Curriculum Committee Agenda

February 1, 2019 1:30 PM – 3:30 PM Lee AA-177, Charlotte E-105, Collier G-109, Hendry/Glades A-106

CHAIR	Dr. Mary Myers
VICE CHAIR	Professor Arenthia Herren

INFORMATION ITEM	
PRESENTER	Mary Myers
Provost Information Item – AS Course Review SOHP	**Effective Date: Fall, 2019**
Summary of proposed changes:	
Please see the attached memo outlining designation changes from AS to AA for select Health Profession courses.	

COMMITTEE BUSINESS	
PRESENTER	Mary Myers
Nominations for Curriculum Committee Chair	
Summary of proposed changes:	

Committee Chair and Vice Chair

1. The Curriculum Committee Chair and Vice Chair will serve a term of two years, and job duties shall conform to the list of duties as defined in Academic Policies and Procedures. Committee chairs may serve a maximum of two consecutive terms.
2. Nominations for the office of Chair and Vice Chair may be made in accordance with Academic Policies and Procedures.
3. A list of nominees for the offices will be submitted to the Faculty Senate for a vote as outlined in the Florida SouthWestern State College Collective Negotiations Agreement.
4. The newly elected Curriculum Committee Chair's responsibilities begin the August following the election.
5. Chairs may stay on the committee as a voting member subsequent to their service.

- Nominations for the chair and vice chair will take place at the March 1 meeting.
- The names will be forwarded to the Faculty Senate for a vote.

ACTION ITEM	1			
TYPE OF PROPOSAL	New Course			
PRESENTER	Professor Fernando Mayoral			
ITA1120 Elementary Italian I	**Effective Date: Fall, 2019 (Provost Approval)**			
Summary of proposed changes:				
This course is for beginners or those with one year of high school Italian. This course is a study of the language and the culture with emphasis on communication in the target language.				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

ACTION ITEM	2			
TYPE OF PROPOSAL	New Course			
PRESENTER	Professor Fernando Mayoral			
ITA1121 Elementary Italian II	**Effective Date: Fall, 2019 (Provost Approval)**			
Summary of proposed changes:				
This course is for beginners or those with one year of high school Italian. This course is a study of the language and the culture with emphasis on communication in the target language.				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

ACTION ITEM	3			
TYPE OF PROPOSAL	Change of Course			
PRESENTER	Dr. Rebecca Page			
CHM 2045 General Chemistry I	**Effective Date: Fall, 2019 (Second Read)**			
Summary of proposed changes:				
MAT1033 with a C or better AND (one credit of High School Chemistry or CHM2025, 1020C or 2032) with a C or better). REASONS FOR SECOND READ: Clarify the pre-requisites.				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

ACTION ITEM	4			
TYPE OF PROPOSAL	Change of Course			
PRESENTER	Dr. Rebecca Page			
CHM 2045L General Chemistry I Lab	**Effective Date: Fall, 2019 (Provost Approval)**			
Summary of proposed changes:				
MAT1033 with a C or better AND (one credit of High School Chemistry or CHM2025, 1020C or 2032) with a C or better).				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

ACTION ITEM	5			
TYPE OF PROPOSAL	New Course			
PRESENTER	Dr. Rebecca Harris			
ENC1130 Improving College Writing	**Effective Date: Fall, 2019 (Second Read)**			
Summary of proposed changes:				
THIS COURSE IS PROPOSED AS AN ALTERNATIVE TO OUR CURRENT PRE-COLLEGE WRITING MODEL. THIS COURSE IS SUPPLEMENTAL TO ENC 1101 STUDENTS WHO NEED ADDITIONAL PREPARATION. STUDENTS WILL EITHER BE ENROLLED CONCURRENTLY OR SEQUENTIALLY. REASONS FOR SECOND READ: The issue of co-requisite errors in registration were raised. If you have them as co-reqs, they cannot be taken sequentially. Will this course impact student financial aid? Will be discussed again in February.				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

ACTION ITEM	6			
TYPE OF PROPOSAL	Change of Course			
PRESENTER	Professor Leroy Bugger			
RMI 2662 Introduction to Risk Management & Insurance			**Effective Date: Fall, 2019 (Second Read)**	
Summary of proposed changes:				
THE COURSE IS DESIGNED TO PROVIDE THE STUDENT WITH BASIC PRINCIPLES AND CONCEPTS RELATING TO RISK MANAGEMENT AS IT RELATES TO PERSONAL AND BUSINESS ENVIRONMENTS. MAJOR AREAS OF INSTRUCTION INCLUDE PROPERTY/CASUALTY, LIFE, AND HEALTH.				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

ACTION ITEM	7			
TYPE OF PROPOSAL	Change of Program or Certificate			
PRESENTER	Professor Leroy Bugger			
Risk Management & Insurance Management CCC*			**Effective Date: Fall, 2019 (Second Read)**	
Summary of proposed changes:				
REPLACE ACG 2450 ACCOUNTING SOFTWARE APPLICATIONS WITH CGS 1100 COMPUTER APPLICATIONS FOR BUSINESS. *Notification needs to be sent to SACS regarding this program.				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

ACTION ITEM	8			
TYPE OF PROPOSAL	Change of Program or Certificate			
PRESENTER	Professor Leroy Bugger			
AS Business Administration*			**Effective Date: Fall, 2019 (Second Read)**	
Summary of proposed changes:				
CREATE TRACKS FOR THE DIFFERENT SPECIALIZATIONS *Needs review to determine if notification should be sent to SACS				
CURRICULUM ACTION				
☐ **Accepted**	☐ Accepted with Minor Corrections	☐	Proposal Postponed	☐ Proposal Denied

memo

Approved 2.P

To: FSW Curriculum Committee

From: Denis G. Wright, Interim Dean of Health Professions

CC: Garnett Salmon, Registrar

Dr. Eileen DeLuca, Interim Provost

Date: 1/9/2019

Re: School of Health Professions A.S. course review

As requested by the Academic Standards Committee, the School of Health Professions completed a review of the list of 95 courses sent to us by the Academic Standards Committee. The review was a consideration of courses currently listed as A.S.-only and whether some of these courses met the objectives for A.A. courses..

We reviewed courses from Cardiovascular Technology, Dental Hygiene, Fire Science, Health Information Technology, Nursing (2 courses only), Radiological Technology, and Respiratory Care. The consensus on virtually 92 of these 95 courses was that the highly specialized, focused coursework does not meet the overall objectives on other A.A. courses. However, three courses were judged to have a broadly based curriculum which met the typical pattern of A.A. coursework.

Therefore, the School of Health Professions would like these three courses changed in the college curricular database, with a Fall 2019 start date, to allow AA students to take them for transfer credit.

HIM 2012 Healthcare Law

HIM 2210 Healthcare Information Systems

HIM 2512 Management Foundations in Health Care

Nominations for 2019/2020 – 2020/2021

Committee Chair and Vice Chair

1. The Curriculum Committee Chair and Vice Chair will serve a term of two years, and job duties shall conform to the list of duties as defined in Academic Policies and Procedures. Committee chairs may serve a maximum of two consecutive terms.
2. Nominations for the office of Chair and Vice Chair may be made in accordance with Academic Policies and Procedures.
3. A list of nominees for the offices will be submitted to the Faculty Senate for a vote as outlined in the Florida SouthWestern State College Collective Negotiations Agreement.
4. The newly elected Curriculum Committee Chair's responsibilities begin the August following the election.
5. Chairs may stay on the committee as a voting member subsequent to their service.

- Nominations for the chair and vice chair will take place at the March 1 meeting.
- The names will be forwarded to the Faculty Senate for a vote.

From the Collective Negotiations Agreement

4.3 Standing Committees

A. The College will maintain the following standing committees consisting of faculty and representatives from the administration, faculty, and staff as appropriate to review and/or prepare recommendations for the Provost:

- Academic Standards Committee
- Academic Technology Committee
- Curriculum Committee
- General Education Advisory Council
- Learning Assessment Committee
- Professional Development Committee

B. Faculty will serve a minimum of three (3) years on a standing committee. Members may be reappointed to serve a three (3) year term renewable at the discretion of the Provost.

C. The committee will have no more than three (3) non-faculty members selected by the Provost to serve a three (3) year term renewable at the discretion of the Provost.

