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| --- | --- |
| **School or Division** | School of Business and Technology |
| **Proposed by (faculty only)** | David Hoffman |
| **Presenter (faculty only)** | 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 must be resubmitted for a later date. | |
| **Submission date** | 2/5/2016 |
| **Course prefix, number, and title** | HFT 1050, HFT 2410, HFT 2501 |

**Section I, Action**

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| **Please select one of the following** | Discontinuatin of Course |

**Section II, Complete for Program Discontinuation**

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| --- | --- |
| **Select program or certificate** | AS, Busines Administration and Management |
| **Explain (below) the reason for the discontinuation** | |
|  | |
| **Teach out plan required:**  SACSCOC requires a teach out plan for the discontinuation of programs or certificates. Attach a list of students currently seeking the degree or certificate and the plan for these students to complete their program or certificate according to each student's catalog year. | |
| **If this program or certificate discontinuation will require discontinuing courses, complete section III** | |

**Section III, Complete for Course Discontinuation**

|  |  |
| --- | --- |
| **Enter course(s) to be discontinued** (add rows if necessary) | |
| **Course Prefix and Number** | **Course title** (as listed in the catalog) |
| HFT 1050 | Tourism and the Hospitality Industry |
| HFT 2410 | Front Office Procedure |
| HFT 2501 | Hospitality Sales Promotion |

**Section IV, Justification for Proposal**

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| **Provide justification (below) for this proposed curriculum action** |
| All HFT prefix courses are electives only and are not part of the core of any SoBT program. The 3 courses proposed for deletion here have not been offered in some time and do not transfer to FGCU’s Hospitality program. |

**Section V, 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  Michael Engdahl  Tim Lucas |

**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** | David Hoffman | 2/5/2016 |
| **Academic Dean** | Dr. John Meyer | 2/5/2016 |

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| --- | --- |
| **Select Curriculum Committee Meeting Date** | March 4, 2016 |

*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.