

UCCC AGENDA for August 27, 2014

Meeting 12:30-2:30 p.m.

Location: Witherspoon Center Rm 201

Minutes Recorder: Gina Neugebauer

Quorum: TBD

Call to Order

Welcome, Member Introductions, Chair-Elect process - Chair, Dr. David Auerbach

Remarks and updates from Dr. Barbara Kirby, Associate Vice Provost, Academic Programs and Services

New Business

Establish Quorum

Chair Auerbach

Review of Committee Voting Options

Chair Auerbach

Student Learning Outcomes - Programs and Courses

Office of Assessment - Dr. Carrie Zelna

Committee Overview and Agendas

Office of Undergraduate Courses and Curricula

Consent Agenda

Presenter: Action:

Type:

n/a Minutes - May 7th, 2014 Meeting

Nowel BUS 340, ACC 340, ACC 400-level courses

Revision - remove Software Skills Test pre-req

Nowel MIE 480 - Business Policy and Strategy

Revision - add prerequisite BUS 340 or ACC 340

Nowel Management Curricula

Revision - Natural Science Requirement

Other Business

2014-15 Discussion Topics

Dr. Kirby; Catherine Freeman

CourseLeaf CIM Implementation Plans

Review of the Attendance Policy - inconsistencies between Reg 02.20.03 and practice

Instructional Formats - Review remaining formats and Common/Evening Exams (outside of class time components)

GA requirement regarding individualized courses and student contract specifications

Departmental Certificates - Establishing guidelines

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UCCC Minutes-May 7, 2014
Room-Park Shops 201
Call to Order: 12:31pm

Members Present (Quorum Present:): Chair Robert Warren; David Auerbach; Betty Black; Philip Bradford; Ted Branoff; Gene Brothers; Charles Hardin; Scott Despain; Tom Koch; Melissa Merrill; Andy Nowel; Kim Outing; Hatice Ozturk; David Parish; Santiago Piedrafita; Rebecca Swanson

Ex-Officio Members Present: Charles Clift; Catherine Freeman; Barbara Kirby; Brittany Mastrangelo

Recurring Guests Present: John Harrington; Li Marcus

Members Absent: Roy Borden (E); Keith Brannum; Debbie Currie (E); Charles Hardin (E); Rakeshreddy Kesireddy; Katharine Gammon; Frederick Parker (E);

Guests: Peggy Domingue (*Health & Exercise Studies*), Ginny Renkiewicz (*Health & Exercise Studies*)

WELCOME AND INTRODUCTIONS

Remarks from Chair, Robert Warren: The meeting was called to order at 12:31 in Park Shops 201. Chair Warren welcomed the guests in attendance: Peggy Domingue (*Health & Exercise Studies*) and Ginny Renkiewicz (*Health & Exercise Studies*). He also welcomed new member, Brittany Mastrangelo from Registration and Records. Chair Warren thanked the members cycling off of the committee for their service: Melissa Merrill (*Animal Science; Past Chair*), Roy Borden (*Faculty Senate*), Sharon Setzer (*English*), Tushar Ghosh (*Textile Engineering Chemistry and Science*), Kim Outing (*First Year College*), Roger Woodard (*Statistics*), Keith Brannum (*Graduate; Public Administration*), Katherine Gammon (*Undergraduate; Political Science*), and Rakeshreddy Kesireddy (*Student Senate; Civil Engineering*). He also thanked the proxies who have served this year: Philip Bradford (*Textile Engineering Chemistry and Science*) and Scott Despain (*Foreign Languages and Literatures*). Chair Warren thanked Catherine Freeman, Barbara Kirby, and Gina Neugebauer for their work with the committee. He welcomed David Auerbach as chair for the 2014-2015 academic year.

Remarks from Associate Vice Provost, Academic Programs and Services, Barbara Kirby: Dr. Kirby thanked the committee for their work in bringing in and presenting course and curricula actions for the year. She noted that it was a bit different having a meeting during finals week and while some members could not attend, it allows for more management of the agenda. Additionally, Dr. Kirby thanked Dr. Mike Mullen for providing the lunch buffet. She also thanked Chair Warren for his year of service to the UCCC.

Approval of the Minutes for April 30, 2014: A motion was made and seconded to approve the Minutes as presented. Without discussion, the motion was **APPROVED** unanimously.

