

**CAPC May 5, 2009 Minutes**  
**11:15am – 12:30pm University Center Room 260 (Board Room)**

Members present: Maria Bullen; John Burningham; Wendy Burns-Ardolino; Jennell Charles; Nikki Finlay; Cathy Jeffrey; Cherie Long; Catherine Matos; Kelli Nipper; Katherine Ott; Charlene Romer; Manning Sabatier; Zi Wan; Ximena Zornosa.

Non-Members Present: Ethel Callen; Jeff Chastine; Tom Eaves; Anthony Giovannitti; David Ludley; Sue Odom; Diane Prince; Melanie Poudevigne; Tammy Wilson.

**Approval of Minutes**

A motion was made by Finlay seconded by Burns-Ardolino to approve the minutes from April 21, 2009. They are posted at <http://adminsivices.clayton.edu/provost/CAPC/minutesdefault.htm>. Council approved.

**Old Business**

1. Art Minor, new minor (second reading) a motion was made to approve new minor and courses by Burns-Ardolino, Finlay seconded, and Council approved. The proposal will be submitted to the BOR for approval.
  - ART 2303 - Introduction to Non-Western Art, new course
  - ART 3310 - Nineteenth and Twentieth Century Art, new course
  - ART 4900 - Independent Study of Studio Art, new course

**New Business**

2. B.S. in Health & Fitness Management, program revisions – Poudevigne explained the HFMG courses move to Natural Sciences. In anticipation of an accreditation visit, changes to the program and the addition of a new course are proposed. After some discussion a motion was made by Finlay, seconded by Burns-Ardolino. Council approved.
  - HFMG 4800 - Selected Topics in Health & Fitness, new course
3. Minor in Computer Science, new proposal – Chastine gave brief explanation of program. A motion was made by Jeffrey, seconded by Romer to approve. Council approved a second reading is not required.
4. Revisions in Mathematics curriculum – Giovannitti reported that the changes are minor for the curriculum and after a few modifications to the proposals a motion was made by Finlay, seconded by Burns-Ardolino and approved by Council.
  - Adding CSCI 1371 as an option to B.S. and minor in Mathematics curriculum
  - MATH 4988 – Directed Undergraduate Research, new course
  - MATH 4989 – Senior Capstone Project, new course
  - MATH 4990 – Senior Seminar, delete course
5. NURS 3383 - Clinical Nursing Pharmacology, new course – Odom explained necessary changes to the course and there was some discussion about deleting the HSCI course which was deleted in the past but never removed from active courses. Eaves will follow up. A motion was made by Finlay seconded by Burns-Ardolino, Council approved unanimously therefore waiving a second reading.
6. School of Business – Finlay gave brief overview of necessary changes. Long made a motion to approve all changes, Bullen seconded, and Council approved. A second reading is not required.
  - a. MGMT/MKTG 4105 – Global Sourcing in SCM
    - New course name
    - New course description

- b. MGMT 4510 – Legal Issues in Human Resources
  - i. New course name
  - ii. Prerequisite change
    - 1. Add “or TECH 3115”
  
- c. MGMT/MKTG 3520 – Negotiation and Conflict Management  
New course name
  
- d. MKTG 3580 – Operations and Warehouse Management
  - i. Prerequisite change
    - 1. MKTG 3105 (C) or MGMT 3106 (C)
  
- e. ACCT 4220 – Volunteer Income Tax Preparation Program, new course
  
- f. MGMT 4260 – Freight Management, new course
  
- g. Marketing Major, program revisions
  - i. Currently, 21 hours of Marketing Electives from one list
  - ii. Proposed
    - 1. 9 hours of MKTG 3xxx/4xxx electives from list(1)
    - 2. 12 hours of 3xxx/4xxx electives from list(2), at least 6 hours must be from courses other than MKTG prefix.

A motion was made to adjourn at approximately 11:50 a.m.

Eaves notified Council of two major proposals for review during Fall.

Submitted by:

Tammy Wilson

# CLAYTON STATE UNIVERISTY

## PROPOSAL FOR ART MINOR

February 5, 2009  
Arts & Sciences  
Communicative Arts and Integrative Studies  
CIP Code 50.0799

Starting Date: Fall 2009

### **Program Description and Objectives:**

*The minor description, written in a one page abstract, is a summary of the proposed minor. It should include the objectives of the program; the needs the program would meet; and an explanation of how the program is to be delivered; and information related to curriculum, faculty, and enrollment.*

The Art minor enhances a student's ability and conceptualization development. It promotes the application of creative thinking to visual art that could be applied to many interdisciplinary fields. The Art minor would provide a venue for further skill/talent development.

The objective of the art minor is to provide students with an understanding of studio art and art history, embodied in the practice of art through the study of contemporary visual culture as well as with an appreciation of the formal language utilized by artists. Students will also become aware of disciplinary methodology and conventions. Students will have the choice of two emphases: studio art or art history.

The minor in art will benefit students majoring in any liberal arts discipline with a practical component, including the studio art, digital imaging, video and film studies, art history, art criticism, and liberal studies. Students minoring in art will gain a sense of the overall studio art, digital art, and evolution of the history of art, as well as in-depth knowledge of visual art in different disciplines.

### **Justification and Need for the Minor:**

*Provide evidence that the program is desirable, including student demand, exceptional qualifications of the faculty, special facilities, etc.*

Demand for art courses has increased over the past few years from students in the Communication and Media Studies Program. Approval of the art minor will allow these students to document a minor area of concentration.

In addition, Clayton State University has just changed the name of its Integrative Studies BA to BA in Liberal Studies. In conjunction with that name change, the degree requires

a minor in a discipline or program with Arts & Sciences. Adding an art minor will support the new degree program.

**Procedures Used to Develop the Program:**

*Describe the process by which the department developed the proposed minor.*

Procedures used to develop the art minor include research into art occupation and societal needs, research into other schools' programs, and the needs of CSU.

**Curriculum:**

1. *List the entire course of study required and recommended to complete the program.*
  - a. *Clearly differentiate which courses are existing and which are newly developed courses.*
  - b. *Append course description for all new courses.*
  - c. *When describing required or elective courses, list all course prerequisites.*
  - d. *List student outcomes associated with this minor.*

At least 18 semester hours are required for the Art Minor.

**ART MINOR (Studio Art or Art History emphasis)  
(All courses listed already exist, unless otherwise indicated.)**

**1. Lower Division Art:**

**9 hours**

**Required of Both Studio Art and Art History Emphases:**

**ART 1101/Drawing I (3-0-3)**

As the first course in drawing, drawing I provides a systematic study in the basic concept skills in drawing, through traditional approaches to contemporary visual languages. By working from direct observation, students will demonstrate through in-class exercises and formal assignments an understanding of the basic skills and concepts.

**ART 2302/Art of the Modern World (3-0-3)**

A survey of world art from approximately 1600 through the present day, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

**For Studio Art Emphasis, choose one from the following:**

**ART 1102/Drawing II (3-0-3)**

A continuing study of the planar relationships between objects, with anatomy and improvement of drawing skills being the primary focus. Through systematic exercise, media and material exploration, students will develop their personal visual language.

**ART 1104/2-D Design/Color Theory (3-0-3)**

This course develops students' understanding of the various organizations in designing for the 2-D surface. Basic elements of design, such as line, shape, value, texture, color contrast and color composition, as well as principles of design, such as unity and variety, balance, repetition, rhythm, movement and emphasis.

**ART 1301/3-D Design (3-0-3)**

This course is dedicated to the study of design in the three dimensions—space and volume. Students work with a variety of media to learn how to manipulate, construct and analyze 3-D forms and space.  
Prerequisite: Drawing I.

**For Art History Emphasis, Choose One from the Following:**

**ART 2301/Art of the Pre-Modern World (3-0-3)**

A survey of world art from prehistoric times through approximately 1600, viewed in both historical and contemporary perspective. Critical thinking and communication skills are emphasized. [Note: Learning Support students who are required to take ENGL 0099 and/or READ 0099 must exit the requirement(s) before they can enroll in this course.]

**ART 2303/Introduction to Non-western Art (3-0-3) (Proposed/Newly Developed)**

A survey of early non-western art, including African, Asian, Islamic, Mesoamerican and Andean, Native American, and Oceanic art, viewed in historical perspective.

**Three Upper Division Courses: 9 hours**

**2. Required for Studio Art Emphasis: 6 hours**

**ART 3001/Painting Studio (requested change from ART 2001) (3-0-3)**

This course offers traditional and contemporary processes for painting. Through a variety of skills training, students will learn how to plan and develop a visual idea. The course applies the study of color and composition to the creation of paintings in oil and water-based media, and students prepare sound painting supports for canvas, paper and panel.  
Prerequisites: Drawing I

ART 4900/Independent Study of Studio Art (3-0-3) (Proposed/Newly Developed)

This course explores the use of traditional and nontraditional materials, installations, and new technologies for creative production and expression. Emphasis is placed on the using of cross-media, such as traditional painting, sculpture, and digital media.

**For Studio Art Emphasis, choose one from the following:**

**3 hours**

CMS 4410/Digital Video Production (3-0-3) (requested for cross-listing to ART 4410)

An introduction to the three phases of digital video creation: pre-production, production, and post-production. Students will be required to attend events (e.g., video shoots) scheduled outside of regular class hours.

Prerequisite: CMS 2100

ART 3101/The Visual Arts & Society (3-0-3)

A topical or thematic approach to the study of the networks of relationship between works in the visual arts and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.

Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 3401/American Art Visions (3-0-3)

A survey of American Art from the foundation of American identity within the New World - Colonial era, through the multiple trends and identities of Modern America. Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 3310/Nineteenth and Twentieth Century Art (3-0-3) (Proposed/Newly Developed)

A survey of western art throughout the nineteenth and twentieth centuries, viewed through a historical perspective. Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

HUMN 4800/Special Topics in the Humanities

Seminar in Humanities Topics. May be repeated when topics vary. Under this course, Dr. Bonner taught Impressionist & Post-Impressionist Art and Italian Renaissance Art & Architecture.

CMS 4310/Film Analysis and Criticism

This course continues the humanities-based approach to cinema begun in Introduction to Film, now in a writing-intensive format. Through weekly writing assignments students master the analysis of motion-picture form, including camerawork, editing, narrative, sound, and mise-en-scene. The course also considers multiple approaches to film theory and criticism within historical and international contexts. Attendance is required for weekly out-of-class screenings.

Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

CMS 4320/Women and Film

This course explores the role of women in cinema as on-screen representation, as spectators, and as filmmakers. We will study selected films and readings particularly in light of women's gender, class, race, and sexuality.  
Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

**For Art History Emphasis, choose three from the following:**

**9 hours**

ART 3101/The Visual Arts & Society (3-0-3)

A topical or thematic approach to the study of the networks of relationships between works in the visual arts and the social structures in which those works are created and interpreted, considering both historical and contemporary perspectives. Critical thinking and communication skills are emphasized.  
Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

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A survey of American Art from the foundation of American identity within the New World - Colonial era, through the multiple trends and identities of Modern America. Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

ART 3XXX/Nineteenth and Twentieth Century Art (3-0-3) (Proposed/Newly Developed)

A survey of western art throughout the nineteenth and twentieth centuries, viewed through an historical perspective. Prerequisites: ENGL 1102. Completion of CRIT 1101 and Area C recommended.

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Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

CMS 4320/Women and Film

This course explores the role of women in cinema as on-screen representation, as spectators, and as filmmakers. We will study selected films and readings particularly in light of women's gender, class, race, and sexuality.  
Prerequisite(s): ENGL 1102 (C); CMS 2110 (C).

ART 4810/Women and the Arts (3-0-3) (on request for cross-listing from WST 4810 and CMS 4810)

In this course, we will explore the role of women as artists, spectators, and representations in the visual, literary, and performing arts. Our primary category of analysis in Women & the Arts is gender, the socially constructed and historically variable understanding of what it means to be a woman or a man, but we will further consider how this category interacts with race, class, and sexuality in the arts. Additionally, a central idea in our class is that knowledge and images conveyed through artistic texts are not neutral; rather, the arts socialize and discipline us even as they entertain and enlighten us. Prerequisites: ENGL 1102 and ART 2302.

**Student Outcomes Associated with the Art Minor:**

1. Demonstrate knowledge of the subject matter and history of art: major works, issues, and movements.
2. Demonstrate techniques of introductory level drawing.
3. Demonstrate communication skills in one or more of the following ways:
  - a. Orally critiquing student's own art works
  - b. Orally critiquing the works of others, including historical art works
4. Demonstrate critical thinking skills in effectively analyzing art concepts and successfully applying these skills in aesthetic judgments.

**Administration:**

*Describe how the proposed minor will be administered within the structure of the institution.*

The program will be administered by the Head of the Department of Visual and Performing Arts in the College of Arts & Sciences.

**Assessment:**

*Indicate the measures that will be taken to assess the effectiveness of the minor and the learning outcomes of students enrolled.*

Planned major assessments include program entry and exit assessments by studio instructor. Students will be required to have solo exhibitions after they finish the



curriculum. Finally, the Department of Visual and Performing Arts will participate in the university's five-year program review process, which includes program evaluation by outside reviewers.

**Minors that are proposed for areas where Clayton College & State University does not have a major must also address the following:**

**The Societal Need for Graduates Prepared in this Program:**

*Indicate the societal need for graduates prepared in this program. Describe the process used to reach these conclusions, the basis for estimating this need, and those factors that were considered in documenting the program need.*

**Societal Need:**

According to the *Occupational Outlook Handbook*, 2002-2003 edition, from the U.S. Department of Labor, employment of artists and related workers is expected to grow as fast as the average through the year 2012. The *OOH* divides the societal need into three categories: Art Directors, Fine Artists, Multi-media artists and animators. They explain:

"Art directors work in a variety of industries, such as advertising, public relations, publishing, and design firms. There is an expanding number of opportunities...

Fine artists mostly work on a freelance, or commission, basis and may find it difficult to earn a living solely by selling their artwork. Only the most successful fine artists receive major commissions for their work. Grants from sponsors such as private foundations, State and local arts councils, and the National Endowment for the Arts should remain competitive. Studios, galleries, and individual clients are always on the lookout for artists who display outstanding talent, creativity, and style. Talented fine artists who have developed a mastery of artistic techniques and skills, including computer skills, will have the best job prospects...

The need for artists to illustrate and animate materials for magazines, journals, and other printed or electronic media will spur demand for illustrators and animators of all types. Growth in motion picture and video industries will provide new job opportunities for illustrators, cartoonists, and animators"(http://www.bls.gov/oco/home.htm).

