



# MISSISSIPPI STATE UNIVERSITY<sup>TM</sup>

## *UNIVERSITY COMMITTEE ON COURSES AND CURRICULA*

### **A MEMORANDUM**

DATE: March 8, 2019  
TO: UCCC Members  
FROM: Dr. Dana Pomykal Franz, Chair  
SUBJECT: March 22, 2019 Meeting

Enclosed are the minutes from the meeting on February 15, 2019 and the agenda and proposals for the meeting on **Friday, March 22, 2019 beginning at 1:30 p.m.** The meeting will be held in **Room 324 of the Student Union**. Please contact the UCCC office if you are unable to attend.

Thank you.

Enclosures: February 15, 2019 Meeting Minutes  
Course/Curriculum Proposals

**AGENDA**  
**UNIVERSITY COMMITTEE ON COURSES AND CURRICULA**  
**March 22, 2019**

- 1. Welcome**
- 2. Approval of minutes**
- 3. Course proposals by college/school:**

**ACADEMIC AFFAIRS**

Addition	<a href="#">LIB 9010</a>	Electronic Thesis/Dissertation Format and Submission
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**AGRICULTURE AND LIFE SCIENCES**

Modification +Online/Distance	<a href="#">ADS 8243</a>	Advanced Physiology of Reproduction
Addition	<a href="#">FDM 6443</a>	Advanced Patternmaking and Design
Addition	<a href="#">FDM 6463</a>	Advanced Draping
Addition	<a href="#">FDM 6613</a>	Research in Fashion Consumer Behavior
Addition	<a href="#">FDM 6683</a>	Research and Application in Fashion Entrepreneurship
Addition	<a href="#">FDM 6783</a>	Experimental Fashion Design
Addition	<a href="#">FDM 6793</a>	Research and Application in Digital Fashion Retailing
Addition	<a href="#">FDM 6873</a>	Advanced Computer-Aided Design for Fashion
Addition +Online/Distance	<a href="#">FNH 4793/6793</a>	Health Promotion in the Workplace
Addition +Online/Distance	<a href="#">HDFS 2023</a>	Trauma Informed Practice
Modification +Online/Distance	<a href="#">PHY 8133</a>	Endocrine Secretions
Addition	<a href="#">PSS 8012</a>	Thesis Proposal Writing

**ARCHITECTURE, ART & DESIGN**

Addition	<a href="#">ART 4773/6773</a>	Digital Drawing
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**ARTS & SCIENCES**

+Online/Distance	<a href="#">AN 1103</a>	Introduction to Anthropology
Addition	<a href="#">CO 4343</a>	Backpack Video Journalism
Addition	<a href="#">CO 4394</a>	Broadcast Capstone
Addition	<a href="#">FLC 3153</a>	Chinese V
Addition	<a href="#">FLC 3163</a>	Chinese VI
Modification	<a href="#">GR 4443/6443</a>	Weather Prediction I

**BUSINESS**

Modification	<a href="#">BIS 8213</a>	Secure Systems Analysis and Design
Modification	<a href="#">FIN 4243</a>	Senior Seminar in Financial Management
Modification	<a href="#">FIN 4433</a>	Senior Seminar in Portfolio Management
Addition +Online/Distance	<a href="#">MKT 4223</a>	Social Media Marketing

**EDUCATION**

+Online/Distance	<a href="#">EPY 3063</a>	Psychology of Individual Differences and Exceptional Ability
+Online/Distance	<a href="#">EPY 3503</a>	Principles of Educational Psychology
+Online/Distance	<a href="#">EPY 3513</a>	Writing in the Behavioral Sciences
Modification +Online Distance	<a href="#">EPY 4033</a> /6033	Application of Learning Theories
+Online/Distance +Meridian	<a href="#">EPY 4113</a> /6113	Principles of Behavior Analysis
+Online/Distance	<a href="#">EPY 4214</a> /6214	Educational and Psychological Statistics
Modification +Online/Distance	<a href="#">EPY 4313</a>	Measurement and Evaluation

**ENGINEERING**

+Online/Distance	<a href="#">CE 6703</a> (Split level with 4703)	Construction Engineering and Management
+Online/Distance	<a href="#">CSE 1233</a>	Computer Programming with C
+Online/Distance	<a href="#">CSE 2813</a>	Discrete Structures

**4. Degree proposals by college/school****AGRICULTURE AND LIFE SCIENCES**

Addition	Certificate (Undergraduate)	Trauma-Informed Child Advocacy
Modification	MS	Fashion Design & Merchandising: Design & Product Development <b>or</b> Merchandising

**ARTS & SCIENCES**

Addition	Certificate (Graduate)	General Biology
Modification	BA	Communication (Proposal was passed contingent at 1/20/2017 UCCC meeting – courses needed to clear the contingency are CO 4343 and CO 4394).
Modification	Minor	English

**BUSINESS**

Modification	BBA	Finance: Risk Management & Insurance
Modification	MSIS	Information Systems (Campus 1)
Modification	MSIS	Information Systems (Campus 5)

**University Committee on Courses and Curricula  
Mississippi State University  
February 15, 2019**

**Members**

- Present:** Amy Adkerson, Tracey Baham, Randy Campbell, Amy Crumpton, Padmanava Dash, Charles Freeman, Seamus Freyne, Caroline Kobia, Pat Matthes, Qingmin Meng, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, Tommy Phillips, Wendy Roussin, Kathy Sherman-Morris, Darrell Sparks, Brad Trinkle, Jenny Turner, Erica Waldman, Jeff Winger, Chien Yu, Matthew Zimmerman
- Excused:** Russell Carr, Cody Coyne, Dana Franz, Joshua Hartley, Trey Howell, Kevin Hunt, Tori Marshall, Marian Swindell, Robert Wolverton
- Absent:** Arman Borazjani, Matthew Priddy
- Guests:** Joseph Crumpton, Kiley Forsythe, Michele Herrmann, Matt Lavine, Shawn McNutt, Kevin Rogers, David Sarrette, Holli Seitz, Andrea Spain

Andy Perkins called the meeting to order at 1:30 p.m. on Friday, February 15, 2019 at 1:30 p.m. in the Trotter Room of the Center for Advanced Vehicular Systems in the Research Park. Perkins welcomed Caroline Kobia from Agriculture and Life Sciences to the meeting. Kobia will be substituting for Prem Parajuli while Parajuli is on sabbatical. Perkins announced Dr. Robert Wolverton's health is better but he is still not allowed to drive, so he will not be attending the meeting. Perkins also announced the Chemistry course proposals (CH 4811, CH 4813, CH 4823) were tabled prior to the meeting and will not be considered on the February agenda.

Crumpton moved to approve the minutes from the January 18, 2019 UCCC meeting. Roussin seconded the motion. The motion to approve the January 18, 2019 UCCC minutes was unanimously approved.

Winger moved to approve the modification (reactivation) of MGT 3113 Principles of Management, the addition of online/distance education to MGT 3113, the addition of the Meridian Campus designation to MGT 3113, the modification of the BACC in accountancy, and the modification of the BBA in Business Administration. Roussin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Winger moved to approve the addition of MGT 8103 Strategic and Entrepreneurial Management, the addition of online/distance education to MGT 8103, and the addition of the Meridian Campus designation to MGT 8103. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Winger moved to approve the addition of MKT 8213 Supply Chain and Operations Management, the addition of online/distance education to MKT 8213, and the addition of the Meridian Campus

designation to MKT 8213. Roussin seconded the motion. The subcommittee that reviewed the proposal was concerned that the first Learning Objective is a restatement of the Course Description and that Learning Objective should be revised or deleted; and in the Method of Evaluation in the syllabus, the language about dropping the lowest grade of the homework assignments and quizzes is not clear and should be revised. Crumpton moved to pass the addition of MKT 8213, the addition of online/distance education to MKT 8213, and the addition of the Meridian Campus designation to MKT 8213 contingent upon the above concerns being addressed. Dash seconded the motion. The motion to pass contingent was unanimously approved.

Winger moved to approve the modification of the MBA in Business Administration. Crumpton seconded the motion. The subcommittee that reviewed the proposal noted that the title for MGT 8103 is not correct in the program proposal; the contingency for the proposal for MKT 8213 must be cleared before the program proposal can be approved; and the Learning Outcomes include ethics but the program proposal removes the course which addressed ethics. Phillips moved to pass the modification of the MBA in Business Administration contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Crumpton moved to approve the modification of the BS in Building Construction Science. Roussin seconded the motion. The subcommittee that reviewed the program proposal recommended approval. The motion to approve was unanimously approved.

Trinkle moved to approve the addition of online/distance education to ADS 8973 Scientific Writing. Freeman seconded the motion. The subcommittee that reviewed the proposal was concerned that in the course outline for Weeks 7-8 and Weeks 11-12, seven contact hours are listed while for weeks 13-14 only 5 contact hours are listed. While the total contact hours equal 45, there is no explanation of why the contact hours are different for those weeks. Seamus moved to pass the addition of online/distance education to ADS 8973 contingent upon the above concerns being addressed. Crumpton seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of online/distance education to CSE 1284 Introduction to Computer Programming, CSE 1384 Intermediate Computer Programming, and CSE 2383 Data Structures and Analysis of Algorithms. Dr. Joe Crumpton appeared in support of the proposals. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Phillips moved to approve the course proposals to add online/distance education to HI 3903 Historiography and Historical Method; the addition of HI 4533 History of the Cold War and the addition of online/distance education to HI 4533; the addition of online/distance education to HI 4683/6683 Europe: The First World War to Hitler; and the addition of online/distance to the BA in History. Moore seconded the motion. The subcommittee that reviewed the proposals had the following concerns about equivalency for face to face and online students: for HI 3903, in order to facilitate discussion, the instructor will post a series of prompts one week in advance of each meeting in which online students must briefly respond in writing while the face to face students are not required to complete this activity; for HI 4533, the syllabus indicates the face to face students will have quizzes that are short and simple while the online students will have discussion versions that require 200 word responses, and the online students can use notes and texts to take exams while the face to face cannot. There were no concerns about the proposal for HI 4683/6683 and the program proposal. Roussin moved to pass the proposals

for HI 3903, HI 4533, HI 4683/6683, and the program proposal contingent upon the above concerns being addressed. Sparks seconded the motion. Sparks seconded the motion. The motion to pass contingent was unanimously approved.

Sparks moved to approve the addition of CO 4283/6283 Health Communication and the addition of SO 8453 Masculinities. Crumpton seconded the motion. The subcommittee that reviewed the proposals recommended approval of these proposals. The motion to approve was unanimously approved.

Sparks moved to approve the minor in Organizational Leader Development. Crumpton seconded the motion. The subcommittee that reviewed the proposal was concerned that the name of the minor was not consistent through the proposal and the contact hours were not added correctly. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Phillips seconded the motion. The motion to pass contingent was unanimously approved.

Crumpton moved to approve the modification of the BA in Music. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval of the proposal. The motion to approve was unanimously approved.

Campbell moved to approve the proposals to add ART 2904 Introduction to Film, ART 4124 Topics in Film, CO 2904 Introduction to Film, CO 4124/6124 Topics in Film, CO 4924/6924 Film Theory, EN 2904 Introduction to Film, EN 4124/6124 Topics in Film, EN 4924/6924 Film Theory, and the proposal to add a minor in Film Studies. Roussin seconded the motion. Dr. Andrea Spain appeared in support of the proposals. The subcommittee that reviewed the proposals was concerned that the syllabi for ART 2904, EN 2904, and CO 2904 did not contain grading scales, on CO 2904 the highest grade that may be obtain when resubmitting papers is listed as a "B-" but should be a numerical grade also, and the course outlines listed one contact hour in the seventh week and zero hours in the 14<sup>th</sup> week with no explanation, and the title for the movie *Inglourious Basterds* was spelled incorrectly; for the proposals ART 4124, EN 4124/6124, and CO 4124/6124, the cross listing is inconsistent across the syllabi – ART 4124 syllabus lists CO and EN as split level, CO 4124 lists all three courses as split level, and EN 4124/6124 syllabus only lists EN 4124/6124 as a split level; and week 14 is double counted in the contact hours – in the subsection Weeks 13/14 listed six contact hours with a two hours screening for each week, but then Week 14 is listed again below with a different three hours topic and a different two hours screening. Crumpton moved to pass the proposals for CO 2904, CO 4124/6124, CO 4924/6924, EN 2904, EN 4124/6124, EN 2924/6924, and the proposal to add a minor in Film Studies contingent upon the above concerns being addressed. Meng seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to adjourn. Roussin seconded the motion. The motion to adjourn was unanimously approved. The meeting was adjourned at 2:33 p.m.

APPROVAL FORM FOR  
**DEGREE PROGRAMS**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted to UCCC Mail Stop 9702 (281 Garner Hall), Phone: 325-9410.

College: College of Ag & Life Sci

Department: Human Sciences

Contact Person: Lori Staton

Mail Stop: 9745

E-mail: les456@msstate.edu

Nature of Change: Add New Certificate

Date Initiated: 1/19/19

Effective Date: 04/01/19

Current Degree Program Name:

Major:

Concentration:

New Degree Program Name: Certificate

Major: Trauma-Informed Child Advocacy

Concentration:

**Summary of Proposed Changes:**

A certificate program in Human Sciences is proposed for undergraduate students. This certification program will complement the current training MSU HDFS majors (i.e., early childhood education, early intervention, youth development, child development, and family science) receive and will also benefit students in majors such as psychology, sociology, and education across campus, students at other institutions across the state, and in-service front line workers (e.g., child protection service professionals; teachers). The certificate will feature courses that bring the vision of the Gundersen National Child Protection Training Center to the university classroom. The certificate requires students to take 3 child trauma and advocacy courses (i.e., 9 hours) taught by Child Advocacy Studies Training (CAST) certified instructors and one supplemental course that addresses trauma, adverse childhood experiences, or work with at-risk youth or families (i.e., approved elective). The certificate would thus require the student to have 12 hours of coursework to obtain the certificate. The certificate is a result of an initiative started by the MS Department of Justice to help mitigate some of the problems the MS Department of Child Protection Services have identified. Of note, CAST certified instructors from each higher education institution across the state were encouraged to develop CAST certificates or minors, with the idea that CAST courses from one institution could articulate to another resulting in greater numbers of pre-service and in-service front line workers prepared to work with children and families who have experienced trauma.

Approved:

Date:

*Michael E. Newman*

Department Head

*2-19-19*

*[Signature]*

Chair, College or School Curriculum Committee

*2-20-19*

*[Signature]*

Dean of College or School

*2/22/19*

Chair, University Committee on Courses and Curricula

Chair, Graduate Council(if applicable)

Chair, Deans Council



## PROPOSAL FOR ADDITION OF CERTIFICATE PROGRAM

### Certificate: Trauma-informed Child Advocacy

Contact: Dr. Lori Staton [les456@msstate.edu](mailto:les456@msstate.edu)

#### 1. CATALOG DESCRIPTION

Professionals working with children and families need training in trauma-informed practices. This certificate program complements the MSU HDFS degree and other majors taught across departments and colleges by providing state of the science techniques used to assist and advocate for children and families who have experienced trauma. The certificate requires a minimum of 12 hours of coursework (4 courses) focused on trauma and risk, child advocacy, human behavior and behavioral strategies, and/or family functioning.

**Administration:** The certificate will be administered through the School of Human Sciences. A Child Advocacy Studies Training (CAST) Certified faculty member will be designated as the Trauma-informed Child Advocacy Coordinator and will oversee the program's administration in collaboration with other faculty from departments represented in the curriculum. The Trauma-informed Child Advocacy Coordinator will report on the progress of the program to the Dean of the College of Agriculture and Life Sciences.

**Admission:** The Trauma-informed Child Advocacy Certificate is open to undergraduates in good standing who are currently enrolled at the university in any major. The certificate program requires a minimum of 12 semester hours with a grade of a C or above in each course.

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#### PROPOSED CURRICULUM OUTLINE

#### REQUIRED HOURS

*Required Courses:*

9

HDFS 2023 Trauma-informed Practice

HDFS 2123: Perspectives on Child Maltreatment and Child Advocacy

AND either

HDFS 3123 Global Child Advocacy Issues OR a Departmental approved 3 hour course

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*Electives:*

3

HDFS 4803: Parenting

HDFS 3843: Guiding Child Behavior

PSY 3213: Psychology of Abnormal Behavior

PSY 3363: Behavior Modification

SO/CRM/SLCE 4153: Mentoring for At-Risk Youths

SW 4613: Child Welfare Services

Other courses, including special topics courses (2990 and 4990), will be considered for elective credit on a case-by-case basis.

### **3. STUDENT LEARNING OUTCOMES AND ASSESSMENT**

Upon completing of the Trauma-informed Child Advocacy Certificate, students will be able to:

- Recognize the signs and symptoms of trauma as well as identify experiences and events that lead to trauma
- Employ the Substance Abuse and Mental Health Services Administration's (SAMHSA) framework for trauma and a trauma-informed approach
- Evaluate and apply behavioral intervention strategies to practice with individuals who have experienced trauma
- Analyze the 12 Core Concepts of Traumatic Stress Responses in Children and Families
- Illustrate how trauma impacts the development of children and the functioning of family systems
- Summarize the systems in place to handle or mitigate trauma in the lives of children and families
- Application of the Trauma-informed Experiential Reasoning Skills (TIERS)

#### **Assessment:**

Program assessment will be by means of an exit survey, in which the students will self-evaluate what they have learned about Trauma and Child Advocacy as a participant in the Certificate Program and how this has shaped their thinking about working with children and families, including their own plans to pursue a career in trauma-informed practice.

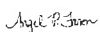
### **4. LETTER OF SUPPORT**

Please see attached letters of support from the curriculum committees of the departments of Human Sciences, Sociology and Psychology.

