Academic Notes

SPECIAL NOTICES

ISU ARTS ENDOWMENT GRANTS

The submission deadline for Arts Endowment Grants for the 2000/2001 academic year is Monday, November 6, 2000. Past UAEC funding has been between $15,000 and $20,000. Grant awards typically range from $2,000 to $6,000 with the average being $3,500.

Submit proposals involving original faculty work on creative projects that eventuate in performance, exhibitions, and publications. Projects that will not qualify are: student work, research or criticism of already existing works, or preparation and writing of textbooks and teaching materials.

Information packets with applications are available in the Office of Sponsored Programs, Tirey Hall, Room 183, or contact Sondra Wilkison at ext. 8374 or e-mail her at ospwilk@amber.indstate.edu

UNIVERSITY RESEARCH COMMITTEE GRANTS

The Fall submission deadline for the University Research Committee Grants for 2000/2001 is Monday, November 6, 1999 (date to be approved by the University Research Committee when the new Committee is selected). If date is changed, notice will be given via global e-mail and *Academic Notes*. Funding is typically used for small grants (generally a few thousand dollars) in support of faculty research and scholarship.

Information packets with applications are available in the Office of Sponsored Programs, Tirey Hall, Room 183, or contact Sondra Wilkison at ext. 8374 or e-mail her at **ospwilk@amber.indstate.edu**

FACULTY GOVERNMENT

FACULTY SENATE EXECUTIVE COMMITTEE

The Faculty Senate Executive Committee will meet at 3:15 p.m. on Tuesday, September 12, 2000, in Hulman Memorial Student Union (HMSU), Room 227.

AGENDA

1. Administrative Report
2. Chair Report
3. Fifteen Minute Open Discussion
4. Approval of the Minutes
5. Arts and Sciences Constitutional Changes

FACULTY GOVERNMENT - Faculty Senate Executive Committee - Agenda: continued

6. All University Committee Recommendations
7. Old Business
8. New Business

FIELD TRIPS

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF SCIENCE EDUCATION

Students from SCED 393, Science in the Elementary School, will be taking an ecology field trip to the ISU Field Campus. Students are to schedule their visit on September 18 or September 19 during a four-hour period of their choosing so that the trip will not interfere with their regularly scheduled classes. A list of participating students is available from the Dean's Office in the College of Arts and Sciences.

OTHER ITEMS OF INTEREST

ACADEMIC NOTES PUBLICATION SCHEDULE
FOR THE FALL 2000 SEMESTER

Below is the circulation schedule for the hard copy of *Academic Notes* through December 18, 2000. An asterisk (*) indicates a curricular issue. **All submissions for inclusion in *Academic Notes* are due in the Office of Academic Affairs no later than 10:00 a.m. on the Wednesday prior to the distribution of *Academic Notes* on the following Monday,** *along with a diskette with the same information in Microsoft Word format. Failure to submit a diskette containing this information will delay publication.* An electronic version of *Academic Notes* is available using Acrobat Reader via the ISU WebPage at – http://web.indstate/acadnotes/ –.

ACADEMIC NOTES PUBLICATION SCHEDULE

Deadline for Items	Issue Date
September 13	September 18
September 20	September 25*
September 27	October 2
October 4	October 9*
October 11	October 16
October 18	October 23*
October 25	October 30
November 8	November 13
November 15	November 20*
November 22	November 27
November 29	December 4*
December 6	December 11
December 13	December 18*

* Please call Martha Oprisko at extension 3662 with any questions pertaining to the submission of information on a diskette.

UNDERGRADUATE PROPOSALS

COURSE REVISIONS

SCHOOL OF BUSINESS: Organizational

ASBE 227   **Office Automation - 3 hours.** An overview of office systems - technology, people, and procedures - within organizational and environmental contexts. Improvements of productivity through appropriate application of office tools and techniques is stressed. Major technologies, both hardware and software that support information creation, storage, retrieval, manipulation, and distribution are covered.

Change number and add prerequisite to:

ASBE 307   **Office Automation - 3 hours.** An overview of office systems - technology, people and procedures - within organizational and environmental contexts. Improvements of productivity through appropriate application of office tools and techniques is stressed. Major technologies, both hardware and software that support information creation, storage, retrieval, manipulation and distribution are covered. Prerequisite: BUS 170.

ASBE 317   **Keyboarding/Word Processing Applications - 3 hours.** Develops techniques and skills for handling office production tasks. Students will learn some of the sophisticated operations of word processing equipment and will produce usable documents using a word processing program from a major integrated suite. Prerequisites: two semesters of keyboarding with a minimum straight copy competency of 35 words a minute or a minimum grade of C in 120 plus a minimum grade of C in 315 and 315L or consent of Department Chairperson.

Change title, description, and prerequisite to:

ASBE 317   **Advanced Word Processing/Desktop Publishing - 3 hours.** Students will learn advanced features of a word processing program and be introduced to desktop publishing concepts, procedures, and applications utilizing a desktop publishing program. The course develops techniques and skills of handling various office tasks utilizing the two programs individually and together, including importing and exporting files. Prerequisite: Completion of General Education Information Technology Literacy Requirement or BUS 170 or MIS 276.

COURSE BANKING

SCHOOL OF BUSINESS: Organizational

ASBE 215   **Introduction to Word Processing - 3 hours.** Emphasizes concepts and automated procedures for producing office documents. Includes study of word processing hardware and software with emphasis on features of a sophisticated word processing software package. Laboratory required.