D. A Standing Committee chair shall be elected by a majority vote of Faculty Senate and must be a continuing contract faculty member; the job duties shall conform to the list of duties as defined in Academic Policies and Procedures. The Chair will be granted a two (2) year term and three (3) hours of re-assigned time from instructional duties for each major academic term. A Standing Committee Chair may be re-elected for more than one term by a vote of the committee.

Curriculum Committee

New Course Proposal

FLORIDA SOUTHWESTERN STATE COLLEGE

School or Division	School of Arts, Humanities, and Social Sciences
Program or Certificate	List name of the new or existing program or certificate
Proposed by (faculty only)	Fernando Mayoral
Presenter (faculty only)	Fernando Mayoral
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 submitted for a later date.	
Submission date	1/7/2019
Course prefix, number, and title	ITA1120 Elementary Italian I

All Curriculum proposals require approval of the Curriculum Committee and the Interim Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Interim Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Interim Provost for Academic Affairs' Office.

Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective **date.**	
FSW has a partnership with Istituto Lorenzo de Medici in Italy and the Italian language course will help our faculty and students who are planning on being part of the summer program in Italy.	

Any exceptions to the term start date requires the signatures of the Academic Dean and Interim Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Dr. Deborah D. Teed		1-3-2019
Interim Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		1-4-2019

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Fernando Mayoral	1/4/2019
Academic Dean or Interim Provost for Academic Affairs	Dr. Deborah D. Teed	Click here to enter a date.

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Dr. John Connell, Dr. Ann Eastman, Prof. Cynthia Enslen, Prof. Ron Feemster, Dr. Katie Paschall, Prof. Dani Peterson, Dr. Jennifer Summary, Prof. Myra Walters

Has the Libraries' Collection Manager been contacted about the new course and discussed potential impacts to the libraries' collections?
The content of the course will not require library research

Section II, New Course Information (must complete all items)

List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D").	SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing, or permission of the instructor
Provide justification for the proposed prerequisite(s).	The course relies on language structures which the students need to understand in their own language.
Will students be taking any of the prerequisites listed for this course in different parts of the same term (ex. Term A and Term B)?	No
List course co-requisites.	None
Provide justification for the proposed co-requisite(s).	
Is any co-requisite for this course listed as a co-requisite on its paired course? (Ex. CHM 2032 is a co-requisite for CHM 2032L, and CHM 2032L is a co-requisite for CHM 2032)	No
Course credits or clock hours	4 credits
Contact hours (faculty load)	4 contact hours
Are the Contact hours different from the credit/lecture/lab hours?	
Select grade mode	Standard Grading (A, B, C, D, F)
Credit type	College Credit
Possible Delivery Types (Online, Blended, On Campus)	Campus
Course description (provide below)	
This course is for beginners or those with one year of high school Italian. This course is a study of the language and the culture with emphasis on communication in the target language.	

General topic outline (type in outline below)
• Nouns and articles • Gender and number • Numbers, time, calendar, weather • Present tense of verb essere

- Adjectves
- Present tense of regular –are, -ere, -ire verbs
- Present tense of Andare, dare, fare and stare, avere, piacere, dovere, potere, vioiere, dire, scire, venire, conoscere, sapere
- Possessive adjectives

Learning Outcomes: For information purposes only.

IV. Course Competencies, Learning Outcomes and Objectives

A. General Education Competencies and Course Outcomes

- Integral *General Education Competency or competencies*: **Communicate**
- Students will acquire and demonstrate speaking competency in Italian by asking and answering questions and expressing ideas in complete sentences primarily in the simple present tense.
- Students will acquire and demonstrate writing competency in Italian by asking and answering questions and expressing ideas in complete sentences primarily in the simple present tense.
- Students will acquire and demonstrate reading comprehension competency in Italian by interpreting analyzing short passages written in Italian and by answering questions to evaluate their understanding.
- Students will acquire and demonstrate listening comprehension competency in Italian by correctly responding orally and in writing.

Supplemental *General Education Competency or competencies*: **Visualize**

- Students will acquire cultural literacy through topical discussion of the respective Italian culture, including artifacts, videos and readings.
- Students will acquire and demonstrate competency in their knowledge about Italian speaking people and their Cultures.

Supplemental *General Education Competency or competencies*: **Think**

- Student will apply critical thinking to contrast the language structures with those of their native languages. Students will analyze the structures they are using to express their ideas and students will synthesize the language structures when they express their ideas in Italian.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18;10/18

- Students will acquire and demonstrate reading comprehension competency in Italian by interpreting, analyzing short passages written in Italian and by answering questions to evaluate their understanding.

B. In accordance with Florida Statute 1007.25 concerning the state's general education core course requirements, this course meets the general education competencies for ….
Part B would only be included in the course outlines of those courses are included in the FSW Catalog as a General Education Core Course. If this is not a core course, then outline letter C would become B.

C. Other Course Objectives/Standards

Copy and Paste the SCNS Course Profile Description below (http://scns.fldoe.org/scns/public/pb_index.jsp).

Discipline
137-FOREIGN LANGUAGE: ITALIAN LANGUAGE AND LITERATURE
Discipline Definition
ITALIAN LANGUAGE AND LITERATURE INCORPORATES THE LANGUAGE, CULTURE, LITERATURE AND FILM OF THE ITALIAN-SPEAKING WORLD.
Prefix
ITA-ITALIAN LANGUAGE
Prefix Definition
COURSES IN BEGINNING ITALIAN THROUGH ADVANCED GRAMMAR, COMPOSITION, READING AND CONVERSATION.
Century Title
100-199-ELEMENTARY STUDY OF LANGUAGE
Decade Title
110-119-ELEMENTARY ITALIAN, ALTERNATE
StateWide Course
ITA 110-ELEMENTARY CONVERSATIONAL ITALIAN I
Status
ACTIVE
Transfer
GUARANTEED TRANSFER TO INSTITUTION OFFERING SAME COURSE.

Course Intent
LOWER
Prerequisites
NONE
Corequisites
NONE
Profile Description
AN INTRODUCTORY COURSE EMPHASIZING LEARNING ITALIAN THROUGH SPEAKING AND UNDERSTANDING SKILLS AT THE ELEMENTARY LEVEL.

ICS code for this course	CHOOSE THE APPROPRIATE ICS CODE
Institutional Reporting Code	11311 FOREIGN LANGUAGES
Degree Attributes	FOR - FOREIGN LANGUAGE REQUIREMENT
Degree Attributes (if needed)	FOR - FOREIGN LANGUAGE REQUIREMENT
Degree Attributes (if needed)	Choose an item.
Degree Attributes (if needed)	Choose an item.
Should any major restriction(s) be listed on this course? If so, select "yes" and list the appropriate major restriction code(s) or select "no".	No List applicable major restriction codes
Is the course an "International or Diversity Focus" course?	Yes, International or Diversity Focus
Is the course a General Education course?	No
Is the course a Writing Intensive course?	No
If Replacing a course, combining a Lecture/Lab or splitting a C course – Is there a course equivalency?	
Is the course 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	No If repeatable, list maximum number of credits
Do you expect to offer this course three times or less (experimental)?	No

Impact of Course Proposal	
Will this new 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.	

Section III, Justification for proposal

Provide justification (below) for this proposed curriculum action.
The institutional partnership with Istituto Lorenzo de Medici presented an opportunity to expand the Foreign Language offerings for our FSW faculty and students. The objective is for those members of the FSW community who want to participate in this partnership to take the Italian courses so they can enhance their education once they are at the Istituto Lorenzo de Medici.

Curriculum Committee

New Course Proposal

FLORIDA SOUTHWESTERN STATE COLLEGE

School or Division	School of Arts, Humanities, and Social Sciences
Program or Certificate	List name of the new or existing program or certificate
Proposed by (faculty only)	Fernando Mayoral
Presenter (faculty only)	Fernando Mayoral
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 submitted for a later date.	
Submission date	1/7/2019
Course prefix, number, and title	ITA1121 Elementary Italian II

All Curriculum proposals require approval of the Curriculum Committee and the Interim Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Interim Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

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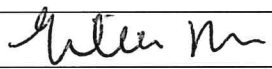
Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective **date.**	
FSW has a partnership with Istituto Lorenzo de Medici in Italy and the Italian language course will help our faculty and students who are planning on being part of the summer program in Italy.	

Any exceptions to the term start date requires the signatures of the Academic Dean and Interim Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Dr. Deborah D. Teed		1-3-2019
Interim Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		1-4-2019

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Fernando Mayoral	1/4/2019
Academic Dean or Interim Provost for Academic Affairs	Dr. Deborah D. Teed	Click here to enter a date.

