

## Cosmetic Changes Summary

- I. Departments of Accounting and Economics and Management and Marketing
  - A. Remove the Prerequisite: COMS 1003, Introduction to Computer Based Systems, from the following courses:
    1. BDA 3053, Business Data Analysis
    2. BUAD 2053, Business Statistics
    3. BUAD 3023, Business Communications
    4. MGMT 4013, Management Information Systems
    5. MGMT 4203, Project Management
  - B. Change the Prerequisites for ACCT 2003, Accounting Principles I, from Prerequisite: COMS 1003, Introduction to Computer Based Systems, or BUAD 2003, Business Information Systems; to a grade of C or higher in BUAD 2003, Business Information Systems, and MATH 2223, Quantitative Business Analysis, or MATH 2243; Calculus for Business and Economics;
  - C. Remove the Prerequisite: Sophomore standing, from BUAD 2003, Business Information Systems;
  - D. Modify the minor in Business as follows: remove COMS 1003, Introduction to Computer Based Systems;
  - E. Modify the Curriculum in Economics and Finance as follows:

Delete ECON 4093, International Economics and Finance, and FIN 4043, Principles of Risk and Insurance; and add ECON Elective (3000-4000 level)<sup>4</sup> and FIN Elective (3000-4000 level)<sup>4</sup>

4 Only three hours of economic/finance internship will apply to this requirement.
- II. Department of Parks, Recreation, and Hospitality
  - A. Remove the Co-requisites: CUL (HA) 1013, Sanitation Safety, from CUL 1923, Introduction to Food and Beverage Management;
  - B. Modify the course description for RP 4116, Internship, as follows: remove the HA cross listing; and change the supervised internship from: a minimum of 600 clock hours during a minimum of 15 weeks; to: a minimum of 560 clock hours during a minimum of 12 weeks/maximum 15 weeks;

- C. Modify the Curriculum in Recreation and Park Administration Natural Resource Emphasis as follows:

Replace 3 hours of elective with RP 4053, Water Resources Development.

## REQUEST FOR COSMETIC COURSE CHANGES

Course Subject:

BDA 3053: Business Data Analysis  
BUAD 2053: Business Statistics  
BUAD 3023: Business Communications  
MGMT 4013: Management Information Systems  
MGMT 4203: Project Management

Course Number:

See course listings to the left

Official Title:

Various. See above course listings.

Request:

Remove COMS 1003 as a listed prerequisite.

Please provide a justification as to why this change is cosmetic.

This change affects students only to the extent that one listed prerequisite is no longer accepted for these courses in lieu of BUAD 2003 or COMS 2003.

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

BUAD 2003 has evolved into a course with a focus on Business software, not general computer knowledge. COMS 1003 is intended for the general university student and does not cover material needed for success in these Business courses. Discussions with students seem to indicate that those taking BUAD 2003 have been better prepared for these Business courses than those taking COMS 1003.

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.

## REQUEST FOR COSMETIC COURSE CHANGES

Course Subject: ACCT

Course Number: 2003

Official Title: Accounting Principles I

Request:

Change the listed prerequisites to read as follows:  
A grade of C or higher in BUAD 2003 and MATH 2223 or 2243.

Please provide a justification as to why this change is cosmetic.

The change does not alter the requirements for courses necessary for the Business majors or minors. It also does not alter course sequencing from what had already been expected for students following the published catalog listings.

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

Statistical analysis of the reasons for success or failure in ACCT 2003 has shown that, since the spring 2011 semester, students who have successfully passed BUAD 2003 and MATH 2223 or 2243 have found greater success in ACCT 2003. COMS 1003 did not provide sufficient software preparation in Excel, and MATH 1113 alone did not cover key areas needed. Specifying MATH 2223 or 2243 will incorporate the need for passage of MATH 1113 or its equivalent as a prerequisite.

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.

See Attached Support Forms

**Arkansas Tech University**  
**DEPARTMENTAL SUPPORT FORM**

This form must be completed for every department affected by the course change.

ACCT 2003 Course Prerequisite Changes

Department Affected: Department of Agriculture	This department X supports <input type="checkbox"/> does not support the change.
Comments:  The Department of Agriculture agrees to the changes requested for prerequisite for Accounting 2003 with the understanding that those prerequisite will be waived for all Agriculture students. These prerequisites include BUAD 2003 and Math 2223 or Math 2243.	

Department Head Signature: *Malcolm R. Rainey*

Date: 9/30/2013

**Arkansas Tech University**  
**DEPARTMENTAL SUPPORT FORM**

This form must be completed for every department affected by the course change.