### **5. PROPOSED 4-LETTER ABBREVIATION**

TICA

**Appendix 16: Intent to Offer, Modify, or Delete Certificate\* Program**  
**(Submit Appendix 16 in both PDF and Word Document Formats)**

<b>Institution:</b>		
<b>Date of Implementation:</b> Spring 2019	<b>Six-Digit CIP Code (&amp; Four-Digit Sequence Code if modification/deletion):</b> 190701	<b>Total Credit Hours:</b> 12
CIP & Sequence codes: <a href="#">IHL Active Program Inventory</a>		
<b>Program Title as will Appear on Academic Program Inventory:</b>		<input checked="" type="checkbox"/> Offer <input type="checkbox"/> Modify <input type="checkbox"/> Delete
<hr/>		
<b>Responsible Academic Unit(s):</b> School of Human Sciences	<b>Institutional Contact:</b> Angel Fason, M. S. <b>Phone:</b> 662-325-3790 <b>Email:</b> angelf@humansci.msstate.edu	
<hr/>		
<b>Vocational Certificate:</b>	<b>Credit Bearing Program:</b>	<b>Title IV Financial Aid Eligible:</b>
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<hr/>		
<b>Which of the following best describes the certificate program:</b>		
<input type="checkbox"/>	Pre-Baccalaureate (Less than 1 Year)	Undergraduate program with duration less than one academic year; designed for completion in less than 30 credit hours
<input checked="" type="checkbox"/>	Pre-Baccalaureate (At Least 1 Year)	Undergraduate program with duration at least 1 year; designed for completion in at least 30 hours; does not meet requirements for Associate's or Bachelor's degrees
<input type="checkbox"/>	Post-Baccalaureate	Program designed beyond the baccalaureate degree but does not meet the requirements for a master's degree
<input type="checkbox"/>	Post-Master's	Program designed beyond the master's degree but does not meet the requirements for a doctoral degree
<input type="checkbox"/>	Other	Other certificate program not meeting one of the four criteria above.
<hr/>		
<b>Program Summary:</b>		
A certificate program in Human Sciences is proposed for undergraduate students that brings the vision of the Gundersen National Child Protection Training Center to the university classroom. The certificate requires students to take 3 child trauma and advocacy courses (i.e., 9 hours) taught by Child Advocacy Studies Training (CAST) certified instructors and one supplemental course that addresses trauma, adverse childhood experiences, or work with at-risk youth or families. The certificate would thus require the student to have 12 hours of coursework to obtain the certificate.		
<hr/>		
 <b>Institutional Contact Signature</b>		2/26/2019 <b>Date</b>
<hr/>		<hr/>
<b>Chief Academic Officer Signature</b>		<b>Date</b>
<hr/>		<hr/>
<p>*Certificate programs added to the Academic Program Inventory must be credit-bearing and be vocational in nature with some professional benefit to program completers. Undergraduate certificates are eligible for Title IV financial aid programs. Certificate programs that are not credit-bearing or are lifelong learning in nature (i.e. photography, travel, etc.) with no professional component should not be included in the Academic Program Inventory.</p>		



**MISSISSIPPI STATE**  
UNIVERSITY™

**COLLEGE OF ARTS AND SCIENCES**

Department of Psychology

P.O. Box 6161  
110 Magruder Hall  
Mississippi State, MS 39762

P. 662.325.3202

F. 662.325.7212

[www.psychology.msstate.edu](http://www.psychology.msstate.edu)

January 24, 2019  
Dr. Scott Willard  
Associate Dean  
College of Agriculture and Life Sciences

RE: Trauma Informed Child Advocacy Certificate

Dear Dr. Willard:

The Department of Psychology recognizes the importance of training students from multiple disciplines to work with children and families who have experienced traumas. I am therefore delighted to support the *Trauma Informed Child Advocacy Certificate* and the associated courses that are proposed by the Human Development and Family Science faculty in the School of Human Sciences.

Please do not hesitate to contact me if you have further questions.

Sincerely,

Mitchell E. Berman, Ph.D.  
Professor and Department Head

Email: [mberman@psychology.msstate.edu](mailto:mberman@psychology.msstate.edu)  
Telephone: 662.325.3666



**MISSISSIPPI STATE**  
UNIVERSITY.

SCHOOL OF HUMAN SCIENCES

P. O. Box 9745

Mississippi State, MS 39762

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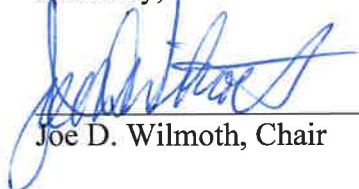
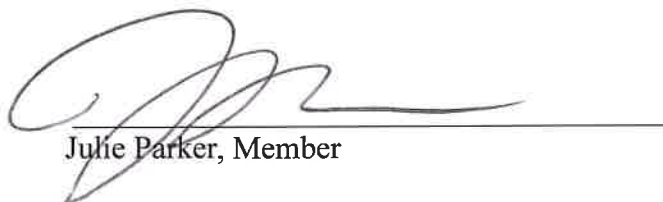
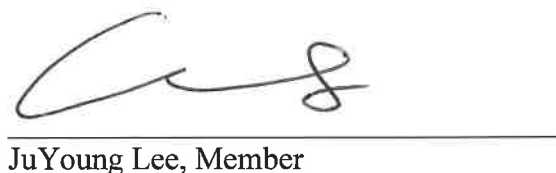
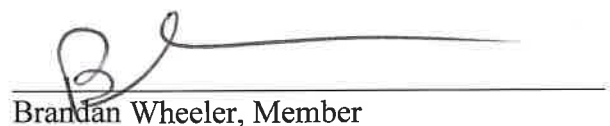
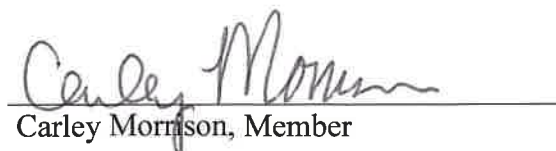
February 6, 2019

Ms. Jessica Graves  
Chair, CALS Curriculum Committee  
Box 9815  
Mississippi State, MS 39762

Ms. Graves:

The School of Human Sciences Curriculum Committee has reviewed the new degree proposal for a certificate in Trauma-Informed Advocacy, and we support its approval. The proposal demonstrates the need for this type of training as well as the availability of staff, library support, and other necessary resources. We believe the proposed certificate program will benefit our students and students across the university as well as children and families in Mississippi and other states.

Sincerely,

  
\_\_\_\_\_  
Joe D. Wilmoth, Chair  
\_\_\_\_\_  
Alisha Hardman, Member  
\_\_\_\_\_  
Julie Parker, Member  
\_\_\_\_\_  
JuYoung Lee, Member  
\_\_\_\_\_  
Brandan Wheeler, Member  
\_\_\_\_\_  
Carley Morrison, Member



**MISSISSIPPI STATE**  
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**COLLEGE OF ARTS & SCIENCES**  
Department of Sociology

P.O. Box C  
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February 15, 2019

Dear Chair, University Committee on Courses and Curriculum,


Please accept this letter of support for the creation of the Trauma Informed Child Advocacy Certificate program. The Department of Sociology faculty voted to approve the inclusion of Sociology, Criminology, and Social Work courses in this certificate program at our February 15th faculty meeting. Please contact Lindsey Peterson, Chair of the Department of Sociology Undergraduate Curriculum Committee, if you have further questions.

Sincerely,

Department of Sociology  
Undergraduate Curriculum Committee

 Lindsey Peterson (chair)

 David May

 Ashley Perry

 Diego Thompson

 Dustin Brown

 Ashley Vancil-Leap

 Melinda Pilkinton



**MISSISSIPPI STATE**  
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**COLLEGE OF ARTS & SCIENCES**

Department of Sociology

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[www.sociology.msstate.edu](http://www.sociology.msstate.edu)

February 15, 2019

Dear Dr. Elmore-Staton,

You have listed SO 4153: Mentoring At-Risk Youths on your Trauma Informed Child Advocacy certificate program of study. Please note that this course is called "Mentoring for At-Risk Youths", and it is cross-listed with CRM (Criminology) and SLCE (Service Learning and Community Engagement). We request that you list all three versions of the course on your program (SO/CRM/SLCE) to reach the most students. Best of luck as you build this certificate program.

Sincerely,

Department of Sociology  
Undergraduate Curriculum Committee

Lindsey Peterson (chair)



**MISSISSIPPI STATE**  
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**COLLEGE OF ARTS & SCIENCES**  
Social Work Program

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[www.sociology.msstate.edu](http://www.sociology.msstate.edu)

The Social Work Curriculum Committee met February 1, 2019 to discuss the Child Advocacy Studies Training (CAST) Certificate program.

Social Work faculty unanimously voted that SW4613, Child Welfare Services should be added as one of the possible electives for the program. This course is offered both spring and fall semesters and is currently in review for online instruction (pursuant to approval by the Arts & Sciences curriculum committee and the University Curriculum and Courses Committee).

The course is described in the university bulletin as follows:

### **SW 4613 Child Welfare Services: 3 hours.**

(Consent of instructor). Three hours lecture. Assessment of parental and society's responsibilities in meeting physical, social, psychological, and legal needs of children and examining the delivery, policies, systems, and services

Social Work Faculty believe that the addition of this course as a possible elective would enhance a student's knowledge about child protection systems, legal responsibilities for mandated reporters, and how workers in the field function with other professionals involved in the protection of children within society such as law enforcement, medical professionals, judiciary systems, and providers of essential services to families at risk for child maltreatment.

Sincerely,

Melinda Pilkinton, Ph.D., LCSW

Director, Social Work Program

Chair, Social Work Curriculum Committee

Kenya Cistrunk, Ph.D., MSW

Assistant Professor, Social Work Program

Veronica Knowles, MSW

Instructor, Social Work Program

Jada Johnson, MSW

Instructor, Social Work Program



APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted to UCCC Mail Stop 9702 (281 Garner Hall), Phone: 325-9410.

**College:** College of Agriculture and Life Sciences **Department:** School of Human Sciences

**Contact Person:** Charles Freeman **Mail Stop:** 9745 **E-mail:** cf617@msstate.edu

**Nature of Change:** Modification **Date Initiated:** 1/25/2019 **Effective Date:** 8/15/2019

**Current Degree Program Name:** Master of Science

**Major:** Fashion Design & Merchandising **Concentration:** Design & Product Development OR Merchandising

**New Degree Program Name:** Master of Science

**Major:** Fashion Design & Merchandising **Concentration:** Design & Product Development OR Merchandising

**Summary of Proposed Changes:** Modified the curriculum and courses required based on the addition of new faculty and program growth. The original degree proposal was written in 2015 and since then we have added 2 new faculty and had one retire – therefore the program direction and ability to offer more FDM specific courses necessitates this modification.

**Approved:**

**Date:**



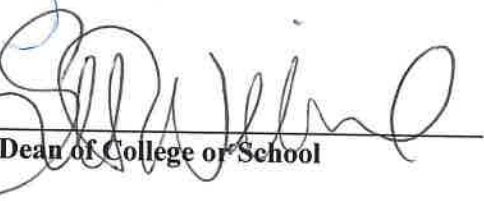
Department Head

2-19-19



Chair, College or School Curriculum Committee

2-20-19



Dean of College or School

2/22/19

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

## Chair, Deans Council

### GRADUATE DEGREE MODIFICATION OUTLINE FORM

Use the chart below to make modifications to an existing Graduate Degree. All deleted courses and information should be shown in *italics* and all new courses and information in **bold**. Please include the course prefix, number, and title in both columns. Expand rows as needed.

#### 1 & 2. Current and Proposed Catalog Description and Curriculum Outline

CURRENT Degree Description	PROPOSED Degree Description
Degree: Master of Science (M.S.) Major: Fashion Design and Merchandising Concentration 1: Merchandising Concentration 2: Design and Product Development	Degree: Master of Science (M.S.) Major: Fashion Design and Merchandising Concentration 1: Merchandising Concentration 2: Design and Product Development
<p>The graduate degree (M.S.) in Fashion Design and Merchandising (FDM) will be offered through the School of Human Sciences at Mississippi State University. FDM is based on an interdisciplinary approach to understand consumers, fashion businesses and fashion and related industries in the context of fashion culture in the society. <i>It encompasses specialty areas in fashion design, product development, consumer behavior, textiles, historic costume, merchandising and international trade.</i> Graduates will become future leaders in the <i>global fashion complex</i>—textile, apparel, and retail industries—and promote the economic development of industry sectors that increase the quality of life for people around the world. They will also advance research and policy in areas related to the fashion <i>complex</i> to broaden the effects of academic application of research in practice, as well as governmental actions on the fashion complex. This degree is designed to provide students with an in-depth understanding of the fashion and retail industry, consumer behavior, product development, business principles, and technology applications. Students select a concentration in one of two areas: Merchandising or Design and Product Development.</p> <p><i>Admission Requirements</i></p> <p>An individual must have a valid admission status in the Office of The Graduate School to secure enrollment. Admission to graduate study is limited to the pursuit of requirements for the degree and the field of study as specified in the student's application and statement of purpose.</p> <p>Qualified applicants for the FDM graduate program are expected to have interests and goals that are consistent with the department's faculty expertise and interests, as well as course offerings. Once all application materials have been submitted, applicants should contact the FDM graduate coordinator at</p>	<p>The graduate degree (M.S.) in Fashion Design and Merchandising (FDM) will be offered through the School of Human Sciences at Mississippi State University. FDM is based on an interdisciplinary approach to understand consumers, fashion businesses and fashion and related industries in the context of fashion culture in the society. Graduates will become future leaders in the textile, apparel, and retail industries <b>to</b> promote the economic development of industry sectors that increase the quality of life for people around the world. They will also advance research and policy in areas related to the fashion <b>industry</b> to broaden the effects of academic application of research in practice, as well as governmental actions on the fashion complex. This degree is designed to provide students with an in-depth understanding of the fashion and retail industry, consumer behavior, product development, business principles, and technology applications. Students select a concentration in one of two areas: Merchandising or Design and Product Development.</p> <p><b>Admission Requirements</b></p> <p>An individual must have a valid admission status in the Office of The Graduate School to secure enrollment. Admission to graduate study is limited to the pursuit of requirements for the degree and the field of study as specified in the student's application and statement of purpose.</p> <p>Qualified applicants for the FDM graduate program are expected to have interests and goals that are consistent with the department's faculty expertise and interests, as well as course offerings. Once all application materials have been submitted, applicants should contact the FDM graduate coordinator at (662)325-2950 to schedule an interview with members of the FDM graduate faculty. To accommodate international applicants, interviews can be conducted using distance technology. Admission decisions are based on a</p>

(662)325-2950 to schedule an interview with members of the FDM graduate faculty. To accommodate international applicants, interviews can be conducted using distance technology. Admission decisions are based on a holistic consideration of the applicant's credentials.

For international, non-native speakers of English, a TOEFL score indicative of ability to successfully complete graduate work is required. See English Language Test Score Requirements in the MSU Graduate School catalog for more information.

#### Master's Admission Requirements

- meet all MSU Graduate School requirements for admission;
- have earned a baccalaureate degree in FDM or a related field;
- submit Graduate Record Examination (GRE) scores competitive with other applicants;
- submit three letters of recommendation, with at least two of the letters coming from individuals familiar with the applicant's academic work;
- *current Resume or CV*
- *submit a sole-authored writing sample and/or creative portfolio;*
- submit a personal statement (500-1,000 words) describing the applicant's purpose for undertaking graduate study, **statement of commitment to concentration area**, professional plans, career goals, and detailed research interests.

**Instructions for Writing Sample/Creative Portfolio**  
*Applicants to both the master's and doctoral program are asked to submit a sole-authored writing sample in English or creative digital portfolio so that the admissions committee may assess the candidate's ability as a writer/designer, potential for success in the graduate program, and ability to do research and present it in written/visual form. The minimum length of the writing sample is 5 pages, but the sample should not exceed 25 pages. The writing sample should be presented in APA style (title page, headers, references, etc.). The digital portfolio should be a minimum of 10 pages and the file size should not exceed 2GB, showcasing work completed by the individual in the past 5 years. Examples of possible writing samples include, but are not limited to, papers from past courses, journal articles, or some written work product, such as a manual or technical report. Examples of possible creative work completed include, but are not limited to, original*

holistic consideration of the applicant's credentials. For international, non-native speakers of English, a TOEFL score indicative of ability to successfully complete graduate work is required. See English Language Test Score Requirements in the MSU Graduate School catalog for more information.

#### Master's Admission Requirements

- meet all MSU Graduate School requirements for admission;
- have earned a baccalaureate degree in FDM or a related field;
- submit Graduate Record Examination (GRE) scores competitive with other applicants;
- submit three letters of recommendation, with at least two of the letters coming from individuals familiar with the applicant's academic work;
- **current resume or CV**
- submit a personal statement (500-1,000 words) describing the applicant's purpose for undertaking graduate study, **statement of commitment to concentration area (merchandising or design & product development)**, professional plans, career goals, and detailed research interests.

**For those applicants not possessing a B.S. in Fashion Design and Merchandising, admission will be considered on a case-by-case basis. If accepted, those students will be required to complete up to four leveling courses from the FDM undergraduate core curriculum.**

#### Design and Product Development:

- FDM 1533 Basic Apparel Construction
- FDM 2524 Textiles for Apparel
- FDM 2593 Product Development II
- FDM 4343 Patternmaking and Design

#### Merchandising:

- FDM 2333 Intro to Buying and Management
- FDM 2524 Textiles for Apparel
- FDM 3553 Fashion Retail Pricing
- FDM 4533 Merchandise Planning and Buying

#### Coursework

The master's degree in FDM requires **38** hours of course work and has a thesis and a non-thesis option. A specialization will require 12 hours of coursework completed in one of the areas at the master's level

#### Financing Your Graduate Education

Although the School of Human Sciences does have a limited number of assistantship opportunities, students

*creative apparel designs, concept/trend boards, fashion illustrations and/or technical sketches. The writing sample or creative digital portfolio should be e-mailed as an attachment to [mhunt@grad.msstate.edu](mailto:mhunt@grad.msstate.edu).*

#### Coursework

The master's degree in FDM requires 31 hours of course work and has a thesis and a non-thesis option.

A specialization will require 9 hours of coursework completed in one of the areas at the master's level

#### Financing Your Graduate Education

Although the School of Human Sciences does have a limited number of assistantship opportunities, students are responsible for making their own arrangements for financing their graduate studies.

For information about financial aid options and/or to complete a Free Application for Federal Student Aid (FAFSA), visit [www.sfa.msstate.edu](http://www.sfa.msstate.edu).

#### Careers

*A professional with a M.S. degree in Fashion Design and Merchandising is prepared for a career as a merchandiser, buyer, trend forecaster, sales/e-commerce representative, retail management, fashion entrepreneur, fashion designer, product developer, technical designer, stylist, sourcing agent, and many other options within the global fashion industry.*

The Merchandising concentration explores the business and product development aspects of the fashion and retail industry from finalized design to the end use by consumers and beyond. Coursework prepares students to conduct in-depth research and analysis in a variety of fields such as merchandising, buying, international trade, fashion business and retail operations. Students learn real-world application through lab experiences in settings that align with the students' career goals.