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Dr. John Connell, Dr. Ann Eastman, Prof. Cynthia Enslen, Prof. Ron Feemster, Dr. Katie Paschall, Prof. Dani Peterson, Dr. Jennifer Summary, Prof. Myra Walters

Has the Libraries' Collection Manager been contacted about the new course and discussed potential impacts to the libraries' collections?
The content of the course will not require library research

Section II, New Course Information (must complete all items)

List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D").	Elementary Italian I
Provide justification for the proposed prerequisite(s).	The content of Elementary Italian II is the continuation of concepts and structures of Elementary Italian I.
Will students be taking any of the prerequisites listed for this course in different parts of the same term (ex. Term A and Term B)?	No
List course co-requisites.	None
Provide justification for the proposed co-requisite(s).	
Is any co-requisite for this course listed as a co-requisite on its paired course? (Ex. CHM 2032 is a co-requisite for CHM 2032L, and CHM 2032L is a co-requisite for CHM 2032)	No
Course credits or clock hours	4 credits
Contact hours (faculty load)	4 contact hours
Are the Contact hours different from the credit/lecture/lab hours?	
Select grade mode	Standard Grading (A, B, C, D, F)
Credit type	College Credit
Possible Delivery Types (Online, Blended, On Campus)	Campus
Course description (provide below)	
This course is for beginners or those with one year of high school Italian. This course is a study of the language and the culture with emphasis on communication in the target language.	

General topic outline (type in outline below)
• Past tense with essere and avere • Present Progressive • Pronouns: direct, indirect • Present and past tense of reflexive, reciprocal verbs

- Adverbs
- Imperfect tense
- Future tense
- Imperative forms
- Comparisons
- Indefinite and negative words

Learning Outcomes: For information purposes only.

IV. Course Competencies, Learning Outcomes and Objectives

A. General Education Competencies and Course Outcomes

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- Students will acquire cultural literacy through topical discussion of the respective Italian culture, including artifacts, videos and readings.
- Students will acquire and demonstrate competency in their knowledge about the Italian speaking people and their Cultures.

Supplemental *General Education Competency or competencies*: **Think**

- Student will apply critical thinking to contrast the language structures with those of their native languages. Students will analyze the structures they are using to express their ideas and students will synthesize the language structures when they express their ideas in Spanish.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18;10/18

- Students will acquire and demonstrate reading comprehension competency in Italian by interpreting, analyzing short passages written in Italian and by answering questions to evaluate their understanding.

B. In accordance with Florida Statute 1007.25 concerning the state's general education core course requirements, this course meets the general education competencies for ….

Part B would only be included in the course outlines of those courses are included in the FSW Catalog as a General Education Core Course. If this is not a core course, then outline letter C would become B.

C. Other Course Objectives/Standards

Copy and Paste the SCNS Course Profile Description below (http://scns.fldoe.org/scns/public/pb_index.jsp).

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137-FOREIGN LANGUAGE: ITALIAN LANGUAGE AND LITERATURE
Discipline Definition
ITALIAN LANGUAGE AND LITERATURE INCORPORATES THE LANGUAGE, CULTURE, LITERATURE AND FILM OF THE ITALIAN-SPEAKING WORLD.
Prefix
ITA-ITALIAN LANGUAGE
Prefix Definition
COURSES IN BEGINNING ITALIAN THROUGH ADVANCED GRAMMAR, COMPOSITION, READING AND CONVERSATION.
Century Title
100-199-ELEMENTARY STUDY OF LANGUAGE
Decade Title
110-119-ELEMENTARY ITALIAN, ALTERNATE
StateWide Course
ITA 111-ELEMENTARY CONVERSATIONAL ITALIAN II
Status

ACTIVE
Transfer
GUARANTEED TRANSFER TO INSTITUTION OFFERING SAME COURSE.
Course Intent
LOWER
Prerequisites
NONE
Corequisites
NONE
Profile Description
THIS COURSE BUILDS UPON THE SPEAKING AND READING SKILLS LEARNED IN THE PREVIOUS COURSE.

ICS code for this course	CHOOSE THE APPROPRIATE ICS CODE
Institutional Reporting Code	11311 FOREIGN LANGUAGES
Degree Attributes	FOR - FOREIGN LANGUAGE REQUIREMENT
Degree Attributes (if needed)	FOR - FOREIGN LANGUAGE REQUIREMENT
Degree Attributes (if needed)	Choose an item.
Degree Attributes (if needed)	Choose an item.
Should any major restriction(s) be listed on this course? If so, select "yes" and list the appropriate major restriction code(s) or select "no".	No List applicable major restriction codes
Is the course an "International or Diversity Focus" course?	Yes, International or Diversity Focus
Is the course a General Education course?	No
Is the course a Writing Intensive course?	No
If Replacing a course, combining a Lecture/Lab or splitting a C course – Is there a course equivalency?	
Is the course 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	No If repeatable, list maximum number of credits
Do you expect to offer this course three times or less (experimental)?	No

Impact of Course Proposal	
Will this new 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.	

Section III, Justification for proposal

Provide justification (below) for this proposed curriculum action.
The institutional partnership with Istituto Lorenzo de Medici presented an opportunity to expand the Foreign Language offerings for our FSW faculty and students. The objective is for those members of the FSW community who want to participate in this partnership to take the Italian courses so they can enhance their education once they are at the Istituto Lorenzo de Medici.

Curriculum Committee

FLORIDA SOUTHWESTERN STATE COLLEGE

Change of Course Proposal

School or Division	School of Pure and Applied Sciences
Program or Certificate	
Proposed by (faculty only)	L. McGarity, Q. Liu, K. Hilton, D. Xue, S. Pasishnyk, R. Page.
Presenter (faculty only)	Dr. Rebecca Page
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	10/10/2018
Current course prefix, number, and title	CHM 2045 General Chemistry I

All Curriculum proposals require approval of the Curriculum Committee and the Vice Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Vice Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Vice Provost for Academic Affairs' Office.

Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective **date.**	

Any exceptions to the term start date requires the signatures of the Academic Dean and Vice Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Vice Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Dr. Peggy Romeo	11/2/2018
Academic Dean or Vice Provost for Academic Affairs	Dr. Martin McClinton	11/2/2018

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Lisa McGarity, Qin Liu, Kim Hilton, Di Xue, Serhiy Pasishnyk, Rebecca Page.

Section II, Proposed Changes

Change to course prefix and number Lecture/lab course combined must include "C" / lab course must include "L"	MAT1033 with a C or better AND (one credit of High School Chemistry or CHM2025, 1020C or 2032) with a C or better)
Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)	No
Provide justification for the proposed prerequisite(s).	General Chemistry's curriculum has many mathematical formulas that need to be manipulated and solved; basic knowledge of chemistry essential for success.
Change to course title	
Does the Course Title Change affect other courses? (Ex: If Guitar I becomes Intro to Guitar, should Guitar II become Guitar I?)	
Change of School, Division, or Department	
Change to course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D")	
Change to course co-requisites	
Provide justification for the proposed co-requisite(s).	
Is any co-requisite for this course listed as a co-requisite on its paired course? (Ex. CHM 2032 is a co-requisite for CHM 2032L, and CHM 2032L is a co-requisite for CHM 2032)	
Change to course credits or clock hours	
Change to contact hours (faculty load)	
Are the Contact hours different from the credit/lecture/lab hours?	
Change to grade mode	
Change to credit type	
Change to course description (provide below)	

Change to general topic outline (type in entire new outline below)
•

Change to Learning Outcomes: For information purposes only.

IV. Course Competencies, Learning Outcomes and Objectives

A. General Education Competencies and Course Outcomes

General Education Competency: **Evaluate**

1. Course Outcomes or Objectives Supporting the General Education Competency Selected:

- Classify and balance chemical reactions and perform calculations based on chemical compounds and their reactions.
- Explain how the Bohr model of the atom relates to the modern description by quantum theory, and using terms of the quantum theory, relate atoms to the Periodic Table.
- Predict molecular shapes and other molecular properties utilizing the VSEPR method.
- Calculate changes in properties of gases, including reactions involving gases.
- Describe intermolecular attractive forces, explain their effect on selected physical properties of solids, liquids, and gases, and interpret phase diagrams.

2. Supplemental *General Education Competency or competencies*:

B. In accordance with Florida Statute 1007.25 concerning the state's general education core course requirements, this course meets the general education competencies for ….