OLD BUSINESS

- HESE 304 Psychosocial Aspects of Aging in Emergency Care-APPROVED unanimously.

Discussion: A CHASS member noted that a consultation with CHASS had been requested when the course was originally tabled. The presenter explained that the instructor of the HESE courses was present at the meeting to answer any questions that might arise. He reminded the committee that the HESE 304 had been tabled at a previous meeting for the following reasons: clarification on the S/U grade equating to a B- and the title of the course containing 'philosophy'. The instructor for the course explained the original name possessing the 'word' philosophy to differentiate the course from a Social Work based class with a similar title of Emergency Care. While the two courses might be similar, Ms. Renkiewicz explained that her students would not be able to keep up with the concepts of Emergency Care, which is taught through the viewpoint of a social worker. With the name clarification, the CHASS representative felt comfortable. Without any further discussion, the action was **APPROVED** unanimously.

- HESE 363 Advanced Patient Assessment- APPROVED unanimously.

Discussion: Li Marcus, from Registration and Records, asked if the course prerequisites would be required and enforced. The instructor confirmed that they should be enforced and required. One member recalled that when this course was originally tabled, the committee had questions about credit hours, and how they were determined for each course. The

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committee asked for justification for the different courses being one, two, and three credit hours. The instructor explained that for HESE 363, the coursework is similar to that of a medical school course, with a physician model of learning. She noted that it is not as comprehensive as a medical school course, but that it is similar. She gave an example of a medical emergency at a public place; there is nothing that a doctor could do that a paramedic couldn't do in this situation. The techniques taught in this course are equivalent. The instructor explained that there is a large amount of material that a student must review. Dr. Kirby noted that OUCC worked with the instructor, so that when looking at the course, she could quantify the amount of engagement a student will have in this online course. She noted that with the online delivery, it meant looking at the amount of material a student would need to engage in and equate that time with contact and credit hours. The DELTA representative explained that courses through DELTA often have an on campus format to model from. She noted that she thought this seemed adequate, since it will be more in depth. Without any additional discussion, the action was **APPROVED** unanimously.

- HESE 377 Pharmacology- **APPROVED** unanimously without discussion.
- HESE 391 Emergency Pediatric Care- **APPROVED** unanimously without discussion.
- A motion was made and seconded to approve these actions as a package. The package was **APPROVED** unanimously.

Presenter	Action	Type
Koch	HESE 428 Cardiology	New Course
Koch	HESE 451 EMS Clinical III	New Course
Koch	HESE 452 EMS Clinical III	New Course
Koch	HESE 461 Advanced ECG	New Course
Koch	HESE 470 Medical Emergencies	New Course
Koch	HESE 480 Trauma Emergencies	New Course

Discussion: One member asked for clarification on the contact hours for HESE 428. The instructor explained that there will be lecture material and assignments to be completed online. She explained for the course, there will be a PowerPoint presentation that is narrated using Flash Media. Another member asked about HESE 451 and HESE 452 and how the number of hours across the whole semester. The instructor explained that because the student will be in a rotation for twelve hours, the hours will be set to fit the student's schedule and will not necessarily be set in SIS. Without any further discussion, the package was **APPROVED** unanimously.

- HI 338 Empire, War and Revolution in Russia-**APPROVED** unanimously.
Discussion: One member asked if the course had already been approved for a GEP category by CUE. Catherine Freeman confirmed that it had gone to CUE and had been approved. Without any additional discussion, the action as **APPROVED** unanimously.
- HI 437 Topics in Central and East European History- **APPROVED** unanimously without discussion.

CONSENT AGENDA

- A motion was made and seconded to approve the consent agenda. A member requested that the BA International Studies action be pulled for further discussion. Another member requested that an additional minor action, BS Chemical Engineering-Biochemistry, be added to the consent agenda. The Consent Agenda was **APPROVED** unanimously without further discussion.