The Design and Product Development concentration explores the creative and product development aspects of the fashion and retail industry from trend innovation and concept to an end-use product and beyond. Coursework prepares students to conduct in-depth research and analysis in a variety of fields such as creative design, technical design, design processes and related creative industries. Students learn real-world application through lab experiences in settings that align with the students' career goals.

are responsible for making their own arrangements for financing their graduate studies. For information about financial aid options and/or to complete a Free Application for Federal Student Aid (FAFSA), visit [www.sfa.msstate.edu](http://www.sfa.msstate.edu).

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The Design and Product Development concentration explores the creative and product development aspects of the fashion and retail industry from trend innovation and concept to an end-use product and beyond. Coursework prepares students to conduct in-depth research and analysis in a variety of fields such as creative design, technical design, design processes and related creative industries. Students learn real-world application through lab experiences in settings that align with the students' career goals.

	Required Hours	<b>PROPOSED CURRICULUM OUTLINE</b>	Required Hours
<p>Required Courses:  <i>AIS 8803 Research Methods (3)</i>  <i>EPY 6214 Educational and Psychological Statistics (4)</i>  <i>HS 6424 Teaching Methods in Agriculture and Human Sciences (3)</i> or  <i>AIS 8403 Directed Learning Experiences (3)</i> if above courses taken at undergraduate level  <i>HS 6513 Social – Psychological Aspects of Clothing (3)</i>  <b>Or</b> Restricted Electives (3) if above courses taken at undergraduate level*  <i>HS 8813 Seminar in Human Sciences (3)</i>  <i>HS 8000 Research/thesis (thesis option) (6)</i> or  <i>HS 7000 Directed Individual Study (non-thesis option) (6)</i>  * With approval of major professor and graduate committee</p>	21-22	<p>Required Courses:  <b>AELC 8803 App Res Meth to AEE (3)</b>  <i>EPY 6214 Educational and Psychological Statistics (4)</i>  <b>FDM 6424 Teaching Methods in Agriculture and Human Sciences (4)</b> or  <b>AELC 8403 Directed Learning Experiences (3)</b> if above course taken at undergraduate level  <b>FDM 6613 Research in Fashion Consumer Behavior (3)</b>  <b>HDFS 8813 Seminar in HDFS (3)</b>  <b>FDM 8000 Research/thesis (thesis option) (9)</b> or  <b>FDM 8100 Creative Project (non-thesis option) (9)</b></p>	26-27
Concentration (Choose one)	9-10	Concentration (Choose one)	12
<p>Merchandising Concentration Courses:  <i>Restricted Electives (9)*</i>  * With approval of major professor and graduate committee, select 3 courses (9 - 10 hours) related to student area of study.</p>		<p>Merchandising Concentration Courses:  <b>FDM 6683 Research and Application in Fashion Entrepreneurship (3)</b>  <b>FDM 6793 Research and Application in Digital Fashion Retailing (3)</b>  <b>Restricted Electives (6) *</b>  * With approval of major professor and graduate committee, select one course related to student area of study.</p>	
<p>Design and Product Development Concentration Courses:  <i>HS 6343 Apparel Design II (3)</i>  <i>HS 6593 Creative Design Techniques (3)</i>  <i>HS 6733 Computer-Aided Design in Human Sciences (3)</i>  <b>Or</b> <i>Restricted Electives (9) if above courses taken at undergraduate level*</i>  * With approval of major professor and graduate committee, select 3 courses (9 - 10 hours) related to student area of</p>		<p><b>Design and Product Development Concentration Courses: (Select 4)</b>  <b>FDM 6123: Research and Application in Product Development</b>  <b>FDM 6443 Advanced Patternmaking and Design (3)</b>  <b>FDM 6563 Advanced Draping (3)</b>  <b>FDM 6573: Advanced Portfolio Development</b>  <b>FDM 6783 Experimental Fashion Design (3)</b></p>	

<i>study.</i>		<b>FDM 6873 Advanced Computer-Aided Design for Fashion (3)</b>	
Total Hours	30-32	Total Hours	<b>38-39</b>

### **3. Justification and Learning Outcomes:**

Recently, the Fashion Design and Merchandising program was approved to offer a M.S. degree. Since that time, we have hired a new faculty member in the design and product development area and have had a senior faculty member retire. We also anticipate hiring an instructor to start Fall 2019. This has enabled our current faculty to develop new graduate courses (submitted and approved) and develop more focused areas of graduate student study. Since its approval in 2016, the degree has not been modified and needs an update to reflect these new course offerings. The changes made to the graduate degree structure not only reflect the change in faculty expertise but also the changes to the accreditation standards recently presented to us. Learning objectives for the degree are listed below.

- Students will demonstrate the synergistic, integrative nature of the textile and apparel industries focusing on the apparel production, creative design, product development, merchandising, and retail operations, and students will apply this understanding to the current issues and opportunities of the globalized fashion and retail industry.
- Students will apply knowledge from their programs of study to the issues of creative design, communication of dress, technical and instructional design communication, and the business of a global fashion and retail industry.
- Students will integrate concepts of global interdependence as they relate to apparel and agriculture in their areas of specialization.
- Students will understand and apply appropriate technologies in addressing issues concerning the global fashion and retail industry.
- Students will understand resource development and sustainability and the impact that those concepts have on the growth of the global fashion and retail industry.

### **4. Support**

Please see the attached letters of support.

### **5. Proposed 4 Letter Abbreviation**

FDM

### **6. Effective Date**

Fall 2019



**MISSISSIPPI STATE**  
UNIVERSITY.

SCHOOL OF HUMAN SCIENCES  
P. O. Box 9745  
Mississippi State, MS 39762  
P. 662.325.2950  
humansci.msstate.edu

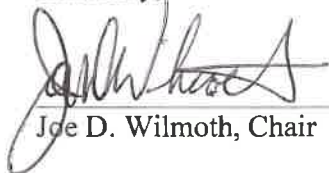
February 1, 2019

Ms. Jessica Graves  
Chair, CALS Curriculum Committee  
Box 9815  
Mississippi State, MS 39762

Ms. Graves:

The School of Human Sciences Curriculum Committee has reviewed the Fashion Design and Merchandising (FDM) graduate degree modification proposal, and we support its approval. Modifications to the current degree are proposed because the program has added 2 new faculty and had one retire – therefore the program direction and ability to offer more FDM specific courses necessitates this modification. The proposal demonstrates the appropriate availability of staff, library support, and other necessary resources. We believe the proposed degree modification will benefit the students in our department as well as the industry.

Sincerely,

  
Joe D. Wilmoth, Chair  
Alisha Hardman, Member  
Julie Parker, Member  
JuYoung Lee, Member  
Brandon Wheeler, Member  
Carley Morrison, Member



APPROVAL FORM FOR  
**DEGREE PROGRAMS**  
MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted to UCCC Mail Stop 9702 (281 Garner Hall), Phone: 325-9410.

**College:** Arts & Sciences      **Department:** Biological Sciences  
**Contact Person:** Donna M. Gordon      **Mail Stop:** 9536      **E-mail:** dg300@msstate.edu

**Nature of Change:** Add new certificate

**Program will be offered at:** Distance Learning (Campus 5)  
**Date Initiated:** January 7, 2019      **Effective Date:** August 21, 2019

**Current Degree Program Name:**  
**Major:**      **Concentration:**

**New Degree Program Name:** Certificate


**Major:** General Biology      **Concentration:** N/A

**Summary of Proposed Changes:**

The graduate certificate in General Biology is targeted to high school teachers that need to complete 18 credit hours of graduate-level Biology coursework to meet accreditation standards for teaching dual-enrollment courses. This program supports the state's initiative to increase student preparedness for college by providing an avenue for high school teachers to meet these professional requirements. The certificate program consists of 18 credit hours that can be met by completing existing online graduate level courses offered by the Department. As the certificate program will complement the existing Masters in General Biology degree it may also serve as a conduit for recruiting students into this program.

**Approved:**

**Date:**

  
\_\_\_\_\_  
Department Head

02-14-19  
\_\_\_\_\_

  
\_\_\_\_\_  
Chair, College or School Curriculum Committee

3/5/19  
\_\_\_\_\_

  
\_\_\_\_\_  
Dean of College or School

3/16/19  
\_\_\_\_\_

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Graduate Council(if applicable)

\_\_\_\_\_  
Chair, Deans Council



**Appendix 16: Intent to Offer, Modify, or Delete Certificate\* Program**  
**(Submit Appendix 16 in both PDF and Word Document Formats)**

<b>Institution:</b>		
<b>Date of Implementation:</b> August 21, 2019	<b>Six-Digit CIP Code (&amp; Four-Digit Sequence Code if modification/deletion):</b> 260101	<b>Total Credit Hours:</b> 18 credit hours
<small>CIP &amp; Sequence codes: IHL Active Program Inventory</small>		
<b>Program Title as will Appear on Academic Program Inventory:</b> Graduate Certificate in General Biology		<input checked="" type="checkbox"/> Offer <input type="checkbox"/> Modify <input type="checkbox"/> Delete
<hr/>		
<b>Responsible Academic Unit(s):</b> Department of Biological Sciences College of Arts & Science	<b>Institutional Contact:</b> Donna M. Gordon <b>Phone:</b> 662-325-9337 <b>Email:</b> gordon@biology.msstate.edu	
<hr/>		
<b>Vocational Certificate:</b>	<b>Credit Bearing Program:</b>	<b>Title IV Financial Aid Eligible:</b>
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<hr/>		
<b>Which of the following best describes the certificate program:</b>		
<input type="checkbox"/>	Pre-Baccalaureate (Less than 1 Year)	Undergraduate program with duration less than one academic year; designed for completion in less than 30 credit hours
<input type="checkbox"/>	Pre-Baccalaureate (At Least 1 Year)	Undergraduate program with duration at least 1 year; designed for completion in at least 30 hours; does not meet requirements for Associate's or Bachelor's degrees
<input checked="" type="checkbox"/>	Post-Baccalaureate	Program designed beyond the baccalaureate degree but does not meet the requirements for a master's degree
<input type="checkbox"/>	Post-Master's	Program designed beyond the master's degree but does not meet the requirements for a doctoral degree
<input type="checkbox"/>	Other	Other certificate program not meeting one of the four criteria above.
<hr/>		
<b>Program Summary:</b>		
The graduate certificate is targeted to high school science teachers that need to complete graduate credit hours within the field of Biology for the purpose of teaching dual-enrollment courses (see attachment). The graduate certificate may also be beneficial to community college faculty that need additional graduate credit hours in the field of Biology for instructional purposes. This is part of the MS in General Biology degree program but can serve as a stand-alone graduate certificate.		
<hr/>		
Donna Gordon	<small>Digitally signed by Donna Gordon Date: 2019.03.05 12:44:44 -06'00'</small>	March 5, 2019
<b>Institutional Contact Signature</b>		<b>Date</b>
<hr/>		<hr/>
<b>Chief Academic Officer Signature</b>		<b>Date</b>
<hr/>		<hr/>
<p>*Certificate programs added to the Academic Program Inventory must be credit-bearing and be vocational in nature with some professional benefit to program completers. Undergraduate certificates are eligible for Title IV financial aid programs. Certificate programs that are not credit-bearing or are lifelong learning in nature (i.e. photography, travel, etc.) with no professional component should not be included in the Academic Program Inventory.</p>		

## General Biology Certificate

### 1. CATALOG DESCRIPTION and 2. CURRICULUM OUTLINE:

PROPOSED NEW CERTIFICATE DESCRIPTION	
<p><b>Certificate: General Biology</b></p> <p>The General Biology certificate was developed to enhance the educational opportunity of instructors at the high school and community college level. The program provides a path to meet the graduate subject credit hour requirement for those students that may have earned a Master's degree outside of the STEM field. Certificate requirements are selected to expose students to course work across the breadth of biological sciences while providing a level of content area flexibility.</p> <p><b>Requirements:</b> Successful completion of 18 credit hours of graduate study in the Department of Biological Sciences. Certificate requirements can be met by completing online graduate level courses offered by the Department. A minimum cumulative GPA of 3.00 on all courses taken to acquire the certificate is required. A maximum of 6 graduate credit hours may be transferred into the certificate program with approval made on a case-by-case basis by the graduate coordinator and/or graduate committee. Only courses completed with a B grade or higher will qualify. Students interested in using the hours earned in acquiring a certificate towards the completion of the General Biology graduate degree will be advised that credit hours from other institutions can not be used to fulfill the 33 credit hours of the related Master's degree program. Graduate students in good academic standing that are enrolled in the General Biology degree program can apply completed program coursework towards the General Biology certificate at any time.</p> <p><b>Admission:</b> The certificate program will be open to students in good standing who are enrolled at the University as: a) an unclassified graduate student, or b) in any online graduate degree program.</p>	
Proposed Curriculum Outline	Required Hours
<p>Required courses:</p> <p>BIO 8053: Comprehensive Study of Animals BIO 8063: Comprehensive Study of Plants</p>	6
<p>Electives: Selected from the following with no more than 9 credit hours coming from 6000-level courses.</p> <p>BIO6013: Genetics &amp; Molecular Biology BIO6023: Principles of Evolutionary Biology BIO6033: Fundamentals of Biotechnology BIO6043: Developmental &amp; Reproductive Biology BIO8023: Modern Microbiology BIO8033: Advanced Cell Biology BIO8043: Ecology &amp; the Environment BIO8093: Experimental Biology &amp; Biostatistics</p>	12

Total Hours	18
-------------	----

### 3. STUDENT LEARNING OUTCOMES AND ASSESSMENTS

The certificate program meets the needs of high school instructors that have a Master's degree but require 18 credit hours of biology coursework to teach dual enrollment courses within this field. The program will also benefit community college instructors that may have a Master's degree but require graduate level coursework to acquire 'a concentration within the teaching discipline'. As all coursework can be completed in an online format, the certificate program provides an avenue for practicing teachers to attain these subject specific, graduate-level credit hours while continuing to work. This certificate program supports a state-wide and regional effort aimed at graduating high school students that are college and career ready by preparing their teachers with the required graduate-level qualifications to teach advanced coursework. The certificate program may also function as a recruiting mechanism to attract students to the existing M.S. in General Biology degree program as courses are drawn from this program.

#### Expected Learning Outcomes

By the end of the program, the student will be able to:

- Demonstrate mastery of content knowledge across multiple disciplines of biology.
- Develop skills that transition into the establishment of an enhanced learning environment for high school students enrolled in AP-Biology and/or dual enrollment courses.
- Demonstrate an understanding of new scientific developments in the field and use these findings to augment their course curricula.

### 4. SUPPORT

Implementation of the General Biology certificate program will require no additional resources as the program utilizes established distance courses and will take advantage of the infrastructure already in place to administer the Master's in General Biology degree program. A letter of support from the Department of Biological Sciences Graduate Committee is supplied.

### COURSE DESCRIPTIONS FOR THE CERTIFICATE PROGRAM

**BIO 6013 Genetic & Molecular Biology:** (3) Three hours video and online. Analysis of the transmission of genetic information from molecular to organismal levels; examination of ways in which genotype determines phenotype. Delivery Method: Online, or Web-based

**BIO 6023 Principles of Evolutionary Biology:** (3) Three hours video and online. Current concepts in genetic variation, natural selection, and adaptation of populations; speciation, extinction, and phylogenetics; patterns of human evolution. Delivery Method: Online, Internet or Web-based

**BIO 6033 Fundamentals of Biotechnology:** (3) Three hours video and online. Fundamental principles of animal and plant biotechnology including recombinant DNA technology, gene-

based diagnostics, genetically modified organisms and transgenics. Delivery Method: Online, Internet or Web-based

**BIO 6043 Developmental & Reproductive Biology: (3)** Three hours video and online. Study of reproduction and development from gametes through birth in mammals; focusing on stages, anatomy, physiology, mechanisms, and genetics. Delivery Method: Online, Internet or Web-based

**BIO 8023 Modern Microbiology: (3)** Three hours video and online. Fundamental principles of microbiology, including microbial structure, replication, and diversity; role of microorganisms in human health and the environment. Delivery Method: Online, Internet or Web-based

**BIO 8033 Advanced Cell Biology: (3)** Three hours video and online. Study of eukaryotic cellular and sub-cellular structure and function; integration of cellular processes to understand the cell as a whole. Delivery Method: Online, Internet or Web-based

**BIO 8043 Ecology & the Environment: (3)** Three hours video and online. Investigation of biodiversity, ecological hierarchies, and interactions between biota and the environment. Includes an introduction to contemporary environmental science issues. Delivery Method: Online, Internet or Web-based

**BIO 8053 Comprehensive Study of Animals: (3)** Three hours video and online. Study of invertebrate and vertebrate animals, including reproduction, development, physiology, behavior, ecology, and evolution. Delivery Method: Online, Internet or Web-based

**BIO 8063 Comprehensive Study of Plants: (3)** Three hours video and online. Study of plants from bryophytes to angiosperms, including growth, photosynthesis, respiration, nutrition, reproduction, ecology, and evolution. Delivery Method: Online, Internet or Web-based

**BIO 8093 Experimental Biology & Biostatistics: (3)** Three hours video and online. Experimental design and methods for statistical analysis of biological data, with an emphasis on inquiry using the scientific method. Delivery Method: Online, Internet or Web-based



**MISSISSIPPI STATE**  
UNIVERSITY™

**COLLEGE OF ARTS & SCIENCES**  
DEPARTMENT OF BIOLOGICAL SCIENCES

P.O. Box GY  
295 E Lee Blvd  
Mississippi State, MS 39762

P. 662.325.3120  
F. 662.325.7939

[www.biology.msstate.edu](http://www.biology.msstate.edu)

February 14, 2019

Dr. Dana Pomykal Franz, Chair  
University Committee on Courses and Curricula  
Mississippi State University  
PO Box 5268  
Mississippi State, MS 39762

Dear Dr. Franz and Committee,

I am writing to provide my support for Dr. Gordon's proposed Certificate Program. As indicated by Dr. Gordon, this certificate program would create an opportunity for secondary school educators to attain documented competency for teaching biology, particularly advanced placement courses on the topic. While we have a non-thesis MS program, the Master of Science in General Biology (MSGB) Program, the certificate program would provide a training option that meets the expectations placed on secondary school educators. Further, all of the courses required for the proposed certification program are already being offered as part of the MSGB program. Hence, the establishment of this program might help reach optimal enrollment in courses offered for the MSGB.

