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Number: 98-18
Submission Date: _____
Action-Date: 3/16/99

Senate approval 4-6-99

Part I Curriculum Proposal Cover Sheet for COIS AA Program

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Maryanne Brandenburg, Linda Szul and Virginia Hemby Phone 5733 or 3003

Department Office Systems & Business Education

II. PROPOSAL TYPE (Check All Appropriate Lines)

_____ COURSE _____
Suggested 20 character title

____ New Course* _____
Course Number and Full Title

____ Course Revision _____
Course Number and Full Title

____ Liberal Studies Approval + for new or existing course _____
Course Number and Full Title

____ Course Deletion _____
Course Number and Full Title

____ Number and/or Title Change _____
Old Number and/or Full Old Title

_____
New Number and/or Full New Title

____ Course or Catalog Description Change _____
Course Number and Full Title

X PROGRAM: _____ Major _____ Minor _____ Track

____ New Program* _____
Program Name

X Program Revision* ASSOCIATES OF ARTS DEGREE, Computer and Office Information Systems (COIS)
Program Name

____ Program Deletion* _____
Program Name

____ Title Change _____
Old Program Name

_____
New Program Name

III. Approvals (signatures and date)

Maryanne Brandenburg
Department Curriculum Committee

Dave Moore
Department Chair

4/2/97
College Curriculum Committee

Robert E. Young
College Dean

+Director of Liberal Studies (where applicable)

*Provost (where applicable)

Office Systems & Business Education

Part II. Description of curriculum change

1. Catalog description:

Old Catalog Description:

Office Systems Major (Bachelor of Science)
The Office Systems majors are equipped to be versatile professionals who "bridge the gap" between the developer of computer systems and the typical users of computers. The program encompasses the knowledge, skills, and attitudes required of a professional who provides support to users of information technology to maintain and improve overall organizational effectiveness. The Office Systems program places emphasis on understanding how technology contributes to individual and work group performance and to behavioral factors, such as communications, ergonomics, training, and change.

The Office Systems curriculum is designed to challenge students to understand their dynamic role from both an organizational and an individual viewpoint. Graduates of the program can pursue career paths such as office managers/supervisors, local area network administrators, telecommunications consultants, web site administrators, technical trainers, help desk administrators, and documentation developers as they relate to customer focused solutions, support services, and technical training.

New Catalog Description:

Business Technology Support Major (Bachelor of Science)
The Business Technology Support majors are equipped to be versatile professionals who "bridge the gap" between the developer of information technology systems and the typical users of computers. The program encompasses the knowledge, skills, and attitudes required of a professional who provides support to users of information technology to maintain and improve overall organizational effectiveness. The Business Technology Support program places emphasis on understanding how technology contributes to individual and work group performance and to behavioral factors, such as communications, ergonomics, training, and change.

The Business Technology Support curriculum is designed to challenge students to understand their dynamic role from both an organizational and individual viewpoint. Graduates of the program can pursue career paths such as office managers/supervisors, web site managers, technology trainers, help desk administrators, and documentation/curriculum developers as they relate to enterprise-wide solutions, support services and technology training.

The department welcomes minors. A newly revised minor provides Business majors with the opportunity to complement their major with business technology support courses.

2. Summary of changes:

   A. Table: The following table compares the old program and the proposed revised program (underlined areas denote program differences).

Old Program

Bachelor of Science – Office Systems

Liberal Studies: As outlined in Liberal Studies section with the following specifications	53-56*
Mathematics: MA 121	
Social Science: EC 121, PC 101	
Liberal Studies electives: MA 214, EC 122, BE/CO/IM 101	
College:	33
Required courses: Business Administration Core	
AD 321 Business & Interpersonal Comm	3sh
AG 201 Accounting Principles I	3sh
AG 202 Accounting Principles II	3sh
BL 235 Introduction to Business Law	3sh
FI 310 Finance I	3sh
IM 300 Info. Systems: Theory & Practice	3sh
MG 310 Principles of Management	3sh
MG 330 Production & Operations Mgmt.	3sh
MG 495 Business Policy	3sh
MK 320 Principles of Marketing	3sh
QB 215 Business Statistics	3sh
Major:	27
Required courses:	
IM 251 Business Sys. Analysis & Design	3sh
OS 301 Advanced Microcomputer Appl.	3sh
OS 313 Office Systems Technology	3sh
OS 315 Records Administration	3sh
OS 400 Telecommunications	3sh
OS 411 Microcomputer Support for Office Systems	3sh
OS 480 Seminar in Office Systems	3sh
___ Business Electives	6sh
Other Requirements: (BE 134 Keyboarding)	0-1
Free Electives:	7-11*
Total Degree Requirements	124

New Program

Bachelor of Science – Business Technology Support

Liberal Studies: As outlined in Liberal Section with the following specifications	55-58
Mathematics: MA 121	
Social Sciences: EC 121, PC 101	
Liberal Studies electives: MA 214, EC 122, BE/CO/IM 101	
College:	33
Required Courses: Business Administration Core	
AD 321 Business & Interpersonal Comm	3sh
AG 201 Accounting Principles I	3sh
AG 202 Accounting Principles II	3sh
BL 235 Introduction to Business Law	3sh
FI 310 Finance I	3sh
IM 300 Info. Systems: Theory & Practice	3sh
MG 310 Principles of Management	3sh
MG330 Production & Operations Mgmt.	3sh
MG 495 Business Policy	3sh
MK 320 Principles of Marketing	3sh
QB 215 Business Statistics	3sh
Major:	24
Required courses:	
OS 301 Microcomputer Software Solutions	3sh
OS 310 Telecommunications	3sh
OS 311 Trng Methods in Bus/Info Tech Sup	3sh
OS 313 Office Systems Technology	3sh
**CO/IM 352 Comp Netwrk Install & Admin	3sh
OS 411 Microcomputer Support for Office Systems	3sh
OS 413 Enterprise Technology Support	3sh
OS 480 Seminar in Business Technology Support	3sh
Controlled Electives (select 3 of the following)	9
AD 221 Business Technical Writing	3sh
BE/CM/CO/IM/LB 201 Internet & Multimedia	3sh
CO 110 Problem Slvg & Strc. Program	3sh
***CO 304 Interactive Internet Prog. w/Java	3sh
OS 402 Web Site Development & Admin.	3sh
OS 493 Internship	3sh
Other Requirements:	0
Non-Business Electives:	5
Total Degree Requirements	126-129

***After an arduous review of the program as listed in catalog these numbers were found to be incorrectly printed and are corrected in the new program**

**** New course proposed by MIS/DS & CO**

*****New course proposed by computer science**

******All ECOB majors (except those majoring in Business Education) must take a minimum of 50 percent of their degree requirements (i.e., at least 62) semester hours) in non-business coursework.**

2b. Major:
Required Courses

BE 134 Keyboarding	Deleted as a requirement from program
IM 251 Business Systems Analysis & Design	Deleted as a requirement from program
*CO/IM 352 Computer Network Install & Admin.	Add as new course
OS 301 Advanced Microcomputer Applications	OS 301 Microcomputer Software Solutions (Course revision)
OS 311 Trng Methods in Bus/Info Tech Sup	Add as new course
OS 315 Records Administration	Deleted from program; placed on inactive status
OS 400 Telecommunications	OS 310 Telecommunications (Number change)
OS 411 Microcomputer Support for Office Systems	
OS 413 Enterprise Technology Support	Course revision
OS 480 Seminar in Office Systems	OS 480 Seminar in Business Technology Support (Name change)

Controlled Electives

AD 221 Business Technical Writing
BE 201 Internet & Multimedia
CO 110 Problem Solving & Structure Programming
CO 304 Interactive Internet Programming with Java
OS 402 Web Site Development and Administration
OS 493 Internship

3. Rationale for Change:

The Business Technology Support majors at IUP are equipped to be versatile employees who "bridge the gap" between the technical developer of information technology and the typical users. The Business Technology Support curriculum reflects a historical background of the Business Technology Support field and career opportunities within the field as well as content from model curricula, i.e. OSRA, IS 97 Model, and private vendor certification programs (i.e. NOVELL, MICROSOFT). Alumni, advisory board members, and students have all contributed to defining the core of the Business Technology Support curriculum. Faculty scholarship in the areas of Business Technology Support has also played a role in the development of the curriculum.

