### Curriculum Proposal

**College:** Education  
**Department:** Aviation and Business Education  
**Program:** CIP #  
**Type of Change:** COURSE PROPOSALS  
**Proposed:** Course Withdrawal  
**Title Current:** Office Experience  
**Title Proposed:**  
**24-Char. Abbrev:**  
**Proposal #: 9**  
**Effective Date of Change:** Academic Year 2007-08  
**Course Designator and Number:** BED 297  
**Number of Credits:** 1-10  

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***

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<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
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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***

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<th>Instructional Type: Lecture</th>
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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.
### 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/pca/forms/](http://www.mnsu.edu/acadaf/pca/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](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.
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<td><strong>Senior Vice President and Vice President for Academic Affairs</strong></td>
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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  Internship: 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.