning, analytical and diagnostic skills needed in the design and management of databases.</td>
<td>1, 2, 4</td>
<td>1</td>
<td>A1, A2, A3</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Core areas of Database design and management</td>
</tr>
<tr>
<td>2) Understand and use the vocabulary structures and forms of expression that characterize database management.</td>
<td>1, 2, 4</td>
<td>1</td>
<td>A1, A2, A3, A5</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Database vocabularies</td>
</tr>
<tr>
<td>3) Design queries for efficient information retrieval, processing and storage.</td>
<td>1, 2, 4</td>
<td>1</td>
<td>A1, A2, A3</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Database queries</td>
</tr>
<tr>
<td>4) Design commands to format and manipulate data, and create well formatted and appropriate reports.</td>
<td>1, 2, 4</td>
<td>1</td>
<td>A1, A2, A3</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Database reports</td>
</tr>
<tr>
<td>5) Understand the models and mechanisms for access control, multi-level secure database architectures, recovery and fault tolerance, and the security problems raised by data warehousing and data mining.</td>
<td>1, 2, 4</td>
<td>1</td>
<td>A1, A2, A3, A4, A5</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Models of secure systems</td>
</tr>
<tr>
<td>6) Develop and implement a security plan for an enterprise level database;</td>
<td>1, 2, 3, 4</td>
<td>1</td>
<td>A1, A2, A3, A4</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Design correct secure system</td>
</tr>
<tr>
<td>7) Understand backup and recovery administration responsibilities.</td>
<td>1, 2, 3, 4</td>
<td>1</td>
<td>A1, A2, A3, A4, A5</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Backup and Recovery</td>
</tr>
<tr>
<td>8) Have a knowledge of team dynamics and the ability to work effectively in a team environment.</td>
<td>1, 2, 3, 4</td>
<td>1</td>
<td>A1, A2, A3, A5</td>
<td>Courses in the certificate that require team projects</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Work effectively in team</td>
</tr>
</tbody>
</table>
What will the program do with results of information? The department will use the results of information to determine what changes may be needed to improve the certificate program, and to implement those changes.

**Codes for methods of Assessment:**

A1 Evaluation of student performances in their exams, home works, quizzes  
A2 Course Evaluation  
A3 Student Survey  
A4 Research papers  
A5 Project report submission

**Numbers Used for Related College Goals column:**

1. Provide students an in-depth knowledge of their discipline, accompanied with critical thinking skills, laboratory skills and problem solving skills.
2. Assure that all graduates of the college have strong oral and written communication skills.
3. Provide each major a thorough understanding of the ethical nature of their discipline and its application to societal needs.
4. Commit to life-long learning through a variety of technologies and research tools so each learner can adapt their knowledge base to new situations.

**Numbers used for Related Univ. Goals column:**

1. The University will prepare students for careers and for life-long learning by providing a clearly defined general education program and focused undergraduate pre-professional, professional, and liberal arts programs.
Resource Requirements for the Certificate in Database Technologies:

Resources required to offer and support the certificate program

Resources currently in place within the department are adequate to support this certificate program. All courses included in the certificate are currently offered by the department. Sufficient seats are available in the classes because of current low enrollments.

Impact on Staffing in the Department to Support the certificate program

This certificate will be able to be offered with the current staffing. All courses included in the certificate are currently offered by the department and there is sufficient seating in the classes because of low enrollments. No new sections will be required.

List of Additional Library Holdings Required for this certificate program

Resources currently in place within University Library will support this new certificate.
Information Systems & Technology Faculty Meeting, 12-11-07

In attendance: Syed, Slack, Tietz, Wells, Veltsos, Azarbod

Meeting called to order @ 2:45pm.

Cornell moved to approve the minutes from 10-14-07. Azarbod seconded the motion. Voice vote taken, motion passed.

Regarding distribution and policy for indirect cost returns: Cornell made the motion to recommend to the Dean we (the department) keep in place the current balances of the indirect accounts for our department. The PI will direct the expenditures by 3-1-08. Azarbod seconded the motion. Voice vote taken, motion passed.

Potential Laptop initiative for ISYS/IT department: Cornell moved that the department move forward with the implication of a laptop initiative Fall/2009. Wells & Cornell will seek input from the COB, IT Services and the Dean’s office regarding the details of startup. Wells seconded the motion. Discussion. Motion passed by voice vote.

Registering for ISYS or IT sections of cross-listed courses: If a student is a IT major they should register for IT components of cross listed courses. It appears that some students have registered in the ISYS component because the IT section of a course happens to be full. How can we prevent this from happening on a regular basis. Discussion. Consensus being, the Chair should send email to students list regarding making sure they are to register for correct major indicator.

Review of Prerequisites on ISYS & IT websites: Wells recommended that IT 480 be the listed prerequisite to IT 484. Cornell seconded the motion. Voice vote taken, motion passed.

Portfolio Requirement: Slack made the motion that the entire department adopt “eportfolio policy”. See page 198 of current undergrad bulletin for how ISYS has set the “eportfolio” up as a requirement. Azarbod seconded the motion. Voice vote taken, motion passed.