The Office Systems Business Advisory Council represents a number of professionals in the information technology support area, and they made it very clear (see attachment A- pgs. 44-45) that the current name of the program "...would not have caught the attention of many Information Systems or Technical Customer Service department directors because it frankly sounds like an advanced secretarial program." The name change to **Business Technology Support** is a direct result of the Council's recommendation and feedback from current and prospective majors.

Department faculty next initiated meetings with MIS and Computer Science departments to discuss curriculum revision and enhancement. The three departments met and determined by consensus a

distinct focus for each discipline. The focus of Business Technology Support is on the use of technology by individuals within an organization - training, interfacing, integrating, administering, and organizing. The focus for MIS is to take existing technology and configure it to meet organizational needs. The focus of Computer Science is on technology and infrastructure, including computer architecture and software protocols. This consensus is reflected in the attached letters of support contained in Part V.

Courses cross-listed between CO and IM are included to broaden the depth of the students' knowledge. A carefully selected list of controlled electives was jointly agreed upon by the three departments. Obsolete courses were removed.

Details of the revision and enhancement of the major are:

BE 134 Keyboarding. Obsolete due to refocus of program but is still offered from the department.

OS 301 Advanced Microcomputer Applications. Because of refocus of program obsolete material replaced based on advanced technology. New name – Microcomputer Software Solutions more clearly reflects content of course.

OS 315 Records Management. Obsolete due to refocus of program.

OS 413 Enterprise Technology Support. Because of refocus of program obsolete material replaced with content that reflects current practices.

OS 400 Telecommunications. Lowering number to OS 310 allows for logical sequencing in curricula.

OS 480 Seminar in Business Technology Support. Name change complements change in title of major.

IM 251 Systems Analysis & Design. With the refocus of the program it is not a required course.

CO/IM 352 Computer Network Installation and Administration. Course included to better prepare graduates for the job market. In addition, it will assist students in preparing for certification programs in their field.

Controlled Electives. Expanded from 6sh to 9sh to provide students with greater selection opportunities to enhance marketability. The courses in this section were carefully chosen based on input from the MIS department, Computer Science department, Advisory Committee, and colleagues in the Information Technology field.

Non-business electives. The number of credits in this section has been reduced. An analysis of entry-level requirements in this field indicates that students need more content courses than the current program provides. In addition, employers are seeking individuals with competencies that will prepare them for certification in areas related to this major. Reducing the free electives while increasing the controlled electives helps meet these needs.

Total Degree Requirements. Increased from 124 to 126 to give students the opportunity to take content courses that will enable them to be successful in the job market. Employment opportunities available to Business Technology Support majors necessitate skills that develop a well-rounded employee proficient in all aspects of information technology. In addition employers are seeking individuals with the skill set that provides the foundation for further industry certification (i.e. Novell, Microsoft...).

All Eberly College of Business majors (except those majoring in Business Education) must take a minimum of 50 percent of their degree requirements (i.e., at least 63 semester hours) in non-business courses.

Part III. Implementation

1. Advisor approved course substitutions will be provided to students, if necessary, to ensure that all students currently in the program graduate on time.

2. Faculty teaching loads will be adjusted to accommodate the revised curriculum; no additional faculty will be requested. One required course (OS 315) was eliminated; one major area requirement is taught outside the department (CO/IM 352); and two controlled electives (CO 110; CO 304) are taught outside the department. A rotation of course offerings that will allow student to complete the program in four years is listed below.

Fall	Spring
OS301 (1 section)[2413]	OS301 (2 sections) [2413]
OS310 (1 section)[2407]	OS310 (1 section) [2407]
OS313 (1 section)[2430]	OS411 (1 section) [2437]
OS411 (1 section)[2437]	OS311 (1 section) [2415]
OS413 (1 section)[2431]	OS313 (1 section) [2430]
OS480 (1 section)[2424]	OS413 (1 section) [2431]
OS402 (1 section)[2424]	OS480 (1 section) [2424]
BE201 (3 sections)[2437, 2424, 2407]	OS402 (1 section) [2424]
	AD221 (1 section) [2408]
	BE201 (3 sections)[2437, 2424, 2407]

Our current complement is 11 full-time faculty that equates to 88 three-credit sections. The listing of the courses (including controlled electives) for the revisions to this major encumber 23 three-credit sections. Thus we have sufficient faculty to deliver courses for our programs.

3. All resources are adequate.

4. The number of students in the program will remain the same.

Part IV. Course Proposals

See attached pages 9 to 44

Part V. Letters of Support

Letter from MIS Dept., page 48 to 49
Letter from Computer Science, page 50

98-18

PROPOSAL FOR CHANGE IN THE COMPUTER AND OFFICE INFORMATION SYSTEMS (COIS) ASSOCIATE OF ARTS DEGREE PROGRAM

Department of Technology Support and Training

M. Brandenburg, C. Golden, V. Hemby,
W. McPherson, W. Moore, L. Szul

January 1999 (Revised)
Earlier copy dated April 1998

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Submission Date: _____
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Part I Curriculum Proposal Cover Sheet for COIS AA Program

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. **CONTACT**

Contact Person Maryanne Brandenburg, Linda Szul and Virginia Hemby Phone 5733 or 3003

Department Office Systems & Business Education

II. **PROPOSAL TYPE (Check All Appropriate Lines)**

_____ **COURSE** _____ (Suggested 20 character title)

____ New Course* _____ (Course Number and Full Title)

____ Course Revision _____ (Course Number and Full Title)

____ Liberal Studies Approval + for new or existing course _____ (Course Number and Full Title)

____ Course Deletion _____ (Course Number and Full Title)

____ Number and/or Title Change _____ (Old Number and/or Full Old Title)

_____ (New Number and/or Full New Title)

____ Course or Catalog Description Change _____ (Course Number and Full Title)

X **PROGRAM:** ____ Major ____ Minor ____ Track

____ New Program* _____ (Program Name)

X Program Revision* ASSOCIATES OF ARTS DEGREE, (Program Name)

____ Program Deletion* Computer and Office Information Systems (COIS) (Program Name)

____ Title Change _____ (Old Program Name)

_____ (New Program Name)

III. **Approvals (signatures and date)**

Maryanne Brandenburg — Department Curriculum Committee

L. Dee Moore — Department Chair

4/2/97 — College Curriculum Committee

Robert E. Cleary — College Dean

+Director of Liberal Studies (where applicable)

*Provost (where applicable)

Part II. **Description of Curriculum Change**

1. **Catalog description** for the revised COIS AA program **will not be changed.** The standing description reads as follows:

> **Associate of Arts Degree**
> Offering specialization in computer and office information systems (COIS), the Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:
>
> 1. To provide business occupational education with the opportunity for specialization in COIS.
> 2. To enable the student to enter COIS positions in business and government.
> 3. To enable the student to upgrade his/her skills and knowledge to qualify for higher positions in business and government.
> 4. To provide the foundation to continue education for a four-year degree program. This program is offered at the Indiana campus only.

The COIS program was formerly offered at the branch campuses. However, the "branch campus phase out" is part of a plan that has been in process since 1994. The Punxsutawney and Armstrong campus directors were aware of and in support of this program being phased out at the branch campuses and its being offered only at main campus. A "paper trail" of approvals for limiting the program to Main Campus is included with this packet (Appendix A) including the statement by Mark Staszkiewicz on the Senate floor and recorded in the Senate minutes.

2. **Summary of changes** in the COIS AA program

   a) See page 3, "Comparison table for COIS Associate of Arts Degree: Old program compared to revised program." Changes are indicated by <u>underscoring</u> and **bold** print.

b) See page 3, List (with rationale for change) of All Associated Course Changes for the COIS Associate of Arts program. There are:

0	newly developed courses
9	courses added as requirements for a COIS degree
8	courses dropped as requirements for a COIS degree
0	revised courses
1	course (of the Department of Technology Support & Training) deleted from catalog offerings

Comparison Table for
Associate of Arts Degree in Business
With a Specialization in Computer and Office Information Systems

Old Program Compared to Revised Program

(Notes: Underlining in *Old Program column* indicates change;
Italics with bolding in *Revised Program* column indicates change.)