Sincerely,

Mark Welch

Digitally signed by Mark Welch  
DN: cn=Mark Welch, o=Mississippi  
State University, ou=Biological  
Sciences,  
email=mmw497@msstate.edu, c=US  
Date: 2019.02.14 08:20:52 -0600

Biological Sciences Graduate Coordinator and Graduate Committee

Signature:

Email: [ballinger@biology.msstate.edu](mailto:ballinger@biology.msstate.edu)

Signature:

Gary N. Ervin (Feb 14, 2019)

Email: [gervin@biology.msstate.edu](mailto:gervin@biology.msstate.edu)

Signature:

Heather R. Jordan (Feb 14, 2019)

Email: [jordan@biology.msstate.edu](mailto:jordan@biology.msstate.edu)

Signature:

Justin A. Thornton (Feb 14, 2019)

Email: [thornton@biology.msstate.edu](mailto:thornton@biology.msstate.edu)












# Support Letter

Final Audit Report

2019-02-14


Created:	2019-02-14
By:	Mark Welch (mw497@msstate.edu)
Status:	Signed
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*Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097*

## **DUAL ENROLLMENT**

### **Policy Statement**

For SACSCOC purposes, “dual enrollment” refers to courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. This would include such coursework offered at the high school, on the institution’s campus, or via distance education. This also includes programs and courses that may be offered under different names such as “early college,” “dual credit,” or “concurrent enrollment.” The academic rigor of such coursework matches the quality of other institutional coursework, regardless of location or mode of delivery.

Institutions must ensure that their dual enrollment courses and programs comply with the *Principles of Accreditation*. This applies to all such educational programs and services, wherever located or however delivered. In addition, institutions being reviewed should also be prepared to demonstrate clear institutional control over these dual enrollment courses and programs.

#### ***Applying the Principles of Accreditation to Dual Enrollment***

With the underlying concept that the *Principles of Accreditation* apply to all programs of the institution, regardless of mode of delivery, institutions should consider the following statements in implementing and reporting on dual enrollment programs. Similarly, reviewers should consider these statements when approving or evaluating dual enrollment programs.

#### **Substantive Change**

An institution offering dual enrollment ensures appropriate notification and prior approval (if needed) of off-campus instructional sites where dual enrollment courses and programs are offered. Another aspect of dual enrollment that may require notification or approval could be the use of a cooperative academic arrangement to deliver courses. (Please refer to the SACSCOC policy “Substantive Change for SACSCOC Accredited Institutions.”)

#### **Faculty**

SACSCOC defines an “instructor of record” as the faculty member qualified to teach the course. This person has overall responsibility for the development and implementation of the syllabus and for issuing grades. The faculty member will provide direct instruction for the course.

The institution ensures appropriate faculty qualifications for those who provide instruction for dual enrollment courses; these faculty members possess the same academic credentials and/or documented professional experience required by the institution of all of its faculty. Graduate teaching assistants, if they are the instructor of record and providing direct instruction, should meet the same academic and/or professional criteria. In all cases, the institution bears responsibility for documenting and justifying the qualifications of its dual enrollment instructors, and they are included on the Faculty Roster when appropriate for review by a SACSCOC committee. (Please refer to the *Resource Manual*, Standard 6.2.b, for a broader discussion of faculty qualifications.)

An institution offering dual enrollment courses or programs ensures that a sufficient number of full-time faculty members teach and/or provide appropriate oversight for the courses/programs. Materials submitted for review by SACSCOC explain the nature of faculty oversight that ensures the quality and integrity of the courses offered. The institution has clear criteria for the evaluation of faculty teaching dual enrollment courses and demonstrates the use of these criteria.

#### **Curriculum and Instruction**



For all dual enrollment courses offered, the institution employs sound and acceptable practices for determining the amount and level of credit awarded. Course content and rigor of dual enrollment courses are comparable to that of the same courses taught to the institution's other students. (Please see the SACSCOC policy "The Quality and Integrity of Educational Credentials.")

The faculty assumes primary responsibility for dual enrollment courses. Such oversight ensures both the rigor of programs/courses and the quality of instruction.

### **Institutional Effectiveness**

Dual enrollment students are included within the processes used to ensure the effectiveness of campus programs. If dual enrollment students can earn a credential, then that credential and those students should be part of the institutional effectiveness process of the institution. The institution regularly assesses the effectiveness of its provision of library/learning resources and student support services for dual enrollment.

### **Library and Learning Resources**

Students have access to appropriate library resources, and the institution demonstrates that students are able to use such resources effectively. If the high school is the provider of these materials, the institution establishes the appropriateness of the collections for the courses and programs offered. The institution ensures that its students have access to regular and timely instruction in the use of library and other learning resources.

### **Academic and Student Support Services**

Academic support services are appropriate for the courses and programs offered. Institutions ensure that dual enrollment students are appropriately advised regarding the collegiate curriculum. Student support services are appropriate for dual enrollment students.

Institutions have an adequate and published procedure for resolving written student complaints, and the institution follows its policies and procedures. The institution ensures that its dual enrolled students are appropriately oriented regarding their rights and responsibilities. Documented procedures assure that security of personal information is protected.

### **Admissions and Transparency**

The institution implements appropriate eligibility and placement procedures to ensure that potential dual enrollment students are prepared for college-level courses. Dual enrollment students are usually admitted under exceptions to an institution's published admissions policies, and the institution follows commonly accepted practices in making such exceptions. Advertising, recruiting, and admissions information adequately and accurately represents the programs, requirements, and services available to students.

Statements and other representations regarding the ability to transfer credit earned in dual enrollment programs and courses are accurate and complete. The institution ensures that its registration and transcripting practices for dual enrollment students are consistent with those in effect for all other students.

### **Facilities**

Dual enrollment courses are offered in adequate physical facilities, whether under the control of the institution or under the control of the high school.

#### **Document History**

*Approved: SACSCOC Board of Trustees, June 2018  
Revised: SACSCOC Board of Trustees, December 2018*

APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College: Arts & Sciences

Department: Communication

Contact Person: Frances McDavid

Mail Stop: 9574

E-mail: ~~fom1@comm.msstate.edu~~

Philip Poe

ppoe@comm.msstate.edu

Nature of Change: Modification

Date: November 15, 2016

Program will be offered at: Starkville (Campus 1)

Current Degree Program Name: Bachelor of Art

Effective Date: Fall 2017

Major: Communication

Concentration: Broadcasting; Communication Studies; Journalism; Public Relations; Theatre

New Degree Program Name: Bachelor of Art

Major: Communication

Concentration: Broadcasting and Digital Journalism; Communication Studies; Print and Digital Journalism; Public Relations; Theatre

Summary of Proposed Changes:

We propose to modify the Broadcasting and Journalism concentrations to reflect that modern journalists work across broadcast, print, and digital platforms. The new Broadcast and Digital Journalism concentration and the new Print and Digital Journalism concentration will each have 13 hours of specialized media courses, 21 hours in common of media-related courses, 6 hours of core Communication courses, 6 hours of Communication courses that meet other Arts and Sciences requirements, and 3 hours of upper division Communication electives. No changes are being made to the Communication Studies, Public Relations, and Theatre concentrations.

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council



SACS Letter Sent

## **DEGREE PROGRAM MODIFICATION**

### **1. CATALOG DESCRIPTION**

#### **Current Catalog Description**

Department of Communication

Major Advisors: John Forde, Department Head; Emily Cain, Advising/Recruiting Coordinator

Office: 130 McComas Hall

The Bachelor of Arts degree in Communication is offered. The department offers concentrations in Broadcasting, Communication Studies, Journalism, Public Relations, and Theatre. Students may choose more than one concentration. Minors are available in all areas. In addition, the department offers numerous online courses throughout the year. Contact specific advisors for additional information.

The total major consists of 45-49 hours in Communication courses: 12 hours of the departmental core; and 33-37 hours of additional specified work in the concentration areas(s). In addition, students complete the Arts & Sciences core curriculum and electives for a total of 124 semester hours leading to the B.A. Degree.

1. A minimum grade of C in all Communication courses (or approved substitutes) is required. Students earning a grade lower than C in a Communication course must retake that course.
2. Incoming freshmen must earn a score of 20 or higher on the ACT Enhanced English sub-scale before entering the major. Students who believe that the ACT does not accurately assess their language ability and who can present evidence of above average language skills (excellent English grades, extensive writing samples, etc.) will be given the opportunity to satisfactorily complete a screening test and gain admission to the major.
3. No transfer student, either from another institution or within the university, will be accepted who has not earned a minimum of 2.0 GPA on all college work attempted prior to entering the major.

Prospective students are reminded that Communication is a language intensive discipline. Students with only minimal oral and written language competency should expect to be at a competitive disadvantage in classes as well as in careers after graduation. Transfer students with less than a C in English composition courses may have difficulty with the advanced writing courses required in this major.

Computer and Camera Requirements

The Department of Communication requires incoming B.A. Communication majors to purchase certain technology and equipment necessary for production and presentation of projects within departmental courses. All incoming students are required to purchase a personal laptop computer and software. Each concentration in the Department provides specific guidelines for hardware and software and a suggested timetable for purchases. The required computer and software must be selected from an approved departmental list of minimum hardware and software requirements available on the Department of Communication website.

Financial aid that includes this requirement may be available by contacting the MSU Student Financial Aid and Scholarship office.

Additionally, upon enrollment in CO 3403 Photographic Communication, students will be required to purchase a digital single-lens reflex (dSLR) camera. The required camera must be selected from an approved departmental list of minimum specifications. The approved list is available on the Department of Communication website.

#### Communication Lab Fees

Additional fees associated with class materials and technology are associated with certain classes in the Department and are automatically assessed to the students upon enrollment in those courses.

#### Broadcasting

The Broadcasting concentration prepares students for work in television, radio, multi-media and other areas. Graduates work in front of and behind the camera, from anchorperson to camera technician. Broadcasting graduates also find positions in extension service, university relations, government, and industry.

#### Communication Studies

The career track for this area is aimed at positions in corporate and public communications offices. Students preparing for graduate school or teaching in Communication and other areas often choose the Communication Studies curriculum.

#### Journalism

In addition to filling positions for newspapers, magazines, and digital publications in the state and around the country, graduates of the Journalism concentration obtain news-related jobs in universities, business, and industrial relations.

#### Public Relations

The Public Relations concentration prepares students for a variety of professional positions. In addition to work with public relations and advertising firms, graduates are employed by colleges and schools, newspapers and broadcasting organizations, banks, churches, hospitals, insurance companies, businesses and corporations, charitable and political groups, and state and federal governments.

## Theatre

Students choosing the Theatre concentration find positions with regional and repertory companies, community theatres (both on stage and off stage), and professional theatres in educational institutions, broadcasting, and film.

## Communication Minors

Minors in each of the concentration areas (Broadcasting, Communication Studies, Journalism, Public Relations, and Theatre) are available. Because of the differences between and among the disciplines in the department, students considering a minor are advised to meet with the department head or advising coordinator prior to making a decision regarding a minor. The Department of Communication endeavors to work with individual students so that the minor field combines appropriately with his/her major field of study. Students with majors in business, agriculture, social sciences, and the humanities are especially encouraged to consider a minor in one of the related areas.

## Professional Societies and Scholarships

Students in any of the departmental concentration areas with superior averages after completing certain courses may qualify for membership in the Theta Alpha Chapter of Lambda Pi Eta, the official honor society of the National Communication Association. Students in Theatre may be tapped for Alpha Psi Omega honorary after completing certain work in theatrical productions.

## **Proposed Catalog Description**

### Department of Communication

Major Advisors: John Forde, Department Head; Emily Cain, Advising/Recruiting Coordinator

Office: 130 McComas Hall

The Bachelor of Arts degree in Communication is offered. The department offers concentrations in Broadcast and Digital Journalism, Communication Studies, Print and Digital Journalism, Public Relations, and Theatre. Students may choose more than one concentration. Minors are available in all areas. In addition, the

department offers numerous online courses throughout the year. Contact specific advisors for additional information.

The total major consists of 48-49 hours in Communication courses: 12 hours of the departmental core; and 36-37 hours of additional specified work in the concentration areas(s). In addition, students complete the Arts & Sciences core curriculum and electives for a total of 124 semester hours leading to the B.A. Degree.

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3. No transfer student, either from another institution or within the university, will be accepted who has not earned a minimum of 2.0 GPA on all college work attempted prior to entering the major.

Prospective students are reminded that Communication is a language intensive discipline. Students with only minimal oral and written language competency should expect to be at a competitive disadvantage in classes as well as in careers after graduation. Transfer students with less than a C in English composition courses may have difficulty with the advanced writing courses required in this major.

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camera must be selected from an approved departmental list of minimum specifications. The approved list is available on the Department of Communication website.

#### Communication Lab Fees

Additional fees associated with class materials and technology are associated with certain classes in the Department and are automatically assessed to the students upon enrollment in those courses.

#### Broadcast and Digital Journalism

The Broadcast and Digital Journalism concentration prepares students for work in television, radio, multi-media and other areas. Graduates work in front of and behind the camera. In addition to the expected journalistic jobs, graduates also find positions in extension service, university relations, government, and industry.

#### Communication Studies

The career track for this area is aimed at positions in corporate and public communications offices. Students preparing for graduate school or teaching in Communication and other areas often choose the Communication Studies curriculum.

#### Print and Digital Journalism

In addition to filling positions for newspapers, magazines, and digital publications in the state and around the country, graduates of the Print and Digital Journalism concentration obtain news-related jobs in universities, business, and industrial relations.

#### Public Relations

The Public Relations concentration prepares students for a variety of professional positions. In addition to work with public relations and advertising firms, graduates are employed by colleges and schools, newspapers and broadcasting organizations, banks, churches, hospitals, insurance companies, businesses and corporations, charitable and political groups, and state and federal governments.

#### Theatre

Students choosing the Theatre concentration find positions with regional and repertory companies, community theatres (both on stage and off stage), and professional theatres in educational institutions, broadcasting, and film.

## Communication Minors

Minors in each of the concentration areas (Broadcast and Digital Journalism, Communication Studies, Print and Digital Journalism, Public Relations, and Theatre) are available. Because of the differences between and among the disciplines in the department, students considering a minor are advised to meet with the department head or advising coordinator prior to making a decision regarding a minor. The Department of Communication endeavors to work with individual students so that the minor field combines appropriately with his/her major field of study. Students with majors in business, agriculture, social sciences, and the humanities are especially encouraged to consider a minor in one of the related areas.

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Numerous scholarships are available in the Department of Communication. See the department's website for a complete list of available scholarships. Applicants may pick up necessary forms in the department office or by contacting the Scholarship Committee Chair, P.O. Box PF, Mississippi State, MS 39762.

Professional societies are available for students in most of the concentration areas. The Public Relations Student Society of America, the Public Relations Association of Mississippi, and the Southern Public Relations Federation provide pre-professional experience and contacts for students of Public Relations. Blackfriars is available to students of Theatre. The Student Broadcasting Association services students in the Broadcasting concentration; this group is directly involved in the production of several television programs.

## 2. CURRICULUM OUTLINE

### DEGREE MODIFICATION OUTLINE FORM

Use the chart below to make modifications to an existing undergraduate degree outline. If any General Education (Core) course is acceptable in the category, please indicate by saying "any Gen Ed course". There is no need to type in the whole list. All deleted courses and information should be shown in *italics* and all new courses and information in **bold**. Include the course prefix, number, and title in both columns. Expand this table as needed.

CURRENT Degree Description	PROPOSED Degree Description
Degree: Bachelor of Arts Major: Communication Concentration: <i>Broadcasting, Communication Studies, Journalism, Public Relations, and Theatre</i>	Degree: Bachelor of Arts Major: Communication Concentration: <b>Broadcast and Digital Journalism, Communication Studies, Print and Digital Journalism,</b>



	Public Relations, and Theatre
<p>The Bachelor of Arts degree in Communication is offered. The department offers concentrations in <i>Broadcasting</i>, Communication Studies, <i>Journalism</i>, Public Relations, and Theatre. Students may choose more than one concentration. Minors are available in all areas. In addition, the department offers numerous online courses throughout the year. Contact specific advisors for additional information.</p> <p>The total major consists of 45-49 hours in Communication courses: 12 hours of the departmental core; and 33-37 hours of additional specified work in the concentration areas(s). In addition, students complete the Arts &amp; Sciences core curriculum and electives for a total of 124 semester hours leading to the B.A. Degree.</p> <ol style="list-style-type: none"> <li>1. A minimum grade of C in all Communication courses (or approved substitutes) is required. Students earning a grade lower than C in a Communication course must retake that course.</li> <li>2. Incoming freshmen must earn a score of 20 or higher on the ACT Enhanced English sub-scale before entering the major. Students who believe that the ACT does not accurately assess their language ability and who can present evidence of above average language skills (excellent English grades, extensive writing samples, etc.) will be given the opportunity to satisfactorily complete a screening test and gain admission to the major.</li> <li>3. No transfer student, either from another institution or within the university, will be accepted who has not earned a minimum of 2.0 GPA on all college work attempted prior to entering the major.</li> </ol> <p>Prospective students are reminded that Communication is a language intensive discipline. Students with only minimal oral and written language competency should expect to be at a competitive disadvantage in classes as well as in careers after graduation. Transfer students with less than a C in English composition courses may have difficulty with the advanced writing courses required in this major.</p> <p>Computer and Camera Requirements</p> <p>The Department of Communication requires incoming B.A. Communication majors to purchase certain technology and equipment necessary for production and presentation of projects within departmental courses. All incoming students are required to purchase a personal laptop computer and software. Each concentration in the Department provides specific</p>	<p>The Bachelor of Arts degree in Communication is offered. The department offers concentrations in <b>Broadcast and Digital Journalism</b>, Communication Studies, <b>Print and Digital Journalism</b>, Public Relations, and Theatre. Students may choose more than one concentration. Minors are available in all areas. In addition, the department offers numerous online courses throughout the year. 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#### Communication Lab Fees

Additional fees associated with class materials and technology are associated with certain classes in the Department and are automatically assessed to the students upon enrollment in those courses.

#### Communication Minors

Minors in each of the concentration areas (*Broadcasting*, Communication Studies, *Journalism*, Public Relations, and Theatre) are available. Because of the differences between and among the disciplines in the department, students considering a minor are advised to meet with the department head or advising coordinator prior to making a decision regarding a minor. The Department of Communication endeavors to work with individual students so that the minor field combines appropriately with his/her major field of study. Students with majors in business, agriculture, social sciences, and the humanities are especially encouraged to consider a minor in one of the related areas.

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#### Communication Lab Fees

Additional fees associated with class materials and technology are associated with certain classes in the Department and are automatically assessed to the students upon enrollment in those courses.