- Students will demonstrate the ability to critically examine and evaluate scientific observation, hypothesis, or model construction, and to use the scientific method to explain the natural world.
- Students will successfully recognize and comprehend fundamental concepts, principles and processes about the natural world

C. Other Course Objectives/Standards

1. Students will classify matter as an element, compound, heterogeneous mixture, or homogeneous mixture.
2. Students will perform calculations using the Metric System.
3. Students will identify properties and changes in matter as physical or chemical.
4. Students will use descriptive terms to characterize energy.
5. Students will identify different models of the atom.
6. Students will use modern atomic theory to identify the number of protons, neutrons, and electrons in an atom.
7. Students will name molecular and ionic compounds, and represent compounds using chemical formulas.
8. Students will write and balance the chemical reactions
9. Students will perform stoichiometric reaction calculations.
10. Students will perform calculations by employing gas laws.
11. Students will calculate internal energy change by determining heat and work changes in the system and the surroundings.
12. Students will determine reaction enthalpies using standard enthalpy data.
13. Students will determine wavelength and frequency of hydrogen spectral lines.
14. Students will write electron configurations for atoms.
15. Students will identify shapes of atomic orbitals.
16. Students will identify trends in the Periodic Table utilizing Periodic Law.

17. Students will predict molecular geometry and polarity using VSEPR and Valence Bond Theory.
18. Students will determine the intermolecular forces involved in substances.

Section III (must complete each item below)

Should any major restrictions be listed on this course? If so, select "change" and list the appropriate major restriction codes or select no change.	No change
Change course to an "International or Diversity Focus" course?	No, not International or Diversity Focus
Change course to a General Education course?	No
Change course from General Education to non-General Education?	No
Change course to a Writing Intensive course?	No
Change course from Writing Intensive to non-Writing intensive?	No
Change course to repeatable?	No

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?	
Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.	
Agreement of chemistry faculty (continuing and annual contract) through e-mail and department meetings Aug. 2018 – Oct. 2018.	

Impact of Change of Course Proposal	
Will this change of course proposal impact library services or budgets?	No
If the answer to the question above is "yes", list the impact on other courses, programs, or budgets?	
Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.	
No	

Section IV, Justification for proposal

Provide justification (below) for each change on this proposed curriculum action.

To clarify General Chemistry I Learning Objectives and to modify Prerequisite to help reduce excess credits and ensure students have the math skills needed

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 3/18, 5/18, 6/18

Curriculum Committee

FLORIDA SOUTHWESTERN STATE COLLEGE

Change of Course Proposal

School or Division	School of Pure and Applied Sciences
Program or Certificate	
Proposed by (faculty only)	L. McGarity, Q. Liu, K. Hilton, D. Xue, S. Pasishnyk, R. Page.
Presenter (faculty only)	Dr. Rebecca Page
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	12/12/2018
Current course prefix, number, and title	CHM 2045L General Chemistry I Lab

All Curriculum proposals require approval of the Curriculum Committee and the Vice Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Vice Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Vice Provost for Academic Affairs' Office.

Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective **date.**	

Any exceptions to the term start date requires the signatures of the Academic Dean and Vice Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
MARTIN McCLINTON	Mark a McClin	12/12/18
Vice Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		12-12-18

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Dr. Peggy Romeo	12/12/2018
Academic Dean or Vice Provost for Academic Affairs	Dr. Martin McClinton	12/12/2018

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Lisa McGarity, Qin Liu, Kim Hilton, Di Xue, Serhiy Pasishnyk, Rebecca Page.

Section II, Proposed Changes

Change to course prefix and number Lecture/lab course combined must include "C" / lab course must include "L"	MAT1033 with a C or better AND (one credit of High School Chemistry or CHM2025, 1020C or 2032) with a C or better)
Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)	No
Provide justification for the proposed prerequisite(s).	General Chemistry's curriculum has many mathematical formulas that need to be manipulated and solved; basic knowledge of chemistry essential for success.
Change to course title	
Does the Course Title Change affect other courses? (Ex: If Guitar I becomes Intro to Guitar, should Guitar II become Guitar I?)	
Change of School, Division, or Department	
Change to course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D")	
Change to course co-requisites	
Provide justification for the proposed co-requisite(s).	
Is any co-requisite for this course listed as a co-requisite on its paired course? (Ex. CHM 2032 is a co-requisite for CHM 2032L, and CHM 2032L is a co-requisite for CHM 2032)	
Change to course credits or clock hours	
Change to contact hours (faculty load)	
Are the Contact hours different from the credit/lecture/lab hours?	
Change to grade mode	
Change to credit type	
Change to course description (provide below)	

Change to general topic outline (type in entire new outline below)
•

Change to Learning Outcomes: For information purposes only.

IV. Course Competencies, Learning Outcomes and Objectives

A. General Education Competencies and Course Outcomes

General Education Competency: **Evaluate**

1. Course Outcomes or Objectives Supporting the General Education Competency Selected:
2. Supplemental *General Education Competency or competencies*:

B. In accordance with Florida Statute 1007.25 concerning the state's general education core course requirements, this course meets the general education competencies for ....

C. Other Course Objectives/Standards

Section III (must complete each item below)

Should any major restrictions be listed on this course? If so, select "change" and list the appropriate major restriction codes or select no change.	No change
Change course to an "International or Diversity Focus" course?	No, not International or Diversity Focus
Change course to a General Education course?	No
Change course from General Education to non-General Education?	No
Change course to a Writing Intensive course?	No
Change course from Writing Intensive to non-Writing intensive?	No
Change course to repeatable?	No

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?	
Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.	
Agreement of chemistry faculty (continuing and annual contract) through e-mail and department meetings Aug. 2018 – Oct. 2018.	

Impact of Change of Course Proposal	
Will this change of course proposal impact library services or budgets?	No

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 3/18, 5/18, 6/18

If the answer to the question above is "yes", list the impact on other courses, programs, or budgets?	
Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.	
No	

Section IV, Justification for proposal

Provide justification (below) for each change on this proposed curriculum action.
To modify Prerequisite to help reduce excess credits and ensure students have the math skills needed

Curriculum Committee

New Course Proposal

School or Division	School of Arts, Humanities, and Social Sciences
Program or Certificate	Associate of Arts (A.A.)
Proposed by (faculty only)	Dr. Rebecca Harris
Presenter (faculty only)	Dr. Rebecca Harris
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 submitted for a later date.	
Submission date	11/13/2018
Course prefix, number, and title	ENC 1130: Improving College Writing

All Curriculum proposals require approval of the Curriculum Committee and the Interim Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Interim Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Interim Provost for Academic Affairs' Office.

Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective **date.**	
N/A	

Any exceptions to the term start date requires the signatures of the Academic Dean and Interim Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Dr. Deborah Teed		
Interim Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Dr. Rebecca L. Harris	11/9/2018
Academic Dean or Interim Provost for Academic Affairs	Dr. Deborah Teed	11/9/2018

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Dr. Jennifer Grove, Dr. Cara Minardi-Power, Prof. Tom Mohundro, Prof. Mike Joy, Dr. Rebecca Harris

Has the Libraries' Collection Manager been contacted about the new course and discussed potential impacts to the libraries' collections?
N/A

Section II, New Course Information (must complete all items)

List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D").	No prerequisite Minimum grade of "C"
Provide justification for the proposed prerequisite(s).	N/A
Will students be taking any of the prerequisites listed for this course in different parts of the same term (ex. Term A and Term B)?	No
List course co-requisites.	No corequisite*
Provide justification for the proposed co-requisite(s).	This course is proposed as an alternative to our current pre-college writing model. This course is supplemental to ENC 1101 for students who need additional preparation. Students will either be enrolled concurrently or sequentially.
Is any co-requisite for this course listed as a co-requisite on its paired course? (Ex. CHM 2032 is a co-requisite for CHM 2032L, and CHM 2032L is a co-requisite for CHM 2032)	No
Course credits or clock hours	3
Contact hours (faculty load)	3
Are the Contact hours different from the credit/lecture/lab hours?	No
Select grade mode	Standard Grading (A, B, C, D, F)
Credit type	College Credit
Possible Delivery Types (Online, Blended, On Campus)	On Campus, Blended, Online
Course description (provide below)	
SPECIAL TOPICS IN FRESHMAN COMPOSITION. THIS COURSE TEACHES STUDENTS TO WRITE CLEARLY AND EFFECTIVELY, TO BE CRITICAL OF THEIR OWN WRITING, AND TO USE THE REVISION PROCESS IN PRODUCING A FINAL PROJECT.	

