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):

- College: Science, Engineering and Technology
- Undergraduate
- Department: Information Systems & Technology
- Graduate
- Program: Information Technology
- CIP # 11.010300

Type of Change: PROGRAM PROPOSALS

Proposed:
- Redesign - New Degree in Related Area

Title Current:

Title Proposed:
- Certificate in Information Security
- Cert. in Info Security

24-Char. Abbrev:

Proposal # 318
Effective Date of Change: 7-9-08
For Office Use Only

Course Designator and Number: 12 Credits

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

The Information Security certificate provides students with the necessary knowledge in information security principles and practices and an understanding of how information security functions in an organization from both business and technology aspects. The program will engage students with a thorough review of viruses, worms, backdoors, Trojan horses, Rootkits, and other threats. Students will analyze malware in order to understand the infection, propagation, and deception mechanisms of these attack vectors. It will also focus on risk assessment to identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of user information and assess the sufficiency of any safeguards in place to control these risks.

Rationale or Justification for change:

Networking and Information Security is currently one of the specialties and also 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 in Information Security which will open opportunities for the students with the required background to get a certificate in one specialization. Accordingly, the redesigned program will not require any additional resources or faculty.

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

General Education Course:

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

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.
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
### Signature Page

<table>
<thead>
<tr>
<th>Department</th>
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<tr>
<td><strong>Recommended</strong> (Category/ies)</td>
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<td><strong>Not Recommended</strong> (Category/ies)</td>
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<td>Comments:</td>
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<tr>
<th>College Curriculum Committee</th>
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<td><strong>Recommended</strong> (Category/ies)</td>
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<tr>
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<tr>
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<td><strong>Recommended</strong> (Category/ies)</td>
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<thead>
<tr>
<th>Undergraduate Curriculum and Academic Policy Committee</th>
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<tr>
<td><strong>Recommended</strong> (Category/ies)</td>
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<td><strong>Not Recommended</strong> (Category/ies)</td>
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<tr>
<th>Faculty Association Graduate Committee</th>
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<tbody>
<tr>
<td><strong>Recommended</strong></td>
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<td>Comments:</td>
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<tr>
<th>Graduate Dean</th>
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<tr>
<td><strong>Recommended</strong></td>
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<td><strong>Not Recommended</strong></td>
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<td>Comments:</td>
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<tr>
<th>Academic Affairs Council</th>
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<tr>
<td><strong>Recommended</strong> (Category/ies)</td>
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<td><strong>Not Recommended</strong> (Category/ies)</td>
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<tr>
<td>Comments:</td>
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</tbody>
</table>

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<tr>
<th>Senior Vice President and Vice President for Academic Affairs</th>
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</thead>
<tbody>
<tr>
<td><strong>Approved</strong> (Category/ies)</td>
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<tr>
<td><strong>Not Approved</strong> (Category/ies)</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>
**REDESIGN: Create a New Program based on a Related Program**

### Notice of Intent
Form submitted (Y/N)

### Part A: General Information

<table>
<thead>
<tr>
<th>Institution</th>
<th>Minnesota State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale for replacement or addition of proposed program</td>
<td>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. Networking and Information Security is currently one of the specializations and 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 in Information Security which will open opportunities for the students with the required background to get a certificate in one the important areas in IT and also for professionals in service to update or for professionals in service to update or get a specialization in information security. All courses included in the program exist both in the minor and in the specialization. Accordingly, the redesigned program will not require any additional resources or faculty.</td>
</tr>
<tr>
<td>Will the existing program be closed?</td>
<td>The existing programs (IT program - 'Networking and Information Security' specialization and minor) will not be closed.</td>
</tr>
<tr>
<td>Proposed 6-digit CIP Code</td>
<td>11.010300 (current CIP code for IT program)</td>
</tr>
<tr>
<td>Effective Term/Year</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>Online Delivery (Y/N)</td>
<td>Class room and Online Mixed</td>
</tr>
<tr>
<td>Collaborating Institutions, if any</td>
<td></td>
</tr>
<tr>
<td>Brief catalog description</td>
<td>As attached</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td></td>
</tr>
</tbody>
</table>