According to "Occupational Outlook for Metro Atlanta WIA Area," jobs for Art and Design Workers in the Metro Atlanta area will experience an impressive 45.44% increase in demand from 2000 to 2010. Art Directors will experience a similar, 42% increase in demand for the Metro Atlanta area by 2010

(http://quickstats.dol.state.ga.us/demand/occupation/baseoc07.htm).

Georgia, and in particular the Metro Atlanta area, will experience impressive growth in the need for employees trained in the visual arts. Degrees such as our Art Minor will be essential in helping our students compete for this growing sector of the job market.

Art has an impact on all of us. An artist can influence public attitudes and opinions that promote a moral and ethical responsibility to change the society. Art is the enrichment of the cultural life as an integral part of society's essential needs through enhancement of both the general living environment and the special cultural or aesthetic experiences of the citizens of the Southern Crescent.

Atlanta is the art and cultural center of the Southeast, which has many job opportunities for artists and designers. The Minor in Art is designed to appeal to undergraduate students who wish to broaden their education and enhance their employment opportunities. Students minoring in art can prepare for a professional career in the following fields: studio artists, art directors, graphic designers, or art educators.

In Georgia and in Metro Atlanta, Savannah College of art & Design, Atlanta College of Art and The Art Institute of Atlanta are three major professional art institutions. The University of Georgia and Georgia State University have graduate study programs in art and design. In recent years, all those schools have been expanding their art programs rapidly. The demand from students is growing. The Art Minor in CSU will offer undergraduate students systematic preparation for further studies in art and design.

**Public and Private Institutions in the State Offering Majors in the Area of the Proposed Minor:**

University of Georgia  
Georgia State University  
Kennesaw State University  
Savannah College of Art & Design  
The Art institute of Atlanta  
Atlanta College of Art  
Armstrong Atlantic State University  
Augusta State University  
North Georgia College & State University  
Georgia College & State University  
Valdosta State University  
Columbus State University  
Fort Valley State University  
Georgia Southwestern University  
Georgia Southern University

## **Inventory of Faculty Directly Involved:**

*For each faculty member, give the following data.*

- a. Name, rank, academic discipline, institutions attended, degrees earned;*
- b. Current workload for typical semester, including specific courses usually taught; explain how workload will be impacted with the addition of proposed program;*
- c. Scholarship and publication record for past five years;*
- d. Professional activity;*
- e. Expected responsibilities in this program;*

Full-time faculty currently housed in the School of Arts & Sciences who will teach program courses include the following:

1.
  - a. David A. Ludley, Ph.D., Professor of Art History and English (Ph.D., Emory U, 1981; MA, Illinois State U, 1973; BA, Illinois State U, 1972).
  - b. Current workload: four courses per semester in art history—a graduate level survey, one lower-division survey, and an online Contemporary Art course; release time for graduate level teaching. No real impact on workload, since he already teaches most of the courses involved.
  - c. Dr. Ludley has published in *Woman's Art Journal*, Georgia Historical journals, and other publications. He has also published several peer-reviewed abstracts for the International Society for Exploring Teaching and Learning and gave a presentation at each conference, including one at Johns Hopkins University in Baltimore. He has made several art historical presentations at conferences such as the International Conference on Literature, the Visual Arts, and Film. He has been twice named a Fulbright Scholar, researching in Egypt, Israel, and Thailand, and has published for governmental agencies as well. In addition he has been frequently commissioned by the High Museum in Atlanta to give presentations, including being a Keynote Speaker at major exhibitions.
  - d. Dr. Ludley is a member of the College Art Association, Association of Historians of Nineteenth Century Art, Association of the Interdisciplinary Study of the Arts, and many other art history professional organizations.
  - e. Dr. Ludley will teach Art 2301 (Art of the Pre-Modern World), Art 2302 (Art of the Modern World), Art 3401 (American Art Visions), and Art 3101 (The Visual Arts and Society: Contemporary Art).

2.
  - a. Alan Caomin Xie, MFA, Assistant Professor of Art (MFA, Savannah College of Art & Design, 2001; BFA China National Academy of Fine Arts, 1998).
  - b. Current workload: five courses per semester in studio art; release time for Cygnet art editor.
  - c. Mr. Alan Caomin Xie's works are selected in exhibitions nationally and internationally, which includes "Pour L'Amour des Chiens", Mona Bismarck Foundation, Paris, France, 2003; "In Response-National Juried Exhibition" Red Gallery, Savannah, GA, 2002; "International Young Art 2002", Elizabeth Foundation for the Art, New York; "International Young Art 2002" Sotheby's Amsterdam, Netherlands; "Motion Still" Savannah, GA, 2004. "Moth Dream", Spiller-Vincenty Gallery, Jacksonville, FL, 2003 (solo exhibition); "Still Image II" Millennium in Midtown, Atlanta, 2004 (solo exhibition); "Outwin Boochever Portrait Competition", Smithsonian National Portrait Gallery, 2006; "Yellow Box--Contemporary Art and Architecture in Chinese Space", Qinpu, China, 2006.
  - d. Mr. Alan Caomin Xie is a member of the College Art Association.
  - e. Mr. Alan Caomin Xie will teach Art 1101 (Drawing I), Art 1102 (Drawing II), Art 1104 (2-D Design & Color Theory), Art 1301 (3-D Design), and Art 2001 (Painting Studio I).
3.
  - a. Dr. Virginia Bonner, Assistant Professor of Film & Media Studies (Ph.D. Women's Studies and Film Studies, Emory University 2003, M.A. Art History, University of Florida 1993, B.S. Psychology, University of Florida 1991). Dr. Bonner is Assistant Professor of Film and Media Studies, with training and teaching experience in Art History and Women's Studies as well.
  - b. Current workload: four courses per semester in cinema studies, art studies, women studies, media studies.
  - c. She regularly presents papers on these areas at national professional conferences (SCMS, NWSA, MLA, etc.), and she is presently writing a book manuscript on the experimental documentary cinema of the Left Bank (Paris). She has published a book review in *Film Quarterly*, has a forthcoming chapter on Agnès Varda in the anthology (*Un*)*Making the Cut: Feminism, Filmmaking, Fluidity*, and has submitted articles to peer-reviewed journals. Dr. Bonner will teach upper-division electives in Art History for the Art minor.
  - d. Dr. Bonner is a member of Society for Cinema and Media Studies, Modern Language Association, South Atlantic Modern Language Association, the Georgia Association for Women in Higher Education.

e. Dr. Bonner will teach CMS 4810 (Women and the Arts), CMS 4320 (Women and Film), CMS 4310 (Film Analysis and Criticism), and CMS 2100 (Introduction to Film).

**Outstanding Programs of this Nature in Other Institutions:**

*List three outstanding programs of this nature in the country, giving location name, and telephone number of official responsible for each program. Indicate features that make these programs stand out. When available, append descriptive literature of the outstanding program. Indicate what aspects of these outstanding programs, if any, will be included in your program.*

University of Georgia

Minor - Art/Art History

A minor must contain at least 9 hours of upper division course work. Courses taken to satisfy Core Areas A through E may not be counted as course work in the minor. Courses taken in Core Area F may be counted as course work in the minor.

Required Courses: (18 hours)

ARHI 2100

Five upper-level ARHI courses (at least 2 of which must be at the 4000-level)

All courses used to satisfy the minor requirement must be passed with a grade of "C" or better.

TOTAL HOURS: 18

Contact:

Franklin College of Arts and Sciences  
New College  
The University of Georgia  
Athens, GA 30602  
706/542-3400 or 542-3401  
<http://www.franklin.uga.edu/>

Savannah College of Art & Design

The college offers 40 minor programs. In each minor, students must complete required introductory level courses, followed by a sequence of advanced courses and/or electives carefully selected under the guidance of a faculty adviser. Some required courses have prerequisites. Required courses in the foundation studies, general education or major curricula may count toward a minor. Students

choosing to complete a minor may need to take more than the minimum number of hours required for graduation. Students may choose to complete more than one minor or may apply the hours earned for the minor toward completion of a double major. A minimum of 40 credit hours is required to complete a minor, and students must maintain an overall grade point average of at least 2.0 (C) in the minor to receive the minor designation.

Contact:

E-mail: [admission@scad.edu](mailto:admission@scad.edu)

Admission Department

342 Bull Street

Savannah, Georgia 31401

United States of America

800.869.7223

912.525.5986 (fax)

Emory University

Minor in Art: 24 hours of course credit:

Twelve hours (12) of Visual Arts (3 four hour courses)

No more than 2 courses (eight credit hours) may be in any one Area. The areas are:

1. Drawing and Painting
2. Photography, Film and Video
3. Ceramics and Sculpture

At least one of the three studio courses must be at the 200 level.

Twelve hours (3 courses) of Art History, including:

ARTHIST 266 (Contemporary Visual Arts)

OR

ARTHIST 210 (Contemporary Art Issues Workshop)

Office of Admission

Emory University

200 Boisfeuillet Jones Center

Atlanta, GA 30322-1950

404-727-6036 or 800-727-6036

404-727-4303 (fax)

### **Inventory of Pertinent Library Resources:**

Because Clayton State has had an Area F in Art/Art History for many years, and has offered lower level courses and upper level art courses over many years, the Clayton State library has acquired an adequate base collection in circulating books and reference works upon which to build, over 2,025 titles. We subscribe to eight art-oriented journals. The availability of electronic journals through Galileo adds to the good inventory of print art journals. In addition, "GIL Express" provides the Union catalog for all System libraries, whose books are all available to us. As the art program progresses, additional works and journals can be added to library resources as needed and as funds allow.

**ART 2303: Introduction to Non-Western Art**

**This form is used for new course approval.**

**Signatures are required before submitting to the next level for review.**

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department:** Visual and Performing Arts

**Degree Program:** Art Minor

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**School/College:** \_\_\_\_\_

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost Office**

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**CAPC**

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost**

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable



## **A: Catalog Information**

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

ART 2303 (3-0-3)

**2. Title:** Introduction to Non-Western Art

**3. Restrictions** (if any):

- a. Prerequisite(s)
- b. Co-requisite(s) (normal or absolute)
- c. Other restrictions: e.g. major, junior standing, permission, etc.
- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: no fees
- f. Grade mode **Normal**
- g. What course(s) are deleted as a consequence

**4. Course description for catalog:**

A survey of early non-western art, including African, Asian, Islamic, Mesoamerican and Andean, Native American, and Oceanic art, viewed in historical perspective.

**5. Semester of Implementation:**

Spring 2010

**B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?

ART 2303 will expand CSU's offerings in Art History and will be an option for completion of the Art Minor.

2. Why is the course needed at CSU?

Currently, there are only three lower division Art History courses at CSU. The courses are extremely popular, filling up early in each registration period. The addition of ART 2303 will add an offering in the area of Art History and support the Art Minor.

3. What similar courses (models) at other institutions have helped guide this proposal?

Georgia State University: AH 1850 Survey of Art III (Non-Western Art)

"Art of Africa, Oceania, and the Americas. Survey of the arts of the indigenous cultures of Africa, Oceania, and the Americas. Anthropological and multidisciplinary approach."

Kennesaw State University: ARH 2950 Art History Survey III

"This is a lecture/discussion course in which students study major developments and trends in 2 and 3 dimensional art since 1900 (with a brief overview of the roots of modern art). Post-modern theories open the study to indigenous, traditional, colonial, and post-colonial cultures in world art. Museum visits are required."

4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)

N/A

5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

ART 2303 will be added to the current Art History rotation. ART 2301 and ART 2302 will be offered fewer times in this rotation.

### **C. Course Content**

1. What learning outcomes for the major will the course address?

ART 2303 will address the outcomes of the proposed Art Minor:

1. Demonstrate knowledge of the subject matter and history of art: major works, issues, and movements.
3. Demonstrate communication skills in the following way: orally critiquing the works of others, including historical art works
4. Demonstrate critical thinking skills in effectively analyzing art concepts and successfully applying these skills in aesthetic judgments.

2. How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)

See above # 1.

3. Tentative course materials (textbooks, software, etc.)

Art Beyond the West, Second Edition, by Michael Kampen O'Riley

4. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)

ART 2303 will be offered in an on-campus format as well as an on-line format.

5. Attach a tentative course outline (one page or less)  
Attached to the end of this document.

### **D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?

ART 2303 will be taught by existing faculty.

2. What impact will having faculty teach this course have on other courses?

ART 2303 will work into the Art History rotation. ART 2301 and ART 2302 will be offered fewer times per year.

3. What proportion of course sections are expected to be taught by full-time and part-time faculty?

All sections of ART 2303 will be taught by full-time faculty (Dr. David Ludley).

4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)

N/A

5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.

Because Clayton State has had an Area F in Art/Art History for many years, and has offered lower level courses and upper level art courses over many years, the Clayton State library has acquired an adequate base collection in circulating books and reference works upon which to build, over 2,025 titles. We subscribe to eight art-oriented journals. The availability of electronic journals through Galileo adds to the good inventory of print art journals. In addition, "GIL Express" provides the Union catalog for all System libraries, whose books are all available to us. As the art program progresses, additional works and journals can be added to library resources as needed and as funds allow.

6. What additional library resources must be added to support the proposed course?

N/A

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

N/A

#### **Part E. Enrollment**

1. What is the estimated number of sections per year? **1 section**
2. What is the estimated average enrollment per section? **32 students**
3. What is the estimated total enrollment per year? **32 students**
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any) **32 students**

**Course Outline for Art 2303: Introduction to Non-Western Art**

Weeks One and Two: Western and Central Asia

Weeks Three and Four: India and Southeast Asia and Exam One

Weeks Five and Six: China

Weeks Seven and Eight: Japan and Korea and Exam Two

Weeks: Nine and Ten: The Pacific

Weeks Eleven and Twelve: Africa and Exam Three

Weeks Thirteen and Fourteen: The Americas

Weeks Fifteen and Sixteen: Art Without Boundaries

Final Exam Week

**ART 3310: Nineteenth and Twentieth Century Art**

**This form is used for new course approval.**

**Signatures are required before submitting to the next level for review.**

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department:** Visual and Performing Arts

**Degree Program:** Art Minor

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**School/College:** \_\_\_\_\_

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost Office**

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**CAPC**

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost**

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

## **A: Catalog Information**

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

ART 3310 (3-0-3)

**2. Title:** Nineteenth and Twentieth Century Art

**3. Restrictions** (if any):

- a. Prerequisite(s) **ENGL 1102**
- b. Co-requisite(s) (normal or absolute)
- c. Other restrictions: e.g. major, junior standing, permission, etc.
- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: No fees
- f. Grade mode **Normal**
- g. What course(s) are deleted as a consequence

**4. Course description for catalog:**

A survey of western art throughout the nineteenth and twentieth centuries, viewed through an historical perspective.