Presenter	Action	Type
Nowel	PRT/BUS 406 Sports Law	Drop BUS cross list
Despain	ARS 253 Arts of NC State	Drop Course
Despain	Art Studies-Film Studies	Rev: adding courses to History & Analysis req.
Despain	Art Studies-Music	Rev: Add courses to performance electives
Despain	Art Studies-Visual Arts	Rev: removing courses from History & Analysis req.
Auerbach	CHASS Literature II List	Rev: Add ENG 267 to list.
Despain	BA English-Literature	Rev: add/remove courses
Auerbach	BA International Studies (all concentrations)	Rev: electives, GEP IP, and free electives

Despain	Non-Profit Studies Minor	Rev: Add HI 381 to electives list.
Merrill	Animal Science Minor	Rev: add/remove elective courses/update course titles
Black	Life Science First Year Requirements for Unmatriculated Status	New display for Unmatriculated LSFY

- BA International Studies (all concentrations)-**APPROVED** unanimously.

Discussion: One member asked if it was appropriate for a college to determine which GEP courses a student should take to fulfill a requirement, especially if it is a departmental course. Catherine Freeman explained that this is an issue that comes up in CUE and will need to be reviewed by them. Without any additional discussion, the action was **APPROVED** unanimously.

NEW BUSINESS

- B.S Chemistry (17CHEMBS)- **APPROVED** unanimously without discussion.

- Polymer Science Minor- **APPROVED** unanimously without discussion.

- ADN 275 Survey of Fibers in Art & Design- **APPROVED pending revisions unanimously.**

Discussion: Li Marcus asked if the changes would be reflected in the Spring 2014 courses. Catherine Freeman confirmed that the changes would not affect the course until Fall 2014 and that the GEP attributes will be reviewed by CUE in the fall. One member asked why the course is considered a seminar class rather than a lecture. Her understanding of seminar is that contains a lot of student discussion, whereas with a lecture the instructor does most of the discussion. The presenter explained that he believes there is an exchange of discussion, and that is why the instructor chose to classify the course as a seminar. Chair Warren explained that the credit and contact hour ratio is the same for both lecture and seminar and so a change in course format would not change the credit hours. The member also had a question regarding the grading rubric; it references components of the grading, but does not provide detailed information about how the assignments will be graded. This information will need to be provided before the course can be approved. Another member asked if there were policies regarding making students ‘friend’ their instructor on Facebook. Dr. Kirby explained that this is an issue. A professor can post things on Facebook, but Facebook cannot be considered an official textbook. Online delivery information is usually utilized through Moodle, and similar programs. Facebook is not a university moderated type of format, the committee could suggest that the instructor can have a Facebook page for the course, but pertinent information cannot be provided solely through the platform. The presenter explained that creative professionals are starting to use Facebook and other social media as a publishing platform. Dr. Kirby noted that because Facebook is not a university affiliated platform its use could create problems. The member from DELTA explained that when a faculty member uses a non-sponsored university website, the faculty member is responsible for adhering to and maintaining federal standards, including FERPA. The presenter will discuss this with the instructor. One member noted that Pinterest is also being used by creative professionals, opening up more questions for the committee and NC State about social media. One member suggested that the instructor consider using Google Plus, an equivalent to Facebook, since NCSU has agreements with Google. The DELTA representative noted that what the instructor should do is contact [Learn Tech](#), and they will research which platforms are acceptable for course use. The committee asked that the following revisions be made: clarification of reference notebook, instructional format, electronic platform consultation with Learn Tech, and the weekly breakdown of assignments. Without any further discussion, the action was **APPROVED pending revisions unanimously.**

- ADN 276 Intro to Sewing and Construction in Fibers-**TABLED** unanimously.

Discussion: One member noted that similarly to ADN 275, the course has issues with the instructional formats, seminar and lab. The member asked if the class should actually be a four hour course with two hours of seminar, and two hours of lab. She asked why the course is not actually considered a studio. The presenter explained that studio has the connotation of having elaborate projects. ADN 276 would still be hands on, but the time does not equate to large projects. Historically, the categorization of support studio courses as ‘lab’ for identification. One member asked if the course would be repeatable; the presenter believes that the course would not be repeatable but will check with the instructor. One member asked if the course had been offered before, as ADN 273. She asked if this course is considered dual-level, and if it is, how can a 200-level course be dual listed with a graduate school course? Catherine Freeman explained that dual level is only for a 4xx/5xx level courses and noted that there is nothing preventing the department from ‘piggybacking’ the course. She assumed that the 500 level reference was leftover from when the Special Topics (ADN 273) was piggy backed with a graduate level course. The presenter noted that the graduate and undergraduate programs through this department have grown; he believed the language in the proposal is a legacy of a time when they would have two courses

in one location. He believed that the course is not a dual-level course and explained that if the department is intending for it to be, then this is a problem. A member from the College of Textiles requested a consultation due to ensure that there is no significant course overlap. Without any additional discussion, the action was **TABLED** unanimously.