ASBE 215L   **Introduction to Word Processing Laboratory - 0 hours.** Two hours of laboratory time per week learning to operate word processing equipment in support of concepts

UNDERGRADUATE PROPOSALS - COURSE BANKING - SOB - Organizational - ASBE 215L: continued

presented in 215. Prerequisites: ability to key by touch and concurrent enrollment in 215.

ASBE 319	**Business Desktop Publishing - 3 hours.** An introduction to desktop publishing concepts, procedures, and applications. Includes an overview of publishing, selection of the proper hardware and software, the process of desktop publishing, and actual hands-on applications. Prerequisite: some knowledge of microcomputers and word processing.

ASBE 330	**Business Communication - 3 hours.** Emphasizes analysis of background information and problem situations including the potential impact of the message on the reader as a basis for planning and writing effective business communications (letter, informal reports, employment communications, and oral presentations). Prerequisites: English 105 or 107 or consent of Department Head.

ASBE 349	**Administrative Services Practicum - 3 hours.** Emphasizes workflow, role playing, and problem solving through office simulations. Office and secretarial procedures are included. Prerequisites: 215, 215L, and 317.

CERTIFICATE REVISIONS

EXECUTIVE SUMMARY:

The Professional Enhancement Program (PEP) will require 11 or 12 credit hours. ASBE 215/215L is being dropped from the program. ASBE 277 is being revised and is included with its new number, ASBE 307. ASBE 330 and ASBE 337 are being dropped from the program. BUS 170 or MIS 276 are being added to the program. This program is designed to update office professionals in concepts and computer applications relevant to office technology advancements. Typically, the enrollees are nontraditional students.

RATIONALE:

These changes continue to allow students (office professionals) to have some flexibility in their program to meet specific interests as they prepare for technological change in the office.

PRESENT CATALOG COPY

The Professional Enhancement Program in Information Processing is a certificate program requiring 12 semester hours of course work. Course work for this certificate requires completion of the following courses:

Administrative Systems and Business Education 277-3 hrs.; 330-3 hrs.; and one course from each of the following two pairs:

> **Administrative Systems and Business Education**
> 215-3 hrs. and 215L-0 hrs. **or**

UNDERGRADUATE PROPOSALS - CERTIFICATE REVISIONS - PEP Program: continued

> 317-3 hrs. and 320-3 hrs. **or**

337-3 hrs.

The Professional Enhancement Program in Information Processing is a certificate program requiring 11 or 12 semester hours of course work. Course work for this certificate requires completion of the following courses:

Administrative Systems and Business Education 307-3 hrs.; 317-3 hrs.; 320-3 hrs. and BUS 170 or MIS 276-2 or 3 hours, respectively.

PROGRAM COMPARISON

Current Program	Proposed Program
ASBE 277-3 hrs.	ASBE 307-3 hrs.
ASBE 330-3 hrs.	
ASBE 215/215L **or** ASBE 317-3 hrs.	ASBE 317-3 hrs.
ASBE 337 **or** ASBE 320-3 hrs.	ASBE 320-3 hrs.
	BUS 170-2 hrs. **or** MIS 276-3 hrs.

REVISIONS TO PROGRAM MAJORS

SCHOOL OF BUSINESS: Organizational - ABSE

Bachelor of Science - Administrative Office Systems

EXECUTIVE SUMMARY:

A Bachelor of Science degree in Administrative Office Systems is offered by the Administrative Systems and Business Education Department. The 68-semester hour major allows students to prepare for careers in management of office administrative services and information processing. (The proposal reduces the program by three credit hours.)

The following curriculum changes are proposed to Administrative Office Systems program:

1.   Drop: ASBE 215—3 hrs. and 215L—0 hrs. and ASBE 330—3 hrs.

2.   Change: ASBE 277—3 hrs. to the revised course ASBE 307—3 hrs.

3.   Keep: ASBE 337—3 hrs., which has been revised with no change to title, number, or credit hours.

4.   Add: ASBE 317--3 hrs., which has been revised with no change to title, number, or credit hours.

PROPOSALS- REVISIONS TO UNDERGRADUATE MAJORS - Business -Organizational - ASBE: continued

INFLUENCE OF CHANGE:

The proposed program modifications will reduce required credit hours in the program by three hours. The modifications do not affect General Education policies or the approved course list, University admissions requirements, or requirements in other programs. Only the curriculum for the Administrative Office Systems program is affected by this change.

RATIONALE:

The proposed modifications will give students understanding and practical applications in advanced word processing and desktop publishing and in managerial communication for the office manager. Students will have greater breadth of choice of areas from which to select directed electives.

PRESENT CATALOG COPY

ADMINISTRATIVE OFFICE SYSTEMS (71 semester hours)

Required courses on all four-year programs (44 semester hours)

> **Business:** 101—1 hr.; 102—1 hr.; 170—2 hrs.; 201—3 hrs.; 202—3 hrs; 205—3 hrs; 220—1 hr.; 305—3 hrs.; 310—6 hrs.; 320—6 hrs.; 330—6 hrs.; 401—3 hrs.

> **Economics:** 200—3 hrs.; 201—3 hrs.

Required Courses for Administrative Office Systems major (27 semester hours)

> **Administrative Systems and Business Education:** 215-3 hrs.; 215L-0 hrs.; 277-3 hrs.; 320—3 hrs.; 330—3 hrs.; 337—3 hrs.

> **Management Information Systems:** 300—3 hrs.

