## OTHER ACTION PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROGRAM:** Course Clusters

**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:**

Remove the following language that refers to course clusters. The School of Business and Technology no longer recognizes “course clusters”.  
  
Division of Professional and Technical Studies Course Clusters  
What are the course clusters?  
A record of completion (Certificate) will be issued for various course clusters, signifying that the student has satisfactorily completed a series of courses that develop specified skills. The Certificate provides employers with documentation for employment or for professional development. Information on course requirements is available in the Division Office and in the Advising Office. These clusters are specifically designed to upgrade job skills and provide college coursework for those not ready to commit to a full degree program.  
Courses in most clusters are the same courses required for the particular associate degree or Technical Certificate of Credit and apply toward the degree or technical certificate, unless otherwise indicated.  
Note: Only students who declare a major as specified in the Edison State catalog are eligible to receive federal financial aid. Students who are pursuing a course cluster and are not degree-seeking students are typically not eligible for this assistance.

### SECTION II

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

The award of course cluster certificates confuses students who wish to earn a state recognized college credit certificate. The school of business and technology no longer awards/generates course cluster certificates (not recognized by the fldoe).

**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