➤ ADN 415 Visualizing Narrative- **TABLED** unanimously

Discussion: One member noted that the course is inconsistent with its course components. There are lectures and discussions but they are marked as six hours of lab. Additionally, there appears to be no grading rubric, including how participation will be graded. She noted that the catalog description needs additional information about the extra cost of supplies. Additionally, the member did not think that the student learning outcomes were not very good. A member noted that there were long lists of visual narratives, but she was unsure if they were textbooks. If they are textbooks, the ISBN numbers and prices are missing and whether they are required. She also noticed that there is not a lot of information provided for the weekly schedule. The presenter understood her concern, and will discuss this with the instructor. Without any further discussion, the action was **TABLED** unanimously.

➤ B.A. International Studies Concentrations- **APPROVED** unanimously without discussion.

International Studies Action
B.A. International Studies-Global Relations (16INSTBA-16INSTREL)
B.A. International Studies- Global Cultural Studies (16INSTBA-16INTSTCUL)
B.A. International Studies-Global Sustainability and Development (16INSTBA-16INTSTENV)

➤ ANT 315 The Aztecs, Maya, and Their Predecessors: Archaeology of MesoAmerica-**APPROVED** unanimously.

Discussion: One member asked if the course had been reviewed by CUE. Catherine Freeman explained that the course will go to CUE for review in Fall 2014. Another member noted that that the department did an appropriate consultation. Without any additional discussion, the action was **APPROVED** unanimously.

➤ HI 214 History and Archeology of Ancient Latin America- **APPROVED** unanimously without discussion.

➤ WGS 224 Contemporary Issues in Ecofeminism- **APPROVED** unanimously without discussion.

➤ WGS 370 Advanced Studies of Gender in Science- **APPROVED** unanimously without discussion.

➤ B.A. Women and Gender Studies (16WGSBA)- **APPROVED** unanimously without discussion.

➤ Science, Technology, & Society Degrees-**APPROVED** unanimously.

International Studies Action
B.A. Science, Technology, & Society (16STSBA)
B.S. Science, Technology, & Society (16STSBS)

Discussion: Catherine Freeman asked if the department intended to crosslist the WGS 370 with STS. The presenter did not know. Catherine Freeman explained that there are more rules with crosslisting then there was in the past. Dr. Kirby asked if STS was involved in the implementation of the course in any way. The presenter did not think they were. Without any further discussion, the action was **APPROVED** unanimously.

DISCUSSION

Student Contract for Non-Standard Coursework- **ENDORSED** unanimously with the provision that the department head signature be required.

Discussion: Dr. Kirby showed the committee the Student Contract drafted by OUCC, going over the reasoning behind its implementation. She explained that the Student Contract for Independent Study and Research was based on a transmittal letter from UNC-GA. All campuses were charged with having course numbering and conventions systems that utilize separate sections for identification of independent study courses taught by individual faculty members. In addition, the review and approval of non-standard course sections will need to have an official process as request by UNC-GA. Each university will have a process and policy that ensures all forms of individualized instruction conform to guidelines attributed to other undergraduate courses. There needed to be some type of action sheet for documentation for