> **Directed electives:** (9 hours of directed electives must be selected from Accounting, Insurance, Administrative Office Systems, Management, or Management Information Systems)

PROPOSED CATALOG COPY

ADMINISTRATIVE OFFICE SYSTEMS (68 semester hours)

Required Courses on all four-year programs - 44 semester hours

> **Business:** 101-1 hr.; 102-1 hr.; 170-2 hrs.; 201-3 hrs.; 202-3 hrs; 205-3 hrs; 220-1 hr.; 305-3 hrs.; 310-6 hrs.; 320-6 hrs.; 330-6 hrs.; 401-3 hrs.

> **Economics:** 200-3 hrs.; 201-3 hrs.

Required Courses for Administrative Office Systems major - 24 semester hours

> **Administrative Systems and Business Education:** 277-3 hrs.; 317-3 hrs.; 320-3 hrs.; 337-3 hrs.

PROPOSALS- REVISIONS TO UNDERGRADUATE MAJORS - Business -Organizational - ASBE: continued

> **Management Information Systems:** 300-3 hrs.

> **Directed electives:** (9 hours of directed electives must be selected from Accounting,

Insurance, Administrative Office Systems, Management, Management Infor-
mation Systems, Decision Sciences, Economics, Finance, or Marketing)

PROGRAM COMPARISON

Hours	Current Program	Hours	New Program
	Required courses on all four-year programs (44 semester hours)		**Required courses on all four-year programs (44 semester hours)**
1	Business 101	1	Business 101
1	Business 102	1	Business 102
2	Business 170	2	Business 170
3	Business 201	3	Business 201
3	Business 202	3	Business 202
3	Business 205	3	Business 205
1	Business 220	1	Business 220
3	Business 305	3	Business 305
3	Economics: 200	3	Economics: 200
3	Economics: 201	3	Economics: 201
6	Business 310	6	Business 310
6	Business 320	6	Business 320
6	Business 330	6	Business 330
3	Business 401	3	Business 401
44	**Required Credit Hours** ************************** **Required Courses for Adminis- trative Office Systems Major (27 semester hours) Administrative Systems and Business Education:**	**44**	**Required Credit Hours** ************************** **Required Courses for Adminis- trative Office Systems Major (24 semester hours) Administrative Systems and Business Education:**
3	277	3	277
3	215	--	----
0	215L	--	----
--	----	3	317
3	320	3	320
0	320L	0	320L
3	330	--	----
3	337	3	337
3	Management Information Systems	3	Management Information Systems
9	300	9	300
	Directed electives: (9 hours selected from Accounting, Insurance, Administrative Office Systems, Management, or Management Information Systems)		Directed electives: (9 hours selected from Accounting, Insurance, Administrative Office Systems, Management, Management Information Systems, Decision Sciences, Economics,

27	**Required Credit Hours** *************************** **Total Semester Hours**		Finance, or Marketing)
		24	**Required Credit Hours** ***************************
71		68	**Total Semester Hours**

SCHOOL OF BUSINESS: Organizational - ASBE

Bachelor of Science - Business Education

EXECUTIVE SUMMARY:

The proposed program modifications will reduce required credit hours in the program by three hours. The modifications do not affect General Education policies or the approved course list, University admissions requirements, or requirements in other programs. Business Education is a teaching program, and the curriculum is changed by this proposal.

The following curriculum changes are proposed to the Business Education program:

Drop: ASBE 215—3 hrs. and 215L—0 hrs.

Change: ASBE 277—3 hrs. to the revised course, ASBE 307—3 hrs.

Keep: ASBE 337—3 hrs. and 317—3 hrs. which have been revised with no change to title, number, or credit hours.

RATIONALE:

With the proposed modifications, students will be better prepared for teaching positions with experiences in advanced word processing and desktop publishing. The changes will give students greater depth of content in the areas of office automation and office management.

CURRENT CATALOG COPY

Business Education Major (65 semester hours)

This major when added to the required professional education courses, may be used to qualify for a Senior High-Junior High/Middle School Instructional License which allows the teacher to teach the business curriculum at all grade levels.

For licensure, students must have a 2.5 or higher major and cumulative index, grades of C or higher, and a 2.5 or higher average in all professional education courses, and successfully complete the National Teacher Examination.

Required courses on all four-year programs (44 semester hours)

Business: 101-1 hr.; 102-1 hr.; 170-2 hrs.; 201-3 hrs.; 202-3 hrs; 205-3 hrs; 220-1 hr.; 305-3 hrs.; 310-6 hrs.; 320-6 hrs.; 330-6 hrs.; 401-3 hrs.

Economics: 200-3 hrs.; 201-3 hrs.

Required Courses for Business Education Major (21 semester hours)

Accounting: 300 or 301 or 313 or 380 or 404 or 476-3 hrs.

Administrative Systems and Business Education: 215-3 hrs.; 215L-0 hrs.; 277-3 hrs.; 317-3 hrs.; 320—3 hrs.; 337—3 hrs.

Economics: 211 or 280 or 311 or 321 or 331 or 341 or 351 or 352 or 362 or 380-3 hrs.

Required Professional Education: Administrative Systems and Business Education 390-3 hrs. is required in the Senior High-Junior High/Middle School Professional Education sequence described in the Department of Curriculum, Instruction, and Media Technology.

Endorsement in Computer Literacy (12 semester hours)

This endorsement may be added to any instructional license. The holder of the Computer Literacy Endorsement is eligible to teach a survey literacy course and serve as building level computer advisor. It is **not** intended to prepare fully qualified computer science teachers at the secondary level. It is highly recommended that anyone interested in this endorsement consult with a computer literacy advisor from one of the following departments: Administrative Systems and Business Education, Curriculum, Instruction, and Media Technology, Elementary and Early Childhood Education, or Mathematics and Computer Science. The endorsement may be completed at the undergraduate or graduate level or may be a combination.