**5. Semester of Implementation:**

Spring 2010

### **B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?

ART 3310 will expand CSU's offerings in Art History and will be an option for completion of the Art Minor.

2. Why is the course needed at CSU?

Currently, there are only two upper division Art History courses at CSU. The courses are extremely popular, filling up early in each registration period. The addition of ART 3310 will add an offering in the area of Art History and support the Art Minor.

3. What similar courses (models) at other institutions have helped guide this proposal?

Georgia State University: AH 4500 19<sup>th</sup> Century European Art

"Nineteenth Century European Art. Critical history of the major developments in European art and architecture of the nineteenth century."

AH 4610 20<sup>th</sup> Century Painting and Sculpture

"Twentieth Century Modernism and Postmodernism. Study of Modernism and postmodernism as aesthetic philosophies affecting artistic production in Europe and the US since 1900. Emphasizes analysis of social, economic, and political forces as they influence art in diverse media."

Kennesaw State University: ARH 2950 Art History Survey III

“This is a lecture/discussion course in which students study major developments and trends in 2 and 3 dimensional art since 1900 (with a brief overview of the roots of modern art). Post-modern theories open the study to indigenous, traditional, colonial, and post-colonial cultures in world art. Museum visits are required.”

#### ARH 4650 19<sup>th</sup> Century Art

“Study of major developments and trends in 19<sup>th</sup> century and painting, sculpture, graphic design and architecture. Review of major aesthetic theories and non-western art forms that shape 19<sup>th</sup> century art.”

4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)

Students will be asked to write research papers in ART 3310. Completion of ENGL 1102 will facilitate that writing.

5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

ART 3310 will be added to the current Art History rotation. ART 3101 and ART 3401 will be offered fewer times in this rotation.

### C. Course Content

1. What learning outcomes for the major will the course address?

ART 3310 will address the outcomes of the proposed Art Minor:

1. Demonstrate knowledge of the subject matter and history of art: major works, issues, and movements.
2. Demonstrate communication skills in the following way: orally critiquing the works of others, including historical art works
3. Demonstrate critical thinking skills in effectively analyzing art concepts and successfully applying these skills in aesthetic judgments.

2. How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)

See above # 1.

3. Tentative course materials (textbooks, software, etc.)

History of Modern Art by H.H. Arnason

4. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)

ART 3310 will be offered in an on-campus format as well as an on-line format.

5. Attach a tentative course outline (one page or less)  
Attached at the end of this document.

#### **D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?

ART 3310 will be taught by existing faculty.

2. What impact will having faculty teach this course have on other courses?

ART 3310 will work into the Art History rotation. ART 3101 and ART 3401 will be offered fewer times per year.

3. What proportion of course sections are expected to be taught by full-time and part-time faculty?

All sections of ART 3310 will be taught by full-time faculty (Dr. David Ludley).

4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)

N/A

5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.

Because Clayton State has had an Area F in Art/Art History for many years, and has offered lower level courses and upper level art courses over many years, the Clayton State library has acquired an adequate base collection in circulating books and reference works upon which to build, over 2,025 titles. We subscribe to eight art-oriented journals. The availability of electronic journals through Galileo adds to the good inventory of print art journals. In addition, "GIL Express" provides the Union catalog for all System libraries, whose books are all available to us. As the art program progresses, additional works and journals can be added to library resources as needed and as funds allow.

6. What additional library resources must be added to support the proposed course?

N/A

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

N/A

#### **Part E. Enrollment**



1. What is the estimated number of sections per year? **1 section**
2. What is the estimated average enrollment per section? **32 students**
3. What is the estimated total enrollment per year? **32 students**
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any) **32 students**

### **Course Outline for Art 3310:Nineteenth & Twentieth Century Art**

Weeks One and Two: The Beginnings of Modernism

Weeks Three and Four: French Impressionism and Exam One

Week Five: American Impressionism and other Nineteenth Century American Art

Week Six: More Nineteenth Century American Art

Week Seven: Neo-impressionism and Post-impressionism and Exam

Two

Week Eight: Transitional Post-impressionism to Expressionism; and Symbolism

Weeks Nine and Ten: Louis Sullivan; Art Nouveau; Expressionism and Exam Three

Weeks Eleven and Twelve: Cubism, Futurism, De Stijl, and Prairie Style and

Week Thirteen: Dada, Metaphysical, Surrealism and Exam Four

Week Fourteen: Regionalism, Social Realism, Biomorphc Abstraction

Week Fifteen: Abstract Expressionism, Color Field Painting, Pop Art

Week Sixteen: Feminist Art, Earthworks and Land Art, Photorealism, and other.

Final Exam Week

**ART 4900: Independent Study of Studio Art**

**This form is used for new course approval.**

**Signatures are required before submitting to the next level for review.**

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department:** Visual and Performing Arts

**Degree Program:** Art Minor

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**School/College:** \_\_\_\_\_

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost Office**

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**CAPC**

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost**

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

## **A: Catalog Information**

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

ART 4900 (3-0-3)

**2. Title:** Independent Study of Studio Art

**3. Restrictions** (if any):

- a. Prerequisite(s) **N/A**
- b. Co-requisite(s) (normal or absolute)
- c. Other restrictions: e.g. major, junior standing, permission, etc. **Junior Standing**
- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: Explain!
- f. Grade mode **Normal**
- g. What course(s) are deleted as a consequence

**4. Course description for catalog:**

This course explores the use of traditional and nontraditional materials, installations, and new technologies for creative production and expression. Emphasis is placed on the using of cross-media, such as traditional painting, sculpture, and digital media.

**5. Semester of Implementation:**

Spring 2010

**B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?

ART 4900 will expand CSU's offerings in studio art and will be an option for completion of the Art Minor.

2. Why is the course needed at CSU?

Currently, there are no upper division art studio courses at CSU. The Art Minor proposal recommends changing one of the lower division courses (ART 2001) to upper division (ART 3001). The addition of ART 3310 will add an offering in the area of studio art and support the Art Minor.

3. What similar courses (models) at other institutions have helped guide this proposal?

University of Georgia: ARST 4000 Directed Study in Drawing

Course Description: Independent projects for advanced drawing and painting majors.

University of Georgia: ARST 4100 Directed Study in Painting

Course Description: Advanced independent study for drawing and painting majors. Studio meetings arranged.

4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)

Potential students for ART 4900 will come, primarily, from Communication and Media Studies and Integrative Studies. Requiring Junior Standing will assure that they have an appropriate background in their areas of concentration before attempting this independent studies course.

5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

None. The course will not be taught as part of the normal art studio rotation. It will be offered as student demand justifies.

### **C. Course Content**

1. What learning outcomes for the major will the course address?

ART 4900 will address the outcomes of the proposed Art Minor:

1. Demonstrate knowledge of the subject matter and history of art: major works, issues, and movements.
  2. Demonstrate techniques of introductory level drawing.
  3. Demonstrate communication skills in one or more of the following ways:
    - a. Orally critiquing student's own art works
    - b. Orally critiquing the works of others, including historical art works
  4. Demonstrate critical thinking skills in effectively analyzing art concepts and successfully applying these skills in aesthetic judgments.
2. How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)

See above # 1.

3. Tentative course materials (textbooks, software, etc.)

In the Making by Linda Weintraub

4. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)

ART 4900 will be offered in an on-campus format.

5. Attach a tentative course outline (one page or less)

Attached to the end of this document.

### **D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?

ART 4900 will be taught by existing faculty.

2. What impact will having faculty teach this course have on other courses?

None.

3. What proportion of course sections are expected to be taught by full-time and part-time faculty?

All sections of ART 4900 will be taught by full-time faculty (Mr. Alan Xie).

4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)

N/A

5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.

Because Clayton State has had an Area F in Art/Art History for many years, and has offered lower level courses and upper level art courses over many years, the Clayton State library has acquired an adequate base collection in circulating books and reference works upon which to build, over 2,025 titles. We subscribe to eight art-oriented journals. The availability of electronic journals through Galileo adds to the good inventory of print art journals. In addition, "GIL Express" provides the Union catalog for all System libraries, whose books are all available to us. As the art program progresses, additional works and journals can be added to library resources as needed and as funds allow.

6. What additional library resources must be added to support the proposed course?

N/A

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

N/A

### **Part E. Enrollment**

1. What is the estimated number of sections per year? **Dependent upon student demand**

2. What is the estimated average enrollment per section? **Dependent upon student demand**

3. What is the estimated total enrollment per year? **Dependent on student demand**

4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any) **N/A**

### **ART 4900 Course Outline**

Class 1-6

Read text book: In the Making.  
Watch DVDs: Art Twenty First Century.

Class 7-11  
Art critique & write proposals for art projects.

Class 12  
Mid-term critique  
Art proposal review

Class 13-19  
Individual studio practice

Class 20  
Group critique

Class 21-29  
Individual studio practice  
Reading from selected art books and magazines under instructor's guidance  
Participate in ART 2001 or ART 1102 group critique  
Artist statement writing

Class 30  
Project due  
Final critique

## MEMORANDUM

**TO:** John Burningham, CAPC Chair

**FROM:** Jacob Chacko, Dean of the School of Business

**RE:** Proposal for Modification of the Health and Fitness Management Curriculum

**DATE:** April 17, 2009

---

**Dear Dr. Burningham and CAPC Members:**

I am writing this memo in support of the proposal by the College of Arts and Science to revise the Health & Fitness Management Bachelor of Science curriculum. The proposed changes will start for students entering in the Fall 2009. Below are bullet points summarizing the proposed revisions. Please note that the proposed changes have been reviewed and approved by the CAPC sub-committees of the School of Business:

- Removal of HSCI 2111/L, HCMG 3401, HCMG 3901, HCMG 4180 and HCMG 4560
- Addition of MGMT 3101, MGMT 4101, MKTG 3101, MGMT 4311, HFMG 4800, HFMG 4400, and FINA 3100

I believe that the proposed changes will provide a rigorous curriculum for students pursuing the Bachelors of Science degree in Health Fitness Management. In addition, by making these proposed changes, students will have more opportunities to take the proposed business courses and complete their degree program in a more timely fashion. From a university prospective, the proposed changes will eliminate some course duplications that currently exist in the Health & Fitness Management and the School of Business curriculum. If you have questions regarding this proposal, please feel free to contact me. Thank you.

## MEMORANDUM

**TO:** John Burningham, CAPC Chair

**FROM:** Nasser Momayezi, Dean of the College of Arts and Sciences

**RE:** Proposal for Modification of the Health and Fitness Management Curriculum

**DATE:** April 15, 2009

---

### **Modification of Program Curriculum:**

We propose to revise the Health & Fitness Management Bachelor of Science curriculum. These proposed changes will not alter the total number of credit hours required for completion of the program. The proposed changes will start for students entering in the Fall 2009. Below are bullet points summarizing the proposed revisions. Please note that the proposed changes have been reviewed and approved by the CAPC sub-committees of both the school of Business & the College of Arts & Sciences. Also attached is a marked version of the proposed curriculum compared to the current curriculum.

Summary of revisions:

- Removal of HSCI 2111/L, HCMG 3401, HCMG 3901, HCMG 4180 and HCMG 4560
- Addition of MGMT 3101, MGMT 4101, MKTG 3101, MGMT 4311, HFMG 4800, HFMG 4400, and FINA 3100

The reason for this proposed change is to comply with accreditation requirements and the growing demand of business courses from the Health & Fitness Management industry. The graduating students will expand their potential for a successful job search with the appropriate business courses.

Two new course proposals are attached:

- HFMG 4800: Selected topics in Health & Fitness
- HFMG 4400: Exercise & Sport Psychology

Below is the modified catalog description of the BS in Health & Fitness Management curriculum. "Track changes" was used to indicate the changes.

### **Curriculum Overview**

#### **Freshman-Sophomore Years**

Areas A - E: General Education Core Curriculum ..43 hours



Area F: Major-related Core Curriculum (USG guidelines) 18 hours

**Junior-Senior Years**

- I. Program Core Requirements ..... 30 hours
- II: Upper Division Requirements..... 21 hours
- III: Program Capstone Requirements..... 9 hours

**Total Degree Requirements ..... 121 hours**

**Freshman - Sophomore Years**

**Areas A - E: General Education Core Curriculum (43 hours)**

The Health and Fitness Management major will utilize the standard general education Core Curriculum for students.

