ACADEMIC SENATE PROPOSAL TRACKING SHEET **APPROVED**

Document To Be Originated By Academic Senate Secretary On Canary Colored Paper

All proposals MUST have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/dean before being submitted to the academic senate secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

> Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page --
> http://www.msun.edu/admin/provost/asproposals.htm
> Documentation and forms for the curriculum process is also available on the web page:
> http://www.msun.edu/admin/provost/asforms.htm

*****(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # 02-14	Title: Revise Business B.S. Degree

(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

	Date	Approved	Disapproved
Received by ACAD Senate Forwarded to Teacher Ed Council	12/12/02	_____ Approved	Disapproved _____
		Signature	Date
Forwarded to Gen Ed Committee	_____	Approved _____	Disapproved _____
		Signature	Date
Returned to ACAD Senate Forwarded to Curriculum Committee	12/12/02	Approved	Disapproved 1/14/03
		Signature	Date
Returned to ACAD Senate for Vote	1/21/03	Approved	Disapproved 1/21/03
		Signature	Date
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	1/28/03	Approved	Disapproved _____
		Signature	Date
Forwarded to Provost for Approval/Disapproval or with changes	1/31/03	Approved X Thomas Barbu	Disapproved _____ 2/10/03
		Signature	Date
Forwarded to Chancellor for Approval/Disapproval 2/11/03		Approved	Disapproved 2/12/03
		Signature	Date
Copies sent to originating college and registrar's office	2/13/03		

C/data/proposaltracking sheet ACAD 10 10 01

PROGRAM/DEGREE REVISION FORM

__ DROPPED ___ MAJOR REVISION __X__ FOR INFORMATION ONLY ___

..ege   College of Technical Sciences   Program Area Business Technology Date 7-31-02

Submitter _S. Till___   Signature   Chair/Dean ___Augy O. K___ Signature (indicates "college" level approval)   Date _12·12·02_

Please provide a brief explanation & rationale for the proposed revision(s).
The Department faculty was unanimous in approving these changes to the Business Technology curriculum. There were a number of course/competencies that faculty felt were important for student development and success in the work force, based on research and feed back from industry. BUS 3XX (prefer BUS360), Project Management will replace TSS 370, Technology, Innovation and Management as a requirement for graduation with a Business Technology Bachelor of Science Degree. The title of BUS 120 is changing to remove "& Quality Management".

PROPOSAL TITLE __Revise Business Technology B.S. Degree__

OLD PROGRAM

Course Prefix	#	Course Title	Fall	Spr.
BUS	110	Creative Problem Solving	3	
CIS	111	Integrated Business App.	3	
ENGL	111	Written Communication I	3	
BUS	120	Leadership & Quality Mgmt		3
ENGL	112	Written Comm. II		3
MATH	110 or 112	Math for Liberal Arts / College Algebra		4
SPCH	141 or 142	Fundamentals of Speech / Interpersonal Communications		3
		Distribution Requirement	•	6
ACCT	261	Principles of Acct. I	3	
BUS	250	Business Statistics	3	
ECON	241	Microeconomics	3	
		Distribution Requirement	3	
		Minor	3	
ACCT	262	Principles of Acct. II	3	
BUS	271	Legal Environment of Business		3
		Distribution Requirement		6
		Minor		3
BUS	300	Mgmt. & Organizations	3	
BUS	350	Financial Management	3	
		Minor	6	
BUS	332	Human Resource Mgmt		3
BUS	335	Principles of Marketing		3
BUS	380	Operations Management		3
TSS	370	Tech., Innov., & Mgmt		3
		Minor		6
BUS	405	Ethics in Mgmt. & Tech.	3	
BUS	410	International Business	3	
BUS	420 or 430	Business Policies / Senior Projects		3 / 3
		Minor	6	
BUS	406	Mgmt. Information Sys.		3
		Minor		6
		Selective		3