Required courses for endorsement:

One of Computer Science 151-3 hrs., Management Information Systems 276-3 hrs., Curriculum, Instruction, and Media Technology 447/547-3 hrs.; One of Computer Science 256-3 hrs., Management Information Systems 310-3 hrs., Media Technology 472/572-3 hrs., 672-3 hrs.; Elementary Education 495C/595C-3 hrs.; one of Elementary Education 272-3 hrs.; Computer Science 491/591-3 hrs., Curriculum, Instruction, and Media Technology 625-3 hrs., 671-3 hrs. (also listed as Elementary Education, 671-3 hrs.); One of Administrative Systems and Business Education 320-3 hrs., and 320L-0 hrs.; Computer Science 252-3 hrs., 253-3 hrs., 256-3 hrs., 258 (354)-3 hrs., 361-3 hrs.; Elementary Education 471/571-3 hrs., 473/573-3 hrs., 495C/595C-3 hrs.; Curriculum, Instruction, and Media Technology 641-3 hrs., 644-3 hrs., 647-3 hrs., 657-3 hrs.

Business Education Major (62 semester hours)

This major when added to the required professional education courses, may be used to qualify for a Senior High-Junior High/Middle School Instructional License which allows the teacher to teach the business curriculum at all grade levels.

For licensure, students must have a 2.5 or higher major and cumulative index, grades of C or higher, and a 2.5 or higher average in all professional education courses, and successfully complete the National Teacher Examination.

Required courses on all four-year programs (44 semester hours):

Business: 101-1 hr.; 102-1 hr.; 170-2 hrs.; 201-3 hrs.; 202-3 hrs; 205-3 hrs; 220-1 hr.; 305-3 hrs.; 310-6 hrs.; 320-6 hrs.; 330-6 hrs.; 401-3 hrs.

Economics: 200-3 hrs.; 201-3 hrs.

Required Courses for Business Education Major (21 semester hours):

Accounting: 300 or 301 or 313 or 380 or 404 or 476-3 hrs.

Administrative Systems and Business Education: 307-3 hrs.; 317-3 hrs.; 320-3 hrs.; 337-3 hrs.;

Economics: 211 or 280 or 311 or 321 or 331 or 341 or 351 or 352 or 362 or 380-3 hrs.

Required Professional Education: Administrative Systems and Business Education 390-3 hrs. is required in the Senior High-Junior High/Middle School Professional Education sequence described in the Department of Curriculum, Instruction, and Media Technology.

Endorsement in Computer Literacy (12 semester hours)

This endorsement may be added to any instructional license. (A minimum GPA of 2.5 is required.) The holder of the Computer Literacy Endorsement is eligible to teach a survey literacy course and serve as building level computer advisor. It is **not** intended to prepare fully qualified computer science teachers at the secondary level. It is highly recommended that anyone interested in this endorsement consult with a computer literacy advisor from one of the following departments: Administrative Systems and Business Education; Curriculum, Instruction, and Media Technology; Elementary and Early Childhood Education; or Mathematics and Computer Science. The endorsement may be completed at the undergraduate or graduate level or may be a combination.

Required courses for endorsement:

One of Computer Science 151-3 hrs., Management Information Systems 276-3 hrs., Curriculum, Instruction, and Media Technology 447/547-3 hrs.;

One of Computer Science 256-3 hrs., Management Information Systems 310-3 hrs., Media

UNDERGRADUATE PROPOSALS- REVISIONS TO MAJORS - SOB -Organizational: continued

Technology 472/572-3 hrs., 672-3 hrs.; Elementary Education 495C/595C-3 hrs.;

One of Elementary Education 272-3 hrs.; Computer Science 491/591-3 hrs., Curriculum, Instruction, and Media Technology 625-3 hrs., 671-3 hrs. (also listed as Elementary Education, 671-3 hrs.);

One of Administrative Systems and Business Education 320-3 hrs., and 320L-0 hrs.; Computer Science 252-3 hrs., 253-3 hrs., 256-3 hrs., 258 (354)-3 hrs.,361-3 hrs.; Elementary Education 471/571-3 hrs., 473/573-3 hrs., 495C/595C-3 hrs.; Curriculum, Instruction, and Media Technology 641-3 hrs., 644-3 hrs., 647-3 hrs., 657-3 hrs.

PROGRAM COMPARISON

Hours	Current Program	Hours	New Program
	Required courses on all four-year programs (44 semester hours):		**Required courses on all four-year programs (44 semester hours):**
1	Business 101	1	Business 101
1	Business 102	1	Business 102
2	Business 170	2	Business 170
3	Business 201	3	Business 201
3	Business 202	3	Business 202
3	Business 205	3	Business 205
1	Business 220	1	Business 220
3	Business 305	3	Business 305
3	Economics: 200	3	Economics: 200
3	Economics: 201	3	Economics: 201
6	Business 310	6	Business 310
6	Business 320	6	Business 320
6	Business 330	6	Business 330
3	Business 401	3	Business 401
$\overline{44}$	**Required Credit Hours** ****************************	$\overline{44}$	**Required Credit Hours** ****************************
	Required Courses for Business Education major (21 semester hours):		**Required Courses for Business Education major (21 semester hours):**
3	Accounting: 300 or 301 or 313 or 380 or 404 or 476	3	Accounting: 300 or 301or 313 or 380 or 404 or 476
	Administrative Systems and Business Education:		**Administrative Systems and Business Education:**
3	277	3	307
3	215	--	----
0	215L	--	----