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independent studies. She explained that the documentation must include, but is not limited to, a syllabus or a learning contract that specifies expected student learning outcomes, hours of expected work, grading information, scheduled meeting times, and supervising faculty member. Additionally, the transmittal letter addresses the number of independent study type courses an individual faculty member can participate in. Dr. Kirby and Catherine Freeman have been working on implementing the student contract; comparing departmental and college versions, and by having conversations with Associate Deans and academic advising committees. Dr. Kirby explained that once information is provided on the form, it would then go to Registration and Records, for processing. Registration and Records will be able to record pertinent information concerning independent study courses. This will in turn help NC State as it reports the number of these courses to both UNC-GA and SACS. This does not prohibit departments and colleges from having their own restrictions for independent studies. If the college requires more information, they can attach their own form to the Student Contract, and can require that it be filled out in addition to the Student Contract. Chair Warren asked how this form would be used for research courses, where the student is not supervised by a faculty member directly. Usually in research courses, students are supervised by post-docs. Dr. Kirby explained that a faculty member would still need to be assigned on the form, and would be responsible for ensuring that the post-doc are supervising students adequately. Their name would be associated with the course. One member expressed concern over the ability to have an independent study course count for six credit hours; this is an enormous amount of credit. For his college, students are not allowed to take an independent study for more than three hours because any more than that cuts into a significant amount of the student meeting electives requirements. He explained that in his college, the independent study has been closely tied to the electives for their majors. Students can take up to six credit hours of independent study, but with different focuses, and they cannot be working on the same project and not at the same time. Dr. Kirby explained that the maximum is six, but most departments usually only go up to three. One of the most important aspects of this documentation is that the topic of the independent study will be recorded on students' transcripts, and will have project identification in SIS. Student will not be able to repeat the same project for duplicate hours. Catherine Freeman explained to the committee that there are several different numbering systems for independent studies used across campus. One of the goals with the implementation of the Student Contract is that a numbering system can be developed to accurately capture information regarding independent studies. Dr. Kirby noted that the department head signature is also an important component of the form; it will ensure that there is departmental tracking of the number of special topics taught by a faculty member. This allows for administrative oversight by the department and college. One member asked if there was a fixed credit hour and contact hour ratio for independent studies. Catherine Freeman explained that the instructional formats define independent studies as variable. The member asked what level of detail a faculty member would need to provide on the student contract form. He explained that when he is supervising an independent study, especially for students from a different department, he may not know all of the details for the course. He noted that it can take him into the semester to determine some of the questions being asked by the student contract, especially when determining what level of understanding the student already possesses. Dr. Kirby explained that information for an independent study may need to be provided by the tenth day of the semester, the census date. This ties into another transmittal letter sent recently from UNC-GA, which states that students will finish the courses they are registered for on the tenth day. Dr. Kirby acknowledged that some things might change during an independent study, as information evolves, but that basic information should be somewhat established. Chair Warren also noted that certain elements of the document might be able to be amended or revised as the semester goes on. One member suggested that parentheses be provided for the different sections to help guide the instructor and student on determining the course information. There was some discussion on the grading method and how a grade would be determined for an independent study. One member noted that independent studies have the perception of being informal, with the only focus being on the final grade or project. However, he felt it was important to outline to the student that involvement throughout the semester was important. Chair Warren asked that if members had questions, concerns or suggestions when reviewing the document further to email Dr. Kirby and Catherine Freeman. Without any additional discussion, the Student Contract was **ENDORSED unanimously with the provision that the department head signature be required.**

Instructional Formats- **ENDORSED** unanimously.

Format Type	Proposed Definition	Contact/Credit Hours	SIS Code
Special Topics	A special topics course is a course offering on an experimental basis or as needed to present materials not normally available in regular course offerings. Limit of 2 offerings as a special topic. <i>A syllabus and topic ID are required for each offering.</i>	Credit and contact hours should follow the contact hour guidelines for the type of instructional format being used for the offering. No more than 2 offerings of a course as a special topic is permitted.	STP
Special Problems	Faculty-supervised academic study in the discipline or field involving 2 or more students focused around a central theme. <i>Syllabus or contract required. Topic ID required for each offering.</i> This is not to be used for a special topics course offering.	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	SPR
Lecture and Lab	A course that requires the combined attributes of a Lecture course and a Lab course.	Contact hours should be an aggregate of the contact hours for lecture and lab based on the existing lecture and lab contact hour guidelines	LLAB
Recital, Performance, or Ensemble	A course requiring recital-, performance-, or ensemble-focused experiential work, including individual lessons, where students, through practice or rehearsal, engage in the creative and artistic act of performing works of music, dance, or theatre for a jury or audience."	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	RPE
Clinical	A course requiring medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.	Contact Hours vary depending on the requirements for the clinical experience.	CLI
Capstone/Project	A course leading to a summative product such as a project, a paper, a proposal, or a performance that brings together knowledge from the discipline.	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	CPS
Research (Undergraduate)	Faculty-supervised individual or group research related to a specific interest or academic discipline. <i>Syllabus or contract required.</i>	42:1 (42 contact hours per credit hour)	RSC
Lecture and Project	A course that requires the combined attributes of a Lecture course and Capstone/Project course.	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	LPR

Discussion: Catherine Freeman explained that the remaining instructional formats were harder to define. She explained that the minimum amount of hours for meeting for a special topics or independent study would be 750 hours. For Music/Ensemble, she explained that because of the nature of the course, it was harder to define, but that it needs to adhere to the minimum. Some of the categories were developed to accurately describe the course components while meeting the needs of colleges and departments for accreditation purposes.