ACCT 2003 Course Prerequisite Changes

Department Affected: Computer and Information Science	This department <input checked="" type="checkbox"/> supports <input type="checkbox"/> does not support the change.
Comments:	

Department Head Signature: Don Polina

Date: 9/30/13

**Arkansas Tech University**  
**DEPARTMENTAL SUPPORT FORM**

This form must be completed for every department affected by the course change.

ACCT 2003 Course Prerequisite Changes

Department Affected: PRHA Department	This department XXX supports <input checked="" type="checkbox"/> does not support the change. <input type="checkbox"/>
Comments: As long as these changes (requirements) are for the benefit of Business majors only and students in our programs will NOT be required to take MATH 2223/2243 and BUAD 2003; I support the changes.	

Department Head Signature: Cathi McMahon

Date: 9/30/13

**Arkansas Tech University**  
**DEPARTMENTAL SUPPORT FORM**

This form must be completed for every department affected by the course change.

ACCT 2003 Course Prerequisite Changes

Department Affected: Biological Science – Health Information Management Program	This department X supports <input type="checkbox"/> does not support the change.
Comments:	

Department Head Signature: Charlie Hogan

Date: 9-28-13

HIM Program Director: Melinda Wilkins

Date: 9-27-13



## REQUEST FOR COSMETIC COURSE CHANGES

Course Subject: BUAD

Course Number: 2003

Official Title: Business Information Systems

Request:

Remove "Prerequisite: Sophomore standing" from description.

Please provide a justification as to why this change is cosmetic.

Follows existing practice and course sequencing per published catalogs. Incoming freshmen are enrolled in the course as a routine matter. Does not change any program or current course sequence.

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

The course does not require sophomore-level preparation for successful completion. The course is also routinely scheduled for incoming freshmen in their first semester and is listed in the catalog for all Business majors as a first-semester freshman course.

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.

See Attached Support Forms

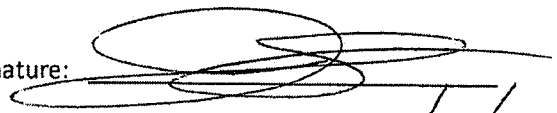
**Arkansas Tech University**  
**DEPARTMENTAL SUPPORT FORM**

This form must be completed for every department affected by the course change.

BUAD 2003 Course Prerequisite Changes

Department Affected: <b>PROFESSIONAL STUDIOS</b>	This department <input checked="" type="checkbox"/> supports the change. <input type="checkbox"/> does not support
Comments:	

Department Head Signature:



Date: **9/27/21**

**Arkansas Tech University**  
**DEPARTMENTAL SUPPORT FORM**

This form must be completed for every department affected by the course change.

BUAD 2003 Course Prerequisite Changes

Department Affected: <i>Emergency Management</i>	This department <input checked="" type="checkbox"/> supports <input type="checkbox"/> does not support the change.
Comments:	

Department Head Signature: *Wendy M Smith*

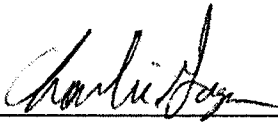
Date: *9-30-13*

**Arkansas Tech University**  
**DEPARTMENTAL SUPPORT FORM**

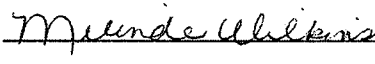
This form must be completed for every department affected by the course change.

BUAD 2003 Course Prerequisite Changes

Department Affected: Biological Science – Health Information Management Program	This department X supports <input type="checkbox"/> does not support the change.
Comments:	

Department Head Signature: 

Date: 9-28-13

HIM Program Director: 

Date: 9-27-13

## REQUEST FOR COSMETIC PROGRAM CHANGE

Program Title: Business Minor

Request:

Remove COMS 1003 from the list of courses required for the minor. The course listing will read as:

ACCT 2003

BUAD 2003

BLAW 2033

ECON 2003 or ECON 2013

MGMT 3003

MKT 3043

Please provide a justification as to why this change is cosmetic.

Does not increase or alter course requirements for the minor with the exception of no longer stating that COMS 1003 is accepted for the minor.

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

BUAD 2003 has evolved into a course with a focus on Business software, not general computer knowledge. COMS 1003 is intended for the general university student and does not cover material needed for success in upper division Business courses required for the major. Discussions with students in the minor seem to indicate that those taking BUAD 2003 have been better prepared for the other courses than those taking COMS 1003.

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.