**Area F Lower Division Program Core Major Related Core Curriculum 18 hours**

- ACCT 2101 Principles of Accounting I.....3 hours
- BIOL 1151/L Human Anatomy and Physiology I.....4 hours
- BIOL 1152/L Human Anatomy and Physiology II.....4 hours
- ECON 2105 Principles of Economics.....3 hours
- HFMG 1101 Survey of Health and Fitness Professions ..... 1 hour
- HFMG 2110 First Aid and CPR .....3 hours

**Program Core Requirements.....30 hours**

- ~~MGMT 3101 Mgmt. Prin. & Org. Behavior.....3 hours~~
- ~~HSCI 2111 Introduction to Health Care Environment .....2 hours~~
- ~~HSCI 2111L Introduction to Health Care Environment Lab.. 1 hour~~
- HLTH 3110 Interactive Communications .....3 hours
- ~~HCMG 3401 Applied Human Resource Management in Health Care Delivery~~
- ~~MGMT 4101 Human Resource Management....3 hours~~
- HFMG 3101 Kinesiology .....3 hours
- HFMG 3102 Exercise Physiology .....3 hours
- HFMG 3110 Personal Health and Wellness .....3 hours
- HFMG 3121 Injury Prevention & Rehabilitation .....3 hours
- HFMG 3130 Principles of Fitness across Populations .....3 hours
- HFMG 3140 Exercise Testing and Prescription .....3 hours
- HSCI 3520 Legal Issues in Health Care.....3 hours

**Upper Division Requirements.....21 hours**

- ~~HCMG 3901 Marketing in Health Care~~
- ~~MKTG 3101 Principles of Marketing .....3 hours~~
- ~~HCMG 4180 Health in the Corporate Setting.....3 hours~~
- ~~HCMG 4560 Health Care Finance~~
- ~~FINA 3100 Personal Financial Management.....3 hours~~
- HLTH 3341 Cultural Diversity in Health and Illness .....3 hours

- HLTH 3382 Substance Use in Health & Fitness .....3 hours
- HLTH 3550 Ethical Issues in Health Care .....3 hours
- HLTH 4060 Personal Nutrition for Health .....3 hours
- Choice of one of the following 3 courses .....3 hours
- MGMT 4311 Entrepreneurship
- HFMG 4800 Selected Topics in Health and Fitness
- HFMG 4400 Exercise & Sport Psychology

- Program Capstones.....9 hours**
- HFMG 4110 Health and Fitness Management .....3 hours
- HFMG 4970 Internship/Practicum .....3 hours
- HFMG 4999 Capstone Course.....3 hours

### Sample Program of Study

FRESHMAN YEAR = 32-33 hours											
FALL SEMESTER			16 credit hours			SPRING SEMESTER			17 credit hours		
ENGL 1101	English Composition I [a C or higher]	(3-0-3)	ENGL 1102	English Composition II [a D or higher ]	(3-0-3)	Area A2	MATH1101, 1111, 1113, 1241, 1501	(3-0-3)	Area D2	MATH 1113/1221/1231*/1241/1501/2502, CSC11301, SCT1901[*recommended]	(3-0-3)
Area B2	COMM1110, COMM 1001/1002; SPAN1002, FREN1002	(3-0-3)	HFMG 1101	Survey of Health & Fitness Professions	(1-0-1)	POLS 1101	American Government	(3-0-3)	CRIT 1101	Critical Thinking Across the Curriculum	(3-0-3)
Area D1	BIOL 1107, BIOL 1111, CHEM 1151, PHYS 1111, PHYS 2111 or SCI 1111	(3-0-3)	Area E3	HIST 2111 or HIST 2112	(3-0-3)	Area D1	BIOL 1107L, BIOL 1111L, CHEM 1151L, PHYS 1111L, PHYS 2111L or SCI 1111L	(0-2-1)	Area D1	BIOL 1108L, CHEM 1151L or PHYS 1111L, PHYS 2212L	(0-2-1)
Area D1	BIOL 1107L, BIOL 1111L, CHEM 1151L, PHYS 1111L, PHYS 2111L or SCI 1111L	(0-2-1)	Area D1	BIOL 1108L, CHEM 1151L or PHYS 1111L, PHYS 2212L	(0-2-1)						
SOPHOMORE YEAR = 32 hours											
FALL SEMESTER			16 credit hours			SPRING SEMESTER			16 credit hours		
Area C1	ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, ENGL 2121, ENGL 2122, PHIL 2201, PHIL 2301, or Foreign Language	(3-0-3)	Area C2	ART 2301, ART 2302, THEA 1109, MUSC 2301, MUSC 2101, PHIL 2401, CMS 2100 or Foreign Language	(3-0-3)	Area F	Anatomy & Physiology I	(3-0-3)	Area E2	HIST 1111/1112, SOSOC 2501	(3-0-3)
Area F	Anatomy & Physiology I Lab	(0-1-1)	Area F	Anatomy & Physiology II	(3-0-3)	ACCT 2101	Principles of Accounting I	(3-0-3)	Area F	Anatomy & Physiology II Lab	(0-1-1)
HFMG 2110	First Aid & CPR	(2-2-3)	Area F	Anatomy & Physiology II Lab	(0-1-1)	HFMG 2110	First Aid & CPR	(2-2-3)	ECON 2105	Principles of Economics I	(3-0-3)
Area E4	PSYC 1101 or SOCI 1101	(3-0-3)	MGMT 310L	Mgmt, Princ. & Org. Behavior	(3-0-3)	Area E4	PSYC 1101 or SOCI 1101	(3-0-3)			
JUNIOR YEAR = 36 hours											
FALL SEMESTER			15 credit hours			SPRING SEMESTER			18 credit hours		
HFMG 3101	Kinesiology	(2-2-3)	HFMG 3102	Exercise Physiology	(3-0-3)	HFMG 3101	Kinesiology	(2-2-3)	HFMG 3102	Exercise Physiology	(3-0-3)
HFMG 3110	Personal Health & Wellness	(3-0-3)	HFMG 3121	Injury Prevention & Rehabilitation	(2-2-3)	HFMG 3110	Personal Health & Wellness	(3-0-3)	HFMG 3121	Injury Prevention & Rehabilitation	(2-2-3)
HLTH 3110	Interactive Communication	(3-0-3)	HFMG 4060	Personal Nutrition for a Healthy Living	(3-0-3)	HLTH 3110	Interactive Communication	(3-0-3)	HFMG 4060	Personal Nutrition for a Healthy Living	(3-0-3)
MKTG 310L	Principles of Marketing	(3-0-3)	HSCI 3520	Legal Issues in Health Care	(3-0-3)	MKTG 310L	Principles of Marketing	(3-0-3)	HSCI 3520	Legal Issues in Health Care	(3-0-3)
HLTH 3341	Cultural Diversity In Health & Illness	(3-0-3)	HSCI 3550	Ethical Issues in Health Care	(3-0-3)	HLTH 3341	Cultural Diversity In Health & Illness	(3-0-3)	HSCI 3550	Ethical Issues in Health Care	(3-0-3)
			FINA 3100	Personal Financial Management	(3-0-3)				FINA 3100	Personal Financial Management	(3-0-3)
SENIOR YEAR = 24 hours											
FALL SEMESTER			12 credit hours			SPRING SEMESTER			12 credit hours		
MGMT 4101	Human Resource Management	(3-0-3)	HFMG 4999	Health & Fitness Management Capstone	(3-0-3)	MGMT 4101	Human Resource Management	(3-0-3)	HFMG 4999	Health & Fitness Management Capstone	(3-0-3)
HFMG 3130	Principles of Fitness (across populations)	(2-2-3)	HFMG 4970	Health & Fitness Internship/Practicum	(0-15-3)	HFMG 3130	Principles of Fitness (across populations)	(2-2-3)	HFMG 4970	Health & Fitness Internship/Practicum	(0-15-3)
HFMG 3140	Exercise Testing & Prescription	(2-2-3)	Elective	HFMG 4800: selected topics in HF HFMG 4400: Ex. & Sport Psych MGMT 4311: entrepreneurship	(3-0-3)	HFMG 3140	Exercise Testing & Prescription	(2-2-3)	Elective	HFMG 4800: selected topics in HF HFMG 4400: Ex. & Sport Psych MGMT 4311: entrepreneurship	(3-0-3)
HFMG 4110	Health & Fitness Management	(3-0-3)	HFMG 3382	Substance Use in Health & Fitness	(3-0-3)	HFMG 4110	Health & Fitness Management	(3-0-3)	HFMG 3382	Substance Use in Health & Fitness	(3-0-3)

Deleted: HSCI 2111  
Deleted: Intro to Health Care Environment

Deleted: HCMG 3901  
Deleted: in Health Care  
Deleted: Applied HR for Health Care in Health Care Delivery

Deleted: HCMG 4180  
Deleted: Health in the Corporate Setting  
Deleted: (3-0-3)

## HFMG 4800: Selected Topics in Health & Fitness

This form is used for new course approval.

Signatures are required before submitting to the next level for review.

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department:** Natural Sciences

**Degree Program:** BS, Health and Fitness Management

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action ( )Approved  
( )Disapproved  
( )Non-Applicable

**School/College:** Arts and Sciences

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action ( )Approved  
( )Disapproved  
( )Non-Applicable

### Provost Office

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action ( )Approved  
( )Disapproved  
( )Non-Applicable

### CAPC

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
**Action Taken**  
Date of Action ( )Approved  
( )Disapproved  
( )Non-Applicable

### Provost

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action ( )Approved  
( )Disapproved  
( )Non-Applicable

## **A: Catalog Information**

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

HFMG 4800 (1-3-3)

**2. Title: Selected Topics in Health & Fitness**

**3. Restrictions (if any):**

- a. Prerequisite(s) – HFMG 3101
- b. Co-requisite(s) (normal or absolute) - NA
- c. Other restrictions: permission of HFMG faculty member
- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: none
- f. Grade mode: Normal
- g. What course(s) are deleted as a consequence: none

**4. Course description for catalog:**

A detailed examination of selected topics and research pertinent to the field of Health & Fitness Management. Topics and instructor will vary.

**5. Semester of Implementation:**

Summer 2009

## **B. Justification.**

**1. Where will the course fit in the curriculum and what students are likely to take it?**

This course fits the HFMG upper division Program Requirements of Clayton State University students and can be taken as an elective by other majors on campus

**2. Why is the course needed at CSU?**

The purpose of HFMG4800 is to encourage student development through active participation in research. There is currently no mechanism to encourage students to become involved in independent or faculty research projects and/or allow students to earn academic credit for this learning experience. The independent study will be a supervised research experience applied to topics in health and fitness management, exercise science, kinesiology, and/or neuroscience. Students will work with a faculty mentor to design and/or implement the project. Students must be in good academic standing and have at least a 2.0 institutional GPA to enroll in HFMG 4800.

**3. What similar courses (models) at other institutions have helped guide this proposal?**

GEORGIA COLLEGE AND STATE UNIVERSITY, Department of Kinesiology  
HLTH 470A-K. SPECIAL TOPICS. (VAR. 1-10)

A discussion of current health topics and issues as they pertain to home, school and community. Topics and instructor will vary.

PHED 470A-K. SPECIAL TOPICS. (VAR. 1-10)

A discussion of current topics and issues in physical education as they pertain to home, school and community. Topics and instructor will vary.

ODED 4803 INDEPENDENT STUDY. (3-0-3)

Supervised research project on a topic of special interest. Approval of the Coordinator of Outdoor Education Academic Programs and the Department Chairperson is required.

KENNESAW STATE UNIVERSITY, Department of Health, Physical Education and Sports Science

HPS 4400. Directed Study. 1-15.

Prerequisite: Approval of instructor, major area committee, and department chair prior to registration. Covers special topics and seminars of an advanced nature external to regular course offerings.

4. **Why are the restrictions needed? (prerequisites, co-requisites, etc.)**

The prerequisite is BIOL 1151/L, Human Anatomy and Physiology with Lab. It provides the background necessary for students to understand the selected topics.

5. **What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)**

Addition of HFMG 4800 will not impact other courses or programs at CSU because it will be an elective and will only be available for students who have demonstrated an ability to successfully take on the responsibilities of a university student.

**C. Course Content**

1. **What learning outcomes for the major will the course address?**

This course will most closely address numbers 6-8 of the HFMG program outcomes (<http://cps.clayton.edu/HFM/outcomes.htm>).

Integrate critical thinking strategies with a theoretical knowledge base in health and fitness, business, the liberal arts, and physical and behavioral sciences to make decisions which promote health and facilitate caring for self, client, and society.

Acquire and synthesize health and fitness information in a critical, scientific, and effective manner.

Specify strategic goals and objectives, provide essential organization structure, establish proper management controls, and effect continuous management improvement to achieve an effective health and fitness program.

2. **How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)**

The course will explicitly require the student to perform some combination of literature review, study design and study implementation. Each of these phases of development and execution relies on proficient communication and critical thinking.

3. **Tentative course materials (textbooks, software, etc.)**

None.

4. **Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)**

On campus.

5. **Attach a tentative course outline (one page or less)-**

An overview of current issues, research, measurement techniques, and problems in the area of sports medicine and exercise science as they relate to the fitness industry. Problem-solving models and management techniques will be presented as issues are discussed. Research will vary from the topics chosen by the faculty.

For example:

- effects of acute and chronic exercise on human function and health
- physiologic and biochemical mechanisms that underlie responses and adaptations to exercise
- physiologic responses to acute and chronic exercise in special populations including children, females, the elderly, chronic disease patients, and those with neurological and/or orthopedic impairments
- neuromuscular and neurophysiological processes associated with motor skill development
- developmental and aging aspects of motor function
- appropriate methods of designing and delivering physical activity programs for purposes of health enhancement, neuromuscular rehabilitation, and perceptual-motor functioning
- behavioral and psychosocial aspects of physical activity.

**D. Faculty, Facilities and Expenses**

1. **Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?**

This course will be offered by existing faculty

2. **What impact will having faculty teach this course have on other courses?**

It will have little or no impact on other courses. However, it will encourage more student/faculty relationships through more one-on-one contact.

3. **What proportion of course sections are expected to be taught by full-time and part-time faculty?**

At this time it is expected that this course will be taught by full time faculty only.

4. **What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)**  
None
  
5. **Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.**  
Exercise and sport sciences reviews. Volumes owned: v. 1 (1973), v. 16 (1988), v. 31- (2003 - ). Periodical Collection. Library Use Only.  
  
Journal of sports medicine and physical fitness. Volumes owned: v. ill. 27 cm. v. 1- ; 1961-. Periodical Collection. Library Use Only.  
  
News in physiological sciences: an international journal of physiology produced jointly by the International Union of Physiological Sciences and the American Physiological Society. Volumes owned: v.11-v.19 1996-2004 Holdings for volume 11 are incomplete. Periodical Collection. Library Use Only.
  
6. **What additional library resources must be added to support the proposed course?**  
None.
  
7. **What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?**  
None.

#### **Part E. Enrollment**

1. **What is the estimated number of sections per year? – 3**
2. **What is the estimated average enrollment per section? 2-10 maximum**  
(*Note: please note that this course is a non-teaching credit course for the faculty of record.*)
3. **What is the estimated total enrollment per year – 6-30 maximum**
4. **What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any) - none**

## MEMORANDUM

**TO:** Dr. Lila Roberts, Dean  
College of Information and Mathematical Sciences  
**FROM:** Dr. Anthony J. Giovannitti, Head  
Department of Mathematics  
**RE:** Changes to Mathematics Curriculum and B.S. Degree Requirements  
**DATE:** March 25, 2009

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The Department of Mathematics has approved the following changes to the curriculum for the B.S. in Mathematics

New Courses:

MATH 4988: Directed Undergraduate Research (Course Proposal Attached)  
MATH 4989: Senior Capstone Project (Course Proposal Attached)

Delete Course:

MATH 4990: Senior Seminar

Rationale:

The Senior Seminar included a written project to be completed under the supervision of tenured/tenure-track faculty. We have found that it usually takes at least two semesters to complete the project. The student usually has either started the project before the semester they take MATH 4990 or they receive an incomplete in MATH 4990. By breaking up MATH 4990 into two courses we add the flexibility for the student to officially begin their project at least one semester before their last semester. We are also then able to give course credit to the project's supervising faculty member. This will also give us the flexibility to change the curriculum for the B.S. in Mathematics with Certification in Secondary Education to include a 4 hour methods course.

