Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:
- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the second Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Dr. Bulent Erenay, Professor Ruth Hughes, and Dr. Jennifer Edmonds
   FAM Department | Sidhu School of Business & Leadership

2. Proposal Title: MGMT Minor Revisions Proposal

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and by
☐ New Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary.
☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by
the Provost and APC.
☐ Elimination of Concentration, Track, or Certificate. The Provost determines if review and approval by APC is
necessary.
☐ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost
determines if review and approval by APC is necessary.
☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be
reviewed and approved by the Provost.
☐ Creation of new departments, elimination of existing department. This requires prior review and approval by the
Provost and APC.
☐ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to
permanent courses).
☐ Change in course credit or classroom hours.
☒ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites.
   (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty
   for approval).
☐ Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

- Course Addition Form (plus syllabi)
- Course Deletion Form
- Course Change Forms (all included on one form)

5. Executive Summary of Proposal. Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.


The intention of this proposal is to propose a slight modification to the names of the two options:
- OPTION 1 (for non-business majors) is proposed to be renamed to a BUSINESS ADMINISTRATION minor.
- OPTION 2 (for business majors) is proposed to remain as a MANAGEMENT minor, with a few modifications (consistent with the modifications to the MANAGEMENT major).

These revisions do not affect the number of credits required.

6. Other specific information. Revised Program Checklist Included

Students with a minor in BUSINESS ADMINISTRATION are required to take 18 credits using the following schedule (which is only a name change from what is currently listed):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-161</td>
<td>Financial Accounting &amp; Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>BA-153</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>BA-335</td>
<td>Law &amp; Business</td>
<td>3</td>
</tr>
<tr>
<td>FIN-240</td>
<td>Introduction to Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT-251</td>
<td>Management of Organizations &amp; People</td>
<td>3</td>
</tr>
<tr>
<td>MKT-221</td>
<td>Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: This minor is not available for current business majors.
Students with a minor in MANAGEMENT are currently required to take three elective courses. We propose to amend those nine credits so that they adhere to the following schedule:

Students intending to minor in MANAGEMENT should take the following three courses...

- BA 152 or BA 153
- MGT 251. Management of Organizations and People or
  ENT 201. The Nature and Essence of Entrepreneurship (ENT majors only)
- MGT 354. Organizational Behavior

...and three additional courses from the following:

(1) two Management courses from the list below, and
(2) one Leadership course

**Management Courses**
- MGT 209. Business Correspondence and Reports
- MGT 257. Management Information Systems
- MGT 301. Project Management
- MGT 352. Production and Operations Management
- MGT 353. Human Resources
- MGT 356. The Social Responsibility of Business
- MGT 198/298/398: Topics in Management
- SCM 352. Quality Management

**Leadership Courses**
- ENT 252. The Entrepreneurial Leader
- LDR 201. Introduction to Leadership
- LDR 202. Advanced Leadership Theory and Practice
- LDR 301. Group Dynamics
- LDR 198/298/398: Topics in Leadership

7. Program Outline. (Not applicable for incidental changes).
8. Signatures and Recommendations. (please date)

- Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
- If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Professor Ruth Hughes</td>
<td></td>
<td>3/26/18</td>
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<tr>
<td>Chair - FAM Department</td>
<td></td>
<td></td>
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<tr>
<td>Dr. Abel Adekola</td>
<td></td>
<td>4/1/18</td>
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<tr>
<td>Dean, Sidhu School of Business &amp; Leadership</td>
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<tr>
<td>Mrs. Susan Hritzak</td>
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<td>4/10/18</td>
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<td>Registrar</td>
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</tbody>
</table>

NA

Dr. Anne Skleder

Provost should check here if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

NA

Print Name
Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

NA

Print Name
Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).