Fall Start Curriculum Matrix for Catalog Curriculum in _____ (enter title for program changing )	
<b>Freshman Fall Semester</b> Add/Change:  Delete:  Total Hours:	<b>Freshman Spring Semester</b> Add/Change:  Delete:  Total Hours:
<b>Sophomore Fall Semester</b> Add/Change:  Delete:  Total Hours:	<b>Sophomore Spring Semester</b> Add/Change:  Delete:  Total Hours:
<b>Junior Fall Semester</b> Add/Change:  Delete:  Total Hours:	<b>Junior Spring Semester</b> Add/Change:  Delete:  Total Hours:
<b>Senior Fall Semester</b> Add/Change:  Delete:  Total Hours:	<b>Senior Spring Semester</b> Add/Change:  Delete:  Total Hours:

Spring Start (If applicable) Curriculum Matrix for Catalog Curriculum in _____ (enter title for program changing )	
<b>Freshman Spring Semester</b> Add/Change:  Delete:  Total Hours:	<b>Freshman Fall Semester</b> Add/Change:  Delete:  Total Hours:
<b>Sophomore Spring Semester</b> Add/Change:  Delete:  Total Hours:	<b>Sophomore Fall Semester</b> Add/Change:  Delete:  Total Hours:
<b>Junior Spring Semester</b> Add/Change:  Delete:	<b>Junior Fall Semester</b> Add/Change:  Delete:

Total Hours:	Total Hours:
Senior Spring Semester Add/Change:	Senior Fall Semester Add/Change:
Delete:	Delete:
Total Hours:	Total Hours:
Total Program Hours _____	

**REQUEST FOR COSMETIC PROGRAM CHANGE**

Program Title: Economics and Finance

Request:

Remove the following courses from the list of those required for the Economics and Finance major:

ECON4093: International Economics and Finance

FIN4043: Principles of Risk and Insurance

Replace them with the following required electives:

ECON Elective (3000-4000 level)4

FIN Elective (3000-4000 level)4

Please provide a justification as to why this change is cosmetic.

Does not change the number of ECON or FIN courses required for the major. Only changes which specific courses are required for the major.

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

The difficulty of scheduling these two courses with staffing restrictions has resulted in the need to provide alternatives and overrides and substitutions at times. These changes will also increase student flexibility and choice while not reducing the quality of the program.

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.



If this course will affect other departments a Departmental Support Form for each affected department must be attached.

In the attached matrix, outline in specific detail how your proposal will alter the program (include course number and title)

Fall Start Curriculum Matrix for Catalog Curriculum in <u>Economics &amp; Finance</u> (enter title for program changing )	
Freshman Fall Semester  Add/Change:  Delete:  Total Hours:	Freshman Spring Semester  Add/Change:  Delete:  Total Hours:
Sophomore Fall Semester  Add/Change:  Delete:  Total Hours:	Sophomore Spring Semester  Add/Change:  Delete:  Total Hours:
Junior Fall Semester  Add/Change:  Delete:  Total Hours:	Junior Spring Semester  Add/Change:  Delete:  Total Hours:

<p>Senior Fall Semester</p> <p>Add/Change: FIN Elective (3000-4000 level)<sup>4</sup></p> <p>Delete: FIN4043: Principles of Risk and Insurance</p> <p>Total Hours:</p>	<p>Senior Spring Semester</p> <p>Add/Change: ECON Elective (3000-4000 level)<sup>4</sup></p> <p>Delete: ECON4093: International Economics and Finance</p> <p>Total Hours:</p>
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<p>Spring Start (If applicable) Curriculum Matrix for Catalog  Curriculum in <u>Economics &amp; Finance</u>  (enter title for program changing )</p>	
<p>Freshman Spring Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>	<p>Freshman Fall Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>
<p>Sophomore Spring Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>	<p>Sophomore Fall Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>
<p>Junior Spring Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>	<p>Junior Fall Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>

<p>Senior Spring Semester</p> <p>Add/Change: ECON Elective (3000-4000 level)<sup>4</sup></p> <p>Delete: ECON4093: International Economics and Finance</p> <p>Total Hours:</p>	<p>Senior Fall Semester</p> <p>Add/Change: FIN Elective (3000-4000 level)<sup>4</sup></p> <p>Delete: FIN4043: Principles of Risk and Insurance</p> <p>Total Hours:</p>
<p>Total Program Hours <u>120</u></p>	

## REQUEST FOR COSMETIC COURSE CHANGES

Course Subject:  
Recreation and Park Administration

Course Number: RP 4116

Official Title: Internship

Request: Change course description to Remove the HA Cross-listing and change the minimum clock hours and week of supervised internship:

Old Course Description:

Cross-listed: HA 4116

Prerequisites: Parks, Recreation, or Hospitality Administration major; senior standing, current certifications in CPR, Standard and Advanced First Aid, consent of department head and completion of all other courses applicable to degree.

Placement in selected agency settings as a student intern under professional guidance of both agency supervisor and faculty. Emphasis will be placed on application of classroom theory to agency requirements which fulfill student's individual career interest. No prior experience credit will be granted. Minimum of 600 clock hours during a minimum of 15 weeks of supervised internship is required. Student cannot document more than 40 hours of work experience per week. A written report is required within two weeks of internship completion.

\$100 supervisor travel fee required.

New Course Description

Prerequisites: Parks, Recreation, or Hospitality Administration major; senior standing, current certifications in CPR and Standard or Advanced First Aid, consent of department head and completion of all other courses applicable to degree.

Placement in selected agency settings as a student intern under professional guidance of both agency supervisor and faculty. Emphasis will be placed on application of classroom theory to agency requirements which fulfill student's individual career interest. No prior experience credit will be granted. Minimum of 560 clock hours during a minimum of 14 weeks of supervised internship is required. Student cannot document more than 40 hours of work experience per week. Satisfactory and timely completion of all assignments and final written report is required. Final written report must be completed within two weeks of completion of work assignment.

\$100 supervisor travel fee required.

Please provide a justification as to why this change is cosmetic.

**This change is a change in course description and course requirements. It does not change the curricula requirements. The change has no effect on other programs or departments.**

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

**When semester schedules were changed to include end of course examinations as part of the required hours of faculty-student content several years ago, this decreased the weeks available for students to complete the required work hours for RP 4116 Internship. It is difficult for students to complete all internship requirements in 15 weeks. Reducing the weeks and hours required to 14 and 560 will allow more students to complete RP 4116 Internship on time.**

**The faculty recently added assignments to the RP 4116 Internship requirements. Adding language to the course description will help alert students that these assignments should be taken seriously and completed in a professional manner.**

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.

**This change affects no other departments.**

## REQUEST FOR COSMETIC COURSE CHANGES

Course Subject: HA (CUL)

Course Number: 1923

Official Title: Introduction to Food and Beverage Management

Request:

Delete the Co-requisites: CUL (HA) 1013, Sanitation Safety.

Please provide a justification as to why this change is cosmetic.

**This change is a change in course description and course requirements. It does not change the curricula requirements. The change has no effect on other programs or departments.**

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

**This course is no longer requires that CUL/HA 1013 be taken at the same time as CUL/HA 1923.**

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.

**This change affects no other departments.**

**REQUEST FOR COSMETIC PROGRAM CHANGE**

Program Title:

**Recreation and Park Administration: Natural Resource Emphasis**

Request:

**Require completion of RP 4053 Water Resources Development**

Please provide a justification as to why this change is cosmetic. **This moves what is now an emphasis elective to a requirement. This change affects no other departments.**

Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.

**Students in the natural resource emphasis of select electives that require less work resulting in low enrollments in this course. Many students who complete the natural resource emphasis go on to employers who are heavily involved in water resource management (US Army Corps of Engineers) or manage parks that are heavily influenced by water resources (Arkansas State Parks, US Forest Service). Completion of this course would help graduates compete for jobs with the federal government.**

If this change will affect other departments, a Departmental Support Form for each affected department must be attached.

**This change will affect no other departments.**

Fall Start Curriculum Matrix for Catalog

Curriculum in \_\_\_\_\_  
(enter title for program changing )

Freshman Fall Semester  
Add/Change:

Delete:

Total Hours:

Freshman Spring Semester  
Add/Change:

Delete:

Total Hours:

Sophomore Fall Semester Add/Change:  Delete:  Total Hours:	Sophomore Spring Semester Add/Change:  Delete:  Total Hours:
Junior Fall Semester Add/Change:  Delete:  Total Hours:	Junior Spring Semester Add/Change:  Delete:  Total Hours:
Senior Fall Semester Add/Change:  Delete:  Total Hours:	Senior Spring Semester <b>Add/Change: RP 4053</b>  <b>Delete: 3 Hours Approved Electives</b>  Total Hours: 13

Spring Start (If applicable) Curriculum Matrix for Catalog Curriculum in _____ (enter title for program changing )	
Freshman Spring Semester Add/Change:  Delete:  Total Hours:	Freshman Fall Semester Add/Change:  Delete:  Total Hours:
Sophomore Spring Semester Add/Change:  Delete:  Total Hours:	Sophomore Fall Semester Add/Change:  Delete:  Total Hours:
Junior Spring Semester Add/Change:  Delete:  Total Hours:	Junior Fall Semester Add/Change:  Delete:  Total Hours:
Senior Spring Semester Add/Change:  Delete:  Total Hours:	Senior Fall Semester Add/Change:  Delete:  Total Hours:
Total Program Hours _____	