




MEMORANDUM

FINAL FACULTY SENATE APPROVAL ON MARCH 10, 2015

TO: Faculty Senate
FROM: Jack Kirby 
DATE: January 28, 2015
SUBJECT: Curriculum Proposal #14-15-16
School of Business; Minor Elimination

I recommend approval of the attached Curriculum Proposal #14-15-16. This proposal requests to eliminate School of Business minors in the following: Accounting, Finance, Information Systems, and Retail Management.

C: Dr. Christina Lavorata
Dr. Richard Harvey
Dr. Timothy Oxley
Ms. Leslie Lovett
Ms. Cheri Varkonda



CURRICULUM PROPOSAL (Submit one hard copy and an electronic copy to the Associate Provost by the second Tuesday of the month.)

Proposal Number: _____

School/Department/Program: School of Business

Preparer/Contact Person: Dr. Timothy R. Oxley

Telephone Extension: 304-367-4183

Date Originally Submitted: November 10, 2014

**Revision (Indicate date and label it
Revision #1, #2, etc.):** _____

Implementation Date Requested: Beginning Academic Year 2015-2016

- I. **PROPOSAL.** Write a brief abstract, not exceeding 100 words, which describes the overall content of the proposal.

This proposal requests the elimination of four minor programs offered in the School of Business:

- (1) Accounting;
- (2) Finance;
- (3) Information Systems Management; and,
- (4) Retail Management.

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-H, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

- A. Deletion of course(s) or credit(s) from program(s)

No courses are being eliminated as a result of this proposal.

Total hours deleted. 0

- B. Addition of course(s) or credit(s) from program(s)

No courses are being added as a result of this proposal.

Total hours added. 0

- C. Provision for interchangeable use of course(s) with program(s)

N/A

- D. Revision of course content. Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

N/A

- E. Other changes to existing courses such as changes to title, course number, and elective or required status.

N/A

- F. Creation of new course(s). For each new course

1. Designate the course number, title, units of credit, prerequisites (if any), ownership (FSU or shared) and specify its status as an elective or required course. If you are creating a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for the course being shared.

N/A

2. Include, as an appendix, a course description, written in complete sentences, suitable for use in the college catalog.

N/A

3. Include, as an appendix, a detailed course outline consisting of at least two levels.

N/A

4. In order to meet the requirements as outlined in Goal One of the Strategic Plan, please include Outcome Competencies and Methods of Assessment as an appendix. Examples are available upon request from the Chair of the Curriculum Committee.

N/A

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

N/A

III. **RATIONALE FOR THE PROPOSAL.**

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

Graduation counts for the four minors being eliminated were evaluated over a five year period beginning with the 2009-2010 Academic Year and ending with the 2013-2014 Academic Year.

Five year Graduation Counts per Minor are:

Accounting: 10

Finance: 2

Information Systems Management: 5

Retail Management: 13

See Appendix 1 for a year-by-year graduation count.

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

The rationale for the removal of the four low-performing minor programs includes the following considerations:

- 1) Students within the School of Business are not required to complete a minor program of study. This is largely based on a comprehensive 45-hour business core that is completed by accounting and business administration majors, and substantially completed by information systems management majors.**
- 2) Some courses in the accounting, finance and retail management minors have prerequisite courses not required of non-business majors in these minor programs. This reduces non-business student preparedness for the specific course(s) should these prerequisites be waived. Requiring additional courses to alleviate this impact further reduces the attractiveness of the minor program to non-business students.**
- 3) The School of Business' specialized accreditation through the Accreditation Council of Business Schools and Programs (ACBSP), and institutional policy, requires an assessment plan and process for any program of study articulated on a student's transcript. The opportunity costs to the faculty and the School of Business to maintain an assessment process for the low numbers of graduates in these minor programs outweigh the benefit for maintaining the minors.**
- 4) The School of Business will retain the General Business minor for non-business majors. This minor has nearly 3 times the graduation count over the five academic terms as the four minors being eliminated. Future adjustments to this minor will eliminate any hidden course prerequisites for non-business students.**

The elimination of the four low-performing minor programs will not have a real cost savings, except for the opportunity costs mentioned earlier. The courses which constitute the four minors are included as required or elective courses in the respective concentrations (majors) within the B.S. in Accounting, B.S. in Business Administration, and B. S. in Information Systems Management programs.

- IV. Should this proposal affect any course or program in another school, a memo must be sent to the Dean of each school impacted and a copy of the memo(s) must be included with this proposal. In addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

The elimination of the four minors will not affect any other course or program outside of the School of Business.

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature

- V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

N/A

- VI. ADDITIONAL COMMENTS.

The disposition of the minor programs has been discussed on several occasions within the School of Business, including faculty assessment meetings. On October 30th, the Leadership Team of the School of Business agreed to take this proposal to the full faculty. At the monthly faculty meeting held on November 6, 2014, by unanimous vote, the faculty approved this proposal.

APPENDIX 1

School of Business Minor Programs - 5 year Graduation Count			
<i>Fall 2009 through Spring 2014</i>			
GRAD_TERM	MINR_CODE	MINR_DESC	GRAD_COUNT
200920	4101	Accounting	1
201020	4101	Accounting	1
201110	4101	Accounting	1
201120	4101	Accounting	1
201210	4101	Accounting	1
201220	4101	Accounting	2
201320	4101	Accounting	2
201410	4101	Accounting	1
TOTAL			10
201010	4109	Finance	1
201320	4109	Finance	1
TOTAL			2
201120	4115	Information Systems Management	1
201220	4115	Information Systems Management	1
201320	4115	Information Systems Management	1
201410	4115	Information Systems Management	1
201420	4415	Information Systems Management	1
TOTAL			5
200920	4104	Retail Management	3
201210	4104	Retail Management	1
201310	4104	Retail Management	1
201320	4104	Retail Management	1
201410	4104	Retail Management	4
201420	4104	Retail Management	3
TOTAL			13