Without any further discussion, the Instructional Formats were **ENDORSED** unanimously.

Modes of Delivery- **ENDORSED** unanimously.

Note: Minor edit may be proposed Fall 2014 regarding Flipped Mode to clarify delivery structure

Meeting adjourned at 2:41pm.

Respectfully submitted by Gina Neugebauer

MEMO

Date: August 14, 2014

To: Dr. Barbara Kirby, Associate Vice Provost, Academic Programs & Services

From: Dr. Frank Buckless, Department Head, Accounting
Dr. Lee Craig, Department Head, Economics
Dr. Brad Kirkman, Department Head, Management, Innovation, and Entrepreneurship
Dr. Richard Warr, Department Head, Business Management

Subject: Eliminate the Poole Software Skills Test as a Course-Prerequisite

We propose to eliminate the online Poole College of Management Software Skills Test (SST) where it is applied as a prerequisite to the following courses:

BUS 340, ACC 340, ACC 400-level courses.

The SST, completed online, has been identified as an ineffective tool to ensure students' proficiency in microsoft application skills. Recognition of its ineffectiveness has prompted faculty to include specific software skills review in courses where those skills are applied. The College of Management Curriculum Committee thus has recommended an action plan to incorporate the demonstration of software skills competency as a learning outcome in courses determined most appropriate, rather than modify an ineffective online software skills competency test, and immediately eliminate the current SST as it is an ineffective course-prerequisite.

Approval of this action also would result in the removal of the SST as a corequisite requirement on Poole degree audits. While the SST is currently a course-prerequisite within Poole, it was placed into the corequisite section of all Poole degree audits to remind students to include it in their plan of work.

Planned Effective Date:

Immediately

Courses with Removal of Poole College of Management Software Skills Test (SST) as a Pre-Requisite:

Prefix	Title
ACC 340	Accounting Information Systems
ACC 410	Governmental and Nonprofit Accounting
ACC 411	Business Valuation
ACC 420	Strategic Management Accounting
ACC 440	Enterprise Resource Planning Systems
ACC 450	Auditing and Assurance Services
ACC 451	Internal Auditing
ACC 495	Special Topics in Accounting
ACC 498	Independent Study in Accounting
ACC 499	Internship in ACC
BUS 340	Information Systems Management

RECOMMENDED BY:

Paul G. ... Accounting 8/15/14
HEAD, DEPARTMENT/PROGRAM DATE

[Signature] BUSINESS MGT. 8/15/14
HEAD, DEPARTMENT/PROGRAM DATE

Bert ... MIE 8/18/14
HEAD, DEPARTMENT/PROGRAM DATE

[Signature] Econ 8/18/14
HEAD, DEPARTMENT/PROGRAM DATE

ENDORSED BY:

Andrew ... 8/18/14
CHAIR, COLLEGE COURSES & CURRICULA COMMITTEE DATE

K. ... 8/18/14
COLLEGE DEAN DATE

APPROVED BY:

CHAIR, UNIVERSITY COURSES & CURRICULA COMMITTEE DATE

CHAIR, COUNCIL ON UNDERGRADUATE EDUCATION DATE

DEAN OF UNDERGRADUATE ACADEMIC PROGRAMS DATE

NC STATE UNIVERSITY

Pooler College of Management
Campus Box 8614
Raleigh, NC 27695-8614

919.515.5565 (phone)
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MEMO

Date: August 14, 2014
To: Dr. Barbara Kirby, Associate Vice Provost, Academic Programs & Services
From: Dr. Brad Kirkman, Department Head, Management, Innovation, and Entrepreneurship
Subject: MIE 480, "Business Policy and Strategy," Prerequisite Modification

Current prerequisite:

BUS/MIE 305, BUS 320, BUS 370, MIE 330, (BUS/ST 350 or ST 302 or ST 361 or ST 370 or ST 372), and (ENG 331 or ENG 332 or ENG 333).

