## OTHER ACTION PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROGRAM:** CERT Small BUSINESS MANAGEMENT

**PROPOSEd by**: na

**PRESENTER:** dr. john meyer

**SUBMISSION DATE:** 3/1/2013

### SECTION I

**PROPOSED ACTION: CHECK ALL THAT APPLY**

















Catalog update

**EXPLAIN THE NATURE OF THE ACTION:**

Updates to the catalog language for the CERT BUSINESS MANAGEMENT PROGRAM

### SECTION II

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

Update catalog language for consistency and accuracy with program changes since the last catalog publication in Fall 2012

**nOTE:** Changes for the Fall 2013 Term must be submitted and approved no later than the January Curriculum Committee Meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President of Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2013

NA

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:



SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA

**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 3/20/2013

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 3/1/2013

**DEANS’ COUNCIL Review – verified by:**

 PLEASE SELECT TODAY’S DATE

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE: March 22, 2013**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents