

University Curriculum Committee

Agenda for October 18, 2011

I. Minutes from previous meeting – September 27, 2011

II. Fast Track Approvals

III. Consent Items

	Effective Date/ Revised Effective Date	Summary of Changes
A. College of Arts and Letters		
1. Modern Languages Support <u>MODL Support</u>	Fall 2012	Department name change from Modern Languages to Global Languages and Culture
B. College of Business, W.A. Franke		
1. <u>Entrepreneurship Certificate</u> Entrepreneurship Certificate	Fall 2012	Delete Certificate
2. <u>ACC 402</u> ACC 402 3 ADVANCED COST ACCOUNTING	Fall 2012	Catalog Descr, Remove Co-convene
3. <u>ACC 405</u> ACC 405 3 ADVANCED BUSINESS LAW	Fall 2012	Catalog Descr, Remove Co-convene
4. <u>ACC 456</u> ACC 456 3 GOVERNMENTAL ACCOUNTING	Fall 2012	Catalog Descr, Remove Co-convene
5. <u>ECO 384</u> ECO 384 3 INTERMEDIATE MICROECONOMICS THEORY	Fall 2012	Prereqs

6.	<u>ECO 385</u> ECO	385	3	INTERMEDIATE MACROECONOMICS THEORY	Fall 2012	Prereqs
7.	<u>ECO 428</u> ECO	428	3	ADVANCED ENERGY ECONOMICS	Fall 2012	Prereqs
8.	<u>ECO 446</u> ECO	446	3	INTRODUCTION TO ECONOMETRICS	Fall 2012	Prereqs
9.	<u>MGT 436</u> MGT	436	3	ISSUES IN HUMAN RESOURCE MANAGEMENT	Fall 2012	Prereqs

IV. Action Items

A. Academic Affairs

1.	<u>University Studies BUS</u> University Studies BUS				Fall 2012	New Plan	<u>BUS Faculty Steering Committee members:</u> Astrid Klocke (Senate Learning Council) Marianne Nielsen (SBS) Krista Rodin (CAL) Gary Dunagan (CHHS)
2.	<u>BUS Individualized Minor</u> BUS Individualized Minor				Fall 2012	New Plan	
3.	<u>BUS 450C</u> 450C		3	Capstone on Integrative Learning	Fall 2012	New Course	

V. Discussion Items

1. Certificates – begin discussion focused on how we develop, evaluate and monitor certificates.

UNIVERSITY CURRICULUM COMMITTEE

MINUTES FOR

SEPTEMBER 27, 2011

- I. Craig Bain - Chair of UCC – Welcome and Introductions, 3:00 p.m. – 3:10 p.m.
- II. Dr. Karen Pugliesi – Vice Provost for Academic Affairs, 3:10 p.m. – 3:30 p.m.

Dr. Pugliesi thanked and congratulated the UCC on last year's accomplishments with curriculum streamlining. Dr. Pugliesi would like the UCC to be aware of the university's strategic agenda and its implications for curriculum, including: 1. reducing the average plan credits to graduate from 133 to 120, curriculum is our future; 2. State funding will be related to performance and degrees awarded, not by the traditional FTE; 3. Our efforts should be focused on increasing student achievement and degree completion. We need to improve student retention and persistence in attainment, and we must do these with considerable constraints on resources.

Dr. Pugliesi asked the UCC to center their attention on: 1. the design of curricula- what is it that the proposal does to get the desired outcome. Strive to have analytical curricular maps, for all plans, with course outcomes to be sequenced in line with plan outcomes. 2. Ensure that requisite structures work toward student learning and progression. 3. UCC to be the leaders and help set the direction of the faculties. Keep in mind that the catalog is a by-product of the work of the UCC; de-couple the work from the catalog. The E-planning Initiative is reconfiguring the catalog for a new purpose and new design.

New federal regulations, from the Department of Education, prevent NAU from awarding aid to students pursuing free standing certificates, without substantial annual reporting. Does NAU need regular reviews of certificates and minors and should we look at the credit hour requirement for both and determine if they are in line with NAU's goals?

Liberal Studies had a program review. An action plan will come forward from the review.

The new Arizona articulation initiative - the Shared Unique Numbering (SUN) system – is taking shape. This goal of this system is to identify common courses that will transfer from community colleges to Arizona public universities without loss of credit toward a baccalaureate degree. SUN courses have unique three-letter prefixes and four-digit course numbers that represent direct course equivalencies for transfer to all three Arizona universities. Each institution retains original course numbers but uses the SUN to indicate commonality. The SUN system is being implemented in phases and 68 courses have been identified for inclusion in Phase 1.

The SUN web page is up and running at www.azsunsystem.com. NAU is working with a January 2012 implementation date and thus the current information found on the SUN web page has not yet been finalized and there will be corrections and additions to the SUN matrix throughout the semester. (To view the SUN Matrix of courses, click on "Administrator Resources" on the web page).

III. Minutes from previous meeting – April 26, 2011 – approved as presented (2 abstentions)

IV. Fast Track Approvals

UCC Members present: Bain, Craig; Craig, Deborah; Decker, Ilene; Foley Jean Ann; Georgas, John; Gruber, Sibylle; Hackstaff, Karla; Hall, Ian; Hammersley, Charles; Kozak, Kathryn; Lockard, Louise; Pollak, Peggy; Shinham, Kathe; Sommerness, Martin; Woods, Gioia

V. Consent Items- approved as presented.

	<u>Effective Date/ Revised Effective Date</u>	<u>Summary of Changes</u>
A. College of Arts and Letters		
1. <u>Art Education BSED</u> Art Education BSED	Fall 2012	Major Reqmts-Course(s) Deleted, Major Reqmts-Unit Change
8 Term Plan: <u>Art Education BSED 8 Term</u>		
Support: <u>AZDE & NCATE</u>		
B. College of Business, W.A. Franke		
1. <u>International Hospitality</u> International Hospitality Management BS	Fall 2012	Major Reqmts-Course(s) Deleted, Text within Plan
8 Term Plan: <u>International Hospitality Management BS</u>		
C. College of Engineering, Forestry & Natural Sciences		
1. <u>AST 401</u> AST 401 3 OBSERVATIONAL ASTRONOMY Support: <u>PHY 580</u>	Fall 2012	Co-convene, Prereqs
D. College of Social and Behavioral Sciences		
1. <u>Social Work Prep</u> Social Work Prep	Fall 2012	Delete Plan

E. Policy

1. JLW Prerequisite Policy

Fall 2012

Liberal Studies Committee

Support: JLW Prerequisite Policy Support

VI. Informational Items

1. Incoming Transfer Course Evaluation

Academic Affairs

Shift the evaluation of transfer courses for diversity right
now to Admissions

VII. Additional Items

1. Fast Track Items will be handled as Consent Items are handled if there is a question about an item. A UCC member must request a Fast Track item to be removed from Fast Track Agenda at least 24 hours prior to the UCC meeting. The item will then be moved to the Action Agenda and a representative for that item must attend the UCC meeting to answer questions.
2. The Bachelor of University Studies will be on the next UCC Agenda as an action item.

FAST TRACK AGENDA FOR OCTOBER 18, 2011

Effective Date/
Revised Effective Date

Summary of Changes

I. Fast Track: Courses

A. College of Arts and Letters

1. <u>ART 499</u>			Spring 2012	Catalog Descr, Repeat Rule, Units
ART	499	CONTEMPORARY DEVELOPMENTS		

B. College of Engineering, Forestry & Natural Sciences

1. <u>GLG 440C</u>			Fall 2012	Catalog Descr, Prereqs
GLG	440C	6 ADVANCED GEOLOGIC FIELD METHODS		

II. Fast Track: Plans

NONE



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC

Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to [UCC](#) or [UGC](#) Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

[See effective dates calendar.](#)

2. College: Arts and Letters

3. Academic Unit: Art

4. Current course subject and number: ART 499

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.

www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm

ART 499 CONTEMPORARY DEVELOPMENTS (1-3)

Examines recent trends and investigations in a selected area. Letter grade only. No repeat limit.

Bold the proposed changes in this column to differentiate from what is not changing, and **Bold with strikethrough** what is being deleted.

ART 499 CONTEMPORARY DEVELOPMENTS (~~1-3~~ 3)

Examines recent trends and investigations in a selected area. Letter grade only. **No-repeat limit. May be repeated for a maximum of 6 units.**

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?
Yes No

If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
If no, explain.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

New federal rules impact the number of times that a course may be repeated by students who receive financial aid. Those students who repeat a course that was passed the first time it was taken are allowed to repeat the course only once. Those who exceed the repeatable limit will not have federal aid dispersed. For this reason, the School of Art is changing the maximum credits per repeatable course to be capped at six (6) credits so that students receiving federal aid will be less likely to exceed their repeatable course limit and have aid withheld.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units 99	Proposed max number of units 6
Current prerequisite	Proposed prerequisite
Current co-requisite	Proposed co-requisite
Current co-convene with	Proposed co-convene with
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the [Course Equivalency Guide](#)? Yes No
14. Is the course a [Common Course](#) as defined by your Articulation Task Force? Yes No
15. Is this course a [Shared Unique Numbering](#) (SUN) course? Yes No

Scott Galland

09/08/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Tom Pat

9/12/11

Department Chair/ Unit Head (if appropriate)

Date

Pam Stephens

9-13-2011

Chair of college curriculum committee

Date

Jean Boen

9/13/11

Dean of college

Date

For Committee use only:

Karen Pughen

UCC/UGC/YCC Approval

10-18-2011

Date

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC

Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Fall 2011

See effective dates calendar.

2. College: CEFNS

3. Academic Unit: Geology

4. Current course subject and number: GLG 440C

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.

www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm

GLG 440C ADVANCED GEOLOGIC FIELD METHODS (6)

Gathering and interpreting geologic data in the field in complex sedimentary, igneous, and metamorphic rocks and in surficial deposits. Explores relationship between bedrock structure and hydrogeology. 3 hrs. lecture, 6 hrs. lab. Letter grade only. Course fee required. Prerequisite: GLG 315 and GLG 324 and GLG 435 CAP

Bold the proposed changes in this column to differentiate from what is not changing, and **Bold with strikethrough** what is being deleted.

GLG 440C ADVANCED GEOLOGIC FIELD METHODS (6)

Gathering and interpreting geologic data in the field in complex sedimentary, igneous, and metamorphic rocks and in surficial deposits. Explores relationship between bedrock structure and hydrogeology. **3 hrs- units** lecture, ~~6 hrs-~~ **3 unit** lab. Letter grade only. Course fee required. Prerequisite: GLG 315, ~~and GLG-324,~~ **350W,** and ~~GLG~~ 435 CAP

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?

Yes No

If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

B.S. Geology. The added prerequisite is also a degree requirement for this plan. No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
 If no, explain.

The added prerequisite course (GLG 350W) is already included as the JLW course for the plan. No plan change proposal is necessary.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

GLG440C requires written reports as part of the field projects. Students are expected to be familiar with scientific writing, and the course is not set up to teach basic principles of geologic communication. Students who have completed GLG350W tend to have an advantage over those who have not, because of the practice that is part of the JLW course. Since communicating results is a critical part of geologic field work, the designation of 'capstone' presupposes that students already have skills and experience in that area.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
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Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units
Current prerequisite GLG 315 and GLG 324 and GLG 435	Proposed prerequisite GLG 315, 324, 350W, and 435
Current co-requisite	Proposed co-requisite
Current co-convene with	Proposed co-convene with
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
(CAPSTONE)
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland

09/22/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Mary R. Reid

10/13/2011

Department Chair/ Unit Head (if appropriate)

Date

Chair of college curriculum committee

Date

Pauline Fortson

10/14/11

Dean of college

Date

For Committee use only:

Karen Pusheen

10-18-11

UCC/UGC/YCC Approval

Date

Approved as submitted: Yes No

Approved as modified: Yes No

UNIVERSITY CURRICULUM COMMITTEE

AGENDA FOR

OCTOBER 18, 2011

I. Minutes from previous meeting – September 27, 2011

II. Fast Track Approvals

III. Consent Items

				<u>Effective Date/ Revised Effective Date</u>	<u>Summary of Changes</u>
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1.	Modern Languages Support <u>MODL Support</u>			Fall 2012	Department name change from Modern Languages to Global Languages and Culture
B. College of Business, W.A. Franke					
1.	<u>Entrepreneurship Certificate</u> Entrepreneurship Certificate			Fall 2012	Delete Certificate
2.	<u>ACC 402</u> ACC	402	3	ADVANCED COST ACCOUNTING	Catalog Descr, Remove Co-convene
3.	<u>ACC 405</u> ACC	405	3	ADVANCED BUSINESS LAW	Catalog Descr, Remove Co-convene
4.	<u>ACC 456</u> ACC	456	3	GOVERNMENTAL ACCOUNTING	Catalog Descr, Remove Co-convene
5.	<u>ECO 384</u> ECO	384	3	INTERMEDIATE MICROECONOMICS THEORY	Prereqs

6.	<u>ECO 385</u> ECO	385	3	INTERMEDIATE MACROECONOMICS THEORY	Fall 2012	Prereqs
7.	<u>ECO 428</u> ECO	428	3	ADVANCED ENERGY ECONOMICS	Fall 2012	Prereqs
8.	<u>ECO 446</u> ECO	446	3	INTRODUCTION TO ECONOMETRICS	Fall 2012	Prereqs
9.	<u>MGT 436</u> MGT	436	3	ISSUES IN HUMAN RESOURCE MANAGEMENT	Fall 2012	Prereqs

IV. Action Items

A. Academic Affairs

1.	<u>University Studies BUS</u> University Studies BUS				Fall 2012	New Plan	<u>BUS Faculty Steering Committee members:</u> Astrid Klocke (Senate Learning Council) Marianne Nielsen (SBS) Krista Rodin (CAL) Gary Dunagan (CHHS)
2.	<u>BUS Individualized Minor</u> BUS Individualized Minor				Fall 2012	New Plan	
3.	<u>BUS 450C</u> 450C		3	Capstone on Integrative Learning	Fall 2012	New Course	

V. Discussion Items

1. Certificates – begin discussion focused on how we develop, evaluate and monitor certificates.

NAME CHANGE
Dept. of GLOBAL
LANGUAGES &
CULTURE



NORTHERN
ARIZONA
UNIVERSITY

College of Arts & Letters

Approved
JK
9/15/11
LIZ GROBSMITH
Approved
Karen Pughen
10/19/11

MEMORANDUM

TO: LIZ GROBSMITH, PROVOST
FROM: MICHAEL VINCENT, DEAN, CAL *Michael*
SUBJECT: NAME CHANGE FOR THE DEPARTMENT OF MODERN LANGUAGES
DATE: AUGUST 30, 2011

As a result of the program review conducted last year, the Department of Modern Languages requests that its name be changed to the Department of Global Languages and Cultures. The Department feels that this name more closely reflects its current mission and values. The faculty of the department have been consulted and they are in favor of this change. I endorse the change in name as well. We understand that pending your approval and the approval of the Board of Regents the new name will be effective in Fall 2012.

A memo on this issue from Dr. Joe Collentine, chair of the Department of Modern Languages, is attached.



Department of Modern Languages

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Flagstaff, AZ 86004
907-992-2600

907-992-2600
907-992-2600
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www.nau.edu/CollegeofArts

To: Michael Vincent, Dean, College of Arts and Letters
From: Joseph Collentine, Chair, Modern Languages
Date: 8-22-2011
Re: Department name change

After consultation with the departmental faculty, the College of Arts and Letters' Dean and the NAU Provost, the *Department of Modern Languages* proposes to change its name to the *Department of Global Languages and Cultures*.

The term 'modern languages' is a relic of a movement in the 1960s to distinguish modern and classical language instruction, the latter of which had a most prominent place in post-secondary instruction. We offer instruction in languages that address political, cultural, and economic priorities, such as Arabic, Chinese, French, German, Italian, Japanese, Navajo, and Spanish in addition to Ancient Greek. The faculty also feel that our current name does not underscore enough the fact that we do not exclusively focus on grammar instruction. Our courses foster language abilities to expose NAU students to other cultures and to prepare them to be citizens that can participate in a globalized economy. The inclusion of 'global' in the proposal reflects the fact that regional languages such as Navajo constitute a global linguistic treasure.

Thank you for your consideration of this proposal.