Old Program			Revised Program		
LIBERAL STUDIES		**13**	**LIBERAL STUDIES**		**31**
English: EN101	**4**		**English: EN101**	**4**	
			Math: BE111 or MA121	**3**	
Humanities or Fine Arts	**3**		**Humanities**	**6**	
			HI195 History	3 sh	
			Philosophy or Religious Studies, one course from LS list	3 sh	
			Fine Arts, one course	**3**	
Social Sciences	**6**		**Social Sciences**	**6**	
<u>EC101</u> <u>or</u> EC121, PC101					
			Non-Western Culture, One course from list	3 sh	
			PC 101 Psychology	3 sh	
			Liberal Studies Electives(1)	**9**	
			EC 122, Prin. of Econ. II (Microeconomics)	3sh	
			CO/IM101 Computer Literacy	3 sh	
			BE/CM/CO/IM/LB201 Internet & Multimedia	3 sh	
Major: Business (Associate)		**33**	**Major: Business (Associate)**		**12**
Core Required courses:			**Core Required courses:**		
AD101 Introduction to Business	3 sh		AD101 Introduction to Business	3 sh	
AD221 Business Technical Writing	3 sh		AD221 Business Technical Writing	3 sh	

(1) Students cannot repeat the same prefix in this category

Revised 2/99

AG201 Accounting Principles I	3 sh		AG201 Accounting Principles I	3 sh	
AG202 Accounting Principles II	3 sh		AG202 Accounting Principles II	3 sh	
BE111 Foundations of Bus. Math	3 sh				
BE131 Keyboarding and Doc.Form.	3 sh				
BE250 Electronic Office Procedures	3 sh				
BL235 Introduction to Bus. Law	3 sh				
FI220 Essentials of Finance	3 sh				
IM241 Intro. To MIS	3 sh				
IM245 Intro. To Microcomputers	3 sh				
Computer and Office Information Systems Specialization		**12**	**Computer and Office Information Systems Specialization**		**12**
BE273 Word Processing Appl.	3 sh		*BE250 Electronic Office Proced.*	3 sh	
IM251 Bus. Sys. Analysis & Design	3 sh		*IM205 Foundations of MIS*	3 sh	
IM255 Business Appl. in COBOL	3 sh		*BE273 Advanced Software Appl.*	3 sh	
IM260 Bus.Computer Appl. Project	3 sh		*Advisor Approved Elective*	3 sh	
Free Elective		**3**	**Free Electives**		**6**
Other Requirements		**0**	**Other Requirements**		**0**
Total Degree Requirements		**61**	**Total Degree Requirements**		**61**

Revised 2/99

Part II

2b) & 3. List of All Associated Course Changes for the COIS Associate of Arts Program, with Rationale for Change

COIS Associate of Arts Program changes are necessary for three reasons: *First*, the program is no longer taught at the branch campuses. The last course offerings at the branch were Spring 1997. Low enrollments and lack of resources at the branches facilitated the decision to only offer the AA program at the main campus. *Second*, the old program did not reflect current Liberal Studies requirements nor current technology knowledge and applications required for today's workplace. *Third*, the old program did not allow an easy transition into a four-year program at IUP, should the student wish to continue his/her education. Therefore, the program revision was designed to meet the following goals:

1) To provide more balance between Liberal Studies requirements and major area requirements, as appropriate for a degree in higher education, and in accordance with guidelines established by the SSHE Board of Governors, Policy 1990-06-A, describing criteria for the Associate of Arts Degree. (See Appendix B).

2) To build a foundation appropriate for a seamless transition from the two-year program to a four-year program at IUP.

<u>Course changes and change rationale for courses no longer required in the COIS AA Program</u>

1. EC101, Basic Economics, is no longer required. Students have previously been required to take EC101 <u>or</u> EC121. The revised program is academically stronger in its requirement that students take EC122, Principles of Economics II (Microeconomics). EC122 also counts as a Liberal Studies elective should the student move to a four-year degree program at IUP. This change strengthens the student's background in economics and better prepares the student to function effectively in the workplace.

2. BE131, Keyboarding and Document Formation, is deleted from catalog offerings because it is obsolete. A copy of the deletion form is presented on pp. 11-12 of this proposal. If students need to develop keyboarding skills (many students now enter college with basic computing and keyboarding skills), they may take as an elective BE132, Computer Keyboarding and Document Formation. BE132 incorporates modern computer applications and current workplace practices.

3. BL235, Introduction to Business Law, is moved to an approved elective for COIS. The move is necessary in order to accommodate the Liberal Studies 50/50 requirements of the State System.

4. FI220, Essentials of Finance, was a branch campus only course and is not offered on main campus. Students will not be required to take a course in finance for their AA degree. Instead, students will take Liberal Studies credits to help prepare them for a "seamless" transition to the four-year program, should they so choose.

5 a-c IM241, IM245, IM260 courses are in the process of or have already been deleted by the Management Information Systems and Decision Sciences Department. (See attached memo from Ken Shildt, Chair of the MIS and DS Dept., pp. 25-26.)

Updated content of courses IM241, IM245, and IM260 are incorporated in other main-campus courses. IM241 and IM260 have been incorporated by the MIS Department in courses CM/CO/IM/LB 201, Internet for Multimedia, and IM205, Foundations of MIS.

IM245, which has been deleted from the catalog by the MIS Department, is essentially the same as BE/CO/IM101, Microcomputer Based Literacy. Since a course will not qualify for Liberal Studies credits if the course is offered in the major area, CO101 will be the choice for AA students. CO/IM101 will then count as a Liberal Studies elective should the student continue his/her education for a four-year program.

6. Only advisor approved electives are acceptable because students should be directed to take courses which would apply toward their pursuit of a four-year program (if they so choose).

   MA 214, Probability and Statistics for Business, is included in the list of approved electives because of its link with business, technology, and critical thinking skills.

   OS 313, Office Systems Technologies, is included in the list because it will, if selected, help strengthen the student's technology application skills and increase the student's marketability.

7. a-b IM251, Business Systems Analysis and Design) and IM255 (Business Applications in COBOL) are moved to the Advisor Approved Electives list to make room for the expanded and required Liberal Studies component of the degree and to provide the student with choices which fulfill personal preferences.

Course changes and change rationale for courses **new to COIS AA Program requirement, but previously established**

1. Liberal Studies

   a) EC 122, Economics II, (Microeconomics). EC 122, rather than EC 121, best matches the knowledge and understandings required of COIS graduates for effective workplace applications.

   b) CM/CO/IM 101, Computer Literacy; replaces the IM 245 course deleted by MIS & Decision Sciences. (See memo from MIS & Decision Sciences Department and response from the Department of Technology Support and Training – formerly Office Systems and Buisness Education Department, pp. 25-26.)

c) CM/CO/IM/LB 201, Internet & Multimedia. Portions of IM241and IM260 (deleted by the MIS & Decision Sciences Department) are incorporated in the CM/IM/LB201.

d) BE111 or MA 121 adds a much needed math component to the program.

e) Two Humanities courses (HI195, and Philosophy or Religious Studies) AND one Fine Arts (per list) help strengthen the Liberal Studies component of the COIS degree. Previously, students took only one course in Humanities or Fine Arts.

f) Social Sciences, Non-Western, one course from list, to strengthen the Liberal Studies component of the COIS program.

g) Free Electives (6 credits), as recommended by the Liberal Studies Director and Liberal Studies Committee members.

➜ Purpose for Adding Established Courses: To accommodate the Liberal Studies 50/50 requirements of the State System and to keep with the spirit of the Liberal Studies objectives.

2. Business Major

a) IM205, Foundations of MIS, replaces courses IM241 and IM260 previously required of COIS students. IM241 and IM260 have been deleted (or are in the process of being deleted) by the offering department and significant portions of content are incorporated in IM250.

b) Advisor Approved Elective. Needed to better guide student choices and allow students flexibility of choice.

Part III. Implementation

1. *How will the proposed revision affect students already in the existing program?*

   Students already in the program will not be affected, except when a course listed under the old program is not available for enrollment. In that case, the course for the revised program will be substituted. Students who enter after approval of the revised program will follow the new curriculum.

2. *How will the proposed revision affect faculty teaching loads?*

   Faculty teaching loads will not be affected. The branch campus programs are already discontinued and all courses required in the AA program are now being taught at the main campus. Department faculty who previously taught at the branch campuses are now teaching only on the main campus. No additional faculty are needed.

