



# Curriculum Committee Summary Report

February 1, 2019

1:30 PM – 3:30 PM

Lee AA-177, Charlotte E-105,  
Collier G-109, Hendry/Glades A-106

## Proposal Status

| Accepted   | Second Read<br>(Postponed) | Withdrawn | Information<br>Items<br>Committee Business           |
|--|----------------------------|-----------|--|
| 01-ITA1120 – New Course  |                            |           | Provost Office: AS-AA<br>Course Review               |
| 02-ITA1121 – New Course  |                            |           | Committee Chair/Vice Chair<br>Nomination Information |
| 03-CHM2045 – Change of Course<br>(Second Read)   |                            |           |  |
| 04-CHM2045L – Change of Course<br>(Second Read)  |                            |           |  |
| 05-ENC1130 – New Course<br>(Second Read)   |                            |           |  |
| 06-RMI2262 – Change of Course<br>(Second Read)   |                            |           |  |
| 07-Risk Management & Insurance<br>Management CCC* - Change of<br>Program or Certificate (Second<br>Read) |                            |           |  |
| 08-AS Business Administration –<br>Change of Program or<br>Certificate (Second Read)*                    |                            |           |  |

**\*The Office of Accountability & Effectiveness will review to determine if notification should be sent to SACS.**

## Attendance

| MEMBER                      | Present/Absent | Proxy                    |
|-----------------------------|----------------|--------------------------|
| Mary Myers, Chair           | P              |                          |
| Arenthia Herren, Vice Chair | P              |                          |
| Rebecca Harris              | P              |                          |
| Michael McGowan             | P              |                          |
| Sheila Seelau               | A              | Arenthia Herren          |
| Rebecca Page                | P              |                          |
| Don Ransford                | A              | Arenthia Herren          |
| John Salem                  | P              |                          |
| Andrew Blitz                | P              |                          |
| Leroy Bugger                | P              |                          |
| Regina Miller               | P              |                          |
| Robert Olancin              | P              |                          |
| June Davis                  | P              |                          |
| Marsha Weiner               | P              | (Replacing Susan Torres) |
| Arenthia Herren             | P              |                          |
| Garnett Salmon              | P              |                          |
| Andrae Jones                | P              |                          |
| Christy Gilfert             | P              |                          |
| Martin McClinton            | P              |                          |
| Joe Van Gaalen              | P              |                          |

|                   |                           |
|-------------------|---------------------------|
| <b>CHAIR</b>      | Dr. Mary Myers            |
| <b>VICE CHAIR</b> | Professor Arenthia Herren |

|  |                                   |
|--|-----------------------------------|
| <b>INFORMATION ITEM</b>  |                                   |
| <b>PRESENTER</b>   | Mary Myers                        |
| <b>Provost Information Item – AS Course Review SOHP</b>  | <b>Effective Date: Fall, 2018</b> |
| <b>Summary of proposed changes:</b>  |                                   |
| Please see the attached memo outlining designation changes from AS to AA for select Health Profession courses. |                                   |

|   |            |
|---|------------|
| <b>COMMITTEE BUSINESS</b>   |            |
| <b>PRESENTER</b>  | Mary Myers |
| <b>Nominations for Curriculum Committee Chair</b>   |            |
| <b>Summary of proposed changes:</b>   |            |
| <b>Committee Chair and Vice Chair</b>   |            |
| <ol style="list-style-type: none"> <li>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.</li> <li>2. Nominations for the office of Chair and Vice Chair may be made in accordance with Academic Policies and Procedures.</li> <li>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.</li> <li>4. The newly elected Curriculum Committee Chair’s responsibilities begin the August following the election.</li> <li>5. Chairs may stay on the committee as a voting member subsequent to their service.</li> </ol> <ul style="list-style-type: none"> <li>• Nominations for the chair and vice chair will take place at the March 1 meeting.</li> <li>• The names will be forwarded to the Faculty Senate for a vote.</li> </ul> |            |

|   |   |   |  |
|---|---|---|--|
| <b>ACTION ITEM</b>  | 1   |   |  |
| <b>TYPE OF PROPOSAL</b>   | New Course  |   |  |
| <b>PRESENTER</b>  | Professor Fernando Mayoral  |   |  |
| <b>ITA1120 Elementary Italian I</b>   | <b>Effective Date: Fall, 2019 (Provost Approval)</b>                |   |  |
| <b>Summary of proposed changes:</b>   |   |   |  |
| 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. |   |   |  |
| <b>CURRICULUM ACTION</b>  |   |   |  |
| <input type="checkbox"/> <b>Accepted</b>  | <input checked="" type="checkbox"/> Accepted with Minor Corrections | <input type="checkbox"/> Proposal Postponed | <input type="checkbox"/> Proposal Denied |
| AA Course designation added to the proposal.  |   |   |  |

|   |   |   |  |
|---|---|---|--|
| <b>ACTION ITEM</b>  | 2   |   |  |
| <b>TYPE OF PROPOSAL</b>   | New Course  |   |  |
| <b>PRESENTER</b>  | Professor Fernando Mayoral  |   |  |
| <b>ITA1121 Elementary Italian II</b>  | <b>Effective Date: Fall, 2019 (Provost Approval)</b>                |   |  |
| <b>Summary of proposed changes:</b>   |   |   |  |
| 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. |   |   |  |
| <b>CURRICULUM ACTION</b>  |   |   |  |
| <input type="checkbox"/> <b>Accepted</b>  | <input checked="" type="checkbox"/> Accepted with Minor Corrections | <input type="checkbox"/> Proposal Postponed | <input type="checkbox"/> Proposal Denied |
| AA Course designation added to the proposal.  |   |   |  |