Total Credits: 120-121

NEW PROGRAM

Course Prefix	#	Course Title	Fall	Spr.
BUS	110	Creative Problem Solving	3	
CIS	111	Integrated Business App.	3	
ENGL	111	Written Communication I	3	
BUS	120	Leadership		3
ENGL	112	Written Comm. II		3
MATH	110 or 112	Math for Liberal Arts / College Algebra		4 oR 3
SPCH	141 or 142	Fundamentals of Speech / Interpersonal Communications		3
		Distribution Requirement		6
ACCT	261	Principles of Acct. I	3	
BUS	250	Business Statistics	3	
ECON	241	Microeconomics	3	
		Distribution Requirement	3	
		Minor	3	
ACCT	262	Principles of Acct. II	3	
BUS	271	Legal Environment of Business		3
		Distribution Requirement		6
		Minor		3
BUS	300	Mgmt. & Organizations	3	
BUS	350	Financial Management	3	
		Minor	6	
BUS	332	Human Resource Mgmt		3
BUS	335	Principles of Marketing		3
BUS	380	Operations Management		3
BUS	3XX	Project Management		3
		Minor		6
BUS	405	Ethics in Mgmt. & Tech.	3	
BUS	410	International Business	3	
BUS	420 or 430	Business Policies / Senior Projects		3 / 3
		Minor	6	
BUS	406	Mgmt. Information Sys.		3
		Minor		6
		~~Selective~~ Electives		3

Total Credits: 120-121

[handwritten notes left margin:] Distribute to Fall

[handwritten notes between columns:] Distribution 3 Fall → Elective 3 Fall

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

PROGRAM/DEGREE REVISION FORM

NEW ____ DROPPED ____ MAJOR REVISION **X** FOR INFORMATION ONLY ____

College College of Technical Sciences **Program Area** Business Technology **Date** 7-31-02

Submitter _S. Tillem_ Chair/Dean _Gregory D. Vogl_ Date _6·12·02_
    Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

BUS 120 course title changed

PROPOSAL TITLE Revise Business Technology A.S. Degree

OLD PROGRAM

Course Prefix	#	Course Title	Fall	Spr.
BUS	100	Intro to Business	3	
BUS	110	Creative Problem Solving	3	
CIS	111	Integrated Business App.	3	
ENGL	111	Written Communication I	3	
ENGL	112	Written Comm. II		3
MATH	110 or 112	Math for Liberal Arts / College Algebra		3 / 4
BUS	120	Leadership & Quality Mgmt.		3
SPCH	141 or 142	Fundamentals of Speech / Interpersonal Communications		3
		Distribution Requirement		3
		Electives		6
ACCT	261	Principles of Acct. I	3	
BUS	250	Business Statistics	3	
ECON	241	Microeconomics	3	
		Distribution Requirement	3	
ACCT	262	Principles of Acct. II	3	
BUED	245	Personal Finance		3
BUS	271	Legal Environment of Business		3
		Electives		3

Total Credits: 57

NEW PROGRAM

Course Prefix	#	Course Title	Fall	Spr.
BUS	100	Intro to Business	3	
BUS	110	Creative Problem Solving	3	
CIS	111	Integrated Business App.	3	
ENGL	111	Written Communication I	3	
ENGL	112	Written Comm. II		3
MATH	110 or 112	Math for Liberal Arts / College Algebra		3-4 / 3
BUS	120	Leadership		3
SPCH	141 or 142	Fundamentals of Speech / Interpersonal Communications		3
		Distribution Requirement		3
		Electives		6
ACCT	261	Principles of Acct. I	3	
BUS	250	Business Statistics	3	
ECON	241	Microeconomics	3	
		Distribution Requirement	3	
ACCT	262	Principles of Acct. II	3	
BUED	245	Personal Finance		3
BUS	271	Legal Environment of Business		3
		Electives		3

Total Credits: 57-58

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

PROGRAM/DEGREE REVISION FORM

𝐸W ____ DROPPED ____ MAJOR REVISION **X** FOR INFORMATION ONLY ____

College College of Technical Sciences **Program Area** Business Technology **Date** 7-31-02

Submitter _JTille_ ──── **Chair/Dean** _Gregory O. Keel_ ──── **Date** _12·12·02_
Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