3. *Adequate resources* are already in place at the main campus. Existing space, equipment, and supplies are adequate; and travel funds are not needed.

4. An increase in the number of students is expected as a result of the program revision. Enrollments at the branch campuses for the AA program have been very low, while course enrollments at the main campus have been moderate. Space is available to accommodate all AA degree students on main campus, as letters/memos of support for from all parties concerned will testify. By moving the program to main campus only, resources were better utilized. Additionally, faculty now have an opportunity to more effectively recruit students for a four-year degree.

Part IV. **Course Proposals - A, New, B. Revised, and C. Deleted Courses of the COIS AA Program**

A. New courses

New courses developed and added for the degree -- none
Courses new to the program, but previously established (See Part II)

B. Courses revised – none

C. Deleted Courses from catalog offerings

1) Deleted from catalog offerings of the Department of Technology Support and Training is

a) BE 131, Keyboarding and Document Formatting
(See pp. 11-12 of this proposal).

2) Deleted as courses required for a COIS AA degree

Please see Part II for the list and explanation of the seven courses dropped as requirements from the program. These courses include:

BE131	IM241*
BL235	IM245*
EC101	IM260*
FI220	

**See memo from MIS Department.*

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PART IV C. Courses deleted 1) Deleted from catalog offering a) BE131

LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____

UWUCC USE Only
Number: _____
Submission Date: _____
Action-Date: _____

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Maryanne Brandenburg, Linda Szul and Virginia Hemby Phone 5733 or 3003

Department Office Systems & Business Education

II. PROPOSAL TYPE (Check All Appropriate Lines)

_____ COURSE _____
Suggested 20 character title

____ New Course* _____
Course Number and Full Title

____ Course Revision _____
Course Number and Full Title

____ Liberal Studies Approval+ for new or existing course _____
Course Number and Full Title

X Course Deletion BE131, Keyboarding and Document Formatting
Course Number and Full Title

____ Number and/or Title Change _____
Old Number and/or Full Old Title

_____
New Number and/or Full New Title

____ Course or Catalog Description Change _____
Course Number and Full Title

_____ PROGRAM: ____ Major ____ Minor ____ Track

____ New Program* _____
Program Name

____ Program Revision* _____
Program Name

____ Program Deletion* _____
Program Name

____ Title Change _____
Old Program Name

_____
New Program Name

III. Approvals (signatures and date)

Maryanne Brandenburg — Department Curriculum Committee

Wayne Moore — Department Chair

4/27/97 — College Curriculum Committee

Robert C Carp — College Dean

+Director of Liberal Studies (where applicable)

*Provost (where applicable)

Part II. Description of the Curriculum Change

1. Statement of what is to be deleted:
   BE131, Keyboarding and Document Formatting will be deleted from course offerings of the Department of Technology Support and Training.

2. Justification/Rationale:
   Students are coming into the COIS Associate of Arts program with knowledge of the basic concepts taught in BE131. BE132 provides similar, but more advanced and updated content.

3. Affect of change on existing courses, programs, etc. and on students:
   Students will take BE132 instead of BE131. Other courses, programs, or resources will not be affected.

Part III. Letters/Memos of Support

1. The deletion of BE131 does not affect any other department. Therefore, letters of support are not needed.

**** Part II. Description of the Curriculum Change**

1. Statement of what is to be deleted:

   BE131, Keyboarding and Document Formatting will be deleted from course offerings of the Department of Technology Support and Training.

2. Justification/Rationale:

   BE131 is outdated and is better served with a more recently developed and current course BE132. However, many students are entering the COIS Associate of Arts program with knowledge of the basic concepts previously taught in BE131 and also now taught along with additional concepts in BE132. Therefore, BE132 is listed on the Advisor Approved Electives for students who seek to build or refresh basic keyboarding skills and applications.

3. Affect of change on existing courses, programs, etc., and on students:

   Faculty who previously taught BE131 now teach BE132 to COIS and other department majors as well. No change in other courses, programs, or resources is expected as a result of the BE131 course deletion. Any minor adjustments have already been made.

**** Part III. Letters/Memos of Support**

1. The deletion of BE131 does not affect any other department. Therefore, letters of support re not needed.

Part V. Letters/Memorandums of Support

Sign-off letters/memorandums from interested or affected departments, as well as a memorandum from the Liberal Studies Committee, are provided in the following pages. The set includes messages from:

College of Fine Arts, Charles Cullum

Communications Media Department, Kurt Dudt, Chair

Computer Science Department, Silliam W. Oblitey, Chair

Economics Department, Donald Walker, Chairperson

Finance and Legal Studies Department, Terry Ray, Chair

History Department, Neil B. Lehman, Chair

Liberal Studies Office, Darlene Richardson, Director

Mathematics Department, Jacqueline Gorman, Acting Chair

MIS & Decision Sciences Department, Kenneth L. Shildt, Chair

Philosophy and Religious Studies, Al Bouffard, Chair

Psychology Department, Carl W. Schneider, Chair

Stapleton Library, Blaine Knupp

Reminder, and Second Request

to Philosophy & Religious Studies, Al Bouffard

FROM: Maryanne Brandenburg, Co-chair
Department Curriculum Committee
Office Systems and Business Education Department

EMAIL/Phone: MABBURG X5733

DATE: ~~January 20, 1998~~ February 6, 1998

SUBJECT: Change in COIS Program Which May Effect Your Department/College

We are updating our Computer and Office Information Systems (COIS) Associate of Arts degree program, and the following changes may effect your department and/or college.

By making changes in the COIS program, it will meet current Liberal Studies requirements (50% or more required credits in Liberal Studies), and students will have a seamless transition into a four-year program at IUP, should they choose to continue their education. The program was previously taught on the branch campuses and approved through Senate for main campus in 1994-1995 in its original form. Updates, however, are needed.

Please review the highlighted areas of the old and new program shown on the attached page, as we believe these are the areas of most importance to you. After your review, please

a) Forward your statement of support (or concern)--an email response to MABBURG will be fine.

b) Indicate in your response whether or not your department/college can accommodate the change(s) in COIS and how, if at all, your resources or faculty load would be changed. If changes are expected, please specify in as much detail as possible.

An average of 20 students are enrolled in the program <u>each</u> <u>year.</u>

We genuinely appreciate your response.

2/25/98
This should not cause PH/RS any difficulties.
We approve.
Albert E. Bouffard
Chair

From: GROVE::CCULLUM "Charles Cullum"
To: MARYANNE_BRANDENBURG
CC: JSCANDT, TDEFURIO, MALCOLM_BOWES, CCULLUM
Subj: Change in COIS Program

Hi, Maryanne--

On February 13, 1998, the College of Fine Arts Council reviewed your proposal to revise the Computer and Office Information Systems Associate of Arts program, with regard to the change in the Fine Arts component.

The Council believes that the change to requiring a Fine Arts liberal studies course can be accommodated, and voted unanimously to support the revision.

Thank you for seeking our review.

Charlie

Press RETURN for more...

MAIL>

From: GROVE::KDUDT
To: MABBURG
CC:
Subj: change in cois program

The cm department can accommodate the changes proposed. Good luck with your efforts. Kurt Dudt Chair Communication Media

MAIL>

To: Maryanne Brandenburg, Co-chair
Department Curriculum Committee
Office Systems and Business Education Department

From: Jacqueline Gorman
Acting Chair, Mathematics Department

Date: January 23, 1998

Subject: Program Change in COIS

The Mathematics Department is in favor of either BE111 or MA121 fulfilling the liberal studies for the COIS program. Our department will be able to accommodate the revision without changes to our resources or faculty load.

#12 14-FEB-1998 11:45:44.74 NEWMAIL

From: GROVE::BEKNUPP "BLAINE KNUPP"
To: MABBURG
CC: BEKNUPP
Subj: LB201 Internet and Multimedia

Hi Maryanne,

The propsed changes to your COIS program should have minimal impact on the Library's offering of LB 201.

Unfortunately, the Library has not been offering LB 201 in recent semesters due to changes in the Library faculty and other pressures. We currently have searches underway for two faculty librarians. Hopefully we will be able to offer LB 201 after these librarians are on board.