|   |  |   |  |
|---|--|---|--|
| <b>ACTION ITEM</b>  | 3  |   |  |
| <b>TYPE OF PROPOSAL</b>   | Change of Course   |   |  |
| <b>PRESENTER</b>  | Dr. Rebecca Page   |   |  |
| <b>CHM 2045 General Chemistry I</b>   | <b>Effective Date: Fall, 2019 (Second Read)</b>          |   |  |
| <b>Summary of proposed changes:</b>   |  |   |  |
| 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:<br>Clarify the pre-requisites.   |  |   |  |
| <b>CURRICULUM ACTION</b>  |  |   |  |
| <input checked="" type="checkbox"/> <b>Accepted</b>   | <input type="checkbox"/> Accepted with Minor Corrections | <input type="checkbox"/> Proposal Postponed | <input type="checkbox"/> Proposal Denied |

|   |  |   |  |
|---|--|---|--|
| <b>ACTION ITEM</b>  | 4  |   |  |
| <b>TYPE OF PROPOSAL</b>   | Change of Course   |   |  |
| <b>PRESENTER</b>  | Dr. Rebecca Page   |   |  |
| <b>CHM 2045L General Chemistry I Lab</b>  | <b>Effective Date: Fall, 2019 (Provost Approval)</b>     |   |  |
| <b>Summary of proposed changes:</b>   |  |   |  |
| MAT1033 with a C or better AND (one credit of High School Chemistry or CHM2025, 1020C or 2032) with a C or better). |  |   |  |
| <b>CURRICULUM ACTION</b>  |  |   |  |
| <input checked="" type="checkbox"/> <b>Accepted</b>   | <input type="checkbox"/> Accepted with Minor Corrections | <input type="checkbox"/> Proposal Postponed | <input type="checkbox"/> Proposal Denied |

|  |  |   |  |
|--|--|---|--|
| <b>ACTION ITEM</b>   | 5  |   |  |
| <b>TYPE OF PROPOSAL</b>  | New Course   |   |  |
| <b>PRESENTER</b>   | Dr. Rebecca Harris                                       |   |  |
| <b>ENC1130 Improving College Writing</b>   | <b>Effective Date: Fall, 2019<br/>(Second Read)</b>      |   |  |
| <b>Summary of proposed changes:</b>  |  |   |  |
| 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. |  |   |  |
| <b>CURRICULUM ACTION</b>   |  |   |  |
| <input checked="" type="checkbox"/> <b>Accepted</b>  | <input type="checkbox"/> Accepted with Minor Corrections | <input type="checkbox"/> Proposal Postponed | <input type="checkbox"/> Proposal Denied |

|   |  |   |  |
|---|--|---|--|
| <b>ACTION ITEM</b>  | 6  |   |  |
| <b>TYPE OF PROPOSAL</b>   | Change of Course   |   |  |
| <b>PRESENTER</b>  | Professor Leroy Bugger                                   |   |  |
| <b>RMI 2662 Introduction to Risk Management &amp; Insurance</b>   | <b>Effective Date: Fall, 2019<br/>(Second Read)</b>      |   |  |
| <b>Summary of proposed changes:</b>   |  |   |  |
| 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. |  |   |  |
| <b>CURRICULUM ACTION</b>  |  |   |  |
| <input checked="" type="checkbox"/> <b>Accepted</b>   | <input type="checkbox"/> Accepted with Minor Corrections | <input type="checkbox"/> Proposal Postponed | <input type="checkbox"/> Proposal Denied |

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

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

# memo

Approved  
E.D.

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




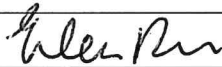
## New Course Proposal

|   |   |
|---|---|
| <b>School or Division</b>   | School of Arts, Humanities, and Social Sciences         |
| <b>Program or Certificate</b>   | List name of the new or existing program or certificate |
| <b>Proposed by (faculty only)</b>   | Fernando Mayoral  |
| <b>Presenter (faculty only)</b>   | 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.   |   |
| <b>Submission date</b>  | 1/7/2019  |
| <b>Course prefix, number, and title</b>   | ITA1120 Elementary Italian I                            |
| <p>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.</p> <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p> |   |
| <p>_____</p> <p><i>Curriculum Committee Chair Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |
| <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p>  |   |
| <p>_____</p> <p><i>Interim Provost for Academic Affairs Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |
| <p>All Curriculum proposals require review by the Office of Accountability &amp; Effectiveness.</p> <p style="text-align: center;"><input type="checkbox"/> Reviewed</p>  |   |
| <p>_____</p> <p><i>Office of Accountability &amp; Effectiveness Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |

**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.

|  |           |
|--|-----------|
| <b>Term in which approved action will take place</b>   | Fall 2019 |
| <b>Provide an explanation below for the requested exception to the effective date.</b>   |           |
| 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. |           |

|  |  |             |
|--|--|-------------|
| <b>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.</b> |  |             |
| <b>Dean</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Deborah D. Teed  |  | 1-3-2019    |
| <b>Interim Provost for Academic Affairs</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Eileen DeLuca  |  | 1-4-2019    |

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

|  |
|--|
| <b>List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).</b>         |
| Dr. John Connell, Dr. Ann Eastman, Prof. Cynthia Enslin, 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)**

|   |   |
|---|---|
| <b>List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D").</b>  | SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing, or permission of the instructor |
| <b>Provide justification for the proposed prerequisite(s).</b>  | The course relies on language structures which the students need to understand in their own language.                               |
| <b>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)?</b>   | No  |
| <b>List course co-requisites.</b>   | None  |
| <b>Provide justification for the proposed co-requisite(s).</b>  |   |
| <b>Is any co-requisite for this course listed as a co-requisite on its paired course?</b><br>(Ex. CHM 2032 is a co-requisite for CHM 2032L, and CHM 2032L is a co-requisite for CHM 2032) | No  |
| <b>Course credits or clock hours</b>  | 4 credits   |
| <b>Contact hours (faculty load)</b>   | 4 contact hours   |
| <b>Are the Contact hours different from the credit/lecture/lab hours?</b>   |   |
| <b>Select grade mode</b>  | Standard Grading (A, B, C, D, F)  |
| <b>Credit type</b>  | College Credit  |
| <b>Possible Delivery Types (Online, Blended, On Campus)</b>   | Campus  |
| <b>Course description</b> (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. |   |

|   |
|---|
| <b>General topic outline</b> (type in outline below)  |
| <ul style="list-style-type: none"> <li>• Nouns and articles</li> <li>• Gender and number</li> <li>• Numbers, time, calendar, weather</li> <li>• Present tense of verb essere</li> </ul> |

- Adjectives
- Present tense of regular –are, -ere, -ire verbs
- Present tense of Andare, dare, fare and stare, avere, piacere, dovere, potere, volere, 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.