Attached are the new course proposals and the new advisement sheets.

We may be sending an addendum to the advising sheets once CSCI 1327 has been approved by CAPC.



# Mathematics Curriculum (For students beginning in MATH 1113)

## Bachelor of Science Degree

Area A - Essential Skills (9 hours)			Area B - Critical Think. and Comm. (4 hours)		
	ENGL 1101	3		CRIT 1101	3
	ENGL 1102	3		COMM 1001 or _____**	1
	MATH 1112A/1113	3			

\*\* Certain foreign language courses and communications courses can be substituted. See the Academic Catalog.

Area C1 - Humanities (3 hours) Choose one of the following			Area C2 - Humanities (3 hours) Choose one of the following		
	ENGL 2111 ENGL 2112 ENGL 2121 ENGL 2122 ENGL 2131 ENGL 2132 PHIL 2201 PHIL 2601 Foreign Language 2001 Foreign Language 2002	3		ART 2301 ART 2302 CMS 2100 MUSC 2101 MUSC 2301 THEA 1100 PHIL 2401 Foreign Language 2001 Foreign Language 2002	3

Area D - Science, Math. And Tech. (11 hours)			Area E - Social Sciences (12 hours)		
	BIOL 1107/1107L, CHEM 1211/1211L, or PHYS 2211/2211I	4		POLS 1101	3
	BIOL 1108/1108L, CHEM 1212/1212L, or PHYS 2212/2212L	4		HIST 2111 or HIST 2112	3
	MATH 1501	3		PSYC 1101 or SOCI 1101	3
Note: A science sequence must be completed				HIST 1111 or HIST 1112 or SOSC 2501	3

Area F - Major Program Requirements (18 hours)					
	MATH 1501 (excess hour from Area D)	1		MATH 2140	3
	MATH 2502	4		One of the following courses: CSCI 1301 CSCI 1371	3
	MATH 2503	4		One of the following courses: CSCI 1302, MATH 1231, CHEM 1211, PHYS 2211, MATH 2020	3

Required Upper-level Mathematics Courses (15 hours)					
	MATH 3005 - Transition to Higher Mathematics	3		MATH 3303 – ODE	3
	MATH 3110 - Survey of Algebra	3		MATH 4988 – Directed Undergraduate Research	2
	MATH 3520 – Intro to Analysis	3		MATH 4989- Senior Capstone Project	1

Upper-level Mathematics Electives (12 hours)					
	Three of the following courses: MATH 3220 – Applied Statistics MATH 4303 – PDE MATH 4130 – Applied Algebra MATH 4320 – Numerical Meth. MATH 4231 – Modern Geometry MATH 4350 – Graph Theory MATH 4360 – Combinatorics	9		One of the following: MATH 3003 – App. Math Model. MATH 4800 – Selected Topics An additional course from the list to the left	3

**Electives (33 hours)**

- At least 12 hours must be at the 3000 level or higher.
- The following courses are excluded: MATH 1101, MATH 1111, MATH 1112, MATH 1241, MATH 3020, MATH 3902, MATH 4020
- Within the electives you choose, you must complete one of the following:
  1. Second science sequence for science majors and one additional science course at the 2000 level or higher with a prefix of BIOL, PHYS, CHEM (excluding BIOL 2250)
  2. Three business courses at the 2000 level or higher with a prefix of ECON, FINA, or MKTG.
  3. An approved minor

Students who transfer to CSU from other USG institutions with Area F completed may not have completed Math 2140 since USG Guidelines for the Area F in Mathematics have Calculus through Math 2503 as the only uniform requirement. Such students will be able to use these free elective hours to complete Math 2140, prerequisite courses to required upper division courses, within the 120 hours of the program.

**A grade of C or better is required for all mathematics courses applied towards the major.**  
**TOTAL CREDIT HOURS: 120**

**Student Signature:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## MEMORANDUM

**TO:** Dr. Lila Roberts, Dean  
College of Information and Mathematical Sciences

**FROM:** Dr. Anthony J. Giovannitti, Head  
Department of Mathematics

**RE:** Addendum to Memo on Changes to Mathematics Curriculum and  
B.S. Degree Requirements dated March 25, 2009

**DATE:** April 7, 2009

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With the approval of CSCI 1371, the Department of Mathematics has approved the following additional change to the curriculum for the B.S. in Mathematics

New Course in Area F: CSCI 1371: Computing for Engineers

Rationale:

This new course satisfies the intent of the department to have a programming course in our curriculum. The choice between CSCI 1301 and CSCI 1371 will allow more flexibility to the student.

Attached are the new advisement sheets that reflect this option.

The Mathematics Department has also approved CSCI 1371 to be added to our list of approved courses for the Minor in Mathematics. (MATH 1501 in Area A option is only affected.)

Attached is the new Minor Advisement Sheet that reflects this change.

<b>Name:</b>	
<b>Major:</b>	
<b>Laker ID: 900-</b>	<b>Graduation Date:</b>

### Minor in Mathematics

(Complete this form if MATH 1501 was applied in Area D)

<b>Minor in Mathematics (17 hours)</b>			
<b>Course</b>	<b>Grade</b>	<b>Credit</b>	<b>Comments</b>
MATH 1501		1	
MATH 2140		3	
Math 2502		4	
<b>Select 3 courses from the following:</b> Any MATH course numbered 3000 or higher (excluding MATH 3010, MATH 3010S, MATH 3020, MATH 3020S, MATH 3030, MATH 3902, MATH 4010 and MATH 4020)			
		3	
		3	
		3	

### Minor in Mathematics

(Complete this form if MATH 1501 was applied in Area A)

<b>Minor in Mathematics (17-18 hours)</b>			
<b>Course</b>	<b>Grade</b>	<b>Credit</b>	<b>Comments</b>
MATH 1501		1	
MATH 2140		3	
Math 2502		1	
<b>Select 1 course from the following:</b> MATH 1231, MATH 2020, MATH 2503, CSCI 1301, CSCI 1302, <b>CSCI 1371</b> or any MATH course numbered 3000 or higher (excluding MATH 3010, MATH 3010S, MATH 3020, MATH 3020S, MATH 3030, MATH 3902, MATH 4010 and MATH 4020)			
		3 or 4	
<b>Select 3 courses from the following:</b> Any MATH course numbered 3000 or higher (excluding MATH 3010, MATH 3010S, MATH 3020, MATH 3020S, MATH 3030, MATH 3902, MATH 4010 and MATH 4020)			
		3	
		3	
		3	

- This minor consists of **17-18** semester credit hours.
- All courses must be completed with a grade of C or better.
- At least two upper division (3000/4000 level) courses must be completed at Clayton State University to fulfill residency requirements.
- Courses used to fulfill area A-E in core curriculum can not be applied to the minor.

**Clayton State University**  
**Undergraduate Minor**

March 24, 2009

College of Information and Mathematical Sciences  
Department of Information Technology

Name of Proposed Minor: Computer Science

Related Major: Computer Science

CIP Code: 11.0199

Starting Date: Fall 2009

1. Program Description and Objectives:

The Department of Information Technology proposes a Minor in Computer Science. The objective of the minor is to more fully prepare students with strong mathematics backgrounds for careers where a deeper understanding of Computer Science would provide a benefit beyond the normal coursework in their major. Computing is integral to all disciplines. A foundation in object oriented programming is provided along with an in-depth understanding of the major computing disciplines and data structures. The computer science discipline augments the following essential student outcomes: critical thinking, reasoning, analysis and problem solving, and communication. Students will integrate and apply computing skills within their chosen major. The courses listed for the minor are regularly scheduled by the department and would add no extra expense to the university; these courses will therefore be delivered in the same format and will be taught by faculty within the department. It is expected that 10-20 students will minor in computer science the first year that it is offered, and will grow once students become aware of its availability. The students will primarily come from the related majors listed above.

2. Justification and need for the minor:

Computer science skills are in high demand. For example, the median annual earnings for computer and information scientists in 2006 was \$93,950 (according to the Bureau of Labor and Statistics); 2009 graduates of baccalaureate Computer Science programs can expect average job offers of \$60,500. It is clear that business and industry today are seeking graduates who not only have expertise in their area, but who have also demonstrated the unique problem solving skills associated with a strong background in computer science. For many disciplines, computing is an essential tool used to explore and expand knowledge. The medical profession implements digital imaging for diagnostics and remote surgery. Music and movie production rely on information technology. Electronic commerce is a viable business model. Bio-informatics integrates biology, computer science, and information

technology. Computing makes possible the visualization of electronic social networks and social network analysis. Recent legislation requires securing vital computing infrastructure to protect resources and data. A minor in computer science helps to prepare students for careers in business, the sciences, healthcare, social services, the arts, government, education, and academia.

3) Procedures used to develop the program:

The Department of Information Technology met several times over the last year to craft the minor options proposed. The department carefully considered the needs of students and the resources available. The resulting proposal leverages the coursework developed for the newly approved computer science major – which adheres to the guidelines of the Association of Computing Machinery (ACM) - and does not require any new course development. The proposal was prepared for approval by the department, the CIMS curriculum committee, and the Dean of CIMS.

4) Curriculum:

To fulfill a minor in Computer Science, students must complete 18 semester hours of coursework with at least nine semester hours in the upper division. Courses taken to satisfy core areas A through E may not be counted as coursework in the Computer Science minor. A maximum of 6 hours of courses taken in the core area F may be counted as coursework in the minor. All courses and prerequisites must be passed with a grade of 'C' or better.

Required Lower-Division Courses (9 hours):

CSCI 1301 Computer Science I  
CSCI 1302 Computer Science II  
CSCI 2302 Data Structures

Elective Courses:

9 hours of CSCI upper-division courses. CSCI 4800 can count for a maximum of 3 hours.

- a. All courses listed exist and are regularly scheduled during the academic year.
- b. No new courses were developed for this minor.
- c. Course prerequisites (all of a grade 'C' or better):

CSCI 1301 – Computer Science I  
Prerequisites: Math 1101 or higher  
CSCI 1302 – Computer Science II  
Prerequisites: CSCI 1301  
CSCI 2302 - Data Structures  
Prerequisites: CSCI 1301 and Math 2020

- CSCI 3300 – Computer Ethics.  
Prerequisites: NONE
- CSCI 3301 – Game Design & Programming.  
Prerequisites: CSCI 2302 and MATH 2140
- CSCI 3305 – Operating Systems.  
Prerequisites: CSCI 2302 and co-requisite of MATH 2502
- CSCI 3310 – Database Design & Implementation.  
Prerequisites: CSCI 2302 and MATH 2020
- CSCI 3333 – Programming Languages.  
Prerequisites: CSCI 2302 and MATH 2020.
- CSCI 4301 – Game Design & Programming II.  
Prerequisites: CSCI 3301 and MATH 2502
- CSCI 4304 – Computer Graphics.  
Prerequisites: CSCI 3301, MATH 2140 and MATH 2502
- CSCI 4307 – Artificial Intelligence.  
Prerequisites: CSCI 2302 and MATH 2502.
- CSCI 4333 – Theory of Computation.  
Prerequisites: CSCI 3333
- CSCI 4334 – Algorithm Design & Analysis.  
Prerequisites: CSCI 3333
- CSCI 4314 – Multimedia Production & Development.  
Prerequisites: (CSCI 2102, 2302) or (ITFN2012, 3314, 3134) and (ENGL 3900 or 3901)
- CSCI 4800 – Special Topics in Computer Science.  
Pre-requisite: permission of instructor and department.

d. Outcomes:

After successfully completing the program, a graduate will:

1. Be able to solve complex and significant problems with professional skill by formulating efficient and effective algorithmic solutions to a wide variety of sophisticated problems normally encountered in real-world computing and in academe.
2. Be able to express algorithms clearly and correctly in a variety of programming languages.
3. Be able to demonstrate sufficient foundational knowledge of the following main subject areas of computer science: operating systems, databases, networks, graphics, software engineering, game design and implementation, and web technologies.
4. Have an understanding of ethical responsibilities related to the areas of computing and the workplace.
5. Have mastery of the theoretical underpinnings of Computer Science.
6. Apply breadth of computer science knowledge to either post-baccalaureate study or a career field.

5. Administration

The College of Information and Mathematical Sciences will be responsible for the scheduling and instruction of classes needed for the minor in Computer Science. These classes will be offered as part of the normal course load and will not add any additional costs to the university.

6. Assessment

Outcomes 1 through 6 will be assessed throughout the curriculum. Instructors are expected to map selected exams and homework assignments to course outcomes, which in turn map to program outcomes. A majority of instructors in the Department of Information Technology have been doing this for several years for many of their courses.

Course Name	Outcomes					
	1	2	3	4	5	6
CSCI 1301 – Computer Science I	X	X	X	X	X	
CSCI 1302 – Computer Science II	X	X	X		X	
CSCI 2302 – Data Structures	X	X	X		X	
CSCI 3300 – Computer Ethics			X	X		
CSCI 3301 – Game Design & Programming	X		X			
CSCI 3305 – Operating Systems	X	X	X		X	
CSCI 3310 – Database Design & Impl.	X		X		X	
CSCI 3333 – Programming Languages		X	X		X	
CSCI 4301 – Game Design & Programming II	X		X			X
CSCI 4304 – Computer Graphics	X				X	X
CSCI 4307 – Artificial Intelligence	X	X			X	X
CSCI 4333 – Theory of Computation	X	X	X		X	X
CSCI 4334 – Algorithm Design & Analysis	X	X	X		X	X
CSCI 4314 – Multimedia Prod. & Dev.					X	X
CSCI 4800 – Special Topics in Computer Science	X				X	X



## MATH 4988: Directed Undergraduate Research

This form is used for new course approval.

Signatures are required before submitting to the next level for review.

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department: Mathematics** \_\_\_\_\_

**Degree Program: B.S. in Mathematics** \_\_\_\_\_

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**School/College: College of Information and Mathematical Sciences** \_\_\_\_\_

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### Provost Office

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### CAPC

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### Provost

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

## **A: Catalog Information**

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

**MATH 4988, (0, 1, 1) (repeatable up to 2 credit hours)**

**2. Title:**

**Directed Undergraduate Research**

**3. Restrictions (if any):**

- a. Prerequisite(s)
- b. Co-requisite(s) (normal or absolute)
- c. Other restrictions: e.g. major, junior standing, permission, etc.