--Blaine E. Knupp
Serials Librarian
Stapleton Library

MAIL>

From: GROVE::NBLEHMAN
To: MABBURG
CC: NBLEHMAN
Subj: COIS program

In response to your inquiry, the History Department supports the proposed revisions in the COIS. Given that we offer 33-36 sections of HI 195 each semester, an additional twenty students per year will have no significant impact on departmental resources. We already require from eight to sixteen sections of registration complement per semester to meet the demand, and do not expect the demand to change dramatically at any time in the near future.
Neil Lehman, Chair. History Department

MAIL>

#18 2-MAR-1998 16:44:44.57 NEWMAIL

From: GROVE::OBLITEY "Bill Oblitey"
To: MABBURG
CC:
Subj: Change in COIS Program

Hi,
In response to the changes in your COIS program, the Computer Science department is not affected with more students coming to take our CO 101 and CO 201 courses. I have been given permission to hire replacements for our formaer colleagues who retired and I do not anticipate much problems.

Bill Oblitey
OBLITEY@GROVE.IUP.EDU

William W. Oblitey, Ph.D. Chair.	Desk:	724-357-4491
Computer Science Department	Office-1:	724-357-2524
Indiana University of Pennsylvania	Office-2:	724-357-2525
Indiana, PA 15705-1087	FAX:	724-357-2724

MAIL>

Esc-chr: ^] help: ^]? port:2 speed: 2400 parity:none echo:rem VT320 ....

#12 21-JAN-1998 12:05:19.85 NEWMAIL

From: GROVE::TRAY
To: MARYANNE_BRANDENBURG
CC: TRAY
Subj: REVISED COIS

Maryanne,

I find no problems with the revised COIS.

Terry Ray

MAIL>

Liberal Studies Office
352 Sutton Hall

Mary Sadler
email: msadler

Date: January 6, 1999

To: Dr. Maryanne Brandenburg, Dr. Linda Szul

From: Mary Sadler

Subject: COIS Proposal – Liberal Studies Requirements

Thank you both for attending the December 17, 1998 meeting of the Liberal Studies Committee and responding to our questions. You have satisfactorily addressed all the issues that were raised when the proposal was initially reviewed in February 1998. The committee unanimously approved the liberal studies component of the Associate in Arts degree in Computer and Office Information Systems.

Since the proposal being advanced by Dr. Valarie Mancuso to 'standardize' the liberal studies requirements for newly developed associate degree programs has not yet been reviewed by the University Wide Undergraduate Curriculum Committee nor approved by the Senate, it is our position that your proposal should move forward to the UWUCC unencumbered by any requirements set forth in the upcoming proposal.

We look forward to seeing your new program approved and apologize for the delay you experienced in securing Liberal Studies Committee approval.

Copies: Dr. Robert Camp, Dean
Dr. Wayne Moore, Chair

From: GROVE::SCHNEIDE
To: MABBURG
CC:
Subj: Change in COIS

The changes proposed the for the COIS Program do not pose any problem for the Psychology Department. We would be able to accomodate the additional students in PC 101.

Carl W. Schneider, Chair
Psychology Department

MAIL>

IUP

Indiana, Pennsylvania 15705

Date: March 26, 1997

Subject: Modifications to November 7, 1996 Memo
Regarding Changes in COIS Program

To: Dr. Wayne Moore, Chair
Office Systems and Business Education Department

From: Kenneth L. Shildt, Chair KLS
MIS and Decision Sciences Department

The Management Information Systems and Decision Sciences Department is recommending the following relative to changes in the Computer and Office Information Systems (COIS) program:

1. The Office Systems and Business Education Department will assume responsibility for the administration of the Associate Degree in COIS. It will be responsible for the planning and coordination of the program including interfaces with Continuing Education and other academic departments.

2. The following courses will be deleted in future catalog listings:
   IM 241 Introduction to MIS
   IM 245 Introduction to MicroComputers
   IM 260 Business Computer Application Projects

3. The following courses will be added in future catalog listings:

BE/IM/CO 201 Internet and Multimedia	(LS Elective)
IM 205 *Foundations of Information Systems	(Required)
IM 261 *Micro Database Systems	(Elective)

   *Copies of the proposals for these courses are attached

4. The following courses will remain in future catalog listings:

BE/IM/CO 101 Computer Literacy	(LS Elective)
IM 251 Business Systems Analysis and Design	(Required)
IM 255 Business Applications in COBOL	(Elective)

The recommendations above support the changes proposed by the Office Systems and Business Education Department for the COIS program.

You may consider this memo as the MIS/DS Department's letter of support as requested in Dr. Brandenburg's memo. However, these changes will not become effective until the total package of changes, including new course proposals for IM 205 and IM 261, are approved by the University Senate along with the other changes being presented. The changes in resources and faculty support will be minimal as these programs have already been discontinued at both branch campuses and the courses which remain will be in place in our curriculum for majors, minors, COIS and other students.

Maxine

TO: Ken Shildt, Chair
Management Information Systems

FROM: Wayne Moore, Chair
Office Systems and Business Education

DATE: December 2, 1996

RE: CURRICULUM PROPOSALS

The faculty of the Office Systems and Business Education Department has reviewed your two course proposals: IM205 Foundations of MIS and IM261 Micro Database Systems. The faculty agree that the course proposals reflect the necessary changes in technology based programs. We will be moving forward the changes to the Associate of Arts in Business program with IM205 as a required course and IM261 as a major area elective.

Concerns of the faculty members include the IM205 course with the use of terminology. The three terms used in the course outline are end-user computing, office automation and telecommunications. We do however understand that this is a "survey" course and that an introduction to this information is necessary.

You may consider this memo as the Office Systems and Business Education Department's letter of support as requested in your memo.

From: GROVE::DAWALKER "DONALD WALKER"
To: MABBURG
CC: DAWALKER
Subj: COIS program changes

Regarding your January 20, 1998 memo on the COIS program changes: The Department of Economics strongly supports the changes you have made to require EC121 and 122 in that program. The Department of Economics can accommodate the changes with no difficulty with our present staff.

Donald A. Walker

MAIL>

APPENDIX A

Items Documenting the University-Wide Approval to Offer COIS Associate of Arts Program at Main Campus

Set of items include:

- Minutes of the University-Wide Undergraduate Curriculum Committee November 8, 1994
- Senate University-Wide Undergraduate Curriculum Committee Minutes December 12, 1994
- Senate University-Wide Undergraduate Curriculum Committee Minutes January 17, 1995
- Senate University-Wide Undergraduate Curriculum Committee Minutes January 23, 1995
- Senate Minutes, Report of the Provost to the Senate Meeting February 7, 1995
- Senate University-Wide Undergraduate Curriculum Committee Minutes February 14, 1995
- Senate University-Wide Undergraduate Curriculum Committee Minutes March 21, 1995
- Memo from Nancy DeFurio for Dale E. Landon with attached copy of the Resolution of the Board of Governors of the State System of Higher Education.

Senate University-Wide Undergraduate Curriculum Committee
Minutes
3:15 pm, November 8, 1994

Present: Patricia Black, Nelson Bormann, Faye Bradwick, Maryanne Brandenburg, Elizabeth Crisafi, Jim Gibson, Paul Hrabovsky, Jodell Kuzneski, Jim Mill, Robert Mutchnick, Lisa Ragantesi, Darlene Richardson, Becky Templeton, Annie Laurie Wheat,

Excused: Nanci Koser Wilson

Absent: Stanford Mukasa, Mark Staszkiewicz

On a Crisafi/Ragantesi motion, the minutes of October 25, 1994, were approved (unanimous) as corrected. Corrected minutes are attached.

Chair's Report:

*1. Eberly College of Business COIS Program: Kuzneski reported on her discussion with Sharon Steigman about the COIS Associate Degree Program and its being offered at IUP Main Campus as well as at the branch campuses. Kuzneski reported that the objectives of the program are the same as in the catalog, the courses offered will be the same with some substitutions, no additional resources are needed by the department to bring this program to main campus, the department sees this as a matter of information to be brought to the UWUCC and Senate and not as a program revision. After discussion, we ask that this COIS program be brought to the UWUCC as a program revision. The Co-chairs will write a memo stating this decision (with a copy to Brandenburg).

2. Proposed closure of the University School: a) please note the memo from the Graduate Committee which was attached to last week's agenda for Senate; b) note also the Chair's (Senate) Report [attachment I]; and c) memo from the Graduate Committee to the College of Education Curriculum Committee [attachment II].