#### Communication Minors

Minors in each of the concentration areas (**Broadcast and Digital Journalism**, Communication Studies, **Print and Digital Journalism**, Public Relations, and Theatre) are available. Because of the differences between and among the disciplines in the department, students considering a minor are advised to meet with the department head or advising coordinator prior to making a decision regarding a minor. The Department of Communication endeavors to work with individual students so that the minor field combines appropriately with his/her major field of study. Students with majors in business, agriculture, social sciences, and the humanities are especially encouraged to consider a minor in one of the related areas.

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#### Concentration Description

##### *Broadcasting*

The *Broadcasting* concentration prepares students for work in television, radio, multi-media and other areas. Graduates work in front of and behind the camera, *from anchorperson to camera technician*. Broadcasting graduates also find positions in extension service, university relations, government, and industry.

##### Communication Studies

The career track for this area is aimed at positions in corporate and public communications offices. Students preparing for graduate school or teaching in Communication and other areas often choose the Communication Studies curriculum.

##### *Journalism*

In addition to filling positions for newspapers, magazines, and digital publications in the state and around the country, graduates of the Journalism concentration obtain news-related jobs in universities, business, and industrial relations.

##### Public Relations

The Public Relations concentration prepares students for a variety of professional positions. In addition to work with public relations and advertising firms, graduates are employed by colleges and schools, newspapers and broadcasting organizations, banks, churches, hospitals, insurance companies, businesses and corporations, charitable and political groups, and state and federal governments.

##### Theatre

#### Concentration Description

##### **Broadcast and Digital Journalism**

The **Broadcast and Digital Journalism** concentration prepares students for work in television, radio, multi-media and other areas. Graduates work in front of and behind the camera. **In addition to the expected journalistic jobs**, graduates also find positions in extension service, university relations, government, and industry.

##### Communication Studies

The career track for this area is aimed at positions in corporate and public communications offices. Students preparing for graduate school or teaching in Communication and other areas often choose the Communication Studies curriculum.

##### **Print and Digital Journalism**

In addition to filling positions for newspapers, magazines, and digital publications in the state and around the country, graduates of the **Print and Digital Journalism** concentration obtain news-related jobs in universities, business, and industrial relations.

##### Public Relations

The Public Relations concentration prepares students for a variety of professional positions. In addition to work with public relations and advertising firms, graduates are employed by colleges and schools, newspapers and broadcasting organizations, banks, churches, hospitals, insurance companies, businesses and corporations, charitable and political groups, and state and federal governments.

##### Theatre

Students choosing the Theatre concentration find positions with regional and repertory companies, community theatres (both on stage and off stage), and professional theatres in educational institutions, broadcasting, and film.		Students choosing the Theatre concentration find positions with regional and repertory companies, community theatres (both on stage and off stage), and professional theatres in educational institutions, broadcasting, and film.	
<b>CURRENT CURRICULUM OUTLINE</b>	<b>Required Hours</b>	<b>PROPOSED CURRICULUM OUTLINE</b>	<b>Required Hours</b>
English Composition EN 1103 English Composition I or EN 1163 Accelerated Composition I EN 1113 English Composition II or EN 1173 Accelerated Composition II	6	English Composition EN 1103 English Composition I or EN 1163 Accelerated Composition I EN 1113 English Composition II or EN 1173 Accelerated Composition II	6
Foreign Language 3 semesters - one Foreign Language (see advisor)	9	Foreign Language 3 semesters - one Foreign Language (see advisor)	9
Humanities (General Education): English Literature - see General Education courses History - see General Education courses Philosophy - see General Education courses	9	Humanities (General Education): English Literature - see General Education courses History - see General Education courses Philosophy - see General Education courses	9
Humanities Elective <sup>1</sup>	9	Humanities Elective <sup>1</sup>	9
Math (General Education): MA 1313 College Algebra MA 1323 Trigonometry or ST 2113 Introduction to Statistics	6	Math (General Education): MA 1313 College Algebra MA 1323 Trigonometry or ST 2113 Introduction to Statistics	6
Fine Arts (General Education): CO 1503 Introduction to Theatre (required unless student has completed acceptable Fine Arts other than Theatre course prior to declaring CO major)	3	Fine Arts (General Education): CO 1503 Introduction to Theatre (required unless student has completed acceptable Fine Arts other than Theatre course prior to declaring CO major)	3
Natural Sciences (2 labs required from Gen Ed): Physical Science w/Lab <sup>2</sup> Life Science w/Lab <sup>3</sup>	6-8	Natural Sciences (2 labs required from Gen Ed): Physical Science w/Lab <sup>2</sup> Life Science w/Lab <sup>3</sup>	6-8
Extra Science Natural Science Elective	3-4	Extra Science Natural Science Elective	3-4
Social/Behavioral Sciences (Gen Ed) <sup>4</sup> : PSY 1013 General Psychology SO 1003 Introduction to Sociology GR 1123 Introduction to World Geography CO 1403 Introduction to Mass Media	18	Social/Behavioral Sciences (Gen Ed) <sup>4</sup> : PSY 1013 General Psychology SO 1003 Introduction to Sociology GR 1123 Introduction to World Geography CO 1403 Introduction to Mass Media	18

or CO 1223 Introduction to Communication Theory <sup>5</sup> Electives: 6 hours		or CO 1223 Introduction to Communication Theory <sup>5</sup> Electives: 6 hours	
Major Core Students should check for prerequisites for all courses. Consult advisor or course descriptions in catalog.  CO 1003 Fundamental of Public Speaking <sup>6</sup> CO 1223 Introduction to Communication Theory <sup>5</sup> or CO 1403 Introduction to Mass Media	6	Major Core Students should check for prerequisites for all courses. Consult advisor or course descriptions in catalog.  CO 1003 Fundamental of Public Speaking <sup>6</sup> CO 1223 Introduction to Communication Theory <sup>5</sup> or CO 1403 Introduction to Mass Media	6
Choose one or more of the following concentrations:  <i>Broadcasting Concentration (BCST)</i> CO 2333 Television Production CO 2413 Introduction to News Writing and Reporting CO 3313 News Writing for Electronic Media or CO 3343 Writing for the Media CO 3333 Advanced Television Production CO 3833 Interviewing in Communication CO 4313 Mass Media Law CO 4323 Mass Media and Society CO 4373 Practicum in Television News CO Elective – Upper Division suggested Upper Division Electives – see advisor General electives <sup>1</sup>  <sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.  Communication Studies Concentration (CMGT)  CO 2253 Fundamentals of Interpersonal Communication CO 3213 Small Group Communication CO 4203 Nonverbal Communication CO 4213 Political Communication CO 4223 Advanced Communication Theory CO 4243 Rhetorical Theory CO 4253 Elements of Persuasion CO 4313 Mass Media Law or CO 4323 Mass Media and Society Upper-Division CO Electives - see advisor General Electives <sup>1</sup>  <sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.  Journalism Concentration (JOUR)	3 3 3 3 3 3 3 3 3 3 6 13-16  46-49	Choose one or more of the following concentrations:  <b>Broadcast and Digital Journalism Concentration (BCST)</b> CO 2413 Intro to News Writing and Reporting CO 2333 Television Production CO 3313 News Writing for Electronic Media CO 3333 Advanced TV Production <b>CO 3403 Photographic Communication</b> <b>CO 3713 Digital Communication</b> CO 4313/6313 Mass Media Law <b>CO 4343 Backpack Video Journalism</b> <b>CO 4394 Broadcast Capstone</b> <b>CO 4403/6403 Journalism Ethics</b> <b>CO 4713 Digital Communication II</b> Upper Division CO elective – see advisor General electives <sup>1</sup>  <sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.  Communication Studies Concentration (CMGT)  CO 2253 Fundamentals of Interpersonal Communication CO 3213 Small Group Communication CO 4203 Nonverbal Communication CO 4213 Political Communication CO 4223 Advanced Communication Theory CO 4243 Rhetorical Theory CO 4253 Elements of Persuasion CO 4313 Mass Media Law or CO 4323 Mass Media and Society Upper-Division CO Electives - see advisor General Electives <sup>1</sup>  <sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.	3 3 3 3 3 3 3 3 3 4 3 3 3 9-12  46-49

CO 2413 Introduction to News Writing and Reporting	3	<b>Print and Digital Journalism Concentration (JOUR)</b>	
CO 2423 News Editing, Typography and Makeup	3	CO 2413 Intro to News Writing and Reporting	3
CO 3403 Photographic Communication	3	<b>CO 2333 Television Production</b>	<b>3</b>
CO 3423 Feature Writing	3	CO 3403 Photographic Communication	3
CO 3443 Advanced News Writing and Reporting	3	<b>CO 3713 Digital Communication</b>	<b>3</b>
CO 4313 Mass Media Law	3	CO 4313/6313 Mass Media Law	3
CO 4403 Journalism Ethics	3	CO 4403/6403 Journalism Ethics	3
CO Elective – Upper Division suggested	3	<b>CO 4713 Digital Communication II</b>	<b>3</b>
Upper Division Electives – see advisor	9	<b>CO 3433 Editing and Design</b>	<b>3</b>
General electives <sup>1</sup>	13-16	CO 3423 Feature Writing	3
		CO 3443 Advanced News Writing and Reporting	3
<sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.		<b>CO 4494 Bulldog Online Newsroom</b>	<b>4</b>
Public Relations Concentration		<b>Upper Division CO elective – see advisor</b>	<b>3</b>
		General electives <sup>1</sup>	<b>9-12</b>
CO 2333 Television Production or CO 3403 Photographic Communication or CO 3713 Digital Communication	46-49	<sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.	
CO 2413 Introduction to News Writing and Reporting		Public Relations Concentration	46-49
CO 3803 Principles of Public Relations		CO 2333 Television Production or CO 3403 Photographic Communication or CO 3713 Digital Communication	
CO 3813 Public Relations Case Problems		CO 2413 Introduction to News Writing and Reporting	
CO 3853 Public Relations Writing		CO 3803 Principles of Public Relations	
CO 3863 Public Relations Production		CO 3813 Public Relations Case Problems	
CO 4253 Elements of Persuasion		CO 3853 Public Relations Writing	
CO 4313 Mass Media Law		CO 3863 Public Relations Production	
or CO 4323 Mass Media and Society		CO 4253 Elements of Persuasion	
CO 4803 Research in Public Relations and Advertising		CO 4313 Mass Media Law	
CO 4813 Public Relations in Organizations		or CO 4323 Mass Media and Society	
CO Upper-Division Electives		CO 4803 Research in Public Relations and Advertising	
General Electives <sup>1</sup>		CO 4813 Public Relations in Organizations	
<sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.		CO Upper Division Electives	
Theatre Concentration (THEA)		General Electives <sup>1</sup>	
CO 1533 Theatre Practicum #3 or CO 1543 Theatre Practicum #4 or CO 1553 Theatre Practicum #5 or CO 1563 Theatre Practicum #6	46-49	<sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.	
CO 2013 Voice and Articulation		Theatre Concentration (THEA)	46-49
CO 2613 Introduction to Oral Interpretation		CO 1533 Theatre Practicum #3 or CO 1543 Theatre Practicum #4 or CO 1553 Theatre Practicum #5 or CO 1563 Theatre Practicum #6	
CO 2503 Acting		CO 2013 Voice and Articulation	
CO 2524 Stagecraft and Lighting		CO 2613 Introduction to Oral Interpretation	
CO 4504 History of Theatre		CO 2503 Acting	
CO 2544 Makeup and Costuming			
CO 4524 Directing			
CO 4573 Theatre Management			

CO 4533 Advanced Acting CO 4583 Playwriting General Electives <sup>1</sup>  <sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.		CO 2524 Stagecraft and Lighting CO 4504 History of Theatre CO 2544 Makeup and Costuming CO 4524 Directing CO 4573 Theatre Management CO 4533 Advanced Acting CO 4583 Playwriting General Electives <sup>1</sup>  <sup>1</sup> May need to be taken at Upper Division level to meet A&S UD requirement.	
Total Hours	124	Total Hours	124
General Education and College Requirements  <sup>1</sup> Must be selected from 2 different areas. Not required to be selected from core listing; may have to be taken at Upper Division level to meet 31 hours A&S UD requirement  <sup>2</sup> CH, GG, or PH; see General Education courses.  <sup>3</sup> BIO, EPP, or PO; see General Education courses.  <sup>4</sup> Must be from 2 different areas and must cross 4 disciplines over the 18 hours. Not required to be selected from core listing; may have to be taken at Upper Division level to meet 31 hours A&S UD requirement. Only one Economics allowed.  <sup>5</sup> CO 1223 or CO 1403 will count as 3 additional Social Science hours to reach 12 hour elective total. The course not counted as a Social Science will be required additionally in the major.  <sup>6</sup> CO 1003 is required unless student has completed CO 1013 prior to declaring CO major. This course satisfies the Oral Communication requirement.		General Education and College Requirements  <sup>1</sup> Must be selected from 2 different areas. Not required to be selected from core listing; may have to be taken at Upper Division level to meet 31 hours A&S UD requirement  <sup>2</sup> CH, GG, or PH; see General Education courses.  <sup>3</sup> BIO, EPP, or PO; see General Education courses.  <sup>4</sup> Must be from 2 different areas and must cross 4 disciplines over the 18 hours. Not required to be selected from core listing; may have to be taken at Upper Division level to meet 31 hours A&S UD requirement. Only one Economics allowed.  <sup>5</sup> CO 1223 or CO 1403 will count as 3 additional Social Science hours to reach 12 hour elective total. The course not counted as a Social Science will be required additionally in the major.  <sup>6</sup> CO 1003 is required unless student has completed CO 1013 prior to declaring CO major. This course satisfies the Oral Communication requirement.	

### 3. JUSTIFICATION AND LEARNING OUTCOMES

#### **Program Review/Assessment**

##### *1. Comparison with leading academic program in the discipline*

The Broadcasting and Journalism concentrations suffer from a lack of visibility, given that for many years they have existed under the shadow of comparable programs at the University of Mississippi. Part of this lack of visibility can be attributed to the concentrations' inability to compete with a similar program in the state. The University of Mississippi's Meek School of Journalism and New Media offers 3 degree programs – Bachelor of Arts in Journalism, Bachelor of Science in Integrated Marketing and Communications, and Master of Arts in Journalism, which prepare students for professional careers in journalism through education and hands-on experience. Mississippi State University's Broadcasting and Journalism concentrations, by comparison, offers 1 degree program – a Bachelor of Arts in Communication, and houses no graduate program. Broadcasting and Journalism at MSU also suffer from an outdated curriculum that does not reflect the multimedia skills necessary to succeed in the media industry.

The academic programs at MSU and UM do share some similarities. In both programs, students gain an understanding of how to organize information, how to ask questions and interview to seek information, what the purpose of news is, how news is produced and created, as well as the impact it can have once it is disseminated. Students are taught to appreciate the power of the message they may send and to conduct themselves ethically as they provide those messages. Both programs offer students the opportunity for publication in a campus newspaper and access to valuable internships throughout the Southeast and across the country.

The differences between the programs, however, are striking. The Meek School offers courses in specialized reporting, advanced broadcast production, journalism practicum, journalism innovation, and depth reporting that are not offered at MSU due to a lack of faculty and a curriculum in need of updating. The Meek School employs 17 full- or part-time journalism faculty, while the Journalism concentration at MSU employs 6 full- or part-time faculty. Meek School students also have the opportunity to write, produce and perform in daily television news shows, as do students in peer and peer-plus programs at Auburn University, the University of Alabama, the University of Georgia, and Troy University. MSU only offers a once-per-week news show.

MSU can gain a relative advantage through the proposed curriculum revision by establishing capstone courses in Broadcasting and Journalism concentrations, functioning as digital newsrooms, unlike any offered at UM.



2. *External review assessment and feedback of the degree program*

The Department commissioned an external review of all its concentrations in June 2014. The thorough review was highly critical of the Broadcasting and Journalism concentrations, but offered specific solutions for improving the program. The proposed degree changes directly address the review's recommendations, which are even more crucial now than they were two years ago. The review called for two principle measures: (1) A curriculum revision to recognize the growing importance of multimedia and increased convergence between print and broadcast journalism, and (2) Developing or designating capstone courses.

A curriculum revision to reflect today's multimedia world is necessary to give students the educational experience they need to compete in today's market. The current Journalism concentration is most closely associated with print. While certain fundamental skills, such as clear and concise writing, evidence-based reporting, deadline orientation, and editing are being adequately taught, many technical skills that enhance knowledge and practice of production and publishing in a digital environment are being ignored in the current curriculum. An updated curriculum will reflect necessary skills such as digital publishing and platform integration, both of which are requirements of today's media environment.

The Broadcasting concentration is most closely aligned with television news production. While these skills, such as broadcast writing, videography, editing, producing, and performance are still important, the current curriculum does not provide students with necessary skills in digital news production, web video production, and backpack video journalism. The proposed curriculum modifications are in direct response to requirements of today's media environment.

As part of the proposed changes, Broadcast and Journalism concentrations will add capstone courses, which will give students and faculty the opportunity to apply digital news and production skills and showcase their work to the community, campus and beyond, in a converged, digital newsroom setting.

A movement away from separate broadcast and journalism concentrations and toward multimedia journalism as outlined in the proposed curriculum better prepares students for the job market and increases exposure for the department through the recruitment, development, and retention of better-trained students.

The Department of Communication Advisory Board, which consists of alumni, industry professionals, and donors, was consulted regarding curriculum modification. The board understands the need for such changes and supports them fully.

**The program modification proposal must also address the following questions:**

1. Will this program change meet local, state, regional and national educational and cultural needs? If so, please explain.

Yes. Revising the Broadcast and Journalism programs will better prepare students for employment opportunities in today's multimedia market. The current curriculum does not offer digital skills training and immersion in a digital news environment, both of which are necessary for students seeking entry-level (and beyond) employment. The proposed changes also increase the potential for cross-college cooperation, as the construction and deployment of an on-campus, digital studio, along with the instruction necessary to operate such a facility, stands to benefit students from other disciplines who could benefit from exposure to current industry standards.

2. Will this program change result in duplication in the System. If so, please describe

No. Revising the Broadcasting and Journalism programs will continue the same duplication in the System that has existed for decades, but will not add to such duplication. Similar programs exist concurrently at Jackson State University, the University of Mississippi, and the University of Southern Mississippi, and changes to MSU's Broadcasting and Journalism concentrations will have no impact on the function, reach or mission of other institutions. Such changes will, however, assist Mississippi State University in its mission to provide access and opportunity for students from all sectors of the state's diverse population, as well as from other states and countries.