- 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](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)  | AA - AA COURSE                                      |
| 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<br>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*?<br><br>(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).<br>*Not the same as Multiple Attempts or Grade Forgiveness | No<br>If repeatable, list maximum number of credits |
| Do you expect to offer this course three times or less (experimental)?   | No  |

|  |                   |
|--|-------------------|
| <b>Impact of Course Proposal</b>   |                   |
| 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

|   |   |
|---|---|
| <b>School or Division</b>   | School of Arts, Humanities, and Social Sciences         |
| <b>Program or Certificate</b>   | List name of the new or existing program or certificate |
| <b>Proposed by (faculty only)</b>   | Fernando Mayoral  |
| <b>Presenter (faculty only)</b>   | 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.   |   |
| <b>Submission date</b>  | 1/7/2019  |
| <b>Course prefix, number, and title</b>   | ITA1121 Elementary Italian II                           |
| <p>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.</p> <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p> |   |
| <p>_____</p> <p><i>Curriculum Committee Chair Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |
| <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p>  |   |
| <p>_____</p> <p><i>Interim Provost for Academic Affairs Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |
| <p>All Curriculum proposals require review by the Office of Accountability &amp; Effectiveness.</p> <p style="text-align: center;"><input type="checkbox"/> Reviewed</p>  |   |
| <p>_____</p> <p><i>Office of Accountability &amp; Effectiveness Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |

**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.

|  |           |
|--|-----------|
| <b>Term in which approved action will take place</b>   | Fall 2019 |
| <b>Provide an explanation below for the requested exception to the effective date.</b>   |           |
| 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. |           |

|  |  |             |
|--|--|-------------|
| <b>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.</b> |  |             |
| <b>Dean</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Deborah D. Teed  |   | 1-3-2019    |
| <b>Interim Provost for Academic Affairs</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Eileen DeLuca  |  | 1-4-2019    |

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

|  |
|--|
| <b>List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).</b>         |
| Dr. John Connell, Dr. Ann Eastman, Prof. Cynthia Enslin, 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)**

|   |  |
|---|--|
| <b>List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D").</b>  | Elementary Italian I   |
| <b>Provide justification for the proposed prerequisite(s).</b>  | The content of Elementary Italian II is the continuation of concepts and structures of Elementary Italian I. |
| <b>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)?</b>   | No   |
| <b>List course co-requisites.</b>   | None   |
| <b>Provide justification for the proposed co-requisite(s).</b>  |  |
| <b>Is any co-requisite for this course listed as a co-requisite on its paired course?</b><br>(Ex. CHM 2032 is a co-requisite for CHM 2032L, and CHM 2032L is a co-requisite for CHM 2032) | No   |
| <b>Course credits or clock hours</b>  | 4 credits  |
| <b>Contact hours (faculty load)</b>   | 4 contact hours  |
| <b>Are the Contact hours different from the credit/lecture/lab hours?</b>   |  |
| <b>Select grade mode</b>  | Standard Grading (A, B, C, D, F)   |
| <b>Credit type</b>  | College Credit   |
| <b>Possible Delivery Types (Online, Blended, On Campus)</b>   | Campus   |
| <b>Course description (provide below)</b>   |  |
| 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. |  |

|  |
|--|
| <b>General topic outline (type in outline below)</b>   |
| <ul style="list-style-type: none"> <li>• Past tense with essere and avere</li> <li>• Present Progressive</li> <li>• Pronouns: direct, indirect</li> <li>• Present and past tense of reflexive, reciprocal verbs</li> </ul> |

- 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**

- 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, present progressive, present perfect and imperfect tenses.
- 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, present progressive, present perfect and imperfect tenses.
- 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 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.

- 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](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 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)  | AA - AA COURSE  |
| 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<br>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*?<br><br>(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).<br>*Not the same as Multiple Attempts or Grade Forgiveness | No<br><br>If repeatable, list maximum number of credits |
| Do you expect to offer this course three times or less (experimental)?   | No  |

|  |                   |
|--|-------------------|
| <b>Impact of Course Proposal</b>   |                   |
| 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



## Change of Course Proposal

|  |  |
|--|--|
| <b>School or Division</b>  | School of Pure and Applied Sciences                            |
| <b>Program or Certificate</b>  |  |
| <b>Proposed by (faculty only)</b>  | L. McGarity, Q. Liu, K. Hilton, D. Xue, S. Pasishnyk, R. Page. |
| <b>Presenter (faculty only)</b>  | 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.         |  |
| <b>Submission date</b>   | 10/10/2018   |
| <b>Current course prefix, number, and title</b>  | 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. |  |
| <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve   |  |
| _____  | _____  |
| <i>Curriculum Committee Chair Signature</i>  | <i>Date</i>  |
| <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve   |  |
| _____  | _____  |
| <i>Vice Provost for Academic Affairs Signature</i>   | <i>Date</i>  |
| All Curriculum proposals require review by the Office of Accountability & Effectiveness.   |  |
| <input type="checkbox"/> Reviewed  |  |
| _____  | _____  |
| <i>Office of Accountability &amp; Effectiveness Signature</i>  | <i>Date</i>  |

**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.

|  |           |
|--|-----------|
| <b>Term in which approved action will take place</b>                                   | Fall 2019 |
| <b>Provide an explanation below for the requested exception to the effective date.</b> |           |
|  |           |

|   |                  |             |
|---|------------------|-------------|
| <b>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.</b> |                  |             |
| <b>Dean</b>   | <b>Signature</b> | <b>Date</b> |
|   |                  |             |
| <b>Vice Provost for Academic Affairs</b>  | <b>Signature</b> | <b>Date</b> |
| Dr. Eileen DeLuca   |                  |             |

