

AGENDA

Curriculum Committee

Date | time 1/30/2024 | 4:00PM | *Meeting called by* Heather Nelson

Members

Chair: Heather Nelson, LGM /Business | Recorder: Shelley Koone, General Education | Gary Donberger, Trades | Julie Auterson, Cosmetology | Mark Maxwell, HSW | Ex Officio: Julie Schmaltz | Ex Officio: Erin Brickley

- | # | Item |
|---|--|
| 1 | Call to Order |
| 2 | Past meeting minutes |
| 3 | Old Business |
| 4 | New Business <ol style="list-style-type: none">1. Presenter(s): Heather Nelson, Charlotte Coats, Erin Brickley<ol style="list-style-type: none">a. Requesting approval for Program Change to BST: Course removalb. Submitting Cosmetic Change to LGM programc. Requesting approval for Program Change to BNK: Course Additiond. Supporting documents attached |
| 5 | Adjournment |
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**Arkansas Tech University - Ozark
Curriculum Committee Meeting**

Date: January 30, 2024

Minutes

CALL TO ORDER

The Curriculum Committee (CC) met on-campus in HSW conference room. Heather Nelson, Chair, called the meeting to order at 4:01 PM.

The following members were present:

Heather Nelson – Chair
Shelley Koone – Recorder General Education/ Math
Julie Auterson – Cosmo
Mark Maxwell - HSW

We were joined by:

Charlotte Coats – Banking Program Chair

Absent from the meeting was:

Gary Donberger – Trades
Julie Schmalz – Ex officio
Erin Brickley – Ex officio

**APPROVAL OF
MINUTES**

The minutes from November 28 were read by Shelley Koone, Recorder. The committee did not meet in December because of the holidays. Motion to approve the past minutes as read was made by Julie Auterson, and second by Mark Maxwell. Motion carried.

OLD BUSINESS

There were no updates on old business.

NEW BUSINESS

Heather Nelson, Logistics Management Chair, representing Dr. Kelley Todd, Business Technology Chair, presented a course change:

- The course BST 2443 Introduction of Project Management will be removed from the course catalog and no longer accepted as an elective option for the Business Technology Associates degree.
- This course is a major course for Logistics Management (LGM) and Banking (BNK) programs. Both program chairs, Nelson and Coats, support the removal of this course from the catalog as a BST course.
 - Course Deletion form with supporting departmental forms attached.
- A Logistics course LGM 2443 will be added to the course catalog to replace BST 2443, and will be cross-listed as BNK 2443. This is a cosmetic change for the LGM and BNK programs. The course title and learning objectives will not change.
 - Cosmetic Change form attached.
 - BNK Program change and Course Addition forms attached.
- Motion was made by Maxwell to accept these changes, seconded by Auterson. Motion carried.
- Heather sending to Dr. Jacobs for approval.

ANNOUNCEMENTS The next meeting will be on February 27, 2024 at 4:00 PM in the HSW Conference room.

ADJOURNMENT Motion by Shelley Koone, second by Mark Maxwell to adjourn the meeting. Motion carried. The meeting was adjourned at 4:24 PM.

Arkansas Tech University – Ozark Campus
REQUEST FOR COURSE DELETION

TO: Curriculum Committee

FROM: **Business Technology AAS**

DATE SUBMITTED: **01/30/2024**

REQUEST FOR COURSE DELETION

Title	Signature	Date
Department Head	<i>Kelley Dodd</i>	1-30-24
Associate Registrar		
Chief Academic Officer		