**Permission of department**

- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: Explain!
- f. Grade mode [normal or pass/fail]

**Pass/Fail**

- g. What course(s) are deleted as a consequence

**None.**

**4. Course description for catalog:**

**Students conduct individual research in preparation for the senior capstone project in the B.S. in Mathematics degree program. Research will be closely supervised by one or more faculty members.**

**5. Semester of Implementation:**

**FALL 2009**

**B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?

**This course is part of a program revision that will replace MATH 4990 (3 CR) with two separate courses: MATH 4988 (1 CR, repeatable up to 2CR Total) and MATH 4989 (1 CR). Previously, all students in the degree program were required to take MATH 4990 as part of the B.S. in Mathematics degree program. This revision replaces the 3 CR obtained in MATH 4990 with 3 CR obtained in the two courses MATH 4988 and 4989. All students in the B.S. in Mathematics (non-certification track) degree program will be required to take 2 CR of MATH 4988 and MATH 4989. (The new course proposal for MATH 4989 and the accompanying program revision for the**

**B.S. in Mathematics degree are to be submitted to CAPC simultaneously.)**

2. Why is the course needed at CSU?

**Recent experiences with students completing their senior capstone project indicates to the Mathematics Department that in the future, students will be more likely to succeed if the capstone project research is started earlier and spread over two semesters. This addition to/revision of our degree program allows greater flexibility for both students and faculty, but ultimately provides the same set of learning experiences on a longer timescale.**

3. What similar courses (models) at other institutions have helped guide this proposal?

Georgia Southern University: MATH 4930 - Senior Research Project (3)

Columbus State University: MATH 4795 Senior Seminar in Mathematics

4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)

**In order for students to be well prepared to complete the research for a senior capstone project, the Department feels that the students should have completed a majority of their upper-division mathematics course work. Since it is extremely limiting to list specific courses, the Mathematics Department will check prerequisites on a case-by-case basis to ensure that only well-prepared students will be allowed to register for the course.**

5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

**This course, along with MATH 4989, will replace MATH 4990 in the curriculum for the B.S. in Mathematics Degree program. No other degree programs will be affected. No faculty shifts will be required. There will be no accreditation impact**

### **C. Course Content**

1. What learning outcomes for the major will the course address?

**The course will address 5 learning outcomes for the major in mathematics: 1) apply critical thinking skills to solve problems mathematically, 2) critically interpret numerical and graphical data, 3) comprehend and construct mathematical arguments and proofs, 3) appropriately use computer technology to promote understanding and solve problems and 5) communicate a depth and breadth of mathematical knowledge both orally and in writing.**

2. How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)

**Critical thinking is an essential part of the individual research process. Students in this course will regularly use critical thinking skills to determine the relative importance of reference materials, relate disparate research interests to past, present and future research projects filter out unnecessary and/or spurious details, etc. Students will also routinely communicate with their research supervisors both verbally and in writing. Ultimately, the course culminates in the senior capstone project, the product of which is a lengthy written paper and a public, oral presentation.**

3. Tentative course materials (textbooks, software, etc.)

**The course requires no course materials. Current Library resources, online references and inter-library loans will be sufficient to provide the necessary materials to complete the course objectives.**

4. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)

**On-Campus – Independent Study**

5. Attach a tentative course outline (one page or less)

**Due to the nature of the course as directed, individualized research, it is not possible to produce an outline of the course.**

**D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?

**Existing faculty will teach the course. No new faculty will be required.**

2. What impact will having faculty teach this course have on other courses?

**Faculty teaching other courses will not be impacted by this course.**

3. What proportion of course sections are expected to be taught by full-time and part-time faculty?

**All sections of this course will be taught by full-time faculty of the Mathematics Department.**

4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)

**No additional expenditures beyond faculty salaries are required.**

5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.

**The library contains far too many mathematical volumes in its collection to list.**

**Additionally, the Library subscribes to both MathSciNet (a service for searching for mathematical journal articles) and JSTOR (a clearinghouse where many articles from popular journals can be downloaded by users for free).**

**Books and articles not available in the CSU collection or on JSTOR can be easily obtained through the inter-library loan program.**

6. What additional library resources must be added to support the proposed course?

No additional library resources are required.

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

**No additional library funding is required since no additional library resources are needed.**

**Part E. Enrollment**

1. What is the estimated number of sections per year? **2**
2. What is the estimated average enrollment per section? **5-10**
3. What is the estimated total enrollment per year? **10-20**
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any) **0**

## MATH 4989: Senior Capstone Project

This form is used for new course approval.

Signatures are required before submitting to the next level for review.

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department: Mathematics** \_\_\_\_\_

**Degree Program: B.S. in Mathematics** \_\_\_\_\_

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**School/College: College of Information and Mathematical Sciences** \_\_\_\_\_

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### Provost Office

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### CAPC

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### Provost

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

## **A: Catalog Information**

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

**MATH 4989 (1, 0, 1)**

**2. Title:**

**Senior Capstone Project**

**3. Restrictions (if any):**

- a. Prerequisite(s)
- b. Co-requisite(s) (normal or absolute)

**Student must concurrently register for at least one credit of MATH 4988: Directed Undergraduate Research.**

- c. Other restrictions: e.g. major, junior standing, permission, etc.

**Permission of department**

- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: **None.**
- f. Grade mode [normal or pass/fail]

**Normal.**

- g. What course(s) are deleted as a consequence?

**MATH 4990**

**4. Course description for catalog:**

**Students will summarize their directed, individualized research. A research paper and public presentation are the required output for the course. Several techniques for effective public speaking and effective mathematical writing will be presented. Students will learn to use the tools that professional mathematicians use in the preparation of their research for publication.**

**5. Semester of Implementation:**

**FALL 2009**

**B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?

**This course is part of a program revision that will replace MATH 4990 (3 CR) with two separate courses: MATH 4988 (1 CR, repeatable up to 2CR Total) and MATH 4989 (1 CR). Previously, all**

students in the degree program were required to take MATH 4990 as part of the B.S. in Mathematics degree program. This revision replaces the 3 CR obtained in MATH 4990 with 3 CR obtained in the two courses MATH 4988 and 4989. All students in the B.S. in Mathematics degree program will be required to take 2 CR of MATH 4988 and MATH 4989. (The new course proposal for MATH 4988 and the accompanying program revision for the B.S. in Mathematics degree will all be submitted to CAPC simultaneously.)

2. Why is the course needed at CSU?

Recent experiences with students completing their senior capstone project indicates to the Mathematics Department that in the future, students will be more likely to succeed if the capstone project research is started earlier and spread over two semesters. This addition to/revision of our degree program allows greater flexibility for both students and faculty, but ultimately provides the same set of learning experiences on a longer timescale.

3. What similar courses (models) at other institutions have helped guide this proposal?

Georgia Southern University: MATH 4910 - Undergraduate Seminar (1)

Columbus State University: MATH 4795 Senior Seminar in Mathematics

4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)

In order for students to be well prepared to complete the research for a senior capstone project, the Department feels that the students should have completed a majority of their upper-division mathematics course work. Since it is extremely limiting to list specific courses, the Mathematics Department will check prerequisites on a case-by-case basis to ensure that only well-prepared students will be allowed to register for the course.

5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

This course, along with MATH 4988, will replace MATH 4990 in the curriculum for the B.S. in Mathematics Degree program. No other degree programs will be affected. No faculty shifts will be required. There will be no accreditation impact.

### C. Course Content

1. What learning outcomes for the major will the course address?

The course will address 5 learning outcomes for the major in mathematics: 1) apply critical thinking skills to solve problems mathematically, 2) critically interpret numerical and graphical data, 3) comprehend and construct mathematical arguments and proofs, 3) appropriately use computer technology to promote understanding and solve problems and 5) communicate a depth and breadth of mathematical knowledge both orally and in writing.

2. How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)

Critical thinking is an essential part of the individual research process. Students in this course will regularly use critical thinking skills to determine the relative importance of reference materials, relate disparate research interests to past, present and future research projects, filter



out unnecessary and/or spurious details, etc. Students will also routinely communicate with their research supervisors both verbally and in writing. Ultimately, the course culminates in the senior capstone project, the product of which is a lengthy written paper and a public, oral presentation.

3. Tentative course materials (textbooks, software, etc.)

**The course requires no course materials. Current Library resources, online references and inter-library loans will be sufficient to provide the necessary materials to complete the course objectives.**

4. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)

#### **On-Campus, Hybrid**

5. Attach a tentative course outline (one page or less)

**Students registered for this course will spend most of their time preparing to summarize the results of their directed, individual research as completed in MATH 4988. To this end, the course will focus on preparing the students to effectively write mathematical papers and to effectively present mathematical results in a public forum. A short list of topics included in the course is:**

- 1) The CAIS public speaking rubric**
- 2) Effective use of visual aids for public presentations**
- 3) Factual writing vs. Descriptive writing**
- 4) Tools used to produce mathematical documents and presentations**

#### **D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?

**Existing faculty will teach the course. No new faculty will be required.**

2. What impact will having faculty teach this course have on other courses?

**Faculty teaching other courses will not be impacted by this course.**

3. What proportion of course sections are expected to be taught by full-time and part-time faculty?

**All sections of this course will be taught by full-time faculty of the Mathematics Department.**

4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)

**No additional expenditures beyond faculty salaries are required.**

5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.

**The library contains far too many mathematical volumes in its collection to list.**

**Additionally, the Library subscribes to both MathSciNet (a service for searching for mathematical journal articles) and JSTOR (a clearinghouse where many articles from popular journals can be downloaded by users for free).**

**Books and articles not available in the CSU collection or on JSTOR can be easily obtained through the inter-library loan program.**

6. What additional library resources must be added to support the proposed course?

**No additional library resources are required.**

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

**No additional library funding is required since no additional library resources are needed.**

#### **Part E. Enrollment**

1. What is the estimated number of sections per year? **1**
2. What is the estimated average enrollment per section? **5-10**
3. What is the estimated total enrollment per year? **5-10**
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any) **0**

**New Course Proposal Form**  
**MGMT 4260 – Freight Management**

This form is used for new course approval.

Signatures are required before submitting to the next level for review.

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department:** \_\_\_\_\_

**Degree Program:** \_\_\_\_\_

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**School/College:** School of Business\_\_\_\_\_

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost Office**

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**CAPC**

\_\_\_\_\_  
Signature, Chairperson of CAPC

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**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

**Provost**

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

## A: Catalog Information

1. **Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)  
**MGMT 4260, (3-0-3)**

2. **Title: Freight Management**

3. **Restrictions (if any):**

- a. Prerequisite(s) – **Intro to Transportation and Logistics (MKTG 3105) or Principles of Supply Chain Management (MGMT 3106) with a minimum US grade of C.**
- b. Co-requisite(s) (normal or absolute) – **N/A**
- c. Other restrictions: e.g. major, junior standing, permission, etc. - **None**
- d. Other comments: e.g. recommended sequencing, career course notice, etc. **N/A**
- e. Fees: Explain! – **N/A**
- f. Grade mode [normal or pass/fail] - **Normal**
- g. What course(s) are deleted as a consequence - **None**

4. **Course description for catalog:**

**This course will focus on modes of transportation that make-up the intermodal transportation network. Students will study and learn the different strategies used by these modes along with the different costing/pricing methodologies used to gain revenue.**

5. **Semester of Implementation:**

**Fall 2009**

**B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?

**The course will be offered as an elective as part of the supply chain minor. The student likely to take this course would be marketing, business, finance/accounting majors and those students taking the supply chain minor.**

2. Why is the course needed at CSU?

**This course enforces the supply chain minor and provides the student a more detailed level of study within the supply chain discipline**

3. What similar courses (models) at other institutions have helped guide this proposal?

**Georgia Southern University has a major in Intermodal Studies which offers a similar focused course.**

4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)

**The prerequisites are needed to give the student a base knowledge of all transportation modes. With this gained knowledge they will have an understanding of carrier strategies and an understanding of basic economics theories.**

5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

**This course will be offered as an elective that will support the student's interest in the supply chain minor as well as those who are majoring in Marketing, Business, and Finance/Accounting. Other majors like IT will also find this course of interest to give the IT student and good understanding of transportation methodologies should they elect to seek software development in supply chain.**

### C. Course Content

1. What learning outcomes for the major will the course address?

- **Develop a solid knowledge/understanding of pricing/rating methodologies of the transportation modes.**
- **Learn a detailed business strategies and functionalities of all the transportation modes**

2. How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)

**The course teaches different strategies and costing methodologies of the supply chain and logistics industry. The student will be developing critical thinking processes as this subject material supports business' cash flow processes. Communication development will be developed through presentations and meeting of industry guest speakers.**

3. Tentative course materials (textbooks, software, etc.)

**Text book – TBD**

**Use of software package on transportation rates tariffs from SMC3 corporation**

4. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)

**The course will be on-campus (3 hours)**

5. Attach a tentative course outline (one page or less)

- Study the strategies of the four major modes of transportation: Ground, Air, Ocean, and Rail
- Analyze the costing and pricing methodologies of each mode of transportation and learn how to apply these methods.
- Work with the Czar-Lite software pricing tariff from SMC3 Corporation.
- Understand the methodology of the National Freight Motor Classification (NFMC) standards that describe and support the transportation industries' shipping regulations.
- Generate rated mock-up transportation invoices to customers and audit mock-up freight invoices from transportation providers.

**D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?

**Existing faculty**

2. What impact will having faculty teach this course have on other courses?

**No foreseeable impact at this time.**

3. What proportion of course sections are expected to be taught by full-time and part-time faculty?

**Entire course will be taught by CSU full-time faculty supplemented with outside guest speakers to enhance the subject material and learning experience.**

4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)

**None expected at this time.**

5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.

**There over 57 books on supply chain and logistics management that will support the teachings of this class.**

6. What additional library resources must be added to support the proposed course?

**At this time, additional resources are not needed. However new DVD's on the subject may become available in the future that supports the learning experience may need to be purchased.**

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

**Current DVD prices run between \$20 - \$30 each. Anticipation of roughly \$300 would be needed for library funding.**

**Part E. Enrollment**

1. What is the estimated number of sections per year? **3 – Fall, Spring, and Summer**
2. What is the estimated average enrollment per section? **20 - 30 students**
3. What is the estimated total enrollment per year? **55 – 75 if three (3) sessions are offered.**
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course?  
(Explanation, if any)

**It is projected to be no reduction to other courses within the school of business course offerings. Due to the fact that this course will be an elective and those courses currently offered as electives for the supply chain minor are basically mandatory for marketing and business majors.**

# Mathematics Curriculum (For students using MATH 1501 in Area A)

## Bachelor of Science Degree

Area A - Essential Skills (9 hours)			Area B - Critical Think. and Comm. (4 hours)		
	ENGL 1101	3		CRIT 1101	3
	ENGL 1102	3		COMM 1001 or _____**	1
	MATH 1501	3			

\*\* Certain foreign language courses and communications courses can be substituted. See the Academic Catalog.