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

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

## Section II, Proposed Changes

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

|   |
|---|
| <b>Change to general topic outline (type in entire new outline below)</b> |
| •   |

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                                       |

|  |    |
|--|----|
| <b>Impact of Change of Course Proposal</b>   |    |
| 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.  |    |

|  |    |
|--|----|
| <b>Impact of Change of Course Proposal</b>   |    |
| 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

# Curriculum Committee



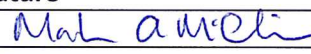

## Change of Course Proposal

|  |  |
|--|--|
| <b>School or Division</b>  | School of Pure and Applied Sciences                            |
| <b>Program or Certificate</b>  |  |
| <b>Proposed by (faculty only)</b>  | L. McGarity, Q. Liu, K. Hilton, D. Xue, S. Pasishnyk, R. Page. |
| <b>Presenter (faculty only)</b>  | 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.         |  |
| <b>Submission date</b>   | 12/12/2018   |
| <b>Current course prefix, number, and title</b>  | 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. |  |
| <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve   |  |
| _____  | _____  |
| <i>Curriculum Committee Chair Signature</i>  | <i>Date</i>  |
| <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve   |  |
| _____  | _____  |
| <i>Vice Provost for Academic Affairs Signature</i>   | <i>Date</i>  |
| All Curriculum proposals require review by the Office of Accountability & Effectiveness.   |  |
| <input type="checkbox"/> Reviewed  |  |
| _____  | _____  |
| <i>Office of Accountability &amp; Effectiveness Signature</i>  | <i>Date</i>  |

**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.

|  |           |
|--|-----------|
| <b>Term in which approved action will take place</b>                                   | Fall 2019 |
| <b>Provide an explanation below for the requested exception to the effective date.</b> |           |
|  |           |

|   |  |             |
|---|--|-------------|
| <b>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.</b> |  |             |
| <b>Dean</b>   | <b>Signature</b>   | <b>Date</b> |
| MARTIN MCCLENTON  |  | 12/12/18    |
| <b>Vice Provost for Academic Affairs</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Eileen DeLuca   |   | 12-12-16    |

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

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



## Section II, Proposed Changes

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

|   |
|---|
| <b>Change to general topic outline</b> (type in entire new outline below) |
| •   |

**Change to Learning Outcomes:** For information purposes only.

|  |
|--|
| <p><b>IV. Course Competencies, Learning Outcomes and Objectives</b></p> <p><b>A. General Education Competencies and Course Outcomes</b><br/>           General Education Competency: Evaluate</p> <ol style="list-style-type: none"> <li>1. Course Outcomes or Objectives Supporting the General Education Competency Selected:</li> <li>2. Supplemental <i>General Education Competency or competencies</i>:</li> </ol> <p><b>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 ....</b></p> <p><b>C. Other Course Objectives/Standards</b></p> |
|--|

**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                                       |

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

|   |    |
|---|----|
| <b>Impact of Change of Course Proposal</b>                              |    |
| 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?   |  |
| <b>Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.</b> |  |
| No  |  |

**Section IV, Justification for proposal**

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

# Curriculum Committee



## New Course Proposal

|   |   |
|---|---|
| <b>School or Division</b>   | School of Arts, Humanities, and Social Sciences |
| <b>Program or Certificate</b>   | Associate of Arts (A.A.)                        |
| <b>Proposed by (faculty only)</b>   | Dr. Rebecca Harris                              |
| <b>Presenter (faculty only)</b>   | 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.   |   |
| <b>Submission date</b>  | 11/13/2018                                      |
| <b>Course prefix, number, and title</b>   | ENC 1130: Improving College Writing             |
| <p>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.</p> <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p> |   |
| <p>_____</p> <p><i>Curriculum Committee Chair Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |
| <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p>  |   |
| <p>_____</p> <p><i>Interim Provost for Academic Affairs Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |
| <p>All Curriculum proposals require review by the Office of Accountability &amp; Effectiveness.</p> <p style="text-align: center;"><input type="checkbox"/> Reviewed</p>  |   |
| <p>_____</p> <p><i>Office of Accountability &amp; Effectiveness Signature</i> <span style="float: right;"><i>Date</i></span></p>  |   |

**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.

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

|  |                  |             |
|--|------------------|-------------|
| <b>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.</b> |                  |             |
| <b>Dean</b>  | <b>Signature</b> | <b>Date</b> |
| Dr. Deborah Teed   |                  |             |
| <b>Interim Provost for Academic Affairs</b>  | <b>Signature</b> | <b>Date</b> |
| Dr. Eileen DeLuca  |                  |             |

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

|  |
|--|
| <b>List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).</b> |
| 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<br>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?<br>(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)                             |
| <ul style="list-style-type: none"> <li>Effective communication</li> </ul> |

- 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](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.**

|   |  |
|---|--|
| <b>ICS code for this course</b>   | <b>ADVANCED AND PROFESSIONAL - 1.13.15 - LETTERS</b>           |
| <b>Institutional Reporting Code</b>   | <b>11806 COMMUNICATIONS</b>                                    |
| <b>Degree Attributes</b>  | <b>AA - AA COURSE</b>  |
| <b>Degree Attributes (if needed)</b>  | Choose an item.  |
| <b>Degree Attributes (if needed)</b>  | Choose an item.  |
| <b>Degree Attributes (if needed)</b>  | Choose an item.  |
| <b>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".</b>   | <b>No</b><br><b>List applicable major restriction codes</b>    |
| <b>Is the course an "International or Diversity Focus" course?</b>  | No, not International or Diversity Focus                       |
| <b>Is the course a General Education course?</b>  | No   |
| <b>Is the course a Writing Intensive course?</b>  | No   |
| <b>If Replacing a course, combining a Lecture/Lab or splitting a C course – Is there a course equivalency?</b>  | N/A  |
| <b>Is the course repeatable*?</b><br><br>(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).<br>*Not the same as Multiple Attempts or Grade Forgiveness | No<br><br><b>If repeatable, list maximum number of credits</b> |
| <b>Do you expect to offer this course three times or less (experimental)?</b>   | No   |

|  |   |
|--|---|
| <b>Impact of Course Proposal</b>   |   |
| <b>Will this new course proposal impact other courses, programs, departments, or budgets?</b>                | Yes   |
| <b>If the answer to the question above is "yes", list the impact on other courses, programs, or budgets?</b> | <b>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.</b> |