General topic outline (type in outline below)
• Effective communication

- Drafting and Revision
- Successful academic writing
- Enhanced writing techniques for Freshman Composition (ENC 1101)

Learning Outcomes: For information purposes only.

IV. Course Competencies, Learning Outcomes and Objectives

A. General Education Competencies and Course Outcomes

1. Integral *General Education Competency or competencies*: **Communicate clearly in a variety of modes and media.**

- Students will be able to recognize and produce effective writing.
- Students will learn strategies for improving grammar and mechanics in their writing.
- Students will cultivate a robust drafting and revision process.
- Students will learn additional skills and strategies to support their efforts in Freshman Composition.

2. Supplemental *General Education Competency or competencies*: None

B. In accordance with Florida Statute 1007.25 concerning the state's general education core course requirements, this course meets the general education competencies for ….
Part B would only be included in the course outlines of those courses are included in the FSW Catalog as a General Education Core Course. If this is not a core course, then outline letter C would become B.

C. Other Course Objectives/Standards

Copy and Paste the SCNS Course Profile Description below (http://scns.fldoe.org/scns/public/pb_index.jsp).

SPECIAL TOPICS IN FRESHMAN COMPOSITION. THIS COURSE TEACHES STUDENTS TO WRITE CLEARLY AND EFFECTIVELY, TO BE CRITICAL OF THEIR OWN WRITING, AND TO USE THE REVISION PROCESS IN PRODUCING A FINAL PROJECT.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18;10/18

ICS code for this course	ADVANCED AND PROFESSIONAL - 1.13.15 - LETTERS
Institutional Reporting Code	11806 COMMUNICATIONS
Degree Attributes	AA - AA COURSE
Degree Attributes (if needed)	Choose an item.
Degree Attributes (if needed)	Choose an item.
Degree Attributes (if needed)	Choose an item.
Should any major restriction(s) be listed on this course? If so, select "yes" and list the appropriate major restriction code(s) or select "no".	No List applicable major restriction codes
Is the course an "International or Diversity Focus" course?	No, not International or Diversity Focus
Is the course a General Education course?	No
Is the course a Writing Intensive course?	No
If Replacing a course, combining a Lecture/Lab or splitting a C course – Is there a course equivalency?	N/A
Is the course 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	No If repeatable, list maximum number of credits
Do you expect to offer this course three times or less (experimental)?	No

Impact of Course Proposal	
Will this new course proposal impact other courses, programs, departments, or budgets?	Yes
If the answer to the question above is "yes", list the impact on other courses, programs, or budgets?	This course will impact enrollments in ENC 0022 and ENC 1101, increasing the number of students enrolled directly in college-level writing and decreasing the number enrolled in college prep writing.

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

Provide justification (below) for this proposed curriculum action.
This course is part of ongoing efforts by the department of English to address student need in pre-college writing, as well as meet the spirit of the state's guidelines on developmental education. Our goal is to enroll as close to 100% of students directly into credit-bearing writing courses as possible. As part of that goal, this course is a support course for ENC 1101 for students deemed to need additional it based on requirements to be developed in consultation with the department, advising, the registrar, and the VPAA. The initial course offerings will be conducted concurrently as well as sequentially, with the department making a final decision after the 2019-2020 study year.

Curriculum Committee

Change of Program or Certificate Proposal

Note required information: *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

School or Division	School of Business and Technology
Program or Certificate	Risk Management & Insurance Management Certificate
Proposed by (faculty only)	Bill Van Glabek
Presenter (faculty only)	Leroy Bugger
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	9/28/2018

All Curriculum proposals require approval of the Curriculum Committee and the Vice Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Vice Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

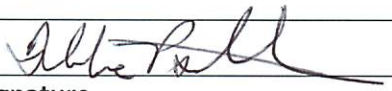
☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Vice Provost for Academic Affairs' Office.

Term in which approved action will take place	Choose an item.
Provide an explanation below for the requested exception to the effective **date.**	
Type in the explanation for exception.	

Any exceptions to the term start date requires the signatures of the Academic Dean and Vice Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Debbie Psihountas		10/22/18
Vice Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Leroy Bugger	10/22/2018
Academic Dean or Vice Provost for Academic Affairs	Type name here	Click here to enter a date.

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Type in all applicable faculty names here

Section II, Proposed Changes

Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)	☐ Yes ☒ No
Have the deans of the General Studies been contacted/consulted?	☐ Yes ☒ No
Have you attached an updated catalog page?	☒ Yes ☐ No
Change of School, Division, or Department	N/A
Change to program or certificate name	N?A
List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.	
N/A	
List below, any changes to the General Education requirements. Include course titles and credits if applicable.	
N/A	
List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.	
Replace ACG 2450 Accounting Software Applications-3 credit hours with CGS 1100 Computer Applications for Business-3 credit hours	
List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.	
N/A	
List below, any other changes to the program or certificate requirements.	
N/A	
Change to program length (credits or clock hours to complete)	N/A

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Section III, Justification for proposal

This action is to provide a CCC in Risk Management and Insurance Management in the AS in Business Administration risk management specialization within the 24 and 60 credit hour frameworks.

Briefly describe any Program Accreditation required for this program.
SACSCOC, FDFR, and FAIA
Briefly describe any Industry Certification available for student to take during or following completion this program.
FDFR will waive examination requirement for 215, 440, and 2044 insurance licenses upon successful completion of the RMI courses in the program.

Program Title: CCC in Risk Management and Insurance Management	
Career Cluster: RMI	
FLDOE Framework Standard	**FSW Course**
01.0 Demonstrate effective business communication skills. – The student will be able to: **01.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. Give, follow and interpret oral and written communications.** **01.02 Use interpersonal communication skills to facilitate effective interactions to work collaboratively.** **01.03 Exhibit public relations skills that aid in achieving customer satisfaction.** **01.04 Demonstrate effective teamwork skills. Participate in a group discussion as a member and leader.**	***SLS 1515 Cornerstone Experience*** ***or*** ***SLS 1331 Personal Business Skills*** ***and*** ***GEB 1011 Introduction to Business***

01.05 Develop the ability to withstand conflict and resolve it when dealing with difficult people **01.06 Discuss the need to use appropriate tone and professional demeanor in business communications, including e-mails, correspondence, conference calls, and conversation. Demonstrate effective listening skills.** **01.07 Compose business correspondence and related documents and demonstrate correct spelling, grammar, punctuation and word choice.** **01.08 Prepare, outline and deliver an effective oral presentation. Prepare and use visual material, including slide presentation software.** **01.09 Research and interpret information retrieved from print and electronic resources.** **01.10 Research and compose a document containing statistical information.** **01.11 Demonstrate ability to communicate effectively with diverse populations.**	
02.0 Describe the significance of legal and ethical issues in a business environment. – The student will be able to: **02.01 Describe the basic features of a contract.** **02.02 Describe the features of negotiable instruments.** **02.03 Define intellectual property rights.** **02.04 Identify the appropriate use of employer property.** **02.05 Describe the role of confidentiality in business.** **02.06 Identify the importance of making decisions that are based on ethical reasoning and describe the personal and long term**	**RMI 2212 Personal Business & Property Insurance** **RMI 2110 Principles of Risk Management** **RMI 2662 Introduction to Risk Management & Insurance**

consequences of unethical choices in the workplace. **02.07 Use ethical reasoning and judgment and act in accordance with legal responsibilities.** **02.08 Demonstrate conflict resolution skills.** **02.09 Recognize different personality styles and how to interact effectively with them in the workplace.** **02.10 Discuss how values and attitudes influence behavior.** **02.11 Demonstrate knowledge of legal and privacy issues regarding e-mail, voice mail, internet, telephone, and other communication methods**	
03.0 Develop human resources skills. – The student will be able to: **03.01 Identify the role and function of human resources in the business environment.** **03.02 Describe and conduct a job analysis.** **03.03 Identify the role, principles and functions of recruitment and staffing.** **03.04 Describe the recruitment and staffing process.** **03.05 Demonstrate effective interview methods.** **03.06 Identify methods of new employee orientation and training.** **03.07 Identify the components of compensation and benefits plans.** **03.08 Describe the legal issues associated with compensation and benefits plans.** **03.09 Describe the administration of employer compensation and benefits plans.** **03.10 Describe the provisions of the Civil Rights Acts and Equal Employment Opportunity Commission (EEOC), as they apply human resources functions.**	**MAN 2021 Management Principles**

