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| **School or Division** | School of Business and Technology |
| **Program or Certificate** | All applicable programs |
| **Proposed by (faculty only)** | Prof. David Hoffman |
| **Presenter (faculty only)** | Prof. David Hoffman |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. | |
| **Submission date** | 12/7/2015 |
| **Current course prefix, number, and title** | MKA 1161 Introduction to Customer Service |

**Section I, Proposed Changes**

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| **Change to course prefix and number**  Lecture/lab course combined must include “C” / lab course must include “L” | N/A |
| **Change to course title** | N/A |
| **Change of School, Division, or Department** | N/A |
| **Change to course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a “D”)** | N/A |
| **Change to course corequisites** | N/A |
| **Is any corequisite for this course listed as a corequisite on its paired course?**  (Ex. CHM 2032 is a corequisite for CHM 2032L, and CHM 2032L is a corequisite for CHM 2032) | Choose an item.  List the corequisite |
| **Change to course credits or clock hours** | N/A |
| **Change to contact hours (faculty load)** | N/A |
| **Change to grade mode** | Choose an item. |
| **Change to credit type** | Choose an item. |
| **Change to course description** (provide below) | |
| Type in entire new course description here | |

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| **Change to general topic outline** (type in entire new outline below) |
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**Change to Learning Outcomes:** For information purposes only. Type in all learning outcomes, assessments, and general education competencies as they should be displayed in the syllabus. More rows can be added if necessary.

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| **Learning Outcomes** | **Assessments** | **General Education Competencies** |
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**Section II (must complete each item below)**

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| **Should any major restrictions be listed on this course? If so, select "change" and list the appropriate major restriction codes or select no change.** | N/A |
| **Change course to an “International or Diversity Focus” course?** | Choose an item. |
| **Change course to a General Education course?** | Choose an item. |
| **Change course from General Education to non-General Education?** | Choose an item. |
| **Change course to a Writing Intensive course?** | Choose an item. |
| **Change course from Writing Intensive to non-Writing intensive?** | Choose an item. |
| **Change course to repeatable?**  (A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3 credit hour course can be repeated 1 time and a student can earn a maximum of 6 credits).  \*Not the same as Multiple Attempts or Grade Forgiveness | Choose an item.  If repeatable, list maximum number of credits |

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| **Impact of Change of Course Proposal** | |
| **Will this change of course proposal impact other courses, programs, departments, or budgets?** | No |
| **If the answer to the question above is “yes”, list the impact on other courses, programs, or budgets?** | List impacts here |
| **Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.** | |
| N/A | |

**Section III, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action** |
| MKA 1161 was scheduled for deletion per the 5-year rule for course deletions. However, the School of Business and Technology would like to keep the course because it will be used in a certificate/program currently being developed by the faculty. |

**Section IV, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| David Hoffman  Michelle Fanslau |

**nOTE:** Changes for the Fall 2016 term must be submitted to the Dropbox by the February 5, 2016 deadline and approved no later than the March 4, 2016 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Associate Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2016 or Summer 2016 term.

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| **Term in which approved action will take place** | Fall 2016 |

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| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Professor David Hoffman | 12/7/2015 |
| **Academic Dean or Associate Vice President** | Dr. John Meyer | 12/7/2015 |

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| **Select Curriculum Committee Meeting Date** | February 5, 2016 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Calendar* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Associate Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting**. All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.