**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 Course Proposal


|  |  |
|--|--|
| <b>School or Division</b>  | School of Business and Technology  |
| <b>Program or Certificate</b>  | CCC Risk Management & Insurance Management<br>Program: 1552020102<br>CIP: 0552020109 |
| <b>Proposed by (faculty only)</b>  | Bill Van Glabek  |
| <b>Presenter (faculty only)</b>  | 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.   |  |
| <b>Submission date</b>   | 10/26/2018   |
| <b>Current course prefix, number, and title</b>  | RMI 2662 Introduction to Risk Management & Insurance                                 |
| <p>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.</p> <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p> |  |
| <p>_____</p> <p><i>Curriculum Committee Chair Signature</i> <span style="float: right;"><i>Date</i></span></p>   |  |
| <p style="text-align: center;"> <input type="checkbox"/> Approve             <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Approve</span> </p>   |  |
| <p>_____</p> <p><i>Vice Provost for Academic Affairs Signature</i> <span style="float: right;"><i>Date</i></span></p>  |  |
| <p>All Curriculum proposals require review by the Office of Accountability &amp; Effectiveness.</p> <p style="text-align: center;"><input type="checkbox"/> Reviewed</p>   |  |
| <p>_____</p> <p><i>Office of Accountability &amp; Effectiveness Signature</i> <span style="float: right;"><i>Date</i></span></p>   |  |

### 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.

|  |           |
|--|-----------|
| <b>Term in which approved action will take place</b>                                   | Fall 2019 |
| <b>Provide an explanation below for the requested exception to the effective date.</b> |           |
| Type in the explanation for exception.   |           |

|   |  |             |
|---|--|-------------|
| <b>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.</b> |  |             |
| <b>Dean</b>   | <b>Signature</b>   | <b>Date</b> |
| Debbie Psihountas   |  | 10/22/18    |
| <b>Vice Provost for Academic Affairs</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Eileen DeLuca   |  |             |

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

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

## Section II, Proposed Changes

|   |  |
|---|--|
| <b>Change to course prefix and number</b><br>Lecture/lab course combined must include "C" /<br>lab course must include "L"  | N/A  |
| <b>Do any of the changes affect the AA focus? (If so,<br/>a Change of Program proposal is also needed.)</b>   | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| <b>Provide justification for the proposed<br/>prerequisite(s).</b>  | N/A  |
| <b>Change to course title</b>   | N/A  |
| <b>Does the Course Title Change affect other<br/>courses? (Ex: If Guitar I becomes Intro to Guitar,<br/>should Guitar II become Guitar I?)</b>  | N/A  |
| <b>Change of School, Division, or Department</b>  | N/A  |
| <b>Change to course prerequisite(s) and minimum<br/>grade(s) (must include minimum grade if higher<br/>than a "D")</b>  | From:<br>To:   |
| <b>Change to course co-requisites</b>   | From:<br>To:   |
| <b>Provide justification for the proposed co-<br/>requisite(s).</b>   |  |
| <b>Is any co-requisite for this course listed as a co-<br/>requisite on its paired course?</b><br>(Ex. CHM 2032 is a co-requisite for CHM 2032L, and<br>CHM 2032L is a co-requisite for CHM 2032) | No<br><br>List the co-requisite  |
| <b>Change to course credits or clock hours</b>  | From:<br>To:   |
| <b>Change to contact hours (faculty load)</b>   | From:<br>To:   |
| <b>Are the Contact hours different from the<br/>credit/lecture/lab hours?</b>   | No   |
| <b>Change to grade mode</b>   | Standard Grading (A, B, C, D, F)                                       |
| <b>Change to credit type</b>  | College Credit   |

**Change to course description** (provide below)

N/A.

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

- How insurance functions as a risk management technique, transfer system, and as a contract
- How insurers market their business and perform financially
- Summarize underwriting, ratemaking, and the claims process
- Explain risk management and loss exposure as they are managed through insurance policies
- Describe individual and group health care coverage
- Produce cover letter and resume for posted degree related position
- Develop personal work and career goals.

**Change to 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*: **THINK**  
Understand insurance as instrumental to reducing personal and business risk; thinking critically about reducing risk to maintain personal and business value.
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 ....**

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**

- Understanding the functions of insurance
- Insurance as a small business
- Health Care Coverage
- Underwriting, ratemaking, and the claims process
- Articulate and evaluate work goals and progress
- Produce appropriate cover letter and resume

**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<br>List applicable major restriction codes    |
| 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?<br><br>(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).<br>*Not the same as Multiple Attempts or Grade Forgiveness | No<br><br>If repeatable, list maximum number of credits |

|  |   |
|--|---|
| <b>Impact of Change of Course Proposal</b>   |   |
| Will this change of 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?  | Students will not need to take GEB 2930—a one hour Special Topics and Capstone course-- because the GEB 2930 course requirements will be incorporated within this course. |
| 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   |   |

|   |    |
|---|----|
| <b>Impact of Change of Course Proposal</b>                              |    |
| Will this change of course proposal impact library services or budgets? | No |

|  |                          |
|--|--------------------------|
| <p><b>If the answer to the question above is “yes”, list the impact on other courses, programs, or budgets?</b></p>  | <p>List impacts here</p> |
| <p><b>Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.</b></p> |                          |
| <p>Provide detail information here</p>   |                          |