3. Army Reserve Credit Substitution for Health and Wellness requirement: We do not consider this proposal as a substitution for Health and Wellness. We do consider that the department may prepare a program revision to allow substitution of military experience (i.e, Basic Training and/or Advanced Individual Training) for MS 101 or MS 102.

4. The Co-chairs will ask Janet Goebel, director of the Honors College, to meet with our committee on November 15, 1994, to determine how best our committee can be of assistance to the Honors College.

5. The Safety Science Department submitted a draft of evaluation method which will be used in several of their courses. We suggest they add "which will add up to 100%" after "within the

Senate University-Wide Undergraduate Curriculum Committee Minutes
1:30pm, December 12, 1994

Present: Patricia Black, Nelson Bormann, Faye Bradwick, Elizabeth Crisafi, Jim Gibson, Paul Hrabovski, Jodell Kuzneski, Jim Mill, Stanford Mukasa, Robert Mutchnick, Lisa Ragantesi, Annie Laurie Wheat, Nanci Koser Wilson

Excused: Darlene Richardson, Becky Templeton, Charles Cullum, Maryanne Brandeburg

On a Crisafi/Mill motion, the minutes of November 29, 1994 were approved.

Chairs' Report:
1) The Honors criteria passed the University Senate with some discussion. The Committee will support the Honors Program with advice and continued co-operation.

2) Further preparation for considering the University School proposal is necessary. The committee's agenda should be cleared as much as possible. More information is needed on the form this proposal will take. The proposal will be considered by the full committee rather than by a screening sub-committee.

Presentation:
Sharon Steigmann, Linda Szul, Karen Rivosecchi on an overview of the COIS program. The Office Systems and Business Education Department recommends moving the COIS program from the branch campuses to the main campus with little change in program components. Discussion centered on the effects of the move on branch campus resources and the precedence of establishing a two-year degree program on the main campus. As previously agreed, the chairs will query Mary Ann Rafoth concerning the necessity of a program revision proposal to move on this matter.

On a Borman/Wheat motion, the Liberal Studies Report was accepted (unanimous).

On a Wheat/Bradwick motion, #94-60 Speech Language Pathology and Audiology program revision was accepted (unanimous).

On a Wheat/Borman motion, #94-58 HI 327/527 was approved for a title change and a catalogue description change (unanimous).

On a Mutchnick/Crisafi motion, #94-59 GE 417 Geographic Information Systems Application Development was approved as a new course (unanimous).

Jim Mills provided a 'walk through' of the B.A. in Theater, Performance Track, program revision as a preliminary to a careful review. Discussion centered on ambiguity concerning credits required for program completion.

Meeting adjourned 3:27pm. Next meeting provisionally on January 17, 1995, 3:15pm Board Room, Sutton Hall.

Senate University-Wide Undergraduate Curriculum Committee
Minutes
3:15 pm, January 17, 1995

Present: Patricia Black, Nelson Bormann, Faye Bradwick, Elizabeth Crisafi, Charles Cullum, Jim Gibson, Paul Hrabovsky, Jodell Kuzneski, Stanford Mukasa, Lisa Ragantesi, Darlene Richardson, Annie Laurie Wheat

Excused: Robert Mutchnick

Absent: Maryanne Brandenburg, Jim Mill, Becky Templeton, Nanci Koser Wilson

On a Bormann/Wheat motion, the minutes of December 13, 1994, were approved with the following corrections: correct date is Dec. 13, 1994; Hrabovsky not Hrabovski; the LS report noted that Vincent Ferrara was approved as a Type I Writing Professor (unanimous).

* Chair's Report: 1. Kuzneski reported that Jerry Buriok will report to Mary Ann Rafoth the results of the APSCUF Executive Committee meeting on the COIS Program and Rafoth will then inform Kuzneski. 2. Kuzneski reviewed the UWUCC log and noted that new items 72-74 were assigned to screening committees 1 and 3.

On a Bradwick/Bormann motion, this committee accepts the "Report of the Curriculum Committee of Teacher Education Coordinating Council on the University School" and will forward it to the Senate President (unanimous). The appendices to the report are stored in 352 Sutton.

Wheat gave an overview of the program revisions, course revisions, and new courses proposed by the Theater Department. She asked that it be noted that the BS in Theater on the log should be changed to BA in Theater.

Meeting adjourned at 4:20 pm

Senate University-Wide Undergraduate Curriculum Committee
Minutes
3:15 pm, January 23, 1995

Present: Nelson Bormann, Faye Bradwick, Charles Cullum, Paul Hrabovsky, Jodell Kuzneski, Stanford Mukasa, Lisa Ragantesi, Darlene Richardson, Annie Laurie Wheat

Excused: Elizabeth Crisafi, Jim Gibson, Robert Mutchnick

Absent: Patricia Black, Jim Mill, Becky Templeton

On a Bormann/Ragantesi motion, the minutes of January 17, 1995, were approved (unanimous).

Chair's Report: 1. Kuzneski reported that Maryanne Brandenburg is unable to attend UWUCC meetings this semester; APSCUF will select another representative. 2. Nanci Koser Wilson is unable to attend UWUCC meetings this semester; Fran Stineman, chair of the Senate Rules Committee will remove Wilson's name from the list of UWUCC members; our quorum is 8. 3. Kuzneski reported to Mary Ann Rafoth, chair of Senate, our acceptance of TECC report on the University School. Most likely, the TECC report will be part of Rafoth's report to Senate. 4. COIS update: Jerry Buriok, APSCUF President and chair of APSCUF Executive Committee, recommends that the change of site of the COIS program be presented to Senate for information. We discussed how best to present COIS program to the Senate so that more widespread discussion of COIS issues may occur. Kuzneski will talk with the Provost about his presenting COIS changes to the Senate as part of his report.

On a Bormann/Cullum motion, the program revision for BA in Spanish (item 94-57) was approved (unanimous).

On a Bormann/Richardson motion, items 94-61a, b, and c were approved with the following corrections (unanimous).
94-61a: BA in Theater, Performance Track, program revision: typo corrected on p. 2 (131/150), LS courses number 53-55 sh (p. 2), and the core in BA Theater is 44 credits not 40 (p. 3)
94-61b: TH 340 Acting II, new course: publication dates be added to required texts (p. 6)
94-61c: TH 342 Acting Shakespeare, new course: publication dates be added to required texts (p. 3,4)

On a Richardson/Ragantesi motion, items 94-62 a and b were approved with the following corrections or additions (unanimous).
94-62a: BA in Theater, Design/Tech Track, program revision: LS courses number 53-55 sh (p. 2), controlled electives: select any 5 (p. 2), and the core in BA Theater is 44 credits not 40 (p. 3)
94-62b: TH 323 Sound Design, new course: copy of letter from the Theater Dept. requesting support from the Communications Media Department.

On a Bradwick/Ragantesi motion, items 94-63 a, b, and c were approved with the following corrections (unanimous).

Report of the Provost
Senate Meeting
February 7, 1995

I would like to make an announcement about the Computer Office and Information Systems Program. The program was started in the 1980s as part of a strategy to increase our enrollment at the branch campuses. It was offered through the College of Business; the College of Business has recently through its Curriculum Committee voted to bring the program to the main campus. This information was shared with the University-wide Curriculum Committee for information, and at their suggestion, I am sharing it with you. The program will still be intact. Sharon Steigmann, Office Systems and Business Education Department, will make arrangements for a public forum to discuss anyone's concerns.

The Middle States process continues under the able leadership of Dr. Mutchnick and Dr. Murphy. You may be aware that two public forums have already been held prior to our final report. There are still town meetings to be held during the next three consecutive Mondays. Three topics to be discussed are Outcomes Assessment, Graduate Education, and the Library Information Technology. I invite all of you to attend and I thank those who have participated in this process.

Earlier in the year I announced that one of our major goals was to strengthen the infrastructure within areas of the University and reported success in the area of registration and admissions. This week applications are up by 31 percent which is more than we have had in several years. You may be aware that the fiber optic cable only takes the cable to the building itself. We have placed an RFP out to identify the basic costs to wire the buildings on campus and we will begin coordinating the wiring within the next couple of months.

We have obtained an automated purchasing system. Those of you who have to go through the purchasing process, know that the present manual operation is sometimes slow. It is our goal that by July we will have that system up and running. Similarly we are trying to automate the work order system.