3	317	3	317
3	320	3	320
0	320L	0	320L
3	337	3	337
3	390	3	390
3	Economics: 211 or 280 or 311 or 321 or 331 or 341 or 351 or 352 or 362 or 380	3	Economics: 211 or 280 or 311 or 321 or 331 or 341 or 351 or 352 or 362 or 380
24	**Required Credit Hours** ********************************	**21**	**Required Credit Hours** ********************************
68	**Total Credit Hours**	**65**	**Total Credit Hours**

REVISIONS TO PROGRAM MINORS

SCHOOL OF BUSINESS: Organizational - ASBE

INFORMATION PROCESSING MINOR

EXECUTIVE SUMMARY:

The Information Processing Minor can be taken by students in any academic area in the University. This minor provides knowledge and computer application skills needed to facilitate information processing in business offices (or other organizations). Regardless of their major, many students will find this knowledge and expertise of value, both personally and professionally. ASBE 215/215L and ASBE 330 are being dropped from the program. ASBE 307, a renumbering of ASBE 277, is replacing ASBE 277 in the program. BUS 170 is being added as an alternative for MIS 276. ASBE 337 is being added as an option for the directed elective.

RATIONALE:

Courses were selected to provide business majors and majors in other areas of the University with the knowledge and skills needed to understand many information processing concepts and to use appropriate computer applications.

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Information Processing Minor (18 semester hours)

Required Courses:

Administrative Systems and Business Education: 215-3 hrs. and 215L-0 hours or
        317-3 hrs.; 277-3 hrs.; 337-3 hrs.; 330 or 336-3 hrs;

UNDERGRADUATE PROPOSALS- REVISIONS TO MINORS - SOB -Organizational: continued

Management Information Systems 276 or 376-3 hrs. or

Administrative Systems and Business Education 320-3 hrs.

Directed elective: One course selected from the following (3 hours): BUS 201; Computer Science 253 or 256; Electronics and Computer Technology 436; Management 301; Management Information Systems 300 or 310.

PROPOSED CATALOG COPY

Information Processing Minor (17 or 18 semester hours)

Required Courses:

Administrative Systems and Business Education: 317-3 hrs.; 307-3 hrs.; 336-3 hrs; 320 or Management Information Systems 376-3 hrs.; BUS 170 or Management Information Systems 276-2 or 3 hrs., respectively.

Directed elective: One course selected from the following (3 hours):

BUS 201; Computer Science 253 or 256; Electronics and Computer Technology 436; Management 301; Management Information Systems 300 or 310; ASBE 337.

PROGRAM COMPARISON

Current Program		Proposed Program	
ASBE 215/215L or ASBE 317	3 hrs.	ASBE 317	3 hrs.
ASBE 337	3 hrs.	-----	--
ASBE 277	3 hrs.	ASBE 307	3 hrs.
ASBE 330 or		ASBE 336	3 hrs.
ASBE 336	3 hrs.	----	--
MIS 276 or		BUS 170 or	2 hrs.
MIS 376 or		MIS 276	3 hrs.
ASBE 320	3 hrs.	----	--
-----	--	ASBE 320 or	
-----	--	MIS 376	3 hrs.
Directed elective:		**Directed elective:**	
BUS 201	3 hrs.;	BUS 201	3 hrs.;
CS 253 or		CS 253 or	
CS 256	3 hrs.;	CS 256	3 hrs.;
MGT 301	3 hrs.;	MGT 301	3 hrs.;
MIS 300		MIS 300	

or		or	
MIS 310	3 hrs.;	MIS 310	3 hrs.;
ECT 436	3 hrs.	ECT 436	3 hrs.;
		ASBE 337	3 hrs.

PROGRAM ELIMINATIONS

SCHOOL OF BUSINESS: Organizational - ASBE

ASSOCIATE OF SCIENCE -- Office Support & Technology

EXECUTIVE SUMMARY:

The Administrative Systems and Business Education program area in the Organizational Department of the School of Business proposes eliminating the Office Support and Technology Associate of Science degree program effective the fall of 2001. Currently enrolled students will be allowed to complete the program. If this proposal is approved, ASBE 215/215L-3 hrs.; 319-3 hrs., 330-3 hrs., and 349-3 hrs. will be phased out; ASBE 317-3 hrs.; 277-3 hrs.; and 337-3 hrs. will be modified so they better fit the needs of the four-year majors in the program area

RATIONALE:

The basis for this proposal includes the following:

1.   The program has a low enrollment, currently 13 students;

2.   Reduction in faculty (retirements) makes it difficult to cover all the classes involved;

3.   The focus of the Ivy Tech State College on programs of this type is likely to diminish the enrollment further.

CURRENT CATALOG COPY

ASSOCIATE DEGREE CURRICULA

Office Support and Technology Major (62 semester hours)

Required Courses for all secretarial administration majors (47 semester hours)

School of Business Requirements: BUS 101-1 hr; 102- 1 hr; 170-2 hrs.; 201-3 hrs.; 220-1 hr.

Administrative Systems and Business Education: 215-3 hrs; 215L-0 hrs.; 277-3 hrs; 317-3 hrs.; 319-3 hrs; 320-3 hrs.; 330-3 hrs.; 337-3 hrs.; 349-3 hrs.

Communication: 101-3 hrs.

