WINONA STATE UNIVERSITY
REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals as submitted to A2C2, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

1. The appropriate forms and the “Approval Form” have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.
   __ X ___ Completed

2a. The “Financial and Staffing Data Sheet” has been completed and is enclosed in this proposal, if applicable.
   __ X ___ Completed     ________ NA

2b. For departments that have claimed that “existing staff” would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2's questions on this matter.
   __ X ___ Completed     ________ NA

3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.
   __ X ___ Completed

   Name and office phone number of proposal's representative:  __Pat Paulson x5581______________

4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.
   __ X ___ Completed     ________ NA

5. The course name and number is listed for each prerequisite involved in this proposal.
   __ X ___ Completed     ________ NA

6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations.
   __ X ___ Completed     ________ NA

7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
   a. The course name and number.
   b. A brief course description.
   c. A brief statement explaining why the program should include the course.
   __ X ___ Completed     ________ NA

8. This course or program revision proposal:
   a. Clearly identifies each proposed change.
   b. Displays the current requirements next to the proposed new requirements, for clear, easy comparison.
9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.

______ Completed  __X__ NA

Department’s A2C2 Representative or Alternate Date [Revised 9-05]
WINONA STATE UNIVERSITY
PROPOSAL FOR REVISED PROGRAMS AND NEW PROGRAMS

Use this form to submit proposals for revised majors, minors, concentrations, options, etc.

Note: A department, with its dean’s approval, may change up to two courses per year within an existing major, minor, concentration, option, etc., per year without seeking review of A2C2 and/or graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, concentration, option, etc., and (2) the change does not affect other departments or the University Studies Program. A2C2 and/or Graduate Council do, however, wish to be informed of these changes. Use form Notifications.

If a department wishes to make more extensive revisions to an existing major, minor, concentration, option, etc., complete and submit this form with the appropriate number of copies. Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

Department: Business Administration

Title of Program: Business Administration

Revised: X Major X Minor X Concentration X Option X Other

List all Major/Minor Codes that Apply: BUSA, MGMT

New: Major Minor Concentration Option X Other

List all Major/Minor Codes that Apply:

Total credit hours: 66 Classroom Hours 66 Lab Hours

Proposed Implementation Date: Fall 2010

Please attach to this proposal a narrative with the following information:

A. Statement of major focus and objectives of the revised program.

MAJOR FOCUS
The Business Administration major is committed to developing students to succeed as managers and administrative professionals in a rapidly changing world.

OBJECTIVE
The objective in revising the Business Administration program is to adopt the new College of Business admission requirements, and to clearly identify the College of Business Core Courses, which have been and continue to be a major part of the BUSA program. Courses in the Business Administration area are being updated to more effectively list content area and better prepare students for fields in the business area.

B. New Catalog Content- see attached

1. Provide a list of program content as it would appear in the catalog including required courses, electives, etc., by number and name. Include the number and name for each prerequisite, and all prerequisites of proposed prerequisites. All such prerequisites, and prerequisites of prerequisites, should be included in the total credit hour calculations for the revised program.

2. New catalog narrative, if any.

C. Description of Revisions, to include
1. A display of current program requirements next to proposed new requirements for clear, easy comparison. - see attached
2. A clear identification of each proposed change. - see attached
3. The following information for each required or elective course: - see BUSA Major Program Changes
   a. Course number and name,
   b. A brief course description, and
   c. A brief statement explaining why the program should include the course.

Attach a Financial and Staffing Data Sheet.

Attach an Approval Form.

Also fill out the MNSCU New Program Application or the Program Redesign Application, whichever applies and submit directly to the VPAA.

Department Contact Person for this Proposal:

___________________________  ____________________
Patrick Paulson               x5581
ppaulson@winona.edu

Name (please print)          Phone           e-mail address
[Revised 7-05-07]
Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

The Business Administration Major and Minor will continue to be taught with existing staff.

No new or additional staff are required.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

College of Business Admission Criteria were added to the Business Adm. Major and minor. Core courses were added to all College of Business programs. All of the College of Business Core courses were previously part of the Business Administration program. Prerequisites were revised to include changes for College of Business majors and minors. This change brings the Business Administration program in line with the other College of Business departments.

BUSA 320 is being replaced by MGMT 464. The Economics department has been notified of this change. Management faculty are a part of the BUSA department and will be able to offer additional sections of MGMT 464. MGMT 464 will be a required course in the BUSA major.

BUSA 291 course is currently offered by the Business Law faculty and will now be required for the BUSA major replacing BUSA 301 that has been banked. Faculty teaching both courses are part of the BUSA department and are able to offer the required sections.

BUSA 321 (Applied Business Ethics) and BUSA 461 (Employment Law) are new courses added as electives.

BUSA 340 (Management Science) was dropped due to course description changes after the course was moved to the Economics Dept. The Economics department has been notified of this change.

MGMT 345 (International Business) will be a required course in the major. International Business was previously numbered MGMT 355, but was changed due a numbering request from the registrar.. Previously, students could select International Business or MGMT 315 (Principles of Management). It is important to integrate international material into our courses as the College of Business is seeking AACSB approval. By requiring International Business, students will have international business exposure. MGMT 315 will still be an elective in the Bus Adm. Major. More sections of MGMT 345 will be offered by faculty currently teaching both courses to accommodate the increased demand.

Operations courses (OM) have now adopted the prefix of MGMT to better highlight their fit as management courses and management electives. This change impacts the following courses: Production Management ( MGMT 334), Project Management (MGMT 464), Purchasing (MGMT 344), and Operations Planning and Control (MGMT 414). This change has no impact on staffing.

The following elective management courses had name changes to better reflect their content focus and will not require additional faculty because they are all currently being offered: MGMT 417 (Compensation to Compensation Management), MGMT 427 (Management Development to Human Resources and Organizational Development).
Currently, there are 12 credits of electives in the major with 6 credits from the Department of Business Administration and 6 credits from the College of Business. The MIS Department is now a part of the Business Adm. Department, therefore, students will now be able to complete 12 credits of MIS electives in the Business Administration major. This will make it easier for students to minor in MIS with a Business Administration major and still meet the new 120 credit hour requirement. No additional staff will be required.

**Business Adm. Minor changes**

The Business Administration minor will now apply only to non-College of Business majors. All courses are contained within the admissions to the College of Business or the College of Business core.

MIS 362 will be required in the minor, instead of MIS 202. This is a more advanced course that is required by all College of Business majors.

Operations Management (OM 334) is now known as MGMT 334, and Business Statistics (BUSA 320) has been transferred to the Economics Dept, and is now known as ECON 222.

MGMT 325 (Organizational Dynamics) will now be required, instead of students choosing between MGMT 315 (Principles of Management) and MGMT 325. This change provides students with an emphasis on the behavioral business component in a course that is a writing flag course where business writing skills are emphasized.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.

This program change will not have any effect on department supplies.

[Revised 9-05]
WINONA STATE UNIVERSITY
NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM
Routing form for new and revised courses and programs.  

Course or Program: Business Administration

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7-5-07

[Revised]