BUS 120 course title changed

PROPOSAL TITLE __ Revise Minor in Business Technology

OLD PROGRAM

Course Prefix	#	Course Title	Credits	
ACCT	261	Principles of Acct. I	3	
BUS	100	Intro to Business	3	
BUS	110	Creative Problem Solving	3	
BUS	120	Leadership & Quality Mgmt.	3	
BUS	271	Legal Environment of Business	3	
BUS	300	Mgmt. In Organizations	3	
BUS	335	Principles of Marketing	3	
BUS	350	Financial Management	3	
BUS	410	International Business	3	
ECON	241	Microeconomics	3	

Total Credits: 57

NEW PROGRAM

Course Prefix	#	Course Title	Credits	
ACCT	261	Principles of Acct. I	3	
BUS	100	Intro to Business	3	
BUS	110	Creative Problem Solving	3	
BUS	120	Leadership	3	
BUS	271	Legal Environment of Business	3	
BUS	300	Mgmt. In Organizations	3	
BUS	335	Principles of Marketing	3	
BUS	350	Financial Management	3	
BUS	410	International Business	3	
ECON	241	Microeconomics	3	

Total Credits: 57 30

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Business Technology minor program revision form 7-31-02

PROGRAM/DEGREE REVISION FORM

___EW ___ DROPPED ___ MAJOR REVISION __X__ FOR INFORMATION ONLY ___

College   College of Technical Sciences   **Program Area**   Business Technology   **Date**   9-24-02

Submitter _S. Tillman_   **Chair/Dean** _Gregory O. Vogl_   **Date** _12·13·02_
             Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

Replace TSS 370 Technology, Innovation. & Management with BUS 3XX (prefer BUS360) Project Management.
Renumber TSS 336 to BUS 4XX (prefer BUS 436)
Replace TSS 408 Technical Sales Seminar with SBM 338 Promotion

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE __Minor in Marketing: Technical Sales & Service program changes__

OLD PROGRAM

Course Prefix	#	Course Title	Credits Fall	Credits Spr.
BUS	110	Creative Problem Solving	3	
BUS	300	Management	3	
BUS	332	Human Resource Mgmt.	3	
BUS	335	Prin. of Marketing	3	
TSS	222	Customer Service	3	
TSS	246	Technical Sales	3	
TSS	248	Retail/Distributorship	3	
TSS	336	Sales and Service Mgmt.	3	
TSS	370	Technology, Innov. & Mgmt.	3	
TSS	408	Technical Sales Seminar	3	

Total Credits 30

NEW PROGRAM

Course Prefix	#	Course Title	Credits Fall	Credits Spr.
BUS	110	Creative Problem Solving	3	
BUS	300	Management	3	
BUS	332	Human Resource Mgmt.	3	
BUS	335	Prin. of Marketing	3	
TSS	222	Customer Service	3	
TSS	246	Technical Sales	3	
TSS	248	Retail/Distributorship	3	
BUS	4XX	Sales & Sale Mgmt.	3	
BUS	3XX	Project Mgmt.	3	
SBM	338	Promotion	3	

Total Credits 30

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

PROGRAM/DEGREE REVISION FORM

NEW ____ DROPPED ____ MAJOR REVISION _X__ FOR INFORMATION ONLY ____

College   College of Technical Sciences   Program Area   Business Technology   Date 9-24-02

Submitter _S. Tiller_   Chair/Dean _____ Date _12·12·02_
         Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

Replace TSS 248 Retail/Distributorship with TSS 222 Customer Service. The program faculty felt the Customer Service class better met the needs of graduates in the field.

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE___Small Business Management Minor Program Changes____

OLD PROGRAM

Course Prefix	#	Course Title	Credits Fall	Spr.
ACCT	261	Principles of Accounting I	3	
BUS	271	Legal Env. of Business	3	
BUS	300	Management	3	
BUS	332	Human Resource Mgmt.	3	
BUS	335	Marketing	3	
BUS	350	Financial Management	3	
TSS	248	Retail/Distributorship	3	
SBM	338	Promotion	3	
SBM	402	Small Business Mgmt.	3	
SBM	416	New Venture Development	3	