Economics: 200 or 201-3 hrs.

UNDERGRADUATE PROPOSALS- PROGRAM ELIMINATIONS - AS Degree - ASBE: continued

English: 101 and 105 or 107-6 hrs.

Math: 111, 115, or calculus course - 3 hrs.

Additional Liberal Studies: 12 semester hours (chosen to ensure at least 3 hours in three of the five core areas of the Liberal Studies program

Electives: 6 hours of electives are required if only one English course is taken; otherwise, a 3-hour elective is required.

PROPOSED CATALOG COPY

None. The Associate Degree in Office Support and Technology will none longer be offered.

GRADUATE PROPOSALS

NEW COURSES

COLLEGE OF ARTS & SCIENCES: Geography, Geology, & Anthropology

GEOL 666   **Seminar in Early Earth History - 3 hours.** This research-based seminar will focus on the early evolution of the earth. Topics include, but are not limited to: Archean evolution of the Earth, Proterzoic tectonics, and the evolution of climate and life

SCHOOL OF BUSINESS: Analytical - Quality & Decision Systems

QDS *525   **Business Forecasting - 3 hours.** An introduction for developing forecasts for time series data. Forecasting techniques such as smoothing methods, regression, decomposition, and ARIMA models will be covered. Students will learn how to evaluate forecasts, and will examine forecasts from industry and government. This class involves approximately 30% more time and effort than its undergraduate equivalent. Additional homework problems, short summaries of outside reading materials, and an addendum to the semester project will be required for graduate students.

* Course has an undergraduate level equivalent

QDS *535   **Decision Modeling - 3 hours.** An introduction to the application of management science techniques to business decisions. Students will learn the assumptions and techniques necessary to apply and to implement solutions from optimization and other decision science models. The focus of the course is on problem solving, which includes problem definition, evaluation, and choice of alternatives, and implementation and evaluation of the decision. Prerequisite: BUS 305 with a minimum grade of C or consent of MBA coordinator. This class involves approximately 30% more time and effort than its undergraduate equivalent. Additional homework problems,

GRADUATE PROPOSALS - NEW COURSES - Business - Analytical - QDS *535: continued

short summaries of outside reading materials, and an addendum to the semester project will be required for graduate students.

* Course has an undergraduate level equivalent

QDS *570   **Computer Simulation of Business Systems - 3 hours.** An introduction to the concepts and tools needed to intelligently analyze complex business processes through computer simulation. The statistical concepts and logic needed to accurately model a real-world process form the basis for learning in this course. These are applied to hypothetical and real-world business processes through the use of a common simulation software package, such as GPSS or Process Model. Additionally, the concepts of experimental design and analysis needed to meaningfully interpret the results of simulation experiments are presented. Upon completion of the course, students will be able to accurately predict the effect of management decisions relevant to such systems. Prerequisites: BUS 305 and MIS 310 or MIS 376 or consent of the MBA Coordinator. This class involves approximately 30% more time and effort than its undergraduate equivalent. Additional homework problems, short summaries of outside reading materials, and an addendum to the semester project will be required for graduate students.

* Course has an undergraduate level equivalent

UNDERGRADUATE APPROVALS

COURSES TO BE BANKED

SCHOOL OF BUSINESS: Analytical -- Quality and Decision Systems

QDS 265   **Introduction to Business Statistics – 3 hours.** An introductory course dealing with the practical application of mathematical models to the planning and controlling func-
tions in the management process. Prerequisites: Mathematics 111, 115, or a calculus course.

COURSE REACTIVATIONS

SCHOOL OF HEALTH & HUMAN PERFORMANCE

PE *412   **Coaching of Soccer -- 2 hours.** (No descriptions are listed in the undergraduate bulletin for any of the department's "coaching of" classes.)

* Course has a graduate course equivalent

GRADUATE APPROVALS

COURSE REACTIVATIONS

SCHOOL OF HEALTH & HUMAN PERFORMANCE

PE *512   **Coaching of Soccer -- 2 hours.** (No descriptions are listed in the undergraduate bulletin for any of the department's "coaching of" classes.)

* Course has an undergraduate course equivalent

COURSE REVISIONS

SCHOOL OF BUSINESS: Analytical - Insurance & Risk Management

INS 600   **Principles of Risk Management and Insurance -- 2 hours.** The purpose of this course is to acquaint the student with the risk management discipline, the nature of the insurance device and its limitations in treating loss exposures, the structure and analysis of commercial insurance contracts (property, casualty), and fundamentals of group life and health insurance. Also the role of social insurance is considered. Finally, contemporary insurance and risk management issues germane to the topic at hand are examined.

Change credit hours to:

INS 600   **Principles of Risk Management and Insurance -- 3 hours.** The purpose of this course is to acquaint the student with the risk management discipline, the nature of the insurance device and its limitations in treating loss exposures, the structure and analysis of commercial insurance contracts (property, casualty), and fundamentals of group life and health insurance. Also the role of social insurance is considered. Finally, contemporary insurance and risk management issues germane to the topic at hand are examined.

SCHOOL OF TECHNOLOGY: Manufacturing & Construction Technology

MCT 699   **Masters Thesis -- 6 hours.** By arrangement with chairperson of student's thesis committee.

PROGRAM REVISIONS

COLLEGE OF ARTS & SCIENCE: Life Sciences

Ph.D. in Life Sciences with Specialization in Sports Medicine

Indiana State University has offered a Masters degree in Athletic Training for over 25 years. The program is considered one of the best internationally. Graduates of the Athletic Training program serve in numerous leadership positions in the profession. The Department of Life Sciences is interested in developing a specialization in sports medicine within our existing Ph.D. program, in conjunction with the current Athletic Training program.