03.11 Identify methods to protect organizations from potential negative legal actions.	
04.0 Demonstrate employability skills. – The student will be able to: **04.01 Identify sources of employment opportunities.** **04.02 Describe the job search process.** **04.03 Complete a resume and a cover letter.** **04.04 Complete an electronic job application form correctly.** **04.05 Prepare a resume for electronic distribution.** **04.06 Demonstrate effective job interview techniques and identify different types of interviews.** **04.07 Prepare a thank you note for an interview.** **04.08 Identify and demonstrate appropriate responses to feedback from supervisors.** **04.09 Identify and demonstrate acceptable work habits.** **04.10 Describe the importance of an employee's ability to be flexible in the workplace.** **04.11 Demonstrate effective time management skills.** **04.12 Identify methods for securing an employment reference.**	**SLS 1515 Cornerstone Experience**
05.0 Prepare or develop strategic or organizational skills. – The student will be able to: **05.01 Define effective leadership and identify key leadership behaviors.** **05.02 Compare different styles of leadership.** **05.03 Examine ways effective leaders develop, coach, and motivate.**	**MAN 2021 Management Principles**

05.04 Define organization vision and mission. **05.05 Identify characteristics of effective goals.** **05.06 Describe personal leadership style.** **05.07 Explain how effective leaders identify problems and make decisions.** **05.08 Compare different styles of managing conflict.** **05.09 Choose appropriate action in situations requiring application of business ethics.** **05.10 Identify ways to assign work to others.** **05.11 Apply steps in effective decision making process to a business situation.**	
06.0 Identify, classify, and demonstrate management activities. – The student will be able to: **06.01 Describe the components of management, including: human resources, operations, strategic, marketing, financial, information technology and their impact on an organization's ability to achieve their goals.** **06.02 Identify how an organization's management policy is formulated in large and small organizations. Describe how an organization's mission and vision affect the formation of policy.** **06.03 Describe management's primary function in a for-profit organization as the satisfaction of its shareholders in the achievement of a profit. Identify the goals of non-profit and public administration organizations in supporting the goals and mission of those organizations. Describe how an organization's policy impacts management's decisions.**	**MAN 2021 Management Principles**

06.04 Describe basic management roles, including interpersonal, informational and decision-making. **06.05 Discuss political, conceptual, interpersonal, and diagnostic skills required in management.** **06.06 Identify how a business's strategy is formulated to achieve organizational objectives, including use by management in planning, organizing, staffing, and directing organizational goals.** **06.07 Describe the value and application of data to management decision making.** **06.08 Describe how marketing and innovation are significant contributions to successful management.** **06.09 Identify a variety of organizational cultures and their impact on communication.**	

07.0 Demonstrate knowledge and application of product and service technology. – The student will be able to: **07.01 Explain the terms, conditions, and coverage found in the standard fire policy.** **07.02 List and explain the purposes of the forms that can be added to the standard fire policy.** **07.03 Understand and discuss the standard clauses found in various fire and allied forms.** **07.04 List and explain the various dwelling coverage forms available.** **07.05 List and explain the various commercial coverage forms available.** **07.06 Understand and discuss the different types of insurance contracts available to cover consequential and contingent losses.**	**RMI 2212 Personal Business & Property Insurance** **RMI 2110 Principles of Risk Management** **RMI 2662 Introduction to Risk Management & Insurance**

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Provide justification (below) for each change on this proposed curriculum action.
• Replacing ACG 2450 with CGS 1100 This replacement is being done to offer the CCC in Risk Management within the framework of the AS-Business degree- Risk Management specialization without increasing the number of hours to earn either the AS degree or the certificate. The CCC in Risk Management works in conjunction with the AS Business Administration Degree providing a specialization in Risk Management. ACG 2450 is an elective in the AS Business Administration degree; while CGS 1100 is a core requirement for the AS Business Administration degree. By using ACG 2021 Financial Accounting along with the database component of CGS 1100 Computer Applications for Business, this replacement satisfies the state framework of business record keeping. This replacement also maintains the 24 credit hour requirement in the Risk Management certificate as well as the 60 credit hour requirement in the AS-Business degree with the Risk Management specialization.

Risk Management & Insurance Management, CCC

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Purpose

This certificate program can be used to articulate credits into the Business Administration and Management AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college level courses, which is part of an AS or AAS degree program and prepares students for entry into employment.

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The program content is broad-based to reflect the cross-functional relationships prevalent in risk management and insurance. Students are exposed to related business practices such as standard operating procedures, budgeting, planning, organizing, marketing, customer service, property and casualty rules, personal and commercial insurance rules, and risk management theory. Emphasis is placed on understanding the concept of risk, insurance sales, insurance products/policies, customer service, and providing the right coverage for the amount of risk exposure. Learning is promoted via teamwork, case studies, practitioner guest lectures, video lectures, online learning aides, and visits to insurance agency and carrier sites.

This program prepares students for employment in roles such as: Customer Service Representative, Insurance Office Assistant, Account Managers, Personal Lines Agent, Claims Adjuster, and Risk Analyst. The content includes but is not limited to related business and insurance practices such as: insurance standard policies and forms, Florida insurance regulations, operating procedures, planning, organizing, customer service, marketing, sales, and risk management. Emphasis is placed on the development of business and risk management skills necessary to become efficient, effective, and ethical in identifying customers' insurance needs based on the amount of risk found and meeting profit goals within an insurance agency or carrier.

Program Structure

This program is a planned sequence of instruction consisting of 24 credit hours. Students completing this College Credit Certificate can transfer the credits directly to the AS in Business Administration Degree. ~~*Please note that the AS in Business Administration and Management requires only five (5) credit hours of electives and the completion of this College Credit Certificate may result in seven (7) excess credit hours of electives beyond the requirement of the AS Business Administration and Management degree.*~~

Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

Certificate Completion/Graduation

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Students must fulfill all requirements of their program major. Students must indicate their intention to attend commencement ceremony, by completing the Commencement Form by the published deadline.

Risk Management and Insurance Management Core Requirements: 24 Credit Hours

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- MAN 2021 - Management Principles 3 credits
- ACG 2021 - Financial Accounting 3 credits
- ~~*ACG 2450 - Accounting Software Applications 3 credits*~~
- *CGS 1100 Computer Applications for Business 3 credits*
- *GEB 1011 - Introduction to Business 3 credits*
- RMI 2110 - Personal Insurance 3 credits
- RMI 2212 - Personal Business and Property Insurance 3 credits
- RMI 2662 - Introduction to Risk Management & Insurance 3 credits
- SLS 1515 - Cornerstone Experience 3 credits
- or
- SLS 1331 - Personal Business Skills 3 credits

Total CCC Requirements: 24 Credit Hours

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Curriculum Committee

Change of Program or Certificate Proposal

Note required information: *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

School or Division	School of Business and Technology
Program or Certificate	Risk Management & Insurance Management Certificate
Proposed by (faculty only)	Bill Van Glabek
Presenter (faculty only)	Leroy Bugger
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	9/28/2018

All Curriculum proposals require approval of the Curriculum Committee and the Vice Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Vice Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

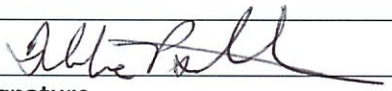
☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Vice Provost for Academic Affairs' Office.

Term in which approved action will take place	Choose an item.
Provide an explanation below for the requested exception to the effective **date.**	
Type in the explanation for exception.	

Any exceptions to the term start date requires the signatures of the Academic Dean and Vice Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Debbie Psihountas		10/22/18
Vice Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Leroy Bugger	10/22/2018
Academic Dean or Vice Provost for Academic Affairs	Type name here	Click here to enter a date.

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Type in all applicable faculty names here

Section II, Proposed Changes

Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)	☐ Yes ☒ No
Have the deans of the General Studies been contacted/consulted?	☐ Yes ☒ No
Have you attached an updated catalog page?	☒ Yes ☐ No
Change of School, Division, or Department	N/A
Change to program or certificate name	N?A
List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.	
N/A	
List below, any changes to the General Education requirements. Include course titles and credits if applicable.	
N/A	
List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.	
Replace ACG 2450 Accounting Software Applications-3 credit hours with CGS 1100 Computer Applications for Business-3 credit hours	
List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.	
N/A	
List below, any other changes to the program or certificate requirements.	
N/A	
Change to program length (credits or clock hours to complete)	N/A

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Section III, Justification for proposal

This action is to provide a CCC in Risk Management and Insurance Management in the AS in Business Administration risk management specialization within the 24 and 60 credit hour frameworks.