Proposed prerequisite:

(ACC 340 or BUS 340), BUS/MIE 305, BUS 320, BUS 370, MIE 330, (BUS/ST 350 or ST 302 or ST 361 or ST 370 or ST 372), and (ENG 331 or ENG 332 or ENG 333)

MIE 480, the required capstone course for Accounting and Business Administration students, integrates all business discipline-specific core functional area knowledge. Students enrolling in MIE 480 are expected to have sufficient knowledge of information technology to understand its effect on efficient and effective business processes; have an understanding of how to create, manage, and interpret spreadsheets; be proficient in PowerPoint to present their analyses. These information technology concepts are covered in ACC 340 which is a required course in the Accounting curriculum, and BUS 340 which is a required course in the Business Administration curriculum.

Incorporating (ACC 340 or BUS 340) as an additional prerequisite to MIE 480 will ensure students have sufficient information technology skills needed in their capstone course experience.

Planned Effective Date:

Fall 2015

RECOMMENDED BY:

Beryl Paul
HEAD, DEPARTMENT/PROGRAM

8/18/14
DATE

ENDORSED BY:

Arden Powell
CHAIR, COLLEGE COURSES & CURRICULA COMMITTEE

8/19/14
DATE

K. Shannon Smith
COLLEGE DEAN

8/18/14
DATE

APPROVED BY:

CHAIR, UNIVERSITY COURSES & CURRICULA COMMITTEE

DATE

CHAIR, COUNCIL ON UNDERGRADUATE EDUCATION

DATE

DEAN OF UNDERGRADUATE ACADEMIC PROGRAMS

DATE

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MEMO

Date: August 14, 2014

To: Dr. Barbara Kirby, Associate Vice Provost, Academic Programs & Services

From: Dr. Frank Buckless, Department Head, Accounting
Dr. Lee Craig, Department Head, Economics
Dr. Brad Kirkman, Department Head, Management, Innovation, and Entrepreneurship
Dr. Richard Warr, Department Head, Business Management

Subject: Modification to Natural Science Requirement within B.S. in Accounting, B.S. in Business Administration and B.A. in Economics Curricula

Current natural science requirement:

8 credit hours- two courses (with lab) from the GEP natural sciences list.

Proposed natural science requirement:

7 credit hours- include one laboratory course or course with a lab from the GEP natural sciences list.

As these curricula share a common natural science requirement, we propose to adopt the 7-hour minimum GEP requirement as the natural science requirement in all three curricula. This action will create more curriculum portability for students transferring to our programs, enhancing progress toward degree plans.

In regard to modifying 8-semester displays for all three curricula, the natural sciences requirement in the freshmen-year, spring semester should change from 4-hours to 3-hours. In the senior-year, fall semester for the accounting and business administration curricula, free electives should be increased by 1 hour. In the senior-year, spring semester for the economics curriculum, free electives should be increased by 1 hour. The total hours required remains unchanged at 120 for all three curricula.

Also please note that approval of this action will result in a minor modification to the Management–Undeclared curriculum for newly admitted first year Poole students. As the first three semesters within the 8-semester plan are identical for all three curricula, the Management–Undeclared curriculum is a reflection of those first three semesters. The current 4-hour natural science requirement in the freshmen-year, spring semester should change to 3 hours as well in the Management–Undeclared curriculum.

Planned Effective Date:

Immediately

RECOMMENDED BY:

Fred [Signature], Accounting 8/15/14
HEAD, DEPARTMENT/PROGRAM DATE

[Signature], BUSINESS MGT. 8/15/14
HEAD, DEPARTMENT/PROGRAM DATE

[Signature], MIE 8/18/14
HEAD, DEPARTMENT/PROGRAM DATE

[Signature] EICOM 8/18/14
HEAD, DEPARTMENT/PROGRAM DATE

ENDORSED BY:

Andrew Howell 8/18/14
CHAIR, COLLEGE COURSES & CURRICULA COMMITTEE DATE

K. [Signature] 8/18/14
COLLEGE DEAN DATE

APPROVED BY:

CHAIR, UNIVERSITY COURSES & CURRICULA COMMITTEE DATE

CHAIR, COUNCIL ON UNDERGRADUATE EDUCATION DATE

DEAN OF UNDERGRADUATE ACADEMIC PROGRAMS DATE