**Section IV, Justification for proposal**

|  |
|--|
| <p><b>Provide justification (below) for each change on this proposed curriculum action.</b></p>  |
| <p>Inclusion of GEB 2930 Special Topics/Capstone course material into RMI 2662 enhances the last course of the RMI sequence while aiding in streamlining the AS in Business Administration RMI specialization and CCC in Risk Management so that the Certificate can be earned within both the 24 hour certificate requirement limitation and the 60 hour AS degree 60 hour requirement limitation. This change will also satisfy the Florida Department of Education Frameworks and Florida Department of Financial Regulation standards.</p> |



**Change of Program or Certificate Proposal**

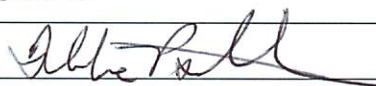
**Note required information:** Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program 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.


|  |  |
|--|--|
| <b>School or Division</b>  | School of Business and Technology                  |
| <b>Program or Certificate</b>  | Risk Management & Insurance Management Certificate |
| <b>Proposed by (faculty only)</b>  | Bill Van Glabek                                    |
| <b>Presenter (faculty only)</b>  | Leroy Bigger                                       |
| 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.         |  |
| <b>Submission date</b>   | 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. |  |
| <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve   |  |
| _____  | _____  |
| <i>Curriculum Committee Chair Signature</i>  | <i>Date</i>  |
| <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve   |  |
| _____  | _____  |
| <i>Vice Provost for Academic Affairs Signature</i>   | <i>Date</i>  |
| All Curriculum proposals require review by the Office of Accountability & Effectiveness.   |  |
| <input type="checkbox"/> Reviewed  |  |
| _____  | _____  |
| <i>Office of Accountability &amp; Effectiveness Signature</i>  | <i>Date</i>  |

**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.

|  |                 |
|--|-----------------|
| <b>Term in which approved action will take place</b>                                   | Choose an item. |
| <b>Provide an explanation below for the requested exception to the effective date.</b> |                 |
| Type in the explanation for exception.   |                 |

|   |  |             |
|---|--|-------------|
| <b>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.</b> |  |             |
| <b>Dean</b>   | <b>Signature</b>   | <b>Date</b> |
| Debbie Psihountas   |  | 10/22/18    |
| <b>Vice Provost for Academic Affairs</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Eileen DeLuca   |  |             |

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

|  |
|--|
| <b>List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).</b> |
| 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.)  | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| Have the deans of the General Studies been contacted/consulted?   | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| Have you attached an updated catalog page?  | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> 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.               |  |
| <i>Replace ACG 2450 Accounting Software Applications-3 credit hours with CGS 1100 Computer Applications for Business-3 credit hours</i> |  |
| 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.**

**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.

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

|  |   |
|--|---|
| <b><u>Program Title: CCC in Risk Management and Insurance Management</u></b>   |   |
| <b><u>Career Cluster: RMI</u></b>  |   |
| <b><u>FLDOE Framework Standard</u></b>   | <b><u>FSW Course</u></b>  |
| <p><b><u>01.0 Demonstrate effective business communication skills. – The student will be able to:</u></b></p> <p><b><u>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.</u></b></p> <p><b><u>01.02 Use interpersonal communication skills to facilitate effective interactions to work collaboratively.</u></b></p> <p><b><u>01.03 Exhibit public relations skills that aid in achieving customer satisfaction.</u></b></p> <p><b><u>01.04 Demonstrate effective teamwork skills. Participate in a group discussion as a member and leader.</u></b></p> | <p><b><i>SLS 1515 Cornerstone Experience</i></b></p> <p><b><i>or</i></b></p> <p><b><i>SLS 1331 Personal Business Skills</i></b></p> <p><b><i>and</i></b></p> <p><b><i>GEB 1011 Introduction to Business</i></b></p> |

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

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

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

|   |   |
|---|---|
| <p><b><u>05.04 Define organization vision and mission.</u></b></p> <p><b><u>05.05 Identify characteristics of effective goals.</u></b></p> <p><b><u>05.06 Describe personal leadership style.</u></b></p> <p><b><u>05.07 Explain how effective leaders identify problems and make decisions.</u></b></p> <p><b><u>05.08 Compare different styles of managing conflict.</u></b></p> <p><b><u>05.09 Choose appropriate action in situations requiring application of business ethics.</u></b></p> <p><b><u>05.10 Identify ways to assign work to others.</u></b></p> <p><b><u>05.11 Apply steps in effective decision making process to a business situation.</u></b></p>   |   |
| <p><b><u>06.0 Identify, classify, and demonstrate management activities. – The student will be able to:</u></b></p> <p><b><u>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.</u></b></p> <p><b><u>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.</u></b></p> <p><b><u>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.</u></b></p> | <p><b><u>MAN 2021 Management Principles</u></b></p> |



|   |  |
|---|--|
| <p><b><u>06.04 Describe basic management roles, including interpersonal, informational and decision-making.</u></b></p> <p><b><u>06.05 Discuss political, conceptual, interpersonal, and diagnostic skills required in management.</u></b></p> <p><b><u>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.</u></b></p> <p><b><u>06.07 Describe the value and application of data to management decision making.</u></b></p> <p><b><u>06.08 Describe how marketing and innovation are significant contributions to successful management.</u></b></p> <p><b><u>06.09 Identify a variety of organizational cultures and their impact on communication.</u></b></p> |  |
|---|--|

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

**07.07 Understand the procedure followed in the rating of fire and allied lines insurance contracts, and demonstrate this understanding.**

**07.08 Explain the purpose and scope of the special flood and windstorm programs.**

**07.09 Understand and discuss the basic inland marine policy.**

**07.10 List the major personal inland marine coverage and explain the uses and differences.**

**07.11 List the major commercial inland marine coverage and explain the use and purpose.**

**07.12 Understand the procedure followed in the rating of inland marine insurance contracts and demonstrate this understanding.**