GRADUATE APPROVALS: PROGRAM REVISIONS - CAS - Ph.D. Life Sciences: continued

Life Sciences Ph.D. – Specialization in Sports Medicine

EXECUTIVE SUMMARY:

The purpose of offering a Ph.D. in Life Sciences with Specialization in Sports Medicine is to prepare

individuals to conduct research in the field of Athletic Training and Sports Medicine techniques, methods and theory. The need for the program is justified in the following partial list of facts:

1.   There is a need to increase the development of the body of knowledge in the field of sports medicine and athletic training.

2.   More institutions are developing new Athletic Training programs and need Ph.D. degreed persons to serve as program directors.

3.   Also hospitals and outpatient clinics are looking for research educated individuals to direct their programs.

4.   Athletic Training and Sports Medicine are relatively new fields of study and the masters-level "pioneers" are reaching retirement age. With the end of their careers, the trend is to replace with terminal degreed persons.

5.   The current Master's degree in Athletic Training prepares the student to be a clinician.

The proposed Ph.D. program will be research-based and will prepare the student in theory and research techniques in the field. The establishment of this degree program will contribute to ISU's graduate program in Athletic Training and will offer a competitive advantage for those interested to continue their education.

The general entrance requirements for the Life Sciences Ph.D. program pertain to the degree program with exception; applicants of the Sports Medicine Ph.D. must be certified or licensed in a medical or allied medical profession. Degree requirements will be the same for the Sports Medicine specialization as for other Life Sciences Ph.D. students with one difference. The requirements include two area seminars for all Life Sciences Ph.D. students. Sports Medicine Ph.D. students will be required to take ATTR 645 (2 credit hours) as one of their required seminars. ATTR 645 is the only course for this program that is not already in place and will require course development. The coursework for this program of study is available from three sources: Athletic Training Department, Department of Life Sciences, and the Terre Haute Center for Medical Education. As with all Life Sciences Ph.D. degree programs, the students committee defines the program of study for each student on an individual basis dependent upon the student's specific interests and goals. Electives for this program of study and the department that provides it are as follows:

Department of Life Sciences

LIFS 633   Advanced Pathophysiology   3 hrs.

GRADUATE APPROVALS: PROGRAM REVISIONS - CAS - Ph.D. Life Sciences: continued

Terre Haute Center for Medical Education

LIFS 600   Human Gross Anatomy   8 hrs.
LIFS 636   Physiology for Medical Students   8 hrs.
LIFS 642   Human Neurobiology   5 hrs.

Athletic Training Department

ATTR 643	Current Trends in Athletic Training	3 hrs.
ATTR 661	Athletic Trauma - Lower Extremity	3 hrs.
ATTR 662	Athletic Trauma - Upper Extremity	3 hrs.
ATTR 675	Therapeutic Modality and Rehab. Technique	3 hrs.
ATTR 676	Therapeutic Modality and Rehab. Theory	3 hrs.
ATTR 686	Rehabilitative Mechanics	3 hrs.

PRESENT CATALOG COPY

DOCTOR OF PHILOSOPHY PROGRAM

Admission Procedures and Standards

1. Submit an application for admission to the Department Chairperson, together with an official transcript from each school at which any undergraduate or graduate work has been done.

2. Submit scores on the General Tests of the Graduate Record Examinations. (See GRE or GMAT section of chapter concerning admissions.)

3. Submit names of five persons who can be contacted for letters of recommendation.

4. Be admitted to the School of Graduate Studies and to the Department of Life Sciences. Although meeting the following standards does not guarantee admission to the program, they are:

    a. Attain a minimum score of 500 on each of the sections of the General Tests of the Graduate Record Examinations;

    b. An overall undergraduate index of 3.00 or above on a 4.00 scale;

    c. A minimum graduate index of 3.00 for students entering with advanced standing; and

    d. Satisfactory references.

    f. A personal interview may be required.

5. In addition to the requirements of the School of Graduate Studies, applicants ordinarily are expected to have completed an undergraduate major in biology, mathematics through calculus or statistics, one year of physics, and chemistry through organic. Applicants may be

GRADUATE APPROVALS: PROGRAM REVISIONS - CAS - Ph.D. Life Sciences: continued

granted admission conditional on the removal of any deficiencies by taking the appropriate courses or directed study.

6. Recommendations for admission are made by the Department of Life Sciences to the School of Graduate Studies. Official notification of admission is sent to the student by the School of Graduate Studies.

Requirements

A minimum of 83 semester hours of graduate credit are required, including an acceptable dissertation (899--18 hrs.); 640--1 hr. (required twice); 660--1 hr.; 690--1 hr. (required at least once); and at least two area seminars (620, 630, 650, 670, or 680--2 hrs. each).

Areas for the major and minor, as well as further requirements, which may be appropriate, will be determined by the student's committee. Selection of the major professor and committee should be done no later than the end of the first academic year.

Demonstration of proficiency in two research tools is required. Research tools include those foreign languages approved by the student's committee and the department, statistics, and computer programming.

The student must satisfactorily pass both written and oral preliminary examinations and must demonstrate satisfactory performance on a final oral examination and dissertation defense.

Each candidate must participate in the teaching program of the department for at least two semesters or one semester and a full summer session.