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC

Proposal for New Academic Plan, Plan Change, or Plan Deletion

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

If this is a new plan proposal and the plan is not listed in the current NAU academic program inventory, then you must complete the "Proposal to establish a New Degree" form.

If this proposal represents changes to the intent of the plan or its integral components, review by the college dean, graduate dean (for graduate items) and/or the provost may be required prior to college curricular submission.

1. Effective beginning **FALL:** 2012
See effective dates calendar

2. College: The W.A. Franke College of Business 3. Academic Unit: Management

4. Academic Plan Name: Certificate in Entrepreneurship 5. Emphasis: N/A

6. Plan proposal: New Plan* Plan Change** Plan Deletion
 New Emphasis Emphasis Change Emphasis Deletion

** ***UCC plan or sub plan proposals must include an updated 8-term plan.***

** ***UGC plan or sub plan proposals must include an updated program of study.***

All Plans with NCATE designation, or plans seeking NCATE designation, must include a letter of approval from the NAU NCATE administrator prior to college curricular submission.

7. NCATE designation, if applicable:

Initial Plan Advanced Plan Remove Designation
 Change from Initial to Advanced Plan Change from Advanced to Initial Plan

8. Current / New* catalog plan text in this column. Cut and paste, in its entirety, from the current on-line academic catalog: (<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>)

Certificate in Entrepreneurship

To complete this certificate, you take the following 15 units with a cumulative grade point average of at least 2.00:

- MGT 300I, 350IW, 435; and MKT 333I (12 units)
- MGT 450 or 408 (3 units)

Be aware that some courses required for this certificate may have pre-requisites that you must also take. Check Northern Arizona University's Course Catalog to find out. This certificate is not available to MGT majors.

Please note that this certificate is available only for those students with the Business Professional Program milestone.

Show the proposed changes in this column. **Bold** the changes, to differentiate from what is not changing, and change font to **Bold-Red with strikethrough** for what is being deleted.

~~Certificate in Entrepreneurship~~

~~To complete this certificate, you take the following 15 units with a cumulative grade point average of at least 2.00:~~

- ~~• MGT 300I, 350IW, 435; and MKT 333I (12 units)~~
- ~~• MGT 450 or 408 (3 units)~~

~~Be aware that some courses required for this certificate may have pre-requisites that you must also take. Check Northern Arizona University's Course Catalog to find out. This certificate is not available to MGT majors.~~

~~Please note that this certificate is available only for those students with the Business Professional Program milestone.~~

9. Please list the Learning Outcomes of the Plan/Emphasis (see degree major assessment webpage <http://www4.nau.edu/assessment/main/degree/degree.htm>), if applicable to the proposal.

N/A

10. Will this proposal affect other plans, sub plans, or course offerings, etc.? Yes No
If yes, describe the impact and attach written responses from the affected academic units prior to college curriculum submission.

11. Does this proposal have the support of the Dean's office, including sufficient resources to administer the plan? Yes No

12. Is this plan currently offered at the same academic level by any other academic unit at NAU? Yes No

If yes, list the plan(s) with duplicate material. If the duplication is great than 20%, explain why NAU should establish the plan.

13. Justification for plan proposal.

The Entrepreneurship Cert is being deleted because with the MGT plan change, all those classes are now required in the MGT major. Historically it was only management majors who took that certificate and enrollment is very low when we remove the MGT major ability to take it.

Answer 14 for UCC/YCC only:

14. Will this requirement be a Student Individualized Plan? Yes No

(Due to the flexible nature of Student Individualized Plans, selecting yes will require the requesting academic unit to submit an exception for every student in this plan. These exceptions outline the approved individual requirements for encoding by Degree Progress staff in the system).

Scott Galland

10/07/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)

Date

Chair of college curriculum committee

Date

Dean of college

Date

11. Does this proposal have the support of the Dean's office, including sufficient resources to administer the plan? Yes No
12. Is this plan currently offered at the same academic level by any other academic unit at NAU? Yes No
 If yes, list the plan(s) with duplicate material. If the duplication is great than 20%, explain why NAU should establish the plan.