Total Credits 30

NEW PROGRAM

Course Prefix	#	Course Title	Credits Fall	Spr.
ACCT	261	Principles of Accounting I	3	
BUS	271	Legal Env. of Business	3	
BUS	300	Management	3	
BUS	332	Human Resource Mgmt.	3	
BUS	335	Marketing	3	
BUS	350	Financial Management	3	
TSS	222	Customer Service	3	
SBM	338	Promotion	3	
SBM	402	Small Business Mgmt.	3	
SBM	416	New Venture Development	3	

Total Credits 30

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

COURSE REVISION FORM

NEW ____ DROPPED _X__ MAJOR REVISION _____ FOR INFORMATION ONLY___

College __College of Technical Sciences__ Program Area __Business Technology__ Date 7-31-02

Submitter _____ Chair/Dean _____ Date _12·12·05_
       Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Replace TSS 370 with BUS 3XX (prefer BUS 360) in Business Technology Bachelor Degree and Marketing Minor.

Please provide the following information:

College:	College of Technical Sciences
Program Area:	Business Technology
Date:	July 31, 2002
Course Prefix & No.:	TSS 370
Course Title:	Technology, Innovation and Management
Credits:	3
Required by:	Business Technology B.S.
	Marketing Minor: Technical Sales and Services
Selective in:	
Elective in:	
General Education:	Distribution Area D
Lecture:	3
Lecture/Lab:	
Contact hours lecture:	3
Contact hours lab:	

Current Catalog Description (include all prerequisites):

This course presents a management perspective on the development and continuation of technology and innovation. This is done through the examination of various theories, past and present readings and case studies. The course addresses four wide areas: what a manager must know to integrate technology and strategy, the internal and external forces that determine the evolution of technology strategy, the issues of implementing a technology strategy, the issues of implementing a technology strategy and innovation challenges for established firms.

Proposed or New Catalog Description (include all prerequisites):

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

TSS 370 course form 7-31-02

COURSE REVISION FORM

ιEW ____ DROPPED ____ MAJOR REVISION __X___ FOR INFORMATION ONLY X___

College College of Technical Sciences **Program Area** Business Technology **Date** 9-24-02

Submitter _____ **Chair/Dean** _____ **Date** _____
Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

> Change Title to remove "Quality Management"

Please provide the following information:

College:	College of Technical Sciences
Program Area:	Business Technology
Date:	9-24-2002
Course Prefix & No.:	BUS 120

Course Title:	Leadership (was Leadership & Quality Management)
Credits:	3
Required by:	Business Technology B.S.
	Business Technology Associate
	Small Business Management Minor

Selective in:	
Elective in:	
General Education:	Distribution Area D

Lecture:	X
Lecture/Lab:	
Contact hours lecture:	3
Contact hours lab:	

Current Catalog Description (include all prerequisites):
This course focuses on Leadership for First Line Management. Emphasis is placed on the study of the practices, roles, attributes, challenges, and principles of leadership. Studies include the implementation of the qualities of leadership-kindness, justice, self-control and energy.

Proposed or New Catalog Description (include all prerequisites):
Same

Course Outcome Objectives:
Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY __X__

College __College of Technical Sciences__ Program Area __Business Technology__ Date 9-24-02

Submitter __S. Tiller__ Chair/Dean __Gregory D. Kegel__ Date 12·12·02
     Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

    Use in place of TSS 248 in the Minor in Small Business Management

Please provide the following information:

College: College of Technical Sciences
Program Area: Business Technology
Date: September 24, 2002
Course Prefix & No.:   TSS 222

Course Title: Customer Service
Credits: 3
Required by: Minor in Small Business Management

Selective in:
Elective in:
General Education: Distribution Area D

Lecture: 3
Lecture/Lab:
Contact hours lecture: 3
Contact hours lab:

Current Catalog Description (include all prerequisites):

    The course is designed to be a first exposure to the ideas of identifying and fulfilling customer needs. It leads the student through steps on getting to know the customer, developing a customer report card, examining customers satisfaction through customer eyes versus company eyes, and building a customer satisfaction measuring system.

Proposed or New Catalog Description (include all prerequisites):

Course Outcome Objectives:

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

COURSE REVISION FORM

_CW_ _X_   DROPPED ___   MAJOR REVISION _____ FOR INFORMATION ONLY___

College ___College of Technical Sciences_ Program Area ___Business Technology___ Date _9-24-02__

Submitter _S. Tilla_____ Chair/Dean _Gregory D. Kegel_ Date _15·12·02_
      Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Renumber TSS 336 to BUS 4XX
The material covered in this course benefits from the student taking the 300 level courses prior to taking this class.
The business program choosing a BUS prefix rather than a TSS prefix stems from the goal to eventually stream line the various prefixes minor prefixes to BUS.