Course Subject: BST	Course Number: 2443
Cross-listed with Subject: If cross-listed, should cross-listing be deleted?	Course Number:
Official Title: Introduction to Project Management	
Effective Term: <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer I <input type="checkbox"/> Fall	
<p>Was the course used to fulfill a major or minor requirement or used as an elective? (Check one.)</p> <p><input checked="" type="checkbox"/> Elective <input type="checkbox"/> Major <input type="checkbox"/> Minor</p> <p>If the course was used to fulfill a major or minor requirement, complete the Request for Program Change form.</p>	
<p>Please provide rationale for the request including the evidence derived from your program assessment. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.</p> <p style="text-align: center;">The need for this change was identified by the Registrar's office upon reoccurring enrollment and program requirements. The BST program does not require the BST 2443 course as part of the AAS degree. Course should have been transferred to the AAS Logistics Management degree program in 2016. (Separate request for Cosmetic change to course name.)</p>	
<p>If this course will affect other departments, a Departmental Support Form for each affected department must be attached.</p> <p style="text-align: center;">Attached.</p>	

Arkansas Tech University
DEPARTMENTAL SUPPORT FORM

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

Department Affected: AAS Logistics Management	This department <input checked="" type="checkbox"/> supports <input type="checkbox"/> does not support the change.
Comments: Introduction to Project Management is a required course in the AAS Logistics Management degree. There are no issues or concerns with removing the BST 2443 course from the catalog and changing the program designation from BST 2443 to LGM 2443.	

Department Head Signature: *Heather E. Nelson*

Date: 01/30/2024

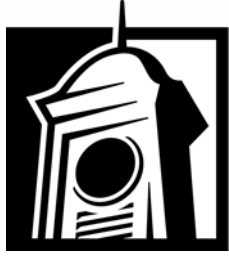
Arkansas Tech University
DEPARTMENTAL SUPPORT FORM

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

Department Affected: Banking Services	This department <input type="checkbox"/> supports <input type="checkbox"/> does not support the change.
Comments: Introduction to Project Management is a required course in the Banking Associates degree. There are no issues or concerns with removing the BST 2443 course from the catalog and changing the program designation from BST 2443 to LGM 2443, with a cross-reference to BNK 2443.	

Department Head Signature: _____

Date: _____



ARKANSAS TECH UNIVERSITY

COSMETIC PROGRAM CHANGE

Department Initiating Proposal	Date
Logistics Management	01/30/2024

Title	Signature	Date
Department Head Heather E. Nelson	<i>Heather E. Nelson</i>	01/30/2024
Dean		

PROGRAM TITLE: Logistics Management
Outline change in program: (reorganization of courses listed in matrix, adding a footnote to a course, adding or deleting a course from a list, etc.) Change BST 2443 to LGM 2443. This will be cross-referenced with BNK 2443.
Answer the following Assessment questions: a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable b. Explain the rationale for the cosmetic course change. The need for this change was identified by the Registrar's office upon reoccurring enrollment and program requirements. The BST program does not require the BST 2443 course as part of the AAS degree. However, Introduction to Project Management is required in the AAS Logistics Management degree program and aligns with the learning outcomes of the LGM program. Upon inception of the AAS LGM program in 2016, this course should have changed to an LGM prefix. This request is to change only the name of the course to LGM 2443. The title of the course, curriculum, and textbook will remain the same.
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php .

**Arkansas Tech University – Ozark Campus
PROPOSAL FOR CHANGE IN PROGRAM**

TO: Curriculum Committee

FROM: **Banking Services AAS**

DATE SUBMITTED: **01/30/2024**

REQUEST FOR CHANGE IN PROGRAM (Modification or Deletion of Existing Major, Option or Minor)

Title	Signature	Date
Department Head		
Associate Registrar		
Chief Academic Officer		

Program Title: Banking Services	Effective Date: 05/01/2024
Outline change in program and attach curriculum matrix: Add a course, BNK 2443, to the Banking program that is cross-referenced with the LGM 2443 Introduction to Project Management course. This course will replace BST 2443 in the BNK degree plan.	
What impact will the change have on staffing, on other programs and space allocation? N/A – no additional instructors needed; on-line course	
Please provide a rationale for the need for this new course including the evidence derived from your program assessment. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline. The need for this change was identified by the Registrar’s office upon reoccurring enrollment and program requirements. The AAS Banking Services degree program currently requires BST 2443 Intro to Project Management. However, that course is being deleted from the BST program and transferred to the AAS Logistics Management degree program. With that change, an Introduction to Project Management course needs to be created for Banking Services that will be cross-referenced with LGM 2443. The title of the course, curriculum, and textbook will remain the same as the LGM 2443 course.	
If this course will affect other departments a Departmental Support Form for each affected department must be attached. N/A	
In the attached matrix, outline in specific detail how your proposal will alter the program (include course number and title) No change to program curriculum for Banking Services. Request to add BNK 2443 to the BNK program is included.	