Area C1 - Humanities (3 hours) Choose one of the following			Area C2 - Humanities (3 hours) Choose one of the following		
	ENGL 2111 ENGL 2112 ENGL 2121 ENGL 2122 ENGL 2131 ENGL 2132 PHIL 2201 PHIL 2601 Foreign Language 2001 Foreign Language 2002	3		ART 2301 ART 2302 CMS 2100 MUSC 2101 MUSC 2301 THEA 1100 PHIL 2401 Foreign Language 2001 Foreign Language 2002	3

Area D - Science, Math. And Tech. (11 hours)			Area E - Social Sciences (12 hours)		
	BIOL 1107/1107L, CHEM 1211/1211L, or PHYS 2211/2211I	4		POLS 1101	3
	BIOL 1108/1108L, CHEM 1212/1212L, or PHYS 2212/2212L	4		HIST 2111 or HIST 2112	3
	MATH 2502	3		PSYC 1101 or SOCI 1101	3
Note: A science sequence must be completed				HIST 1111 or HIST 1112 or SOSC 2501	3

Area F - Major Program Requirements (18 hours)					
	MATH 1501 & 2502 (excess hours from Areas A & D)	2		One of the following courses: CSCI 1301 CSCI 1371	3
	MATH 2503	4			
	MATH 2140	3		Two of the following courses: CSCI 1302, MATH 1231, CHEM 1211, PHYS 2211, MATH 2020	6



Required Upper-level Mathematics Courses (15 hours)					
	MATH 3005 - Transition to Higher Mathematics	3		MATH 3303 – ODE	3
	MATH 3110 - Survey of Algebra	3		MATH 4988 – Directed Undergraduate Research	2
	MATH 3520 – Intro to Analysis	3		MATH 4989- Senior Capstone Project	1

Upper-level Mathematics Electives (12 hours)					
	Three of the following courses: MATH 3220 – Applied Statistics MATH 4303 – PDE MATH 4130 – Applied Algebra MATH 4320 – Numerical Meth. MATH 4231 – Modern Geometry MATH 4350 – Graph Theory MATH 4360 – Combinatorics	9		One of the following: MATH 3003 – App. Math Model. MATH 4800 – Selected Topics An additional course from the list to the left	3

**Electives (33 hours)**

- At least 12 hours must be at the 3000 level or higher.
- The following courses are excluded: MATH 1101, MATH 1111, MATH 1112, MATH 1241, MATH 3020, MATH 3902, MATH 4020
- Within the electives you choose, you must complete one of the following:
  1. Second science sequence for science majors and one additional science course at the 2000 level or higher with a prefix of BIOL, PHYS, CHEM (excluding BIOL 2250)
  2. Three business courses at the 2000 level or higher with a prefix of ECON, FINA, or MKTG.
  3. An approved minor

Students who transfer to CSU from other USG institutions with Area F completed may not have completed Math 2140 since USG Guidelines for the Area F in Mathematics have Calculus through Math 2503 as the only uniform requirement. Such students will be able to use these free elective hours to complete Math 2140, prerequisite courses to required upper division courses, within the 120 hours of the program.

**A grade of C or better is required for all mathematics courses applied towards the major.**  
**TOTAL CREDIT HOURS: 120**

**Student Signature:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Class Topics, Dates, and Reading Assignments:

<u>Date</u>	<u>Topic &amp; Reading Assignment</u>
Week 1	Introduction Pharmacokinetics: transport of drugs Pharmacodynamics: therapeutic effect or action Monitoring drug therapy Autonomic Nervous System
Week 2	Drugs affecting the autonomic system: Adrenergic agents Adrenergic blocking agents Cholinergic agents Cholinergic blocking agents
Week 3	Drugs affecting the neuromuscular system: Anticonvulsants Antiparkinsonism drugs Neuromuscular blocking agents
Week 4	Drugs affecting the central nervous system: Pre-anesthetics General anesthetics Local anesthetics CNS Stimulants Psychotropics Skeletal muscle relaxants
Week 5	Drugs affecting sleep: Sedatives & hypnotics Barbiturates Benzodiazepines Alcohol
Week 6	<b><u>Test One</u></b>  Drugs that relieve pain & inflammation: Analgesics Anti-inflammatory Anti-arthritis

Week 7	<p>Drugs affecting the cardiovascular system:  Cardiac glycosides and related drugs  Anti-anginals  Anti-dysrhythmic agents  Anti-hypertensives  Anti-hyperlipidemia agents</p>
Week 8	<p>Drugs affecting the renal system  Diuretics Potassium and sodium supplements</p>
Week 9	<p>Drugs affecting the hematological system:  Anticoagulants  Thrombolytics  Anti-platelet agents  Hemostatic agents  Hematinic agents</p>
Week 10	<p><b><u>Test Two</u></b></p> <p>Drugs affecting the immune system:  Immunological agents  Immunosuppressive &amp; Immunomodulating agents.</p>
week 11	<p>Drugs affecting the endocrine system:  Pituitary hormones  Thyroid &amp; Parathyroid hormones  Adrenal hormones  Drugs used in diabetes</p>
Week 12	<p>Drugs affecting the respiratory system:  Bronchodilators  Upper respiratory drugs  Antitussives  Prophylactic asthmatic drugs  Anti-inflammatory agents - corticosteroids</p>

Week 13

Drugs used to treat infections:

Antibiotics  
Antitubercular agents  
Antivirals  
Antifungals  
Antihelminthic agents  
Antimalarials  
Drugs used to treat cancer

Wee 14

Drugs affecting the gastrointestinal system:

Drugs used to treat peptic ulcer &  
hyperacidity  
Digestants  
Antiflatulent agents  
Antiemetics  
Emetics  
Laxatives

Drugs affecting sexuality & reproduction:

Female and male sex hormones  
Drugs used during pregnancy

Final weeks

Final examination

## NURS 3383 – Clinical Nursing Pharmacology

This form is used for new course approval.

Signatures are required before submitting to the next level for review.

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

**Department:**     Nursing    

**Degree Program:**     Baccalaureate of Nursing Science    

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
Date of Action **Action Taken**  
( ) Approved  
( ) Disapproved  
( ) Non-Applicable

**School/College:**     School of Nursing    

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
Date of Action **Action Taken**  
( ) Approved  
( ) Disapproved  
( ) Non-Applicable

### Provost Office

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
Date of Action **Action Taken**  
( ) Approved  
( ) Disapproved  
( ) Non-Applicable

### CAPC

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
Date of Action **Action Taken**  
( ) Approved  
( ) Disapproved  
( ) Non-Applicable

### Provost

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
Date of Action **Action Taken**  
( ) Approved  
( ) Disapproved  
( ) Non-Applicable

## A: Catalog Information

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

**NURS 3383 – (3-0-3)**

**2. Title: Clinical Nursing Pharmacology**

**3. Restrictions (if any):**

- a. Prerequisite(s): BSN Admission; NURS 3401/3401L
- b. Co-requisite(s) none
- c. Other restrictions: e.g. major, junior standing, permission, etc.
- d. Other comments: e.g. recommended sequencing, career course notice, etc.
- e. Fees: course fee of \$12/credit hour
- f. Grade mode: Normal
- g. What course(s) are deleted as a consequence – NURS 3382L; HLTH 3382

**4. Course description for catalog:**

This course presents an overview of the categories of pharmacological agents and their clinical application as they relate to clients experiencing acute and chronic health conditions. Students will identify important considerations to promote optimal wellness for patients across the life span as recipients of pharmacology.

**5. Semester of Implementation:**

Begin in Fall 2009. Will be taught during the fall and spring semesters.

**B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?

Students who have been admitted into the BSN program will take NURS 3383. The course will be taken during the second semester of the junior year.

2. Why is the course needed at CSU?

To provide comprehensive pharmacology content to the BSN nursing students.

3. What similar courses (models) at other institutions have helped guide this proposal?

None

4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)

Admission into the BSN program; NURS 3401/3401L.

5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

HLTH 3382 was originally taught as a 2 hours didactic course that was associated with a lab, NURS 3382L (1 credit hour). Because of the course content and delivery of the class, faculty felt it would better meet the students' needs if it was one course instead of 2 hours of lecture and the 1 hour of lab. HLTH 3382 was originally taught as HSCI 3382 (2-0-2) where students from various disciplines enrolled in this course and learned general pharmacological concepts. In addition to taking HSCI 3382, students were required to take a corequisite lab (either DHYG 3382L or HFMG 3382L) for a credit of 0-3-1. For the past 18 months HLTH 3382 has been taught, only nursing students enrolled in this course. Dental hygiene and Health Fitness Management majors took HSCI 3382. Because of this, nursing faculty felt that we should combine the NURS 3382L and HLTH 3382 into one course which will be called NURS 3383 – Clinical Nursing Pharmacology. This change should not affect dental hygiene or health fitness majors because they can continue to take HSCI 3382.

### **C. Course Content**

1. What learning outcomes for the major will the course address?
  - a. Apply basic concepts of pharmacodynamics and pharmacokinetics to individuals and families across the lifespan who are recipients of drug therapy.
  - b. Describe action, use, side effects, and practitioner implications for pharmacological agents affecting various body systems.
  - c. Utilize critical thinking and decision making skills in drug therapy, drug administration to individuals, and families undergoing health illness transitions.
  - d. Utilize the nursing process to develop and evaluate plans of care and provide nursing therapeutics to clients and families experiencing potential or active illness transitions where pharmacotherapy is prescribed.
  - e. Apply principles of nursing that are essential for safe and effective medication administration.
  - f. Educate patients on effective medication usage and potential problems.
2. How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)

Students will have an understanding of concepts and applications of various pharmaceutical agents.

3. Tentative course materials (textbooks, software, etc.)

Lehne, R. (2009). Pharmacology for nursing care (7<sup>th</sup> ed). Saunders.

4. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)

On- campus

5. Attach a tentative course outline (one page or less)

(see attached course outline)

### **D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?

Existing faculty will teach the course

2. What impact will having faculty teach this course have on other courses?

None

3. What proportion of course sections are expected to be taught by full-time and part-time faculty?

All taught by full-time faculty

4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)

None

5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.

Using GIL search engine, students will have access to several pharmacology texts and articles.

6. What additional library resources must be added to support the proposed course?

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

#### **Part E. Enrollment**

1. What is the estimated number of sections per year? 2
2. What is the estimated average enrollment per section? 60
3. What is the estimated total enrollment per year? 120
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any)

None



## MEMORANDUM

**TO:** CAPC  
**FROM:** Dean of School of School of Business  
**RE:** Curriculum changes  
**DATE:** April 8, 2009

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All the proposed changes have been approved by the School of Business Curriculum Committee and the School of Business Faculty.

1. Proposal to change the name, course description and prerequisites for MGMT/MKTG 4105.

**Rationale for proposed changes:** The revisions more accurately reflect the material covered in the course, including aspects of strategic, global sourcing and operational purchasing

**The current course name and prerequisites are as follows:**

MGMT/MKTG 4105 - Global Distribution and Air Operations Seminar (3-0-3)

Global distribution and air cargo operations are studied primarily by experiential learning. Students learn import/export basics and spend significant time in a work environment with freight forwarders, customs house brokers, and/or air cargo operations firms. Prerequisite(s): MKTG 3105 (C), MGMT 3106 (C).

**The proposed revision of the course name and prerequisites would be as follows:**

MGMT/MKTG 4105 – Global Sourcing in SCM (3-0-3)

The roles and activities of strategic sourcing and operational purchasing, including importation requirements and practices, will be covered. Students will complete a project in global sourcing. Prerequisite(s): MKTG 3105 (C), MGMT 3106 (C).

2. Proposal to change the name and prerequisites for MGMT 4510.

**Rationale for proposed changes:** The revisions more accurately reflect the material covered in the course, and would allow nonbusiness students with previous law-related courses to take the class.

**The current course name and prerequisites are as follows:**

MGMT 4510 - Labor Law/Regulations (3-0-3)

Prerequisite(s): BLAW 2106 (C) or BUSA 2106 (C) or BLAW 3370 (C).

**The proposed revision of the course name and prerequisites would be as follows:**

MGMT 4510 – Legal Issues in Human Resources (3-0-3)

Prerequisite(s): BLAW 2106 (C) or BUSA 2106 (C) or BLAW 3370 (C), or Tech 3115.

3. Proposal to change the name for MGMT/MKTG 3520.

**Rationale for proposed changes:** The revision would more accurately reflect the material covered in the course, and have greater appeal to Management majors. It is more concise, and more precise.

**The current course name is as follows:**

MGMT/MKTG 3520 – Negotiation and Dispute Resolution in Business (3-0-3)

**The proposed revision of the course name would be as follows:**

MGMT/MKTG 3520 – Negotiation and Conflict Management (3-0-3)

**4. New Course Proposal: ACCT 4220 Volunteer Income Tax Preparation Program**

(new course proposal attached)

5. Request for Pre-requisite change for MKTG 3580 – Operations and Warehouse Management.

Current Pre-Requisites for MKTG 3580 are ENGL 1102 or POLS 1101 or CRIT 1101

Change to:

**New Pre-requisite**

**MKTG 3105: Introduction to Transportation and Logistics or MGMT 3106:  
Principles of Supply Chain Management  
Grade level C or better**

Reasons for change:

The current course content focuses on operations and warehouse methodologies, practices and procedures and how warehousing supports supply chain management. The current pre-requisites do not provide the

necessary foundation for the students' understand of the basic concepts of warehousing and operational needs within the supply chain focus.

6. New Course Proposal: **Freight Management (see attachment)**

7. Proposal to change the requirements for the Marketing major. The proposed changes will increase the rigor of our degree and ensure that our graduates possess the necessary skills for a successful career in the Marketing field.