Please provide the following information:

College: College of Technical Sciences
Program Area: Business Technology
Date: Sept 24, 2002
Course Prefix & No.: BUS 4XX (prefer BUS 436)

Course Title: Sales and Sales Management
Credits: 3
Required by: Marketing Minor: Technical Sales and Services

Selective in:
Elective in:
General Education: Distribution Area D

Lecture: 3
Lecture/Lab:
Contact hours lecture: 3
Contact hours lab:

Current Catalog Description (include all prerequisites):
The course will provide a strong foundation in professional selling and sales management. The course will introduce such topics as: Developing a Personal Sales Philosophy, Developing a Product Strategy, Developing a Customer Strategy and Developing a Professional Presentation. The course will also introduce the concepts of sales management and address such topics as management of the sales force, personal productivity, and the ethical aspects of personal selling.

Proposed or New Catalog Description (include all prerequisites):

There will be no change to the catalog description aside from the change in the course number from TSS 336 to BUS 4XX.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

COURSE REVISION FORM

_W __X__ DROPPED ____   MAJOR REVISION _____   FOR INFORMATION ONLY___

College College of Technical Sciences **Program Area** Business Technology   **Date** 9-24-02

Submitter _J. Tille_ ———— Chair/Dean _Gregory D. Kegel_   Date _15·15·02_
　　Signature　　　　　　　　　　Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Please provide the following information:

College:	College of Technical Sciences
Program Area:	Business Technology
Date:	July 31, 2002
Course Prefix & No.:	BUS 3XX (Prefer BUS 360)
Course Title:	Project Management
Credits:	3
Required by:	Business Technology B.S.
Selective in:	
Elective in:	
General Education:	Area D
Lecture:	3
Lecture/Lab:	
Contact hours lecture:	3
Contact hours lab:	

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):
This course will teach students the essential skills they need to make effective contributions to projects in which they are involved. Thinking critically about project management principles and applying them within the context of the real world is stressed. Project management software programs will be evaluated and utilized by students.

Course Outcome Objectives:
1. Students will demonstrate their understanding of Project Management concepts Including the project management process, needs identification, and proposal preparation.
2. Students will demonstrate their ability to work as part of a project management team.
3. Students will demonstrate their knowledge of project planning and control including Planning, scheduling, schedule control, resource considerations, and cost planning and performance.
4. Students will demonstrate their ability to utilize project-planning software

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. Software: Project Manager, Microsoft Project XX (comes w/textbook)

BUS 360 course form 9-24-02

COURSE REVISION FORM

N ____ DROPPED ____ MAJOR REVISION __X__ FOR INFORMATION ONLY ____

College College of Technical Sciences_ **Program Area** Business Technology   **Date** 9-24-02

Submitter _J. Till_____ Chair/Dean _____ Date _12.12.02_
   Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

   Replace TSS 248 – Retail/Distributorship
   with TSS 222 – Customer Service
   to the Minor in Small Business Management

Please provide the following information:

College:	College of Technical Sciences
Program Area:	Business Technology
Date:	Sept 24, 2002
Course Prefix & No.:	TSS 248
Course Title:	Retail/Distributorship
Credits:	3
Required by:	Small Business Management Minor
Selective in:	
Elective in:	
General Education:	Area D
Lecture:	• 3
Lecture/Lab:	
Contact hours lecture:	3
Contact hours lab:	

Current Catalog Description (include all prerequisites):

This course addresses issues that would be of concern to a person interested in a retail career as an owner, a manager of an enterprise, or an employee looking to the future. Such topics as organizing and financing, location decisions, merchandise and expense planning, inventory management, pricing, materials handling, design and layout, and promotions will be discussed. Part of the course will focus on the distributorship as a special form of retail franchising.
Proposed or New Catalog Description (include all prerequisites):

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

TSS 248 course form 9-24-02