- Admission
- ACTS Course Transfer System
- Fees & Expenses
- Financial Aid
- Regulations & Procedures
- Student Services Operations
- Graduation Requirements
- General Education Requirements
- Adult Education
- Business & Industry
- Career Pathways Initiative
- Prior Learning Assessment
- TRIO
- Course Descriptions

The matrix below is a sample plan for all coursework required for this program.

Fall, Spring, or Summer ▼

Fall ▼

Spring ▼

Fall ▼

Spring ▲

Course Number and Name	Credits
Approved Social Science Elective*	3
BNK 2343 Legal Foundations in Banking	3
BST 2443 Introduction to Project Management	3
Total Hours	9

* See appropriate alternatives or substitutions in "General Education Requirements"

Arkansas Tech University – Ozark Campus
REQUEST FOR COURSE ADDITION

TO: Curriculum Committee

FROM: **Banking Services AAS**

DATE SUBMITTED: **01/30/2024**

REQUEST FOR COURSE ADDITION

Title	Signature	Date
Program Chair		
Associate Registrar		
Chief Academic Officer		

Course Subject: BNK		Course Number: 2443	
Cross-listed with Subject: LGM		Course Number: 2443	
Official Title (Limited to 30 characters including spaces): Introduction to Project Management			
Mode of Instruction: (check appropriate box)			
<input checked="" type="checkbox"/>	01 Lecture	<input type="checkbox"/>	02 Lecture/Laboratory
<input type="checkbox"/>	06 Internship	<input type="checkbox"/>	08 Independent Study
<input type="checkbox"/>		<input type="checkbox"/>	03 Laboratory only
<input type="checkbox"/>		<input type="checkbox"/>	10 Special Topics
Effective Term: <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer I <input type="checkbox"/> Spring		If course is required by major/minor, how frequently will course be offered? The course will be offered every semester.	
Is this course repeatable for additional earned hours? Y / N How many times?			
Does this course require a fee? No		How much?	Type of fee?

<input type="checkbox"/> Elective <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor If major or minor course, you must complete the Request for Program Change form.	
Prerequisites:	Co-requisites:
Grading <input checked="" type="checkbox"/> Standard Letter <input type="checkbox"/> P/F <input type="checkbox"/> Other (If other, please specify below)	
For the proposed course, attach a syllabus that includes: <ol style="list-style-type: none"> Course subject, number and title Course description as to appear in catalog Course goals and/or objectives Course outline Methods of student performance assessment and evaluation Course bibliography, reading list, and /or listing of other instructional media 	
Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? Please specify. No	
Will this course require a special classroom (computer lab, smart classroom, or laboratory)? Please specify. No; 100% online via Blackboard.	
How does this proposal support the University Mission or University Strategic Planning Goals? Delivering quality online programs and courses through proper program assessment and alignment.	
Please provide a rationale for the need for this new course including the evidence derived from your program assessment. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline. The need for this change was identified by the Registrar's office upon reoccurring enrollment and program requirements. The AAS Banking Services degree program currently requires BST 2443 Intro to Project Management. However, that course is being deleted from the BST program and transferred to the AAS Logistics Management degree program. With that change, an Introduction to Project Management course needs to be created for Banking Services that will be cross-referenced with LGM 2443. The title of the course, curriculum, and textbook will remain the same as the LGM 2443 course.	
How will the effect of the change be monitored in ongoing program assessment? Course will be reviewed using Quality Matters standards for online delivery. In addition, assessment will be monitored by surveying students and industry.	
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. This addition will not affect other departments.	