I am pleased to report that a task force that we reported on earlier in the year is now in its final stages. We will take a look at what courses to offer in the evening to insure our non-traditional students can schedule the liberal studies courses by attending evening classes. If all goes through at this point, that we will have a firm schedule that we can give students to allow them to make long-term plans for their evening classes. As a follow up to that task force, we really need to take a look at the issue of service provided to that non-traditional student. Trenton Ferro and Sherry Kuckuck are the co-chairs of a second task force to look at the issues. Many of you will be asked to participate in that process. By the end of this school year, we should have a sense of what kind of changes will need to take place in order to be more accommodating for our non-traditional students.

Senate University-Wide Undergraduate Curriculum Committee
Minutes
3:15 pm, February 14, 1995

Present: Patricia Black, Nelson Bormann, Faye Bradwick, Elizabeth Crisafi, Charles Cullum, Jim Gibson, Paul Hrabovsky, Jodell Kuzneski, Jim Mill, Stanford Mukasa, Robert Mutchnick, Darlene Richardson, Annie Laurie Wheat

Excused: Lisa Ragantesi

Absent: Becky Templeton

On a Mills/Bormann motion, the minutes of January 23, 1995, were approved (10 yes, 1 abstention).

Chair's Report: 1. Kuzneski reported that Sharon Steigmann will chair an open meeting to discuss the COIS proposal to move the program from the branch campus to main campus; 2. Kuzneski will clarify with Mary Ann Rafoth that the UWUCC accepted the TECC report; 3. Annie Laurie Wheat, chair of Theater Department, says the department is withdrawing the program revision of three tracks in Theater upon recommendation of the accrediting agency; 4. John Riley, Jr., chair of Bloomsburg University Curriculum Committee, sent a letter to us notifying us that the Bloomsburg UCC passed a resolution supporting funding for Public Broadcasting; 5. Kuzneski review docket items: items 16-24 in screening, 25-31 in department, 40 in screening, 39, 43, 72-74 screened, back to department.

Liberal Studies Report

On a Bormann/Mills motion, we accepted (unanimous) the following for information: Writing approvals: Type I Prof. James Dyal, Type III Prof. Rosalyn Darling and SC 231 Contemporary Social Problems; Synthesis approvals: change of title from "Working Together: Choices for the 21st Century" to "Working Together Using Information Technology" and new synthesis topic: "Children and Television in the United States" proposed by Drs. Mary Beth Leidman and Edwina Vold.

On a Mutchnick/Bradwick motion, our acceptance of the general education distribution credits for the articulation agreement was tabled to the next meeting (5 yes, 4 no, 3 abstentions). The Co-chairs will invite Joe DeCristoforo to the next meeting to provide more information on the approval process.

Action:

On a Kuzneski/Bormann motion, we accepted the change in title for MA 100 from Basic Algebra to Intermediate Algebra (unanimous).

Other Business:

Annie Laurie Wheat amplified on the withdrawal of the program revision to Theater BA, but the course approvals will be

Senate University-Wide Undergraduate Curriculum Committee
Minutes
3:15 pm, March 21, 1995

Present: Patricia Black, Faye Bradwick, Elizabeth Crisafi, Charles Cullum, Jim Gibson, Paul Hrabovsky, Jodell Kuzneski, Stanford Mukasa, Lisa Ragantesi, Darlene Richardson, Annie Laurie Wheat

Excused: Nelson Bormann, Jim Mill, Robert Mutchnick

Absent: Becky Templeton is student teaching this semester; she will be replaced by another student.

On a Wheat/Ragantesi motion, the minutes of February 28, 1995, were approved (unanimous).

Co-Chairs Report: 1) update on docket: 1-15 cleared; 16-24 SC 2; 25-31 preview today; 32 cleared; 33-36 approved by Senate; 39-40 to Senate; 43 SC 3, 44-60 approved by Senate; 61a, 62a, 63a withdrawn; other theater courses approved; 72-73 to Senate; 74-75 cleared; 76 preview today; 77-78 (78 is same as 7) SC 3; 79 ready for next meeting; 80-84 SC 4; 2) PC 420 was deleted in March 94 by Senate; 3) Kuzneski reported on COIS/Branch open meeting on 3-1-95; Sharon Steigman reported that 9 people attended.

On a Wheat/Bradwick motion, the Liberal Studies report of JN 250 Women and the Press as a Liberal Studies Elective was accepted.

Item 94-25: BA/BS in Biology, BS in Environmental Health, BS in Biology Education, and Biology Minor was previewed: add TH 102 Dance to p. 21, 23, and 25 as Fine Arts option; discussion of change in foreign language requirement.

Item 94-26: BI 111 Principles of Biology I, new course: p. 4 typo: chemistry not chemisty.

Item 94-27: BI 112 Principles of Biology II, new course: no questions.

Item 94-28 and 29: BI 210 Botany, new course, and BI 220 General Zoology, new course: what is meant by "weak library holdings;" does this mean just sufficient or inadequate; if inadequate then what does the department intend to do in the next two years to enhance the library holdings in these fields?

Item 94-30: BI 250 Principles of Microbiology, new course: no questions

Item 94-31: BI 105 Cell Biology, course revision: given that there will be a maximum of 48 students per section, are the proposed 2-3 sections of BI 105 per semester sufficient to satisfy student demand for the course? Is the assignment of a classroom outside Weyandt Hall a requirement for this course?

Item 94-76: On a Wheat/Mukasa motion, we approved (unanimous) JN

Re COIs

Dawn Woodland
Office Systems & Bus. Ed.

December 19, 1997

To: Representative Council Members

From: Nancy DeFurio for Dale E.Landon

Attached is a copy of the Resolution of the Board of Governors of the State System of Higher Education. Dale promised this to you at yesterday's Rep Council Meeting.

all coursework completed for the associate degree. In addition, State System university students with a GPA of 2.0 or higher shall have an Academic Passport to transfer credit to or among System universities. It is understood that the Academic Passport does not guarantee admission to particular majors in that some academic programs may have additional requirements, including a higher GPA and each institution shall publish these requirements annually; and

BE IT FURTHER RESOLVED, that in offering or accepting the Academic Passport, each System university shall be guided by the following principles:

1. Students seeking to transfer to a State System university and who are admissible shall be given an evaluation of credits prior to enrollment and payment of tuition and fees. (Application fees may still be required.)
2. Transfer students who meet the conditions of a published articulation agreement between the sending and receiving institutions will be evaluated based on the same established criteria which the receiving institution imposes on its own students.
3. The general education credits (a minimum of 30 credits for A.S. degree and 45 credits for A.A. degree) earned by a student awarded the associate degree shall be accepted in their entirety toward the lower level general education requirements of the receiving college or university. Capacity limits of the desired program of study may restrict admission.
4. When a student transfers from one State System university to another, the record of all successfully completed undergraduate credits taken by the student at a System university shall be placed on the transcript of the receiving institution. The credits should be evaluated by the receiving institution to determine which will apply to graduation requirements, general education requirements or the major requirements of the program in which the student is enrolled. State System universities shall, within the specifications of a given academic program, honor and accept credits earned at other State System institutions.
5. State System universities shall prepare an outcomes assessment report on the effectiveness of the Academic Passport to be used as a basis for any necessary improvements and to be compiled and presented to the Board of Governors annually.

APPENDIX B

State System of Higher Education, Board of Governors
Policy 1990-06-A and related documents

Revised 3/98

Academic Degrees

A. Purpose

To establish broad educational policy for the respective councils of trustees, administrations, and faculties of the universities of the State System of Higher Education governing criteria and definitions for earned academic degrees. (The policy does not address professional certification standards or definitions, except as they may coincide with degrees.)