3. Will this program/change advance student diversity in the discipline? If so, please describe.

Yes. MSU's Broadcast and Journalism concentrations are already diverse, in that 63% of students in these concentrations are female and 38% are African American. An updated curriculum will undoubtedly attract more students to the discipline who reflect this diversity. Consequently, updates to the curriculum will produce better-prepared graduates who can advance diversity within the media marketplace – a marketplace that both needs and stands to benefit from increased diversity.

4. Will the program change result in an increase in the potential placement of graduates in MS, the Southeast, and the U.S.? If so, please describe.

Yes. The proposed program changes will provide undergraduates with more relevant and intensive training that better reflects the current media marketplace. Such training will make graduates better suited for the job market by equipping them with skills today and tomorrow's media professionals must have, thus increasing the potential for placement of graduates across the state, region and nation. The department has long-established relationships with professional broadcasters and journalists and will be better able to capitalize on these

relationships – especially in terms of job placement -- by sending more highly trained graduates into the workforce.

5. Will this program change result in an increase in the potential salaries of graduates in MS, the Southeast, and the U.S.? If so, please describe.

Yes. Better, more intensive training for students leads to graduates better equipped to contribute to the media marketplace and thus more likely to advance in their field. Such advancement means better opportunities with more attractive publications, organizations, and destinations, and higher potential salaries earlier in career tracks.

4. SUPPORT

A letter of support is attached.

5. PROPOSED 4-LETTER ABBREVIATION

CO (Unchanged)

6. EFFECTIVE DATE

Fall 2017



November 11, 2016

Dear Curriculum Committees:

The curriculum committee of the Department of Communication has met and approved the Degree Modification Program for the Journalism and Broadcasting concentrations in the Department of Communication.

In summary, both concentrations will be undergoing a name change (Journalism to 'Print and Digital Journalism' and Broadcasting to 'Broadcasting and Digital Journalism') and will now share a common core of classes before diverging into media specific courses and separate capstones. This change will reflect that modern journalists work across broadcast, print, and digital platforms. The new Broadcast and Digital Journalism concentration and the new Print and Digital Journalism concentration will each have 13 hours of specialized media courses, 21 hours in common of media-related courses, 6 hours of core Communication courses, 6 hours of Communication courses that meet other Arts and Sciences requirements, and 3 hours of upper division Communication electives.

With this change several courses will be deleted, modified or added to the curriculums in question. These changes have also been reviewed and approved by the curriculum committee of the Department of Communication. Details and justifications for the course modifications and additions can be found on the individual course proposals.

The course CO 3413: News Gathering will be deleted from the curriculum. This course has never been taught in the department and the skills and knowledge originally intended for inclusion in this course have been successfully integrated into other courses in the curriculum.

*NOTE: The course CO 4373: Practicum in Television News will be deleted in the future after the new curriculum is in place and students under the current curriculum have graduated.*


The course CO 3433 Editing & Design has been modified from CO 2423 News Editing, Typography, and Makeup. It has also shifted from a Lecture format to a Lecture/Lab format.

The course CO 4343: Backpack Video Journalism has been added to the curriculum of the modified Broadcasting and Digital Journalism concentration.

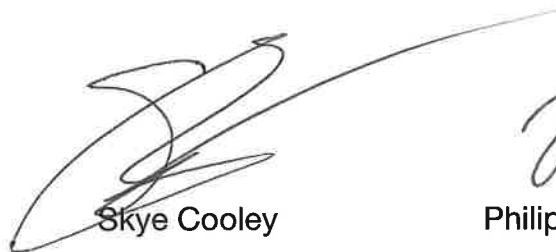
The course CO 4394: Broadcast Capstone has been added as a capstone course to the curriculum of the modified Broadcasting and Digital Journalism concentration.

The course CO 4494: Bulldog Online Newsroom has been added as a capstone course to the curriculum of the modified Print and Digital Journalism concentration.

Thank you and please let us know if you need any additional information.



Wendy Roussin, Chair



Skye Cooley

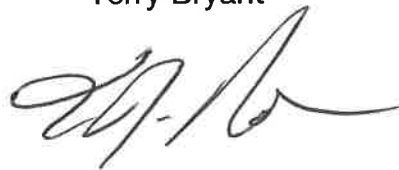


Philip Poe

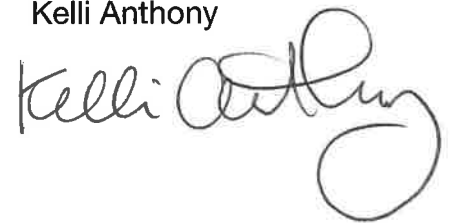


Cody Stockstill

Terry Bryant



Kelli Anthony



Cheryl Chambers



APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College:** Arts & Sciences

**Department:** English

**Contact Person:** Ginger Pizer

**Mail Stop:** 9518

**E-mail:** gpizer@english.msstate.edu

**Nature of Change:** Restrict duplication with Minor in Film Studies

**Date Initiated:** August 31, 2018

**Effective Date:** Fall 2019

**Degree to be offered at:** Campus 1 (Starkville)

**Current Degree Program Name:** Minor in English

## Summary of Proposed Changes:

The curriculum of the Minor in English is being changed to prevent excessive duplication with the new Minor in Film Studies. Students will be allowed to count no more than two classes from the curriculum of the Minor in Film Studies toward the Minor in English.

**Approved:**

**Date:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council



IHL Action Required



SACS Letter Sent

## DEGREE MODIFICATION FOR THE MINOR IN ENGLISH

CURRENT Degree Description		PROPOSED Degree Description	
Degree: Minor in English		Degree: Minor in English	
<p>The study of English not only gives students knowledge of language and literature but also helps to develop their ability to read perceptively, think critically, analyze problems, and write correctly and persuasively. For this reason, studying English has traditionally been viewed as good training for careers in law, government, business, and publishing, as well as for careers in teaching and writing.</p> <p>English minors take at least 18 hours of English electives with a grade of C or better beyond completion of the freshman composition requirement of their major. Of these hours, at least six must be at the 4000 level; these must be completed in residence. No more than six hours may be linguistics classes, i.e., classes which count toward the linguistics minor. Students who are earning the Creative Writing minor must complete 12 hours of English classes in addition to the requirements for that minor in order to earn the English minor as well. Students pursuing the English minor should consult the English major advisor to plan a minor program which will complement their major studies and career interests.</p>		<p>The study of English not only gives students knowledge of language and literature but also helps to develop their ability to read perceptively, think critically, analyze problems, and write correctly and persuasively. For this reason, studying English has traditionally been viewed as good training for careers in law, government, business, and publishing, as well as for careers in teaching and writing.</p> <p>English minors take at least 18 hours of English electives with a grade of C or better beyond completion of the freshman composition requirement of their major. Of these hours, at least six must be at the 4000 level; these must be completed in residence. No more than six hours may be linguistics classes, i.e., classes which count toward the Linguistics minor. <b>No more than two classes may be classes which count toward the minor in Film Studies.</b> Students who are earning the Creative Writing minor must complete 12 hours of English classes in addition to the requirements for that minor in order to earn the English minor as well. Students pursuing the English minor should consult the English major advisor to plan a minor program which will complement their major studies and career interests.</p>	
CURRENT CURRICULUM OUTLINE	Required Hours	PROPOSED CURRICULUM OUTLINE	Required Hours
EN courses at the 2000-3000 level	0-12	EN courses at the 2000-3000 level	0-12
EN courses at the 4000 level	6-18	EN courses at the 4000 level	6-18
Total Hours	18	Total Hours	18

### Justification, Administration, and Student Learning Outcomes

The requirements of the English minor are being changed to prevent excessive duplication with the concurrently proposed Minor in Film Studies. Six of the courses in the curriculum of the Minor in Film Studies are listed in English and could therefore also count toward the English minor. However, with the proposed restriction, no more than two classes may be duplicated between the two minors. This restriction will be enforced when transcripts are evaluated for the awarding of the minor.

### Letters of Support

Please see the letter from the Department of English attached.

### 4-Letter Abbreviation: ENGL

### CIP Code: 23.01

### Effective Date: Fall 2019



# MISSISSIPPI STATE UNIVERSITY™

## Department of English

P. O. Box E

Mississippi State, MS 39762-5505

(662) 325-3644 • FAX: (662) 325-3645

TO: Dr. Lindsey Peterson  
Chair, Arts and Sciences Curriculum Committee

FROM: Dr. Shalyn Claggett  
Interim Chair, English Department Curriculum Committee

RE: Approval for Modifying the English Minor

DATE: 30 January 2019

The English Department's Curriculum Committee and the department as a whole have voted to approve modifying the requirements for the English minor (see below) to avoid duplication with the proposed minor in film studies.

Students will be allowed to count no more than two classes from the curriculum of the Minor in Film toward the Minor in English.

### Members of the Curriculum Committee:

Dr. Ted Atkinson

Dr. Lara Dodds

Dr. Holly Johnson

Dr. Elizabeth Miller

Dr. Ginger Pizer

Dr. Andrea Spain

Ann Spurlock

Dr. Eric Vivier



APPROVAL FORM FOR  
**DEGREE PROGRAMS**  
MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted to UCCC Mail Stop 9702 (281 Garner Hall), Phone: 325-9410.

**College:** College of Business

**Department:** Finance & Economics

**Contact Person:** Kenneth Roskelley

**Mail Stop:** 9580

**E-mail:** kdr149@msstate.edu

**Nature of Change:** Modification

**Date Initiated:** 02-15-19

**Effective Date:** Fall 2019

**Current Degree Program Name:** Bachelor of Business Administration (BBA)

**Major:** Finance (FINA)

**Concentration:** All concentrations

**New Degree Program Name:** Bachelor of Business Administration (BBA)

**Major:** Finance (FINA)

**Concentration:** All concentrations

**Summary of Proposed Changes:** (No change in total hours to Major/Minor)

1. Remove International Financial Management (FIN 4923) as a Major Core required course and replace it with an additional 3 hour Major Elective. Students without a concentration will have 12 hours of major electives. Students in the Risk Management & Insurance Concentration will have 3 hours of major electives.
2. Restrict the Major Electives to 3000 or above courses in finance (FIN) or real estate finance (REF)
3. For students without a concentration, change the Major Core requirement for FIN 4243 Senior Seminar to allow students to take the modified FIN 4243 Senior Seminar in Financial Management or FIN 4433 Senior Seminar in Portfolio Management. Both course modifications accompany this proposal.
4. Delete the alternative "Double Major" path listed in the catalog. All students wishing to pursue the finance major as a primary or secondary major, will have to complete the same major requirements.
5. For the Finance Minor, remove International Financial Management (FIN 4923) as a required course and replace it with an additional 3 hour course in FIN or REF, 3000 or higher. For non-business students pursuing the finance minor, FIN 3113 is also deleted from the minor requirements, reducing required hours from 18 to 15.

**Approved:**

**Date:**

M. Kathleen Thomas  
Department Head

3/4/19

Jaime Morley  
Chair, College or School Curriculum Committee

3/4/19

Ron Hoyer  
Dean of College or School

3/4/19

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

\_\_\_\_\_

\_\_\_\_\_  
Chair, Deans Council

\_\_\_\_\_

1. CATALOG DESCRIPTION

No changes to catalog description

2. CURRICULUM OUTLINE

CURRENT Degree Description	PROPOSED Degree Description
<p>Degree: Bachelor of Business Administration (BBA) Major: Finance (FINA) Concentration: Risk Management &amp; Insurance (RMI)</p> <p>Finance plays a central role in the operation of the economy and is crucial to an organized society's resource allocation system. Individuals often come in contact with financial instruments (money, stocks, bonds, etc.) and financial institutions (banks, thrifts, insurance companies, etc.); thus, they need to understand the role of the financial system in managing their lifetime financial portfolio. Finance majors acquire the knowledge and skills to help individuals and companies make decisions regarding allocation of scarce resources through analyzing accounting data, utilizing economic concepts, and applying statistical tools in the valuation of financial and real assets.</p> <p>The Finance major requires 124 credit hours and leads to a Bachelor of Business Administration (B.B.A.) degree. For specialization, students may choose from a list of electives based on their interests and career preparation needs. In order to maximize the benefits of their degree, students are strongly encouraged to work closely with a faculty advisor in securing an internship and developing their personal program of study.</p> <p>The career opportunities for Finance majors are varied and challenging. Graduates pursue careers in corporate financial management, commercial banking, real estate investment, mortgage lending, investment banking, financial planning, and wealth management. In addition, an optional concentration in Risk Management and Insurance is also available.</p> <p>Finance minors and double majors are available for both business and non-business majors. For specifics, see the Programs of Study tab and the Minors tab.</p>	<p>Degree: Bachelor of Business Administration (BBA) Major: Finance (FINA) Concentration: Risk Management &amp; Insurance (RMI)</p> <p>Finance plays a central role in the operation of the economy and is crucial to an organized society's resource allocation system. Individuals often come in contact with financial instruments (money, stocks, bonds, etc.) and financial institutions (banks, thrifts, insurance companies, etc.); thus, they need to understand the role of the financial system in managing their lifetime financial portfolio. Finance majors acquire the knowledge and skills to help individuals and companies make decisions regarding allocation of scarce resources through analyzing accounting data, utilizing economic concepts, and applying statistical tools in the valuation of financial and real assets.</p> <p>The Finance major requires 124 credit hours and leads to a Bachelor of Business Administration (B.B.A.) degree. For specialization, students may choose from a list of electives based on their interests and career preparation needs. In order to maximize the benefits of their degree, students are strongly encouraged to work closely with a faculty advisor in securing an internship and developing their personal program of study.</p> <p>The career opportunities for Finance majors are varied and challenging. Graduates pursue careers in corporate financial management, commercial banking, real estate investment, mortgage lending, investment banking, financial planning, and wealth management. In addition, an optional concentration in Risk Management and Insurance is also available.</p> <p>Finance minors and double majors are available for both business and non-business majors. For specifics, see the Programs of Study tab and the Minors tab.</p>
<p>The concentration in Risk Management and Insurance option leads to a Bachelor of Business Administration (B.B.A.) degree with a major in Finance (FINA) and a Concentration in Risk Management and Insurance (RMI). The program offers a broad study of subjects related to the fields of Risk Management and Insurance with an emphasis on the professional educational requirements in the Insurance industry.</p> <p>Students enrolled in the concentration must complete an Introductory course in Insurance as well as advanced courses in Life and Health Insurance, Property and Casualty Insurance, and Enterprise Risk Management.</p>	<p>The concentration in Risk Management and Insurance option leads to a Bachelor of Business Administration (B.B.A.) degree with a major in Finance (FINA) and a Concentration in Risk Management and Insurance (RMI). The program offers a broad study of subjects related to the fields of Risk Management and Insurance with an emphasis on the professional educational requirements in the Insurance industry.</p> <p>Students enrolled in the concentration must complete an Introductory course in Insurance as well as advanced courses in Life and Health Insurance, Property and Casualty Insurance, and Enterprise Risk Management.</p>

<b>CURRENT CURRICULUM OUTLINE</b>	<b>Required Hours</b>	<b>PROPOSED CURRICULUM OUTLINE</b>	<b>Required Hours</b>
English Composition (General Ed): ✻ EN 1103 English Comp I OR EN 1163 Accelerated Comp I ✻ EN 1113 English Comp II OR EN 1173 Accelerated Comp II	6	English Composition (General Ed): ✻ EN 1103 English Comp I OR EN 1163 Accelerated Comp I ✻ EN 1113 English Comp II OR EN 1173 Accelerated Comp II	6
Fine Arts (General Ed): ✻ Any General Education Fine Arts Course	3	Fine Arts (General Ed): Any General Education Fine Arts Course	3
Natural Sciences ✻ 2 Lab Sciences from General Education courses	6	Natural Sciences ✻ 2 Lab Sciences from General Education courses	6
Extra Science (if appropriate)		Extra Science (if appropriate)	
Math (General Education): ✻ MA 1313 College Algebra ✻ MA 1613 Calculus for Business and Life Sciences I ✻ BQA 2113 Business Statistical Methods I	9	Math (General Education): ✻ MA 1313 College Algebra ✻ MA 1613 Calculus for Business and Life Sciences I BQA 2113 Business Statistical Methods I	9
Humanities (General Education): ✻ Any General Education Humanities Course	6	Humanities (General Education): ✻ Any General Education Humanities Course	6
Social/Behavioral Sciences (Gen Ed): ✻ PS 1113 American Government AND ✻ Any 3 Hour General Education Course Excluding: AEC and EC	6	Social/Behavioral Sciences (Gen Ed): ✻ PS 1113 American Government AND ✻ Any 3 Hour General Education Course Excluding: AEC and EC	6
Electives ✻ Free-Electives ✻ Non-business Electives (see advisor for options)	3 12	Electives ✻ Free-Electives ✻ Non-business Electives (see advisor for options)	3 12
<b>MAJOR CORE COURSES (BBA PROGRAM)</b>		<b>MAJOR CORE COURSES (BBA PROGRAM)</b>	
✻ ACC 2013 Principles of Financial Accounting	3	✻ ACC 2013 Principles of Financial Accounting	3
✻ ACC 2023 Principles of Managerial Accounting	3	✻ ACC 2023 Principles of Managerial Accounting	3
✻ BQA 3213 Business Statistical Methods II	3	✻ BQA 3213 Business Statistical Methods II	3
✻ EC 2113 Principles of Macroeconomics	3	✻ EC 2113 Principles of Macroeconomics	3
✻ EC 2123 Principles of Microeconomics	3	✻ EC 2123 Principles of Microeconomics	3
✻ BL 2413 Legal Environment of Business	3	✻ BL 2413 Legal Environment of Business	3
✻ BIS 3233 Intro to Management Information Systems	3	✻ BIS 3233 Intro to Management Information Systems	3
✻ MKT 3323 International Logistics	3	✻ MKT 3323 International Logistics	3
✻ FIN 3123 Financial Management	3	✻ FIN 3123 Financial Management	3
✻ MKT 3013 Principles of Marketing	3	✻ MKT 3013 Principles of Marketing	3
✻ MGT 3113 Principles of Management	3	✻ MGT 3113 Principles of Management	3
✻ BUS 4853 Business Policy		✻ BUS 4853 Business Policy	
✻ Oral Communication Requirement: CO 1003 Fundamentals of Public Speaking OR CO 1013 Introduction to Communication	3	✻ Oral Communication Requirement: CO 1003 Fundamentals of Public Speaking OR CO 1013 Introduction to Communication	3
✻ Computer Literacy Requirement: BIS 1012 Intro to Business Information Systems	3	✻ Computer Literacy Requirement: BIS 1012 Intro to Business Information Systems	3