### Program Characteristics

<table>
<thead>
<tr>
<th>Program Characteristics</th>
<th>Existing Program</th>
<th>Proposed Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Program Name</td>
<td>Networking and Information Security Minor in IT, Networking and Information Security Specialization in IT</td>
<td>Certificate in Information Security</td>
</tr>
<tr>
<td>Short Program Name (up to 50 characters)</td>
<td>Networking and Information Security Minor in IT, Networking and Information Security Specialization in IT</td>
<td>Certificate in Information Security</td>
</tr>
<tr>
<td>ISRS Program ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td>Networking and Information Security Minor in IT, Networking and Information Security Specialization in IT</td>
<td>Certificate in Information Security</td>
</tr>
</tbody>
</table>
| Credit Length | Minor – 20 credits  
| Specialization – 16 credits | 12 |
| Program Location(s) | Minnesota State University, Mankato |
| Current 8-digit CIP Code | 11.010300 (current CIP code for IT program) |
| Emphasis Name(s) |  |
| Emphasis Proposed 6-digit CIP Code/s |  |

**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>
</tbody>
</table>
| Major: Core common to all emphases | Minor – 20 credits  
Specialization – 16 credits | 12 |
| Major: Restricted electives, if any |  |  |
| Major: Unrestricted Electives, if any |  |  |
| Major: Emphasis, if any, beyond the core (copy this line if award has more than one emphasis) |  |  |
| Minor, if any |  |  |
| General electives |  |  |
| Other graduation requirements |  |  |
| **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>
<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>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Chief Academic Officer</td>
<td></td>
<td>3/28/08</td>
</tr>
<tr>
<td>President</td>
<td></td>
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NOTE: Please review and update articulation agreements that may apply to this program.
**NOTICE OF INTENT APPLICATION**

**Part A: General Information**

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<td>Credit Length</td>
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<td>Proposed 6-digit CIP Code</td>
<td>11.010300</td>
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<tr>
<td>Use 8-digit CIP Code for existing programs being redesigned, relocated, or replicated</td>
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<tr>
<td>Effective Term/Year</td>
<td>Fall 2008</td>
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<td>Online Delivery (Y/N)</td>
<td>Mix – online and in class</td>
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<td>Program Location(s)</td>
<td>Minnesota State University, Mankato</td>
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<td>Collaborating institution(s), if any</td>
<td>None</td>
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<td>Brief catalog description</td>
<td>The Information Security certificate provides students with the necessary knowledge in information security principles and practices and an understanding of how information security functions in an organization from both business and technology aspects. The program will engage students with a thorough review of viruses, worms, backdoors, Trojan horses, Rootkits, and other threats. Students will analyze malware in order to understand the infection, propagation, and deception mechanisms of these attack vectors. It will also focus on risk assessment to identify reasonably foreseeable internal and external risks to the security, confidentiality and integrity of user information and assess the sufficiency of any safeguards in place to control these risks.</td>
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**Part B: Verification**

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

September 24, 2007
UNDERGRADUATE CATALOG DESCRIPTION

Requirements for the 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 Information Security (12 credits)

The Information Security certificate provides students with the necessary knowledge in information security principles and practices and an understanding of how information security functions in an organization from both business and technology aspects. The program will engage students with a thorough review of viruses, worms, backdoors, Trojan horses, Rootkits, and other threats. Students will analyze malware in order to understand the infection, propagation, and deception mechanisms of these attack vectors. It will also focus on risk assessment to identify reasonably foreseeable internal and external risks to the security, confidentiality and integrity of user information and assess the sufficiency of any safeguards in place to control these risks.

Certificate in Information Security (12 credits)

Prerequisites: Students planning to take IT 460 must have basic knowledge of or experience in data communications and networking (equivalent of IT 360). Students planning to take IT 442 must have basic knowledge of or experience in databases (equivalent of IT 340).

Choose three of the following Courses (12 credits)
IT 350 Information Security (4)
IT 442 Database Security, Auditing, and Disaster Recovery (4)
IT 450 Information Warfare (4)
IT 460 Network and Security Protocols (4)
Proposed
Certificate Program in Information Security

Requirements for the 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.

Certificate in Information Security (12 credits)
Prerequisites: Students planning to take IT 460 must have basic knowledge of or experience in data communications and networking (equivalent of IT 360). Students planning to take IT 442 must have basic knowledge of or experience in databases (equivalent of IT 340).

Choose three of the following Courses (12 credits)
IT 350 Information Security (4) (Existing)
IT 442 Database Security, Auditing, and Disaster Recovery (4) (Existing)
IT 450 Information Warfare (4) (Existing)
IT 460 Network and Security Protocols (4) (Existing)

Existing - Networking and Information Security Minor
(Approved during Fall 2007)

Networking and Information Security Minor (20 credits)
IT 210 Fundamentals of Programming (4)
IT 214 Fundamentals of Software Development (4)
IT 360 Introduction to Data Communication and Networking (4)
IT 350 Information Security (4)

Choose One of the following Courses
IT 450 Information Warfare (4)
IT 460 Network and Security Protocols (4)
IT 462 Network Administration and Programming (4)
Information Technology

College of Science, Engineering & Technology
Department of Information Systems & Technology
232 Wissink Hall • 507-393-2086
Web site: www.cs.etmnsw.edu/it

Chair: Leon Tetz
Gregg Asher, Cynus Asaraboda, Liz Connell, Cesar Guerra-Salcedo, Allan Hart, Ann Quade, Susan Schilling, James Shack, Mahbubur Syed, Christopher Veltso, 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 minors.