B. Degree Designations

An academic degree is an earned degree. Degree designations used within the State System of Higher Education may include the following:

1. Associate Degrees

Associate degrees indicate that the holder has developed proficiencies sufficient to prepare for upper division collegiate work or to enter directly into a specific occupation. Associate degrees are awarded only for completion of a coherent program of study designed for a specific purpose. They reflect satisfactory achievement of a minimum of 60 semester hours of credit, in two parts--a general education component and an area of concentration or major component.

a. Associate in Arts (A.A.):

An Associate in Arts degree program is designed specifically for transfer into baccalaureate degree programs in the arts, humanities, social or behavioral science fields, or in professional fields based upon these disciplines. The general education component of Associate in Arts degrees comprises at least half of total credits earned.

b. Associate in Science (A.S.):

An Associate in Science degree program is designed primarily for transfer into baccalaureate degree programs in one of the mathematical, biological, or physical sciences, or into one of the professional fields

with these disciplines as its base. The general education component for Associate in Science degrees comprises no less than one-third of the curriculum, exclusive of mathematics and science courses.

c. **Associate in Applied Science (A.A.S.):**

An Associate in Applied Science degree program is designed to prepare students for immediate employment or career entry, and usually not for transfer into baccalaureate degree programs. The general education component for Associate in Applied Science degrees includes no less than one fourth of the curriculum. When intended for transfer, the general education component should approximate the A.A. or A.S. requirement.

i.e. 15 credits

d. **Other Associate Degrees:**

Specialized associate degrees may be authorized within certain professions; some are career entry, non-transfer degrees, and others meet A.A. or A.S. criteria and lead to transfer. Examples include the Associate in Science of Nursing (A.S.N.), and Associate in Engineering Technology (A.E.T.).

2. **Baccalaureate Degrees**

Baccalaureate degrees require at least 120 semester credit hours and consist of two principal components, general education and study in depth, which taken together, are designed to prepare the student for a productive career, involved citizenship, and continuous growth:

- general education, consisting of a broad program of study in the liberal arts and sciences, such that at least 40 percent of the total baccalaureate degree requirements are met in the areas of humanities, fine arts, communication, social and behavioral sciences, mathematics, and the natural sciences;

- major program, consisting of at least 25 percent of the total program of study in an academic disciplinary or interdisciplinary program.

The remainder of the curriculum may consist of course work related to the major, advanced course work in the liberal arts and sciences, or electives, but at least 40 percent of the total baccalaureate degree requirements must consist of upper level, advanced coursework (i.e., courses intended for students beyond the sophomore level). Note: Definitions of lower level and upper level coursework are institutional, and may or may not be inherent in course numbers. The object is to assure that at least two-fifths of a student's studies occur at the junior/senior level of difficulty. During program review, the program unit is expected to review its curriculum against this general standard.

a. **Bachelor of Arts (B.A.):**

The Bachelor of Arts degree is the traditional preparatory degree for graduate study and the common degree in the arts and humanities, but used through the liberal arts and sciences. The major program does not exceed one-third of the total degree program; elective course selection is encouraged; and foreign language competency is encouraged and may be required.

Bachelor of Arts degrees emphasize breadth and depth of study, and encourage aesthetic, ethical, and intercultural inquiry.

b. **Bachelor of Science (B.S.):**

The Bachelor of Science degree serves as preparation for graduate study in mathematics, the natural sciences, and many of the behavioral and social sciences, and as a career entry degree, as well. It generally represents a longer, more structured major program, and more direct orientation toward professional preparation than the Bachelor of Arts degree. Major requirements and related courses may comprise up to one-half of the credits required.

c. **Professional Baccalaureate Degrees:**

Professional degrees may be approved and granted in certain professional fields, and may reflect standards of professional societies or accrediting agencies as well as those of the university. Though they usually include general education components comparable to those in B.A. or B.S. programs, the component may be specifically adapted to the profession.

Examples include Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.Mus.), Bachelor of Science in Nursing (B.S.N.), Bachelor of Social Work (B.S.W.), and the Bachelor of Science in Education (B.S.Ed.).

3. **Master's Degrees**

Master's degrees represent advanced study beyond the baccalaureate degree, and signify mastery in a discipline or professional field. A master's program requires at least one year of full-time study, or its part-time equivalent, and usually includes three basic components: a common core of courses related to the discipline or field of study; a concentration or specialization in a focused area of the discipline; cognate courses which broaden perspective or mastery, or provide special skills such as statistics or foreign language. Master's degree programs may also be expected to include integrative experiences, such as seminars, practica, internships, and other field work which synthesize theory and practice. Most require a thesis, research project, or comprehensive examination.

Master's degrees in the arts and sciences include:

Master of Arts (M.A.),
Master of Liberal Arts (M.L.A.), and
Master of Science (M.S.).

Professional Master's degrees include:

Master of Business Administration (M.B.A.),
Master of Education (M.Ed.), or Master of Science in Education (M.S.Ed.),
Master of Fine Arts (M.F.A.),
Master of Physical Therapy (M.P.T.),
Master of Public Administration (M.P.A.),
Master of Science in Library Science (M.S.L.S.),
Master of Science in Nursing (M.S.N.), and
Master of Social Work (M.S.W.).

4. **Doctoral Degrees**

The doctorate is the highest academic degree awarded in American higher education and is of two general types: the Doctor of Philosophy (Ph.D.) and the Professional Doctorate (e.g., Ed.D. and Psy.D.). Though the primary distinction is that the Ph.D. is a research degree and professional degrees are applied degrees, most doctoral programs include both research and applied studies. The doctoral program usually follows completion of a master's degree, except in some fields where admission after the baccalaureate degree is permitted or encouraged. The common components of a doctoral program include a core of increasingly advanced subject-area studies, culminating in seminars involving research. Research skills necessary for such studies, e.g., foreign languages, statistics, or computing, and/or internships or practica in applied fields should be required. Culminating experiences such as comprehensive examinations and a dissertation are expected.

C. **Implementation**

All degree programs submitted for approval after January 1, 1991 must comply with the above definitions, and all previously approved programs must be in such compliance by conclusion of the next program review cycle after July 1, 1992. (**Example:** a program under review in 1991-92 and in 1996-97 must be in compliance by July 1, 1997.)

Adopted October 18, 1990
Amended July 18, 1991

Academic Affairs Division
State System of Higher Education

GUIDELINES FOR REPORTING ON COMPLIANCE WITH BOARD OF GOVERNORS POLICY 1990-06-A, ACADEMIC DEGREES

The Academic Degrees policy sets forth criteria and definitions for the various academic degrees awarded by State System of Higher Education universities. It is intended to insure consistency in degree designations and basic academic standards in degree programs.

The policy calls for compliance to be indicated and maintained through the program review process. That is, the definitions and stipulations in the Academic Degree policy should be referred to during the review process and the program's congruence with them noted in the Program Review Summary Report submitted to the Office of Academic and Student Affairs.

The general policy requirements for the baccalaureate degree stipulates that two-fifths of the degree requirements (including all of the baccalaureate work, not just the major) should consist of advanced course work, i.e., course work that requires a basis of knowledge in the discipline and/or a higher level of skill development than is generally associated with introductory or foundational courses. The policy reference to courses beyond the sophomore level is meant to be exemplar rather than a mandatory classification of courses. The stipulation is intended to insure that students are increasingly challenged as they progress through the baccalaureate program and that the depth and rigor of their academic program effectively prepares them for graduate study or entry into a professional career. Course numbers are not as important in this regard as the careful review of a program's rigor.

May 14, 1996

COMPUTER AND OFFICE INFORMATION SYSTEMS
ASSOCIATE OF ARTS DEGREE
CURRICULUM SHEET

COURSE		CR.	GRADE
EN 101	College Writing	4	_____
BE 111	Foundations of Business Mathematics	3	_____
	or		
MA 121	Calculus I for Business, Natural, and Social Sciences	4	_____
CO/IM 101	Microbased Computer Literacy	3	_____
AG 201	Principles of Accounting I	3	_____
HI 195	History: The Modern Era	3	_____
AD 101	Introduction to Business	3	_____
AG 202	Principles of Accounting II	3	_____
IM 205	Foundations of MIS	3	_____
BE 273	Advanced Software Applications	3	_____
_____	Philosophy or Religious Studies Elective (one course from liberal studies list)	3	_____
PC 101	General Psychology	3	_____
EC 122	Principles of Economics II	3	_____
BE 250	Electronic Office Procedures	3	_____
_____	Non-Western Culture Elective (one course from liberal studies list)	3	_____
CM/CO/IM/ LB 201	Internet & Multimedia	3	_____
AD 221	Business Technical Writing	3	_____
_____	Fine Arts Elective (one course from liberal studies list)	3	_____
_____	Advisor Approved Elective	3	_____
_____	Free Elective	3	_____
_____	Free Elective	3	_____

Revised 2/99