☛ INS 4503 Enterprise Risk Management		☛ INS 4503 Enterprise Risk Management	
Total Hours in BBA Program Core	45	Total Hours in BBA Core	45
Total Hours in FIN Major	27	Total Hours in FIN Major	27
Total Hours	123	Total Hours	123
FINANCE MINOR (BUSINESS SCHOOL MAJOR):		FINANCE MINOR (BUSINESS SCHOOL MAJOR):	
<i>Minor Option for students with a Business School Major who desire to Minor in Finance. The following four courses are required:</i>		<b>Students with a Business School Major who desire to Minor in Finance are required to take:</b>	
☛ FIN 3723 Financial Markets and Institutions	3	☛ FIN 3723 Financial Markets and Institutions	3
☛ FIN 4223 Intermediate Financial Management	3	☛ FIN 4223 Intermediate Financial Management	3
☛ FIN 4423 Investments	3	☛ FIN 4423 Investments	3
☛ <i>FIN 4923 International Financial Management</i>	3	☛ <b>Finance (FIN) or Real Estate Finance (REF) electives at the 3000- level or above.</b>	3
Total Hours in Minor	12	Total Hours in Minor	12
FINANCE MINOR (NON-BUSINESS SCHOOL MAJOR):		FINANCE MINOR (NON-BUSINESS SCHOOL MAJOR):	
<i>Minor Option for students with a Non-business School Major who desire to Minor in Finance. The following six courses are required:</i>		<b>Students with a Non-business School Major who desire to Minor in Finance are required to take:</b>	
☛ <i>FIN 3113 Financial Systems</i>	3		
☛ FIN 3123 Financial Management	3	☛ FIN 3123 Financial Management	3
☛ FIN 3723 Financial Markets and Institutions	3	☛ FIN 3723 Financial Markets and Institutions	3
☛ FIN 4223 Intermediate Financial Management	3	☛ FIN 4223 Intermediate Financial Management	3
☛ FIN 4423 Investments	3	☛ FIN 4423 Investments	3
☛ <i>FIN 4923 International Financial Management</i>	3	☛ <b>Finance (FIN) or Real Estate Finance (REF) electives at the 3000- level or above.</b>	3
Total Hours in Minor	18	Total Hours in Minor	15
FINANCE DOUBLE MAJOR:		<b>The Double Major description in the catalog will be deleted</b>	
<i>Students with another B.B.A Major<sup>1</sup> who desire a Double Major in Finance must take the following 18 hours beyond the 123 hours required for the first major. For additional depth, they may choose from the listed optional courses.</i>			
☛ <i>FIN 3723 Financial Markets and Institutions</i>	3		
☛ <i>FIN 4423 Investments</i>	3		
☛ <i>FIN 4223 Intermediate Financial Management</i>	3		
☛ <i>FIN 4923 International Financial Management</i>	3		
☛ <i>FIN 4723 Bank Management</i>	3		
☛ <i>FIN 4243 Senior Seminar</i>	3		
☛ <i>Optional Finance Courses</i>			
<i>FIN 3203 Financial Statement Analysis</i>			

<i>FIN 4233 Working Capital Management</i> <i>FIN 4433 Security Analysis and Portfolio Management</i> <i><sup>1</sup>Non-Business School Majors wishing to pursue a second degree in a Business Administration field, please consult the MSU Bulletin or the COB Advisement Center.</i>			
<i>Total Hours in Double Major</i>	<i>18</i>		

### 3. JUSTIFICATION AND STUDENT LEARNING OUTCOMES

#### ***Proposed changes:***

- A. *Remove International Financial Management (FIN 4923) as a Major Core required course and replace it with an additional 3-hour Major Elective. Students without a concentration will have 12 hours of major electives. Students in the Risk Management & Insurance Concentration will have 3 hours of major electives.*

**Justification:** Depending on career interest, other courses can better prepare students for the job market. While International Financial Management covers topics such as currency swaps and exchange rates in great detail, the majority of our students do not typically get jobs that require this depth of knowledge. Offering International Financial Management as an elective provides our students more flexibility based on their career interests, and is also consistent with other SEC Finance programs including the University of Mississippi, Alabama, and LSU.

- B. *Restrict the Major Electives to 3000 or above courses in finance (FIN) or real estate finance (REF).*

**Justification:** Removing International Financial Management is not mean to reduce required learning outcomes, but rather allow students to pick the courses best aligned with their career interests. Nevertheless, students should choose between Finance and the Insurance concentration, but not a mixture.

- C. *For students without a concentration, change the Major Core requirement for FIN 4243 Senior Seminar to allow students to take the modified FIN 4243 Senior Seminar in Financial Management or FIN 4433 Senior Seminar in Portfolio Management. Both course modifications accompany this proposal.*

**Justification:** Forcing students to take a capstone in Financial Management topics doesn't help students interested in a career in Investments. Currently Majors must take Senior Seminar in Finance (FIN 4234) as their senior capstone. Finance, however, is broadly broken into Financial Management (organizing, financing, and managing a business) and Investments (selecting stocks and bonds for a client portfolio and then evaluating the portfolio's risk and performance). Senior Seminar in Finance (FIN 4243) allows students to work through real world problems and cases in Financial Management, and this focus is reflected in the course description. The faculty would prefer the name specify that the current "Senior Seminar" is Financial Management focused. Since the course follows Intermediate Financial Management, it will make more sense to students. Many students, however, seek employment in the Investments area, not Financial Management. Hence, we would like to offer students the option to take Security Analysis and Portfolio Management (FIN 4433) as a capstone instead of FIN 4243. Similar to FIN 4243, the class requires students solve real world problems, but in Investments rather than Financial Management. We propose to change the names of the two courses to make clear that each course is a capstone class: (1) Senior Seminar in Financial Management and (2) Senior Seminar in Portfolio Management.

- D. *Delete the alternative "Double Major" path listed in the catalog. All students wishing to pursue the finance major as a primary or secondary major, will have to complete the same major requirements.*

**Justification:** Double major students should be given the same freedom to choose the courses that best align with their career interests. Finance is the only major in the College with a separate path for double majors. In all other double major combinations, students must meet all requirements of both majors. By removing this alternative path, students can still pursue finance as a primary or secondary major, but will have to satisfy the same major requirements.

- E. *For the Finance Minor, remove International Financial Management (FIN 4923) as a required course and replace it with an additional 3-hour course in FIN or REF, 3000 or higher. For non-business students pursuing the finance minor, FIN 3113 is also deleted from the minor requirements, reducing required hours from 18 to 15.*

**Justification:** This change reflects the College's decision, which was initiated by the Finance faculty, to remove Financial Systems from the College core. In separate paperwork we have asked that Financial Systems be removed as a prerequisite to other classes (FIN 3723 and FIN 4723) since the prerequisite information on interest rates that Financial Systems covers for both FIN 3723 and FIN 4723 is also covered in Financial Management (FIN 3123). If these changes to the college core are approved, Financial Systems will no longer be required for the Major, and we



believe the class should also be removed from the required courses for the Minor. The Finance faculty supported removing Financial Systems from the college core since Financial Systems is not a course typically required of Finance Majors at other universities, or even regularly taught by Finance faculty at other universities.

**Learning outcomes (all concentrations):**

- Students will be able to analyze financial statements to identify uses and sources of cash.
- Students will have a basic background in the different types of financial institutions and their functions.
- Students will demonstrate the ability to value cash flows to be received in the future.
- Students will demonstrate the ability to measure risk relative to expected return.

**Questions to address:**

1. Will this program change meet local, state, regional, and national educational and cultural needs?  
*Yes, the proposed changes will allow students more flexibility in preparing for their chosen field of employment within Finance.*
2. Will this program change result in duplication in the System?  
*No.*
3. Will this program change/advance student diversity within the discipline?  
*No.*
4. Will this program change result in an increase in the potential placement of graduates in MS, the Southeast, and the U.S?  
*Yes. This will allow students interested in Investments to specialize in that field, making them more attractive candidates for positions at financial services companies.*
5. Will this program change result in an increase in the potential salaries of graduates in MS, the Southeast, and the U.S?  
*No.*

**4. SUPPORT**

A letter of support from the Finance faculty is attached.

**5. PROPOSED 4-LETTER ABBREVIATION**

FINA (no change)

**6. EFFECTIVE DATE**

Fall 2019



**MISSISSIPPI STATE**  
UNIVERSITY™

**COLLEGE OF BUSINESS**  
Department of Finance and Economics

312 McCool Hall  
P.O. Box 9580  
Mississippi State, MS 39762

P. 662.325.2342  
F. 662.325.1977  
www.msstate.edu

To: College of Business Curriculum Committee  
University Committee on Courses and Curricula  
From: Full-Time Finance Faculty  
Date: February 8, 2019  
Subject: Degree Modifications to Finance Major, Double Major, and Minor


On behalf of the faculty of the Department of Finance and Economics, please accept this letter of support for the following curriculum changes effective Fall 2019:

1. Remove International Financial Management (FIN 4923) as a Major Core required course and replace it with an additional 3-hour Major Elective.
2. Restrict the Major Electives to 3000 or above courses in finance (FIN) or real estate finance (REF)
3. For students without a concentration, change the Major Core requirement for FIN 4243 Senior Seminar to allow students to take the modified FIN 4243 Senior Seminar in Financial Management or FIN 4433 Senior Seminar in Portfolio Management. Both course modifications accompany this proposal.
4. Delete the alternative "Double Major" path listed in the catalog. All students wishing to pursue the finance major as a primary or secondary major, will have to complete the same major requirements.
5. For the Finance Minor, remove International Financial Management (FIN 4923) as a required course and replace it with an additional 3-hour course in FIN or REF, 3000 or higher. For non-business students pursuing the finance minor, FIN 3113 is also deleted from the minor requirements, reducing required hours from 18 to 15.


The signatures of the Finance faculty below demonstrate their support of these changes. It is our belief that these modifications will enhance the quality of the Finance degree program.

Approved:


Date:

  
Michael J. Highfield, Ph.D., CFA  
Associate Professor of Finance and Warren Chair of Real Estate

  
3/4/19

  
Brian Blank, Ph.D.  
Assistant Professor of Finance

  
2/28/2019


  
Brandon Cline, Ph.D.  
Assistant Professor of Finance and John Nutie and Edie Dowdle Associate Professor of Finance

  
3/4/19

Kartono Liano, Ph.D.  
Professor of Finance

  
Tom Miller, Ph.D.  
Professor of Finance and Jack R. Lee Chair of Financial Institutions and Consumer Finance

  
2-28-19

  
Kenneth Roskelley, Ph.D.  
Associate Professor of Finance

  
8 Feb 2019

  
Alvaro Taboada, Ph.D.  
Assistant Professor of Finance and BancorpSouth Assistant Professor of Finance

  
3-1-2019

  
Matthew Whitledge, Ph.D.  
Assistant Clinical Professor of Finance

  
3/5/19

APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College: Business

Department: Management & Information Systems

Contact Person: Robert Otondo

Mail Stop: 9581

E-mail: rotondo@business.msstate

Nature of Change: Modification

Date: Spring 2019

Program will be offered at: Starkville (Campus 1)

Current Degree Program Name: Master of Science

Effective Date: Fall 2019

Major: Information Systems

Concentration:

New Degree Program Name: Select One

Major:

Concentration:

Summary of Proposed Changes:

1. Drop the requirement that no more than 6 hours of coursework may be below the 8000 level.
2. Waive the 3-hour programming requirement for applicants with 6 hours of programming.
3. Substitute BIS 8413 for BIS 8513 and BIS 8613 as required courses.
4. Substitute free electives for the required BIS Elective courses.
5. Update foundation course list and BIS 8213 course title to reflect course changes.

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

3/4/19



SACS Letter Sent



# MISSISSIPPI STATE UNIVERSITY

Department of Management and Information Systems  
College of Business

To: University Committee on Courses and Curricula

From: BIS Faculty, Management & Information Systems Department  
Starkville Campus

Date: January 9, 2019

The BIS faculty have reviewed the proposed modifications to the Master of Science in Information Systems (MSIS) at our Starkville and Distance campuses. The proposed changes will update these programs to reflect changes in the information systems profession and improve the efficiency of course delivery.

We support this proposal, and appreciate your consideration of it. If you have any questions, or need any additional information, please contact Dr. Robert Otondo at [rotondo@business.msstate.edu](mailto:rotondo@business.msstate.edu).

Thank you for your time in considering this request.



Dr. James J. Chrisman, Department Head



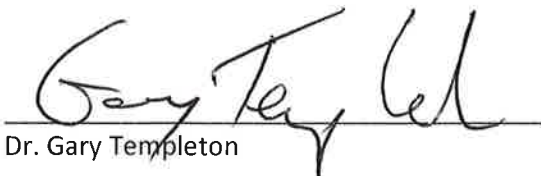
Dr. Robert Otondo



Dr. Kent Marett



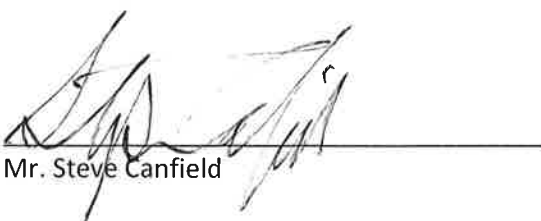
Dr. Merrill Warkentin



Dr. Gary Templeton



Dr. David Sikolia



Mr. Steve Canfield



## GRADUATE DEGREE MODIFICATION OUTLINE FORM

### 1. CATALOG DESCRIPTION

See Item 2 below.

### 2. CURRICULUM OUTLINE

Use the chart below to make modifications to an existing Graduate Degree. All deleted courses and information should be shown in *italics* and all new courses and information in **bold**. Please include the course prefix, number, and title in both columns. Expand rows as needed.

CURRENT Degree Description		PROPOSED Degree Description	
Degree: MSIS Major: Concentrations:		Degree: MSIS Major: Concentrations:	
<p>"[Click here and type old degree description]"</p> <p>The mission of the Master of Science in Information Systems program at MSU is to prepare students to become information systems professionals who can successfully develop, acquire, and integrate information technology across levels and functions of a firm in the continually changing global business environment. These goals will be accomplished by equipping students with critical technical skills, strengthening communication skills, enhancing the students' understanding of business functions/operations, developing professional attitudes, and enhancing the students' understanding of the link between an organization and information technology.</p>		<p>"[Click here and type new degree description]"</p> <p>The mission of the Master of Science in Information Systems program at MSU is to prepare students to become information systems professionals who can successfully develop, acquire, and integrate information technology across levels and functions of a firm in the continually changing global business environment. These goals will be accomplished by equipping students with critical technical skills, strengthening communication skills, enhancing the students' understanding of business functions/operations, developing professional attitudes, and enhancing the students' understanding of the link between an organization and information technology.</p>	
<p>"[Click here and type old concentration description]"</p>		<p>"[Click here and type new concentration description]"</p>	
CURRENT CURRICULUM OUTLINE	Required Hours	PROPOSED CURRICULUM OUTLINE	Required Hours
College Required Courses	0	College Required Courses	0
<p>Foundational Courses</p> <p>In addition, students must complete the foundation courses listed below (or have equivalent undergraduate credit) with a grade of C or better. The College of Business offers survey courses in place of some undergraduate prerequisites. These are especially designed for non-business undergraduates and may be taken before or during the <i>M.S.I.S.</i> program. For each row in the table below, students without equivalent undergraduate credit must choose either the course from Column A or—if available—alternative course(s) from Column B.</p>	NA	<p>Foundational Courses</p> <p>In addition, students must complete the foundation courses listed below (or have equivalent undergraduate credit) with a grade of C or better. The College of Business offers survey courses in place of some undergraduate prerequisites. These are especially designed for non-business undergraduates and may be taken before or during the <b>MSIS</b> program. For each row in the table below, students without equivalent undergraduate credit must choose either the course from Column A or—if available—alternative course(s) from Column B.</p>	NA

A	B		A	B	
ACC 2203 – Survey of Accounting	<i>ACC 2013 – Prin of Fin Acct &amp; ACC 2023 – Prin of Managerial Acct</i>		ACC 2203 – Survey of Accounting	<b>ACC 2013 – Prin of Fin Acct or ACC 2023 – Prin of Managerial Acct</b>	
BQA 8443 – Stat Anal for Bus Dec Making	BQA 2113 – Bus Stat Methods I & BQA 3123 – Bus Stat Methods II		BQA 8443 – Stat Anal for Bus Dec Making	BQA 2113 – Bus Stat Methods I & BQA 3123 – Bus Stat Methods II	
<i>MGT 8063 – Survey of Mgmt</i>	<i>MGT 3114 – Prin of Mgmt</i>			<b>MGT 3113 – Prin of Mgmt</b>	
<i>EC 4043 – Survey of Economics</i>	<i>EC 2113 – Prin of Macroecon &amp; EC 2123 – Prin of Microecon</i>			<b>EC 2113 – Prin of Macroecon or EC 2123 – Prin of Microecon</b>	
FIN 3123 – Financial Mgmt			FIN 3123 – Financial Mgmt		
MKT 3013 – Principles of Mktg			MKT 3013 – Principles of Mktg		
3 hours of programming courses			3 hours of programming courses		
Major Required Courses BIS 8113 – Management Information Technology and Systems <i>BIS 8213 – Advanced Systems Analysis and Design</i> BIS 8313 – Advanced Database Design Administration <i>BIS 8513 – Business Telecommunications</i> <i>BIS 8613 – MIS Administration</i> BIS 8753 – Information Systems Collaborative Project		18	Major Required Courses BIS 8113 – Management Information Technology and Systems <b>BIS 8213 – Secure Systems Analysis and Design</b> BIS 8313 – Advanced Database Design Administration <b>BIS 8413 – Data Analytics</b> BIS 8753 – Information Systems Collaborative Project <b>Programming Requirement</b> <ul style="list-style-type: none"> <li>3 hours of programming required for students with only 3 hours of previous programming coursework (per MSIS foundation requirement).</li> </ul>		15/18
<i>BIS Elective Courses</i> <i>Select two of the following:</i> <i>BIS 6113 – Business Information Systems Security Management</i> <i>BIS 6513 – Microcomputers and Networks</i> <i>BIS 6523 – Advanced Languages II</i> <i>BIS 6533 – Decision Support Systems</i>		6			0
<i>Programming Courses</i>		3			
<i>Free Electives</i>		3	<b>Free electives</b> <ul style="list-style-type: none"> <li>Twelve hours of free electives (6000-level or higher) for students who must take 3 hours of programming courses to meet Major Required Courses.</li> <li>Fifteen hours of free electives (6000-level or higher) for students with 6 or more hours of programming coursework.</li> </ul>		12/15
Concentration I. Courses N/A			Concentration I. Courses N/A		
Total Hours		30	Total Hours		30

### 3. JUSTIFICATION AND LEARNING OUTCOMES

**Justification and Rationale of Proposed Changes:** The current MSIS program has had decreasing enrollments for several years. The BIS faculty believes that one way to increase the number of students is by increasing the flexibility of the MSIS curriculum. This can be done modifying the “free” and “required” elective requirements so that it is easier for students to pursue IS-related graduate minors and certificates (e.g., cyber security and data analytics) that are in demand by employers.