110 & 210 taken concurrently, permitted for sophomores and above: Motion made by Cornell, seconded by Azarbod. Voice vote taken, motion passes.

Letter grade of “B” or better should be required for admission to major. Cornell made the motion and Azarbod seconded the motion. Voice vote taken, motion passes.

Preview of January IT curriculum plans/deadlines: Syed handed out initial proposals for Information Technology MS & IT undergraduate certificate. After much discussion, department asked Syed to rework the MS document and submit it to all for vote electronically.

Undergraduate Certificate Programs in IT: Cornell made the motion that for the Undergraduate Certificate Programs in IT, all of the Certificates’ prerequisite requirements can be met through MSU coursework, transfers, substitutions and/or waivers, as may be appropriate. Without exception, the twelve credits of additional coursework required for each Certificate must all be completed at MSU. Wells seconded the motion. Voice vote was taken and motion passed.

Meeting adjourned at 4:45pm

Respectively Submitted

Mary Asher
Present: Mary Guy (Math & Statistics), Beth Proctor (Bio. Science), Jim Rife (Chem. & Geol., arrives at 9:30 am), Jim Slack (IST), Youwen Xu, Chair (Physics & Astronomy), Karen Chou, Secretary (ME & CIVE), Julio Sanchez (CS), Scott Fee (IDCM)
Absent: Bruce Jones (AMET), and Rajiv Kapadia (ECET).
Guests: David Haglin (Dean’s office), Mahbubur Syed, (UCAP-CSET rep.), Angie Bomier (Advising Ctr.), Leon Tietz (IST Chair), Cyrus Azarod (IST)

1. The meeting was called to order at 9:00 am.
2. Meeting minutes from 2/6/2008 meeting was not prepared for approval.
3. The committee reviewed and approved proposals 0896, 0897, 08110, and 08109 with modification on cover sheet and inclusion of program assessment.
4. The committee suggested that proposals 08100 to 08108 be withdrawn for this academic year since new courses will replace some of the existing courses and a program re-design is needed to show how all these new courses fit into their curriculum for accreditation. The committee suggested that these proposals should be included in the package of proposals to be submitted next fall with their program redesign. Scott Fee agreed to withdraw the proposals.
5. The committee revisited proposals 0888, 0892 to 0894 which were tabled from 2/6/2008 meeting due to lack of time. IST didn’t submit the suggested statement because the suggestions were not approved by the committee. The discussion was then focused on the purpose of the college curriculum committee since programs don’t have to respond to the college curriculum committee as long as MnSCU does not request the information. The proposals were passed with the modification that TOEFL requirement be removed from admission criteria. There were five yes, two abstains, and three absence.
6. The committee reviewed proposal 0898 – program re-design to add a new MS degree in ITS. The proposal was passed with the modification distributed during the meeting. There were five yes, two abstains, and three absence.
7. The committee reviewed proposal 0899 – program re-design to add a new BS degree in Informatics. The proposal was passed with the modification to remove the sentence under “required minor”. There were five yes, three abstains, and two absence.
8. Proposal 08111 to 08114 were submitted passed deadline (Jan. 28). The committee members agreed to meet on Thursday, Feb. 14 to review the proposal.
9. David Haglin distributed a bulletin change proposal (08115) on behalf of Computer Science Department.
10. The next committee meeting was scheduled for Thursday 14 February 2008 at 9:00 am in TR-C126.
11. The meeting was adjourned at 9:50 am.

Respectfully submitted,

Karen Chou
Minnesota State University, Mankato
College of Science, Engineering and Technology
Curriculum Committee Meeting Minutes
Trafton Center 126, Wednesday 6 February 2008

Present: Mary Guy (Math & Statistics), Beth Proctor (Bio. Science), Jim Rife (Chem. & Geol.), Jim Slack (IST), Youwen Xu, Chair (Physics & Astronomy), Karen Chou, Secretary (ME & CIVE), Julio Sanchez (CS), Bruce Jones (AMET), Scott Fee (IDCM)
Absent: Rajiv Kapadia (ECET)
Guests: David Haglin (Dean’s office), Mahbubur Syed, (UCAP-CSET rep.), Angie Bomier (Advising Ctr.), Leon Tietz (IST Chair)

1. The meeting was called to order at 9:00 am.

2. Meeting minutes from 11/8/2007 was approved as distributed.

3. All proposals that were approved in the previous committee meeting have been signed off and given to the Dean’s Office.

4. The committee reviewed and approved with modification on cover sheet on proposals 0889 to 0891, and 0895.

5. The committee spent the rest of the meeting reviewed and discussed proposals 0888, 0892 to 0894. These are new undergraduate certificate program proposals. Discussion was focused on the target students, need for certificate programs, and assessment of pre-requisites of non-traditional students (currently full time workers). There was also discussion on whether CSET Curriculum Committee has the authority to raise these questions since MnSCU does not require the information. It was suggested IST to provide a statement on potential target students taking the certificate programs. No motion was offered. Proposals were tabled to next meeting due to the lack of time.

6. The next committee meeting was scheduled for Wednesday 13 February 2008 at 9:00 am in TR-C126.

7. The meeting was adjourned at 9:50 am.

Respectfully submitted,

Karen Chou