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: Education
Department: Aviation and Business Education
Program: CIP #
Type of Change: COURSE PROPOSALS
Proposed: Course Withdrawal
Title Current: Information and Records Management
Title Proposed: 
24-Char. Abbrev: 

Proposal #: 5
Effective Date of Change: Academic Year 07-08
(For Office Use Only)
Course Designator: BED 201
Number of Credits: 2

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***

(Check all that apply) Instructional Type: Lecture

<table>
<thead>
<tr>
<th>Course is an elective.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course is required for program</td>
</tr>
<tr>
<td>Pre- or Co-requisites:</td>
</tr>
</tbody>
</table>

Grading Format: Grade P/N

Other courses are being changed or eliminated. (Explain.)

Course will be offered:
F Fall Semester
S Spring Semester
U 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
***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/acadafi/pra/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/acadafi/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.

2 Revised September 2002
### Signature Page

**Department**
- Recommended
- Not Recommended

- Comments:

**College Curriculum Committee**
- Recommended
- Not Recommended

- Comments:

**College Dean**
- Recommended
- Not Recommended

- Comments:

**General Education Subcommittee**
- Recommended
- Not Recommended

- Comments:

**Undergraduate Curriculum and Academic Policy Committee**
- Recommended
- Not Recommended

- Comments:

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

- Comments:

**Graduate Dean**
- Recommended
- Not Recommended

- Comments:

**Academic Affairs Council**
- Recommended
- Not Recommended

- Comments:

**Senior Vice President and Vice President for Academic Affairs**
- Approved
- Not Approved

- 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
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.