***Proposed changes:***

- A. *Drop the requirement that no more than 6 hours of coursework may be below the 8000 level.*

**Justification:** This change will give students more flexibility when choosing electives and minors that complement the 15 hours of BIS Required Courses. This requirement was originally intended to restrict MSIS students to taking BIS courses. As time progressed, more computer-related electives were being offered by other departments. This change will help MSIS students tailor their program of study to meet their individual educational and professional needs.

This change should also make the degree more attractive to more students, especially those who are thinking of pursuing graduate work in related areas such as cyber security or data analytics. By bringing the MSIS program directly in line with the Graduate Catalog’s requirement that non-thesis master’s programs must contain “at least 15 hours of 8000 level or higher” (<http://catalog.msstate.edu/graduate/academic-policies/masters-requirements/#programofstudytext>), the change should also simplify advising of MSIS students and applicants .

- B. *Waive the 3-hour programming requirement for applicants with 6 hours of programming coursework.*

**Justification:** This requirement places an undue burden on those students with strong programming backgrounds. The purpose of this requirement is to ensure that MSIS students graduate with sufficient programming skills. However, many students have 6 or more hours of programming before they are admitted to the MSIS program, thus making the requirement redundant and unnecessary in such cases. Indeed, this requirement – which places a penalty on those students with a strong undergraduate programming backgrounds – may actually deter these desirable students from applying for or accepting admission to our MSIS program.

The waiver of the 3-hour programming requirement will be offset by adding 3 hours of Free Electives for students granted this waiver (Item 3.E below).

- C. *Substitute BIS 8413 for BIS 8513 and BIS 8613 as required courses.*

**Justification:** Knowledge of data analytics has become a critical requirement for today’s information systems professionals. BIS 8413 covers the important area of data analytics. Students with knowledge and skills in data analytics are in high demand by employers.

**Justification:** Much of BIS 8513’s (Business Telecommunications) and BIS 8613’s (MIS Administration) course content are duplicated in other BIS courses. The course content of BIS 8513 overlaps that of other BIS courses (e.g., BIS 6513, Microcomputers & Networks; BIS 8113, Management Information Technology and Systems). The course content of BIS 8613 overlaps that of other Management courses (e.g., MGT 8113, Leadership Skills).

Eliminating these courses allows the BIS area to make better use of its faculty resources and to add other courses that can enhance an MSIS student’s employability (e.g., BIS 8413, Data Analytics). The MGT courses that overlap BIS 8613 have sufficient room to accommodate MSIS students.

The reduction of required BIS courses by 3 hours will be offset by adding 3 hours of Free Electives (Item 3.E below).

*D. Substitute free electives for the required BIS Elective courses.*

**Justification: Replacing required BIS Electives with “free electives” gives MSIS students greater flexibility in choosing an IS-related minor.** The “BIS Elective Courses” requirement (i.e., two of BIS 6113, BIS 6513, BIS 6523, or BIS 6533) was originally intended to force MSIS students to take more BIS courses. While that requirement did increase enrollments in those BIS courses, it also prevented MSIS students from obtaining a minor in a complimentary area. We believe MSIS students will be better served by a broader graduate education that includes IS-related but non-BIS content such as cyber security and/or data analytics.

A second reason for reclassifying the four BIS electives as “free electives” rather than “required electives” is that only two of the latter electives (i.e., BIS 6113 and BIS 6523) are taught online due to faculty resource constraints. This lack of alternatives creates difficulties for distance students who have already taken the 4000-level version of those two classes. These difficulties are described in MSU AOP 11.04, Item #5 (revised March 2014):

***“Students who have already taken a course for credit at the 4000 level are not allowed to enroll in the same course for credit at the 6000 level without explicit permission of the instructor and graduate coordinator of the department offering the course, and the dean of the Graduate School.”***

The elimination of the 6 hours of required BIS Elective courses will be offset by adding 6 hours of Free Electives (Item 3.E below). This change also means that MSIS students can still take any of the four “required electives” if they wish even though they will not be required to do so.

*E. Increase Free Electives to 9 or 12 hours (depending upon number of programming hours taken by the student before entering the MSIS program) to accommodate Items 3.B, 3.C, and 3.D above.*

**Justification: The addition of 9 or 12 hours of Free Elective courses offsets the 3-hour programming course waiver (if warranted) in Item 3.B, the elimination of 3 hours of BIS Required Courses in Item 3.C, and the elimination of 6 hours of BIS Elective course requirement in Item 3.D.** Substituting BIS 8413 for BIS 8513 and BIS 8613 allows students to learn newer material required by today’s IS professionals. Moving 6 hours from “required electives” to “free electives” classification gives MSIS students greater flexibility in choosing an IS-related minor if they so desire. As with Item 3.D above, we believe MSIS students will be better served by a broader graduate education that includes non-BIS content.

*F. Update BIS 8213 course title to reflect modification of that course.*

**Justification: This course title change is explained in the accompanying Course Modification Proposal for BIS 8213.**

*G. Questions to address:*

- i. Will this program change meet local, state, regional, and national educational and cultural needs?

The proposed changes to the curriculum will enhance the ability of our graduates to meet and/or exceed these needs.

- ii. Will this program change result in duplication in the System?

*No.*



**Learning outcomes:** MSIS students will be able to meet the following learning outcomes:

- *Demonstrate critical thinking when applying managerial principles and problem-solving/decision-making techniques in a variety of business functions.*
- *Demonstrate strong communication skills.*
- *Demonstrate effective inter-personal skills and professional attitudes in a team environment.*
- *Demonstrate an understanding of key concepts and knowledge in important Information Systems domains, including database and related system design and implementation; information security, privacy, and ethics in organizations; business process modeling, analysis and design; structured programming and problem solving, and information technology infrastructure.*
- *Demonstrate technical skills in important Information Systems domains, including database and related system design and implementation; information security, privacy, and ethics in organizations; business process modeling, analysis and design; and structured programming and problem solving.*

#### **4. SUPPORT**

A letter of support signed by the BIS faculty and Head of the Management & Information Systems Dept. is included with this proposal.

#### **5. EFFECTIVE DATE**

Fall 2019

APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College: **Business**

Department: Management & Information Systems

Contact Person: Robert Otondo

Mail Stop: 9581

E-mail: rotondo@business.msstate

Nature of Change: **Modification**

Date: Spring 2019

Program will be offered at: **Distance Learning (Campus 5)**

Current Degree Program Name: **Master of Science**

Effective Date: Fall 2019

Major: Information Systems

Concentration:

New Degree Program Name: **Select One**

Major:

Concentration:

## Summary of Proposed Changes:

1. Drop the requirement that no more than 6 hours of coursework may be below the 8000 level.
2. Waive the 3-hour programming requirement for applicants with 6 hours of programming.
3. Substitute BIS 8413 for BIS 8513 and BIS 8613 as required courses.
4. Substitute free electives for the required BIS Elective courses.
5. Update foundation course list and BIS 8213 course title to reflect course changes.

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

3/4/19



SACS Letter Sent



# MISSISSIPPI STATE UNIVERSITY

Department of Management and Information Systems  
College of Business

To: University Committee on Courses and Curricula

From: BIS Faculty, Management & Information Systems Department  
Starkville Campus

Date: January 9, 2019

The BIS faculty have reviewed the proposed modifications to the Master of Science in Information Systems (MSIS) at our Starkville and Distance campuses. The proposed changes will update these programs to reflect changes in the information systems profession and improve the efficiency of course delivery.

We support this proposal, and appreciate your consideration of it. If you have any questions, or need any additional information, please contact Dr. Robert Otondo at [rotondo@business.msstate.edu](mailto:rotondo@business.msstate.edu).

Thank you for your time in considering this request.

Dr. James J. Chrisman, Department Head

Dr. Robert Otondo

Dr. Kent Marett

Dr. Merrill Warkentin

Dr. Gary Templeton

Dr. David Sikolia

Mr. Steve Canfield



## GRADUATE DEGREE MODIFICATION OUTLINE FORM

### 1. CATALOG DESCRIPTION

See Item 2 below.

### 2. CURRICULUM OUTLINE

Use the chart below to make modifications to an existing Graduate Degree. All deleted courses and information should be shown in *italics* and all new courses and information in **bold**. Please include the course prefix, number, and title in both columns. Expand rows as needed.

CURRENT Degree Description		PROPOSED Degree Description	
Degree: MSIS Major: Concentrations:		Degree: MSIS Major: Concentrations:	
"[Click here and type old degree description]"  The mission of the Master of Science in Information Systems program at MSU is to prepare students to become information systems professionals who can successfully develop, acquire, and integrate information technology across levels and functions of a firm in the continually changing global business environment. These goals will be accomplished by equipping students with critical technical skills, strengthening communication skills, enhancing the students' understanding of business functions/operations, developing professional attitudes, and enhancing the students' understanding of the link between an organization and information technology.		"[Click here and type new degree description]"  The mission of the Master of Science in Information Systems program at MSU is to prepare students to become information systems professionals who can successfully develop, acquire, and integrate information technology across levels and functions of a firm in the continually changing global business environment. These goals will be accomplished by equipping students with critical technical skills, strengthening communication skills, enhancing the students' understanding of business functions/operations, developing professional attitudes, and enhancing the students' understanding of the link between an organization and information technology.	
"[Click here and type old concentration description]"		"[Click here and type new concentration description]"	
<b>CURRENT CURRICULUM OUTLINE</b>	Required Hours	<b>PROPOSED CURRICULUM OUTLINE</b>	Required Hours
College Required Courses	0	College Required Courses	0
Foundational Courses  In addition, students must complete the foundation courses listed below (or have equivalent undergraduate credit) with a grade of C or better. The College of Business offers survey courses in place of some undergraduate prerequisites. These are especially designed for non-business undergraduates and may be taken before or during the <i>M.S.I.S.</i> program. For each row in the table below, students without equivalent undergraduate credit must choose either the course from Column A or—if available—alternative course(s) from Column B.	NA	Foundational Courses  In addition, students must complete the foundation courses listed below (or have equivalent undergraduate credit) with a grade of C or better. The College of Business offers survey courses in place of some undergraduate prerequisites. These are especially designed for non-business undergraduates and may be taken before or during the <b>MSIS</b> program. For each row in the table below, students without equivalent undergraduate credit must choose either the course from Column A or—if available—alternative course(s) from Column B.	NA

A	B		A	B	
ACC 2203 – Survey of Accounting	ACC 2013 – Prin of Fin Acct & ACC 2023 – Prin of Managerial Acct		ACC 2203 – Survey of Accounting	ACC 2013 – Prin of Fin Acct or ACC 2023 – Prin of Managerial Acct	
BQA 8443 – Stat Anal for Bus Dec Making	BQA 2113 – Bus Stat Methods I & BQA 3123 – Bus Stat Methods II		BQA 8443 – Stat Anal for Bus Dec Making	BQA 2113 – Bus Stat Methods I & BQA 3123 – Bus Stat Methods II	
MGT 8063 – Survey of Mgmt	MGT 3114 – Prin of Mgmt			MGT 3113 – Prin of Mgmt	
EC 4043 – Survey of Economics	EC 2113 – Prin of Macroecon & EC 2123 – Prin of Microecon			EC 2113 – Prin of Macroecon or EC 2123 – Prin of Microecon	
FIN 3123 – Financial Mgmt			FIN 3123 – Financial Mgmt		
MKT 3013 – Principles of Mktg			MKT 3013 – Principles of Mktg		
3 hours of programming courses			3 hours of programming courses		
Major Required Courses BIS 8113 – Management Information Technology and Systems BIS 8213 – Advanced Systems Analysis and Design BIS 8313 – Advanced Database Design Administration BIS 8513 – Business Telecommunications BIS 8613 – MIS Administration BIS 8753 – Information Systems Collaborative Project	18		Major Required Courses BIS 8113 – Management Information Technology and Systems <b>BIS 8213 – Secure Systems Analysis and Design</b> BIS 8313 – Advanced Database Design Administration <b>BIS 8413 – Data Analytics</b> BIS 8753 – Information Systems Collaborative Project <b>Programming Requirement</b> <ul style="list-style-type: none"> <li>3 hours of programming required for students with only 3 hours of previous programming coursework (per MSIS foundation requirement).</li> </ul>	15/18	
BIS Elective Courses Select two of the following: BIS 6113 – Business Information Systems Security Management BIS 6513 – Microcomputers and Networks BIS 6523 – Advanced Languages II BIS 6533 – Decision Support Systems	6			0	
Programming Courses	3				
Free Electives	3		Free electives <ul style="list-style-type: none"> <li>Twelve hours of free electives (6000-level or higher) for students who must take 3 hours of programming courses to meet Major Required Courses.</li> <li>Fifteen hours of free electives (6000-level or higher) for students with 6 or more hours of programming coursework.</li> </ul>	12/15	
Concentration 1. Courses N/A			Concentration 1. Courses N/A		
Total Hours	30		Total Hours	30	

### 3. JUSTIFICATION AND LEARNING OUTCOMES

**Justification and Rationale of Proposed Changes:** The current MSIS program has had decreasing enrollments for several years. The BIS faculty believes that one way to increase the number of students is by increasing the flexibility of the MSIS curriculum. This can be done modifying the “free” and “required” elective requirements so that it is easier for students to pursue IS-related graduate minors and certificates (e.g., cyber security and data analytics) that are in demand by employers.

***Proposed changes:***

- A. *Drop the requirement that no more than 6 hours of coursework may be below the 8000 level.*

**Justification:** This change will give students more flexibility when choosing electives and minors that complement the 15 hours of BIS Required Courses. This requirement was originally intended to restrict MSIS students to taking BIS courses. As time as progressed, more computer-related electives were being offered by other departments. This change will help MSIS students tailor their program of study to meet their individual educational and professional needs.

This change should also make the degree more attractive to more students, especially those who are thinking of pursuing graduate work in related areas such as cyber security or data analytics. By bringing the MSIS program directly in line with the Graduate Catalog’s requirement that non-thesis master’s programs must contain “at least 15 hours of 8000 level or higher”

(<http://catalog.msstate.edu/graduate/academic-policies/masters-requirements/#programofstudytext>), the change should also simplify advising of MSIS students and applicants .

- B. *Waive the 3-hour programming requirement for applicants with 6 hours of programming coursework.*

**Justification:** This requirement places an undue burden on those students with strong programming backgrounds. The purpose of this requirement is to ensure that MSIS students graduate with sufficient programming skills. However, many students have 6 or more hours of programming before they are admitted to the MSIS program, thus making the requirement redundant and unnecessary in such cases. Indeed, this requirement – which places a penalty on those students with a strong undergraduate programming backgrounds – may actually deter these desirable students from applying for or accepting admission to our MSIS program.

The waiver of the 3-hour programming requirement will be offset by adding 3 hours of Free Electives for students granted this waiver (Item 3.E below).

- C. *Substitute BIS 8413 for BIS 8513 and BIS 8613 as required courses.*

**Justification:** Knowledge of data analytics has become a critical requirement for today’s information systems professionals. BIS 8413 covers the important area of data analytics. Students with knowledge and skills in data analytics are in high demand by employers.

**Justification:** Much of BIS 8513’s (Business Telecommunications) and BIS 8613’s (MIS Administration) course content are duplicated in other BIS courses. The course content of BIS 8513 overlaps that of other BIS courses (e.g., BIS 6513, Microcomputers & Networks; BIS 8113, Management Information Technology and Systems). The course content of BIS 8613 overlaps that of other Management courses (e.g., MGT 8113, Leadership Skills).

Eliminating these courses allows the BIS area to make better use of its faculty resources and to add other courses that can enhance an MSIS student’s employability (e.g., BIS 8413, Data Analytics). The MGT courses that overlap BIS 8613 have sufficient room to accommodate MSIS students.

The reduction of required BIS courses by 3 hours will be offset by adding 3 hours of Free Electives (Item 3.E below).

*D. Substitute free electives for the required BIS Elective courses.*

**Justification: Replacing required BIS Electives with “free electives” gives MSIS students greater flexibility in choosing an IS-related minor.** The “BIS Elective Courses” requirement (i.e., two of BIS 6113, BIS 6513, BIS 6523, or BIS 6533) was originally intended to force MSIS students to take more BIS courses. While that requirement did increase enrollments in those BIS courses, it also prevented MSIS students from obtaining a minor in a complimentary area. We believe MSIS students will be better served by a broader graduate education that includes IS-related but non-BIS content such as cyber security and/or data analytics.

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**Justification: The addition of 9 or 12 hours of Free Elective courses offsets the 3-hour programming course waiver (if warranted) in Item 3.B, the elimination of 3 hours of BIS Required Courses in Item 3.C, and the elimination of 6 hours of BIS Elective course requirement in Item 3.D.** Substituting BIS 8413 for BIS 8513 and BIS 8613 allows students to learn newer material required by today’s IS professionals. Moving 6 hours from “required electives” to “free electives” classification gives MSIS students greater flexibility in choosing an IS-related minor if they so desire. As with Item 3.D above, we believe MSIS students will be better served by a broader graduate education that includes non-BIS content.

*F. Update BIS 8213 course title to reflect modification of that course.*

**Justification: This course title change is explained in the accompanying Course Modification Proposal for BIS 8213.**

*G. Questions to address:*

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The proposed changes to the curriculum will enhance the ability of our graduates to meet and/or exceed these needs.

- ii. Will this program change result in duplication in the System?

*No.*

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#### **4. SUPPORT**

A letter of support signed by the BIS faculty and Head of the Management & Information Systems Dept. is included with this proposal.

#### **5. EFFECTIVE DATE**

Fall 2019