**07.13 List and discuss the divisions of ocean marine insurance.**

**07.14 List and define the implied warranties in ocean marine insurance.**

**07.15 Explain the liability of an ocean carrier for the property of others.**

**07.16 List and explain the nature of the insurable interests in an ocean marine venture.**

**07.17 Define the common ocean marine terms associated with the settlement of losses.**

**07.18 List and understand the ocean marine perils.**

**07.19 Explain the purpose of the basic ocean marine clauses.**

**07.20 Discuss the coverage afforded by the ocean marine policies.**

**07.21 Understand the procedure followed in the rating of ocean marine contracts and demonstrate this understanding.**

**07.22 Discuss the principles and application of the law of negligence.**

**07.23 List and discuss the broad division of general liability insurance.**

**07.24 Discuss the different personal liability coverage and explain the differences among them.**

**07.25 Discuss the different commercial liability coverage and explain the application to practical situations.**

**07.26 Understand the procedure followed in the rating of general liability insurance and demonstrate this understanding.**

**07.27 Discuss the negligence liability of automobile owners and operators.**

**07.28 Explain the various automobile liability insurance plans.**

**07.29 Discuss the different automobile insurance policies and explain the differences among them.**

**07.30 List and explain the different types of automobile coverage.**

**07.31 Understand the procedure followed in the rating of automobile insurance and demonstrate this understanding.**

**07.32 Discuss the purpose and operation of the Florida Joint Underwriters Association (FJUA).**

**07.33 Explain the Florida Automobile Reparation Reform Act (Personal Injury Protection-PIP).**

**07.34 Discuss the negligence liability of employers.**

**07.35 Discuss the coverage, endorsements, conditions and exclusions found in Worker's Compensation policies.**

**07.36 Understand the workings of the various Worker's Compensation retrospective rating plans and demonstrate this understanding.**

**07.37 Understand the procedure followed in the rating of Worker's Compensation insurance and demonstrate this understanding.**

**07.38 Discuss the purpose and operation of the assigned risk plan.**

**07.39 Discuss the nature of the boiler and machinery hazard.**

**07.40 List and explain the basic coverage found in boiler and machinery policies.**

**07.41 Explain the use and purpose of the various boiler and machinery endorsements.**

**07.42 Discuss the various policy provisions found in boiler and machinery policies.**

**07.43 Understand the procedure followed in the rating of boiler and machinery insurance and demonstrate this understanding.**

**07.44 Define the basic crime terms.**

**07.45 Discuss the different personal crime policies.**

**07.46 List and discuss the basic and miscellaneous commercial crime coverage forms.**

**07.47 Explain the purposes, advantages and disadvantages of crime deductibles.**

**07.48 Demonstrate an understanding of the procedure followed in the rating of crime insurance.**

**07.49 Discuss the comprehensive glass policy.**

**07.50 Demonstrate an understanding of the procedure followed in the rating of plate glass insurance.**

**07.51 Explain the purposes of fidelity bonds.**

**07.52 Define certain basic terms used in the fidelity field.**

**07.53 List and discuss the different types of fidelity bonds.**

**07.54 Demonstrate an understanding of the procedure followed in the rating of fidelity bonds.**

**07.55 Explain the differences between suretyship and insurance.**

**07.56 List and identify the parties to a surety bond.**

**07.57 List and discuss the different types of surety bonds.**

**07.58 Demonstrate an understanding of the procedure followed in the rating of surety bonds.**

**07.59 Discuss the development of the Homeowners policy.**

**07.60 Determine the types of risks that are eligible for the Homeowners program.**

**07.61 State the limits of liability required under the various Homeowners forms.**

**07.62 List and discuss the basic Homeowners coverage forms.**

**07.63 Discuss the various optional Homeowners coverage forms.**

**07.64 Explain the application of the mandatory Homeowners deductibles and discuss the optional deductibles available.**

**07.65 Demonstrate an understanding of the procedure followed in the rating of Homeowners contracts.**

**07.66 Discuss the history and concept of commercial multiple line insurance.**

**07.67 Define the above coverage risk and explain how this is reflected in the rate.**

**07.68 List and discuss the advantages of packaging.**

**07.69 List and discuss the various commercial multiple line programs.**

**07.70 Understand the procedure followed in the rating of commercial multiple line programs and demonstrate this understanding.**

**07.71 Explain the requirements necessary to underwrite and sell aviation insurance.**

**07.72 Explain why life insurance is needed by our society.**

|   |   |
|---|---|
| <p><b><u>07.73</u></b> Define the terms used in life insurance.</p> <p><b><u>07.74</u></b> Identify and explain the various types of life insurance.</p> <p><b><u>07.75</u></b> Explain the basic life insurance policy and its provisions.</p> <p><b><u>07.76</u></b> Identify and explain the payment procedures and options for life insurance.</p> <p><b><u>07.77</u></b> Explain Florida's rules and regulations relative to life insurance.</p> <p><b><u>07.78</u></b> Define health insurance.</p> <p><b><u>07.79</u></b> Explain the importance of the health insurance application form.</p> <p><b><u>07.80</u></b> Identify and explain the difference between individual and group health insurance.</p> <p><b><u>07.81</u></b> Discuss the importance of uniform provisions in a health insurance policy.</p> |   |
| <p><b><u>08.0</u></b> Develop appropriate business records for an insurance agency. – The student will be able to:</p> <p><b><u>08.01</u></b> Discuss why business firms need good record systems.</p> <p><b><u>08.02</u></b> Identify appropriate business records for an insurance agency.</p> <p><b><u>08.03</u></b> List reasons why business records should be protected.</p> <p><b><u>08.04</u></b> Describe how budgets are used to run business firms efficiently.</p> <p><b><u>08.05</u></b> Complete identified business records accurately.</p>  | <p><b><u><i>ACG 2450 Accounting Software Applications</i></u></b></p> <p><b><u><i>CGS 1100 Computer Applications for Business</i></u></b></p> <p><b><u><i>ACG 2021 Financial Accounting</i></u></b></p> |
| <p><b><u>09.0</u></b> Demonstrate knowledge of employee compensation and benefits plan. – The student will be able to:</p> <p><b><u>09.01</u></b> Distinguish between the various types of wage and salary plans.</p> <p><b><u>09.02</u></b> Identify reasons why different wages and salaries are paid for different jobs.</p>   | <p><b><u>ACG 2021 Financial Accounting</u></b></p> <p><b><u>RMI 2662 Introduction to Risk Management &amp; Insurance</u></b></p>  |