Briefly describe any Program Accreditation required for this program.
SACSCOC, FDFR, and FAIA
Briefly describe any Industry Certification available for student to take during or following completion this program.
FDFR will waive examination requirement for 215, 440, and 2044 insurance licenses upon successful completion of the RMI courses in the program.

Program Title: CCC in Risk Management and Insurance Management	
Career Cluster: RMI	
FLDOE Framework Standard	**FSW Course**
01.0 Demonstrate effective business communication skills. – The student will be able to: **01.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. Give, follow and interpret oral and written communications.** **01.02 Use interpersonal communication skills to facilitate effective interactions to work collaboratively.** **01.03 Exhibit public relations skills that aid in achieving customer satisfaction.** **01.04 Demonstrate effective teamwork skills. Participate in a group discussion as a member and leader.**	***SLS 1515 Cornerstone Experience*** ***or*** ***SLS 1331 Personal Business Skills*** ***and*** ***GEB 1011 Introduction to Business***

01.05 Develop the ability to withstand conflict and resolve it when dealing with difficult people **01.06 Discuss the need to use appropriate tone and professional demeanor in business communications, including e-mails, correspondence, conference calls, and conversation. Demonstrate effective listening skills.** **01.07 Compose business correspondence and related documents and demonstrate correct spelling, grammar, punctuation and word choice.** **01.08 Prepare, outline and deliver an effective oral presentation. Prepare and use visual material, including slide presentation software.** **01.09 Research and interpret information retrieved from print and electronic resources.** **01.10 Research and compose a document containing statistical information.** **01.11 Demonstrate ability to communicate effectively with diverse populations.**	
02.0 Describe the significance of legal and ethical issues in a business environment. – The student will be able to: **02.01 Describe the basic features of a contract.** **02.02 Describe the features of negotiable instruments.** **02.03 Define intellectual property rights.** **02.04 Identify the appropriate use of employer property.** **02.05 Describe the role of confidentiality in business.** **02.06 Identify the importance of making decisions that are based on ethical reasoning and describe the personal and long term**	**RMI 2212 Personal Business & Property Insurance** **RMI 2110 Principles of Risk Management** **RMI 2662 Introduction to Risk Management & Insurance**

consequences of unethical choices in the workplace. **02.07 Use ethical reasoning and judgment and act in accordance with legal responsibilities.** **02.08 Demonstrate conflict resolution skills.** **02.09 Recognize different personality styles and how to interact effectively with them in the workplace.** **02.10 Discuss how values and attitudes influence behavior.** **02.11 Demonstrate knowledge of legal and privacy issues regarding e-mail, voice mail, internet, telephone, and other communication methods**	
03.0 Develop human resources skills. – The student will be able to: **03.01 Identify the role and function of human resources in the business environment.** **03.02 Describe and conduct a job analysis.** **03.03 Identify the role, principles and functions of recruitment and staffing.** **03.04 Describe the recruitment and staffing process.** **03.05 Demonstrate effective interview methods.** **03.06 Identify methods of new employee orientation and training.** **03.07 Identify the components of compensation and benefits plans.** **03.08 Describe the legal issues associated with compensation and benefits plans.** **03.09 Describe the administration of employer compensation and benefits plans.** **03.10 Describe the provisions of the Civil Rights Acts and Equal Employment Opportunity Commission (EEOC), as they apply human resources functions.**	**MAN 2021 Management Principles**

03.11 Identify methods to protect organizations from potential negative legal actions.	
04.0 Demonstrate employability skills. – The student will be able to: **04.01 Identify sources of employment opportunities.** **04.02 Describe the job search process.** **04.03 Complete a resume and a cover letter.** **04.04 Complete an electronic job application form correctly.** **04.05 Prepare a resume for electronic distribution.** **04.06 Demonstrate effective job interview techniques and identify different types of interviews.** **04.07 Prepare a thank you note for an interview.** **04.08 Identify and demonstrate appropriate responses to feedback from supervisors.** **04.09 Identify and demonstrate acceptable work habits.** **04.10 Describe the importance of an employee's ability to be flexible in the workplace.** **04.11 Demonstrate effective time management skills.** **04.12 Identify methods for securing an employment reference.**	**SLS 1515 Cornerstone Experience**
05.0 Prepare or develop strategic or organizational skills. – The student will be able to: **05.01 Define effective leadership and identify key leadership behaviors.** **05.02 Compare different styles of leadership.** **05.03 Examine ways effective leaders develop, coach, and motivate.**	**MAN 2021 Management Principles**

05.04 Define organization vision and mission. **05.05 Identify characteristics of effective goals.** **05.06 Describe personal leadership style.** **05.07 Explain how effective leaders identify problems and make decisions.** **05.08 Compare different styles of managing conflict.** **05.09 Choose appropriate action in situations requiring application of business ethics.** **05.10 Identify ways to assign work to others.** **05.11 Apply steps in effective decision making process to a business situation.**	
06.0 Identify, classify, and demonstrate management activities. – The student will be able to: **06.01 Describe the components of management, including: human resources, operations, strategic, marketing, financial, information technology and their impact on an organization's ability to achieve their goals.** **06.02 Identify how an organization's management policy is formulated in large and small organizations. Describe how an organization's mission and vision affect the formation of policy.** **06.03 Describe management's primary function in a for-profit organization as the satisfaction of its shareholders in the achievement of a profit. Identify the goals of non-profit and public administration organizations in supporting the goals and mission of those organizations. Describe how an organization's policy impacts management's decisions.**	**MAN 2021 Management Principles**

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This program prepares students for employment in roles such as: Customer Service Representative, Insurance Office Assistant, Account Managers, Personal Lines Agent, Claims Adjuster, and Risk Analyst. The content includes but is not limited to related business and insurance practices such as: insurance standard policies and forms, Florida insurance regulations, operating procedures, planning, organizing, customer service, marketing, sales, and risk management. Emphasis is placed on the development of business and risk management skills necessary to become efficient, effective, and ethical in identifying customers' insurance needs based on the amount of risk found and meeting profit goals within an insurance agency or carrier.

Program Structure

This program is a planned sequence of instruction consisting of 24 credit hours. Students completing this College Credit Certificate can transfer the credits directly to the AS in Business Administration Degree. ~~*Please note that the AS in Business Administration and Management requires only five (5) credit hours of electives and the completion of this College Credit Certificate may result in seven (7) excess credit hours of electives beyond the requirement of the AS Business Administration and Management degree.*~~

Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

Certificate Completion/Graduation

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Students must fulfill all requirements of their program major. Students must indicate their intention to attend commencement ceremony, by completing the Commencement Form by the published deadline.

Risk Management and Insurance Management Core Requirements: 24 Credit Hours

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- MAN 2021 - Management Principles 3 credits
- ACG 2021 - Financial Accounting 3 credits
- ~~*ACG 2450 - Accounting Software Applications 3 credits*~~
- *CGS 1100 Computer Applications for Business 3 credits*
- *GEB 1011 - Introduction to Business 3 credits*
- RMI 2110 - Personal Insurance 3 credits
- RMI 2212 - Personal Business and Property Insurance 3 credits
- RMI 2662 - Introduction to Risk Management & Insurance 3 credits
- SLS 1515 - Cornerstone Experience 3 credits
- or
- SLS 1331 - Personal Business Skills 3 credits

Total CCC Requirements: 24 Credit Hours

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Curriculum Committee

Change of Program or Certificate Proposal

Note required information: *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

School or Division	School of Business and Technology
Program or Certificate	AS Business Administration Program
Proposed by (faculty only)	William Van Glabek
Presenter (faculty only)	Leroy Bugger
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	10/18/2018

All Curriculum proposals require approval of the Curriculum Committee and the Vice Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do Not Approve

Curriculum Committee Chair Signature *Date*

☐ Approve ☐ Do Not Approve

Vice Provost for Academic Affairs Signature *Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.

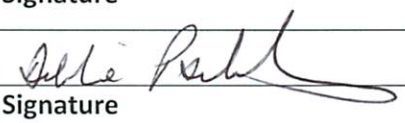
☐ Reviewed

Office of Accountability & Effectiveness Signature *Date*

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Vice Provost for Academic Affairs' Office.

Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective **date.**	
Type in the explanation for exception.	

Any exceptions to the term start date requires the signatures of the Academic Dean and Vice Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Debbie Psihountas		10/22/18
Vice Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		

Required Endorsements	**Type in Name**	**Select Date**
Department Chair or Program Coordinator/Director	Leroy Bugger	10/22/2018
Academic Dean or Vice Provost for Academic Affairs	Type name here	Click here to enter a date.

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
William Van Glabek, Leroy Bugger

Section II, Proposed Changes

Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)	☐ Yes ☒ No
Have the deans of the General Studies been contacted/consulted?	☐ Yes ☒ No
Have you attached an updated catalog page?	☒ Yes ☐ No
Change of School, Division, or Department	N/A
Change to program or certificate name	N/A
List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.	
N/A	
List below, any changes to the General Education requirements. Include course titles and credits if applicable.	
N/A	
List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.	
• Re-structure AS-Business Degree catalog page to reflect General Education, AS-Business Degree Core courses, and AS-Degree Specialization courses.	
List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.	
N/A	
List below, any other changes to the program or certificate requirements.	
N/A	
Change to program length (credits or clock hours to complete)	From: To: 0

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Section III, Justification for proposal

Include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks.

Provide justification (below) for each change on this proposed curriculum action.

- Re-structure AS-Business Degree program to reflect program specializations—for offered specializations—within the A General Education, AS-Business Degree Core courses, and AS-Degree Specialization courses

This change reflects the addition of the AS-Business Administration Risk Management specialization to the AS—Business Administration degree. With the addition of the Risk Management specialization to the program, the existing program which was in actuality a Business Management track must be separately shown. This change will also make future specialization tracks within the AS Business degree state frameworks easier to develop within the limitations of 60 credit hours for degrees and 24 credit hours for certificates.

Proposed degree requirements:

Business Administration and Management, AS Degree

General Education Requirements

ENC 1101	Composition I	3	credits
ENC 1102	Composition II	3	credits
SPC 1017	Fundamentals of Speech Communication		
or		3	credits
SPC 2608	Introduction to Public Speaking		credits
ECO 2013	Principles of Macroeconomics	3	credits
Any General Education Mathematics Course (MAC 1105 - College Algebra or STA 2023 - Statistical Methods I recommended)		3	credits
Any General Education Humanities Course **(PHI 2600 - Ethics recommended)**		3	credits
		18	credits

Core Requirements:

ACG 2021	Financial Accounting	3	credits
BUL 2241	Business Law	3	credits
CGS 1100	Computer Applications for Business	3	credits
ECO 2023	Principles of Microeconomics	3	credits
FIN 2001	Business Finance	3	credits
GEB 1011	Introduction to Business	3	credits

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MAN 2021	Management Principles	3	credits
MAR 2011	Marketing	3	credits
MTB 1103	Business Mathematics	3	credits
SLS 1331	Personal Business Skills		
or		3	credits
SLS 1515	Cornerstone Experience		
		30	credits

Specialization Tracks (Select 1):

Business Management Track

ACG 2071	Managerial Accounting	3	credits
SBM 2000	Small Business Management	3	credits
GEB 2930	Special Topics/Capstone-Business	1	credits
		7	credits

Risk Management Track

RMI 2110	Personal Insurance	3	credits
RMI 2112	Personal Business and Property Insurance	3	credits
RMI 2662	Introduction to Risk Management and Insurance	3	credits
		9	credits

Electives--Select as needed to meet 60 credit hour requirements

ENT 1000	Introduction to Entrepreneurship	3	credits
ENT 2012	Entrepreneurship Management	4	credits
GEB 1949	Business Internship I	3	credits
SLS 1301	Career and Educational Exploration	1	credits
SLS 1350	Employability Preparation	2	credits
MAC 2233	Calculus for Business and Social Sciences I	4	credits
STA 2023	Statistical Methods I	3	credits
or			or
Any 1000 or 2000 level course in Accounting, Business, Management, Hospitality, Customer Service, Computer Technology, or Finance, with the following course prefixes: ACG, BUL, CGS, CIS, CNT, COP, CTS, ENT, FIN, GEB, HFT, ISM, MAN, MAR, MNA, MTB, SBM, SLS, TAX, RMI.		3	credits
		5/3 credit	

Total Degree Requirements:

60 Credit Hours

Current Catalogue with proposed changes:

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Business Administration and Management, AS

Purpose

The Associate in Science (AS) in Business Administration and Management program offers a sequence of courses that presents coherent and rigorous content needed to prepare for further education and for careers in entry level supervisory positions in a variety of organizations. In addition to general education coursework, the content is comprised of a broad-based business curriculum with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Program Structure

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements, 37 credit hours of Business Administration and Management Core Requirements, and 5 credit hours of Approved Electives. The Small Business Management Certificate is a 24 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Business Administration degree. The Business Development and Entrepreneurship Certificate is a 25 credit hour certificate that prepares students for starting and /or managing an entrepreneurial concern and is comprised of 18 credit hours of Business Administration and Management Core Requirements and 7 credit hours of specific Entrepreneurship coursework. As such, either or both certificates can be earned before the student has earned the AS Business Administration and Management degree. *The Risk Management Certificate is a 24 credit hour certificate that prepares students for entry into employment and is comprised of 15 core course credit hours in the AS Business Administration degree and 9 credit hours of specific Risk Management coursework.*

Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

Graduation

Students must fulfill all requirements of their program major in order to be eligible for graduation. Students must indicate their intention to attend commencement ceremony, by completing the Commencement Form by the published deadline.

General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I 3 credits
- ENC 1102 - Composition II 3 credits
- SPC 1017 - Fundamentals of Speech Communication 3 credits
  or
- SPC 2608 - Introduction to Public Speaking 3 credits
- ECO 2013 - Principles of Macroeconomics 3 credits
- *Any General Education Mathematics Course (*MAC 1105 - College Algebra or STA 2023 - Statistical Methods I recommended) - 3 credits

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

- Any General Education Humanities Course (PHI 2600 - Ethics recommended) - 3 credits

Business Administration and Management, AS Degree Core Requirements: 30 Credit Hours

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- ACG 2021 - Financial Accounting 3 credits
- BUL 2241 - Business Law 3 credits
- CGS 1100 - Computer Applications for Business 3 credits
- ECO 2023 - Principles of Microeconomics 3 credits
- FIN 2001 - Business Finance 3 credits
- GEB 1011 - Introduction to Business 3 credits
- MAN 2021 - Management Principles 3 credits
- MAR 2011 - Marketing 3 credits
- MTB 1103 - Business Mathematics 3 credits
- SLS 1331 - Personal Business Skills 3 credits

  or
- SLS 1515 - Cornerstone Experience 3 credits

Business Administration and Management, AS Degree Specialization Requirements: Select One

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Business Management Track: 7 credit hours

- ACG 2071 - Managerial Accounting 3 credits
- SBM 2000 - Small Business Management 3 credits
- GEB 2930 - Special Topics/Capstone-Business 1 credit

Risk Management Track: 9 credit hours

- RMI 2110 – Personal Insurance 3 credits
- RMI 2112 – Personal Business and Property Insurance 3 credits
- RMI 2662 – Introduction to risk Management and Insurance 3 credits

Business Administration and Management, AS Degree Elective Requirements: ~~5~~ 3 - 8 Credit Hours

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Electives may be taken from the following 1000 and 2000 level courses:

- ENT 1000 - Introduction to Entrepreneurship 3 credits
- ENT 2012 - Entrepreneurship Management 4 credits
- GEB 1949 - Business Internship I 3 credits
- SLS 1301 - Career and Educational Exploration 1 credit
- SLS 1350 - Employability Preparation 2 credits
- MAC 2233 - Calculus for Business and Social Sciences I 4 credits

  or
- STA 2023 - Statistical Methods I 3 credits
- Any 1000 or 2000 level course in Accounting, Business, Management, Hospitality, Customer Service, Computer Technology, or Finance, with the following course prefixes: ACG, BUL, CGS, CIS, CNT, COP, CTS, ENT, FIN, GEB, HFT, ISM, MAN, MAR, MNA, MTB, SBM, SLS, TAX, RMI.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Note:

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For students who are transferring to a state university, it is recommended that the following electives be selected: MAC 2233 or STA 2023.

Total Degree Requirements: 60 Credit Hours

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18