**EXISTING MARKETING MAJOR**

<b>Required Marketing Major Courses</b> .....	<b>9 hours</b>
MKTG 4104 Marketing Research and Analysis.....	3 hours
MKTG 4207 Professional Selling.....	3 hours
MKTG 4750 Marketing Management .....	3 hours

**Marketing Electives .....** **21 hours**

At least nine credit hours must be from courses that have a MKTG prefix, and at least nine credit hours must be from a course that does not have a MKTG prefix.

Select from among:

ACCT 3110 Managerial Cost Accounting.....	3 hours
ACCT 3250 Income Taxation.....	3 hours
ACCT 3351 Intermediate Financial Accounting I.....	3 hours
ACCT 3352 Intermediate Financial Accounting II .....	3 hours
ACCT 4110 Advanced Managerial Cost Accounting .....	3 hours
ACCT 4250 Advanced Income Taxation .....	3 hours
ACCT 4330 Accounting Information Systems.....	3 hours
ACCT 4352 Advanced Financial Accounting .....	3 hours
ACCT 4440 Governmental and Non-Profit Accounting .....	3 hours
ACCT 4480 Auditing and Assurance Services.....	3 hours
ACCT 4800 Selected Topics in Accounting.....	3 hours
ACCT 4850 Accounting Internship/Cooperative Education.....	variable credit
ACCT 4900 Directed Research and Reading .....	variable credit
BLAW 3370 Intermediate Business Law .....	3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility.....	3 hours
BUSA 3800 Selected Topics in Business .....	3 hours
BUSA 4446 Managerial Economics .....	3 hours
BUSA 4850 Internship/Cooperative Education.....	variable credit
BUSA 4900 Directed Research and Readings.....	variable credit
FINA 3100 Personal Financial Management.....	3 hours
FINA 4101 Investments .....	3 hours
FINA 4102 Intermediate Finance .....	3 hours
FINA 4103 Money and Banking: Domestic and International.....	3 hours
MGMT 3106 Principles of Supply Chain Management .....	3 hours
MGMT 3520 Negotiation and Dispute Resolution in Business.....	3 hours
MGMT 4101 Human Resource Management.....	3 hours
MGMT 4102 Organizational Behavior.....	3 hours

MGMT 4105 Global Distribution and Air Operations Seminar	3 hours
MGMT 4111 Leadership .....	3 hours
MGMT 4250 Women in Leadership.....	3 hours
MGMT 4302 Case Studies in Performance Quality Management	3 hours
MGMT 4311 Entrepreneurship.....	3 hours
MGMT 4320 Creativity and Management of Change.....	3 hours
MGMT 4403 International Management.....	3 hours
MGMT 4510 Labor Law/Relations .....	3 hours
MGMT 4725 Dean's Senior Honors Seminar .....	3 hours
MGMT 4800 Selected Topics in Management.....	3 hours
MGMT 4850 Management Internship/Cooperative Education	variable credit
MKTG 3105 Introduction to Transportation and Logistics...	3 hours
MKTG 3302 Consumer Behavior.....	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 3520 Negotiation and Dispute Resolution in Business	3 hours
MKTG 3580 Operation and Warehouse Management .....	3 hours
MKTG 4106 Advertising and Promotion Strategy .....	3 hours
MKTG 4420 International Marketing.....	3 hours
MKTG 4510 Retailing .....	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
MKTG 4850 Marketing Internship/Cooperative Education	variable credit
<b>Business Capstone.....</b>	<b>3 hours</b>
MGMT 4750 Strategic Management .....	3 hours

## **Proposed Marketing Curriculum**

<b>Required Marketing Major Courses.....</b>	<b>9 hours</b>
MKTG 4104 Marketing Research and Analysis.....	3 hours
MKTG 4207 Professional Selling.....	3 hours
MKTG 4750 Marketing Management .....	3 hours

### **Select nine credit hours from the following.....9 hours**

MKTG 3105 Introduction to Transportation and Logistics...	3 hours
MKTG 3302 Consumer Behavior.....	3 hours
MKTG 3312 Services Marketing.....	3 hours
MKTG 4106 Advertising and Promotion Strategy .....	3 hours
MKTG 4420 International Marketing.....	3 hours
MKTG 4510 Retailing .....	3 hours
MKTG 4800 Selected Topics in Marketing.....	3 hours
MKTG 4850 Marketing Internship/Cooperative Education	variable credit

**Choose twelve credit hours from the following list: .....12 hours**

At least six credit hours must be from a course that does not have a MKTG prefix.

A course will not be credited twice. Accordingly, courses taken to satisfy the requirement in the preceding section may not be used again to satisfy this section.

Select from among:

ACCT 3110 Managerial Cost Accounting.....	3 hours
ACCT 3250 Income Taxation.....	3 hours
ACCT 3351 Intermediate Financial Accounting I.....	3 hours
ACCT 3352 Intermediate Financial Accounting II .....	3 hours
ACCT 4110 Advanced Managerial Cost Accounting .....	3 hours
ACCT 4250 Advanced Income Taxation .....	3 hours
ACCT 4330 Accounting Information Systems.....	3 hours
ACCT 4352 Advanced Financial Accounting .....	3 hours
ACCT 4440 Governmental and Non-Profit Accounting .....	3 hours
ACCT 4480 Auditing and Assurance Services.....	3 hours
ACCT 4800 Selected Topics in Accounting.....	3 hours
ACCT 4850 Accounting Internship/Cooperative Education.....	variable credit
ACCT 4900 Directed Research and Reading .....	variable credit
BLAW 3370 Intermediate Business Law .....	3 hours
BUSA 3700 Business Ethics and Corporate Social Responsibility.....	3 hours
BUSA 3800 Selected Topics in Business .....	3 hours
BUSA 4446 Managerial Economics.....	3 hours
BUSA 4850 Internship/Cooperative Education.....	variable credit
BUSA 4900 Directed Research and Readings.....	variable credit
FINA 3100 Personal Financial Management.....	3 hours
FINA 4101 Investments.....	3 hours
FINA 4102 Intermediate Finance .....	3 hours
FINA 4103 Money and Banking: Domestic and International.....	3 hours
MGMT 3106 Principles of Supply Chain Management .....	3 hours
MGMT 3520 Negotiation and Dispute Resolution in Business.....	3 hours
MGMT 4101 Human Resource Management.....	3 hours
MGMT 4102 Organizational Behavior.....	3 hours
MGMT 4105 Global Distribution and Air Operations Seminar .....	3 hours
MGMT 4111 Leadership .....	3 hours
MGMT 4250 Women in Leadership.....	3 hours
MGMT 4302 Case Studies in Performance Quality Management .....	3 hours
MGMT 4311 Entrepreneurship.....	3 hours
MGMT 4320 Creativity and Management of Change.....	3 hours
MGMT 4403 International Management.....	3 hours
MGMT 4510 Labor Law/Relations .....	3 hours
MGMT 4725 Dean's Senior Honors Seminar .....	3 hours
MGMT 4800 Selected Topics in Management.....	3 hours
MGMT 4850 Management Internship/Cooperative Education.....	variable credit

MKTG 3105 Introduction to Transportation and Logistics...3 hours  
MKTG 3302 Consumer Behavior.....3 hours  
MKTG 3312 Services Marketing.....3 hours  
MKTG 3520 Negotiation and Dispute Resolution in Business3 hours  
MKTG 3580 Operation and Warehouse Management .....3 hours  
MKTG 4106 Advertising and Promotion Strategy .....3 hours  
MKTG 4420 International Marketing.....3 hours  
MKTG 4510 Retailing .....3 hours  
MKTG 4800 Selected Topics in Marketing.....3 hours  
MKTG 4850 Marketing Internship/Cooperative Educationvariable credit

**Business Capstone.....3 hours**  
MGMT 4750 Strategic Management .....3 hours

## ACCT 4220 Volunteer Income Tax Preparation Program

This form is used for new course approval.

Signatures are required before submitting to the next level for review.

(Note: This form is not required for each individual course that is included in the comprehensive proposal for a new program.)

Department: Accounting Discipline in the School of Business

Degree Program: BBA (Majors in Accounting, Others)

\_\_\_\_\_  
Signature, Department Head

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

School/College: School of Business

\_\_\_\_\_  
Signature, Dean of School/College originating proposal

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### Provost Office

\_\_\_\_\_  
Signature, Associate Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### CAPC

\_\_\_\_\_  
Signature, Chairperson of CAPC

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

### Provost

\_\_\_\_\_  
Signature, Provost

\_\_\_\_\_  
**Action Taken**  
Date of Action  Approved  
 Disapproved  
 Non-Applicable

## **A. Catalog Information**

### **1. Subject prefix, number, and hours (SCH and contact) distribution:**

ACCT 4220 Volunteer Income Tax Preparation Program (3-1-3)

### **2. Title:** Volunteer Income Tax Preparation Program

### **3. Restrictions (if any):**

- a. Prerequisite(s) ACCT 3250 (Taxation of Individuals)
- b. Co-requisite(s) (normal or absolute): None
- c. Other restrictions: e.g. major, junior standing, permission, etc. None
- d. Other comments: e.g. recommended sequencing, career course notice, etc. None
- e. Fees: Explain! None
- f. Grade mode [normal or pass/fail]: Normal
- g. What course(s) are deleted as a consequence: None

### **4. Course description for catalog:**

Students will be involved in all aspects of tax planning and preparation, and in program administration. Students will also participate in presentations in conjunction with Earned income Tax Credit Day, and will prepare a memorandum dealing with a tax preparer ethical issue.

### **5. Semester of Implementation:** Spring 2010

## **B. Justification.**

### **1. Where will the course fit in the curriculum and what students are likely to take it?**

This will be an elective taken primarily by Accounting students who are interested in doing tax work.

### **2. Why is the course needed at CSU?**

The Accounting Club at CSU had participated as volunteers in the VITA program for many years. However, as the tax laws become more complex, and the IRS requirements for participating have become more stringent and time consuming, we no longer had enough volunteers to continue in the program. Also, the IRS is experiencing problems with the competency of its VITA volunteers in general, and participating in this fashion enables us to guarantee the qualifications of our preparers.

### **3. What similar courses (models) at other institutions have helped guide this proposal?**

Clayton State University is the only school in Georgia that has participated in VITA every year for the last twenty years. Consequently, there is no school in Georgia with a course we could model. There are other colleges nationwide with similar courses, but we have tailored this class to suit the needs of our students.

Some other schools with this course include:

Ithaca College: ACCT 10100 - Service Learning Tax Practicum

Champlain College: ACC 370: Volunteer Income Tax Assistance

Orange Coast College: Accounting A114 - Volunteer Income Tax Assistance (VITA)



4. **Why are the restrictions needed? (prerequisites, co-requisites, etc.)**

Preparers must have some understanding of the tax law before they prepare people's real tax returns.

5. **What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)**

It will have little impact on other courses. Enrollment is small and only accounting students interested in Tax take the course. There should be no impact on other programs. Student scheduling ease will be enhanced with course activities occurring during non-peak times.

### **C. Course Content**

1. **What learning outcomes for the major will the course address?**

The course learning outcomes will address issues consistent with the goals and objectives for the accounting major:

- a. A firm foundation in the diversified fields of accounting, including taxation; other aspects of accounting, and ethical considerations are addressed or assessed.
- b. Working knowledge of accounting and relevant legal standards, of recording, reporting, compliance, and attestation systems, and of analytical, synthetic, and evaluative interpretation of output generated from these systems.
- c. Awareness of ongoing issues and practices in the accounting profession, including requisite skills to apply the knowledge gained to real world settings.

2. **How will the course address the general education outcomes of Communication and Critical Thinking? (If not applicable to the proposed course, please explain.)**

Students will need to employ communication skills in order to engage with the taxpayers. Critical thinking skills will be needed to take information from the taxpayers, and to accurately prepare the returns and to make recommendations. Students will also be required to prepare a written ethics memorandum.

3. **Tentative course materials (textbooks, software, etc.)**

All materials and software are provided by the IRS.

4. **Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)**

On-campus.

5. **Attach a tentative course outline (one page or less)**

See below.\*

#### **D. Faculty, Facilities and Expenses**

1. **Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?**

The course will be taught by existing faculty.

2. **What impact will having faculty teach this course have on other courses?**

We will have offered this course as a special topics in accounting course for three years, so faculty adjustments have already been made.

3. **What proportion of course sections are expected to be taught by full-time and part-time faculty?**

There will only be one course section, and it will be taught by one full-time faculty member.

4. **What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)**

The Hub lends us computers and provides technical support during tax season. The IRS provides the software. We have some photocopying expenses, a small amount of mailing expenses, and we use some general office supplies.

5. **Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.**

Students have access to RIA Checkpoint and Lexis Nexis Academic.

6. **What additional library resources must be added to support the proposed course?**

None

7. **What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?**

\$0 for both.

#### **Part E. Enrollment**

1. **What is the estimated number of sections per year?** One.

2. **What is the estimated average enrollment per section?** 10-25.

3. **What is the estimated total enrollment per year?** 10-25.

4. **What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any)**

10-25 or less. Some graduates take this course to meet the number of credits needed to sit for the CPA exam.

**\*Course Requirement (Based on Spring 2009 ACCT 4800 Special Topics Course)**

At a minimum, students will be expected to do the following:

	<u>% of Grade</u>
• Attend training/classes at Clayton State	10
• Submit assigned tax return	5
• Pass the test required by the IRS (through the advanced level) by the due date set by the IRS.	10
• Answer taxpayer questions on the phone and in person.	5
• Accurately prepare a substantial number of tax returns (We may complete some off campus.). This requires an understanding of tax law and familiarity with the software used by the IRS.	50
• Participate in return transmission and record keeping.	5
• Present training and information to the public and to other students; conduct appropriate research and prepare papers, flyers, or signs; and participate in marketing the program.	10
• Prepare a memorandum dealing with an ethical issue.	5

**SCHEDULE**

	<b>DATES</b>
Overview of program; update on tax law; Instruction on Taxwise software	January 10, 2009
No class	January 17, 2009
Take IRS exams in class	January 24, 2009
Publications and presentations IRS exams passes; turn in agreement	January 31, 2009
Tax return due (Yale, page 41 in Pub 4491-W)	February 14, 2009
Tax preparation Dates	<b>Saturdays, 8:00 a.m.-2:00p.m.:</b> February 14, 2009 February 21, 2009 February 28, 2009 March 21, 2009 March 28, 2009  <b>Wednesdays, 1:30 p.m.- 5:00 p.m.:</b> February 18, 2009 February 25, 2009 March 4, 2009 March 18, 2009 March 25, 2009
Finish up; tax research	April 4, 2009
Ethics memorandum due.	April 27, 2009