PROPOSED CATALOG COPY

Specialization in Sports Medicine

Admission Procedures and Standards

In addition to meeting the requirements outlined by the Department of Life Sciences for the Ph.D. Program, students must also be approved by the graduate admissions committee of the Athletic Training Department and be certified or licensed in a medical or allied medical profession.

Requirements

Students working toward a Specialization in Sports Medicine are required to take ATTR 645 as one of their two required area seminars. All other requirements toward a Ph.D. in Life Sciences, including satisfactory completion of coursework, research tools, written and oral preliminary examinations, final oral examination, and dissertation defense are required for the Specialization in Sports Medicine.

Sports Medicine Electives

Students may select from the following electives (or others as approved by his/her committee):
GRADUATE APPROVALS: PROGRAM REVISIONS - CAS - Ph.D. Life Sciences: continued

ATTR 643, 661, 662, 675, 676, 686, or LIFS 633, 600, 636, or 642.

SCHOOL OF EDUCATION: Curriculum, Instruction, & Media Technology

MA/MS in Educational Media

RATIONALE:

The educational Media area has gone through several changes in the past few years. The first change

was merging with Secondary Education to create the Department of Curriculum, Instruction, and Media Technology.

The next change was the addition of the Library Science area to the CIMT Department. All of the changes have given our students a broader curriculum from which they may select courses. We currently have an adequate number of technology and library courses to support a Master's degree in Education Media within our department.

Therefore we are requesting the six-hour requirement outside of Educational Media be dropped. Students would then be allowed to select elective courses from inside or outside the CIMT Department.

CURRENT CATALOG COPY

Master of Arts or Master of Science - Educational Media (32 semester hours minimum)

The program is designed to provide candidates with the appropriate professional skill to plan, operate, and evaluate specific types of instructional media and technology programs in educational institutions.

Admission Requirements

Applicants must satisfy the general criteria for admission to the School of Graduate Studies.

Degree Requirements

Research: Curriculum, Instruction, and Media Technology 610--3 hrs. or 740--2 hrs.

Major Area: 18 hours of educational media courses and approved related area courses. If the student has not had the following as undergraduate courses he or she must take them as part of the major area: Curriculum, Instruction, and Media Technology 543--3 hrs.; 544--3 hrs.; 546--3 hrs.

Adjunct Field: 8 hours in related field.

Electives: 3-4 hours.

Culminating Experience: All students are required to pass a final culminating examination.

In general, one-half of the credits must be in courses numbered 600 or above.

GRADUATE APPROVALS - Program Revisions – SOE – CIMT - MA/MS in Educational Media: continued

Six hours must be outside educational media.

NOTE: Students seeking the M.A. degree will take Curriculum, Instruction, and Media Technology 699--6 hrs. as part of the major area.

PROPOSED CATALOG COPY

SCHOOL OF EDUCATION

Master of Arts or Master of Science - Educational Media (32 semester hours minimum)

The program is designed to provide candidates with the appropriate professional skill to plan, operate, and evaluate specific types of instructional media and technology programs in educational institutions.

Admission Requirements

Applicants must satisfy the general criteria for admission to the School of Graduate Studies.

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Adjunct Field: 8 hours in related field.

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In general, one-half of the credits must be in courses numbered 600 or above.

NOTE: Students seeking the M.A. degree will take Curriculum, Instruction, and Media Technology 699--6 hrs. as part of the major area.

ELIMINATED PROGRAMS

COLLEGE OF ARTS & SCIENCES: Family & Consumer Sciences

Master of Science in Clothing and Textiles

CIP Code 190901   CIP-85 Code 190901**

** In this particular case the CIP Codes happen to be identical, but that is not always the case

GRADUATE APPROVALS - ELIMINATED PROGRAMS: continued

COLLEGE OF ARTS & SCIENCES: Family & Consumer Sciences

The following was initially published as a PROPOSAL in the November 22, 1999 issue of Academic Notes. In the January 18, 2000 issue it was published as APPROVED by the Indiana Commission for Higher Education (ICHE). Publication as APPROVED by Graduate Council/Graduate Council was never done. To make up for this oversight it is being so published in this issue of Academic Notes.

Master of Science in Family Economics and Home Management

CIP Code 190201   **CIP-85 Code 190901****

** In this particular case the CIP Codes happen to be identical, but that is not always the case

CORRECTIONS

*** The following is a ***correction of the text*** that appeared as a **PROPOSAL** in the June 26, 2000 issue of *Academic Notes* and in the July 24, 2000 issue as an **APPROVAL**. The corrected portion is shown ***in bold-italics within bold-italic brackets***.   ***

COURSE REVISIONS

When AFRI 453 was originally published the following course shown to have a graduate level equivalent. This is not the case. **NO GRADUATE LEVEL EQUIVALENT OF THIS COURSE EXISTS IN THE DEPARTMENT OF AFRICAN AND AFRICAN AMERICAN STUDIES. HOWEVER, A GRADUATE LEVEL EQUIVALENT OF HIST *426 EXISTS IN THE DEPARTMENT OF HISTORY.**

COLLEGE OF ARTS & SCIENCES: African & African-American Studies

AFRI *[453]*   **History of the South – 3 hours.** Major issues in the region's history from the beginning of European settlement through the nineteenth century, focusing on the evolution and demise of its defining slave-based culture that distinguished the region from the rest of America.

Add cross-listing to course description:

AFRI *[453]*   **History of the South – 3 hours.** Major issues in the region's history from the beginning of European settlement through the nineteenth century, focusing on the evolution and demise of its defining slave-based culture that distinguished the region from the rest of America. (Cross-listed with ***[HIST *426]***.)