|   |   |
|---|---|
| <p><b><u>09.03 Describe the most common kinds of fringe benefits.</u></b></p> <p><b><u>09.04 Explain major provisions of both the Occupational Safety and Health Act and the Social Security Act.</u></b></p>   |   |
| <p><b><u>10.0 Develop a successful promotion plan for an insurance agency – the student will be able to:</u></b></p> <p><b><u>10.01 Identify the major methods of promotion.</u></b></p> <p><b><u>10.02 List the sources of advertising.</u></b></p> <p><b><u>10.03 Identify information sources for planning an advertising program.</u></b></p> <p><b><u>10.04 Discuss factors involved in managing promotion including cost, timeliness, and legality.</u></b></p> <p><b><u>10.05 Explain how understanding the customer can improve personal selling.</u></b></p> <p><b><u>10.06 Show how a salesperson can use product knowledge.</u></b></p> <p><b><u>10.07 Instruct employees in effective sales techniques.</u></b></p> | <p><b><u>RMI 2662 Introduction to Risk Management &amp; Insurance</u></b></p> |

|   |
|---|
| <p><b>Provide justification (below) for each change on this proposed curriculum action.</b></p>   |
| <ul style="list-style-type: none"> <li>• <b>Replacing ACG 2450 with CGS 1100</b><br/> 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.</li> </ul> |

## Risk Management & Insurance Management, CCC

---

### 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.

The purpose of this program is to prepare students for further education and employment in the Insurance industry. The program is designed to develop the student's general employability by improving their work attitudes, communication, critical thinking, technical skills, problem-solving skills and occupation specific skills relative to insurance sales.

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

- 
- 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

**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.

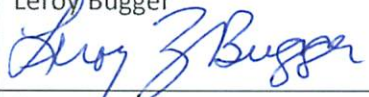
|  |                                    |
|--|------------------------------------|
| <b>School or Division</b>  | School of Business and Technology  |
| <b>Program or Certificate</b>  | AS Business Administration Program |
| <b>Proposed by (faculty only)</b>  | William Van Glabek                 |
| <b>Presenter (faculty only)</b>  | 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.   |                                    |
| <b>Submission date</b>   | 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.<br><input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve |                                    |
| _____  | _____                              |
| <i>Curriculum Committee Chair Signature</i>  | <i>Date</i>                        |
| <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve   |                                    |
| _____  | _____                              |
| <i>Vice Provost for Academic Affairs Signature</i>   | <i>Date</i>                        |
| All Curriculum proposals require review by the Office of Accountability & Effectiveness.   |                                    |
| <input type="checkbox"/> Reviewed  |                                    |
| _____  | _____                              |
| <i>Office of Accountability &amp; Effectiveness Signature</i>  | <i>Date</i>                        |

**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.

|  |           |
|--|-----------|
| <b>Term in which approved action will take place</b>                                   | Fall 2019 |
| <b>Provide an explanation below for the requested exception to the effective date.</b> |           |
| Type in the explanation for exception.   |           |

|   |  |             |
|---|--|-------------|
| <b>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.</b> |  |             |
| <b>Dean</b>   | <b>Signature</b>   | <b>Date</b> |
| Debbie Psihountas   |  | 10/22/18    |
| <b>Vice Provost for Academic Affairs</b>  | <b>Signature</b>   | <b>Date</b> |
| Dr. Eileen DeLuca   |  |             |

| Required Endorsements                                     | Type in Name  | Select Date                 |
|---|---|-----------------------------|
| <b>Department Chair or Program Coordinator/Director</b>   | Leroy Bigger<br> | 10/22/2018                  |
| <b>Academic Dean or Vice Provost for Academic Affairs</b> | Type name here  | Click here to enter a date. |

|  |
|--|
| <b>List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).</b> |
| William Van Glabek, Leroy Bigger   |

## Section II, Proposed Changes

|   |  |
|---|--|
| Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)  | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| Have the deans of the General Studies been contacted/consulted?   | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| Have you attached an updated catalog page?  | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> 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.   |  |
| <ul style="list-style-type: none"> <li>Re-structure AS-Business Degree catalog page to reflect General Education, AS-Business Degree Core courses, and AS-Degree Specialization courses.</li> </ul> |  |
| 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:<br>To: 0   |

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

**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 | } | 3     | credits |
| or  |                                      |   |       |         |
| 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 |
|   |                                      |   | <hr/> | <hr/>   |
|   |                                      |   | 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 |

|  |   |                                    |
|--|---|------------------------------------|
| 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                        |                                    |
|  |   | <hr/> 30 credits <hr/>             |
| <b>Specialization Tracks (Select 1):</b>   |   |                                    |
| Business Management Track  |   |                                    |
| ACG 2071   | Managerial Accounting                         | 3 credits                          |
| SBM 2000   | Small Business Management                     | 3 credits                          |
| GEB 2930   | Special Topics/Capstone-Business              | 1 credits                          |
|  |   | <hr/> 7 credits <hr/>              |
| 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                          |
|  |   | <hr/> 9 credits <hr/>              |
| <b>Electives--Select as needed to meet 60 credit hour requirements</b>   |   |                                    |
| 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                          |
|  |   | <hr/> 5/3 credit <hr/>             |
| <b>Total Degree Requirements:</b>  |   | <hr/> <b>60 Credit Hours</b> <hr/> |

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*

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

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

- 
- 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

---

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

---

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:

---

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