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 214 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 (27 or 28 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 110 Foundations of Computing (4)
- SPEE 233 Public Speaking for Technical Professionals (3)
- PHIL 120 Introduction to Ethics (3)

Choose one of the following MATH Courses
- MATH 121 Calculus I (4)
- MATH 181 Interactive Calculus (3)

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

Required for Major (38 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 Disaster Recovery (4)
- IT 444 Data Warehouse and Mining (4)

Networking and Information Security
- IT 450 Information 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 cannot 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 482 Human Computer Interaction (4)
- IT 488 Rapid Application Development (4)
- IT 495 Seminar in Information Technology (1)
- 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 201, 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 483 Web Applications and User Interface Design (4)
- IT 320 Machine Structures and Operating Systems (4)
- IT 340 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 110 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
Certificate in Information Security
Student Learning Outcome

The Information Security certificate provides students with the necessary knowledge in information security principles and practices and an understanding of how information security functions in an organization from both business and technology aspects. The program will engage students with a thorough review of viruses, worms, backdoors, Trojan horses, Rootkits, and other threats. Students will analyze malware in order to understand the infection, propagation, and deception mechanisms of these attack vectors. It will also focus on risk assessment to identify reasonably foreseeable internal and external risks to the security, confidentiality and integrity of user information and assess the sufficiency of any safeguards in place to control these risks.

The student learning outcomes are as follows.

The Information Security certificate will enable students to:

1) Understand the information security principles and practices.
2) Understand the importance of information security, protection of privacy and confidentiality of organizational data.
3) Detect, take preventive measures for and respond to attacks, signs of infection, virus hoax or other systems failures.
4) Be familiar with reverse engineering techniques and tools to detect and defeat malware in order to keep computers and network safe.
5) Understand the concepts of risk and risk management and assist in the risk management program.
6) Be familiar with important security- and privacy-related Federal government and organization-specific laws, regulations, policies, guidelines, and standards, and how to apply them.
Resource Requirements for the Certificate in Information Security:

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 new certificate

Resources currently in place within University Library will support this new certificate.
<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) Understand the information security principles and practices.</td>
<td>1, 2, 4</td>
<td>2</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 information security</td>
</tr>
<tr>
<td>2) Understand the importance of Information security, protection of privacy and confidentiality of organizational data.</td>
<td>1, 2, 4</td>
<td>2</td>
<td>A1, A2, A3, A4</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Understand security, privacy and confidentiality</td>
</tr>
<tr>
<td>3) Detect, take preventive measures for and respond to attacks, signs of infection, virus hoax or other systems failures.</td>
<td>1, 2, 3, 4</td>
<td>2</td>
<td>A1, A2, A3</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Take preventive measures and respond to different attacks and failure.</td>
</tr>
<tr>
<td>4) Be familiar with reverse engineering techniques and tools to detect and defeat malware in order to keep computers and network safe.</td>
<td>1, 2, 4</td>
<td>2</td>
<td>A1, A2, A3</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Learn reverse engineering</td>
</tr>
<tr>
<td>5) Understand the concepts of risk and risk management and assist in the risk management program.</td>
<td>1, 2, 3, 4</td>
<td>2</td>
<td>A1, A2, A3, A4, A5</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Understand requirements analysis</td>
</tr>
<tr>
<td>6) Be familiar with important security- and privacy-related Federal government and organization-specific laws, regulations, policies, guidelines, and standards, and how to apply them.</td>
<td>1, 2, 3, 4</td>
<td>2</td>
<td>A1, A2, A3, A4</td>
<td>Courses in the certificate</td>
<td>semester end</td>
<td>&gt;80% passing</td>
<td>Security laws and regulations</td>
</tr>
</tbody>
</table>
Certificate in Information Security Assessment Plan (page 2/2)

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:
Extracted from: http://cset.mnsu.edu/about/mission-goals.html
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:
Extracted from: http://www.mnsu.edu/supersite/about/mission.html
2. The University will prepare students for careers and for life-long learning by providing a clearly defined general education program and focused undergraduate preprofessional, professional, and liberal arts programs.
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.), 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
Minnesota State University, Mankato  
College of Science, Engineering and Technology  
Curriculum Committee Meeting Minutes  
Trafton Center 126, Wednesday 13 February 2008

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