13. Justification for plan proposal.

NEED

Answer 14 for UCC/YCC only:

14. Will this requirement be a Student Individualized Plan? Yes No
(Due to the flexible nature of Student Individualized Plans, selecting yes will require the requesting academic unit to submit an exception for every student in this plan. These exceptions outline the approved individual requirements for encoding by Degree Progress staff in the system).

Scott Galland

09/13/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)

Date

Lauren C. Roberts

9-22-11

Chair of college curriculum committee

Date

Ed Jacy

9-22-11

Dean of college

Date

For Committee use only:

Karen Pughen

10/18/11

UCC/UGC/YCC Approval

Date

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke College of Business

3. Academic Unit: Accounting

4. Current course subject and number: ACC 402

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.

(www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm)

ACC 402 ADVANCED COST ACCOUNTING (3)

Emphasizes cost accounting as a highly developed device to assist in reaching objectives, stressing the planning and controlling aspects of cost accounting. Co-convenes with ACC 502. Letter grade only. Prerequisite: ACC 302 and Business Professional Program

Bold the proposed changes in this column to differentiate from what is not changing, and **Bold with strikethrough** what is being deleted.

ACC 402 ADVANCED COST ACCOUNTING (3)

Emphasizes cost accounting as a highly developed device to assist in reaching objectives, stressing the planning and controlling aspects of cost accounting. ~~Co-convenes with ACC 502.~~ Letter grade only. Prerequisite: ACC 302 and Business Professional Program

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)? Yes No
 If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

BSACCY Accountancy (elective), Corporate Financial Management Certificate (elective). No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
 If no, explain.

This change has no effect to the above named plan.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

The co-convened course is being deleted.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units

Current prerequisite	Proposed prerequisite
Current co-requisite	Proposed co-requisite
Current co-convene with ACC 502	Proposed co-convene with NONE
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland

09/08/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)

Date

Lawrence C. McMahon

9/22/11

Chair of college curriculum committee

Date

Ed Joyce

9/22/11

Dean of college

Date

For Committee use only:

Karen Pughen

UCC/UGC/YCC Approval

10/18/11

Date

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke
College of Business

3. Academic Unit: Accounting

4. Current course subject and number: ACC 405

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog* .

(www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm)

ACC 405 ADVANCED BUSINESS LAW (3)
Law of partnerships, corporations, real property, wills and probate, sales, commercial paper, security devices, bankruptcy, and insurance. Co-convenes with ACC 505. Letter grade only. Prerequisite: Junior status and ACC 205

Bold the proposed changes in this column to differentiate from what is not changing, and **Bold with strikethrough** what is being deleted.

ACC 405 ADVANCED BUSINESS LAW (3)
Law of partnerships, corporations, real property, wills and probate, sales, commercial paper, security devices, bankruptcy, and insurance. ~~Co-convenes with ACC 505.~~
Letter grade only. Prerequisite: Junior status and ACC 205

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?
Yes No

If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

BSACCY Accountancy (elective), Philosophy, Politics, and Law BA (elective). No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
 If no, explain.

This change has no effect to the above named plan.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

The co-convened course is being deleted.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units
Current prerequisite	Proposed prerequisite
Current co-requisite	Proposed co-requisite
Current co-convene with ACC 505	Proposed co-convene with NONE
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland

09/08/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)

Date

Lauren C. Robinson

9-22-11

Chair of college curriculum committee

Date

E. Hoyle

9-22-11

Dean of college

Date

For Committee use only:

Karen Pughen
UCC/UGC/YCC Approval

10/18/11
Date

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke College of Business

3. Academic Unit: Accounting

4. Current course subject and number: ACC 456

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.

www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm

ACC 456 GOVERNMENTAL, NONPROFIT & NONCORPORATE ACCOUNTING (3)
Accounting theory, objectives, principles, and practice in the preparation, interpretation, and analysis of financial statements for governmental and other nonprofit organizations and fiduciary relationships and partnership business entities. Co-convenes with ACC 556. Letter grade only. Prerequisite: Business Professional Program and Prerequisite or Corequisite: ACC 356

Bold the proposed changes in this column to differentiate from what is not changing, and **Bold with strikethrough** what is being deleted.

ACC 456 GOVERNMENTAL, NONPROFIT & NONCORPORATE ACCOUNTING (3)
Accounting theory, objectives, principles, and practice in the preparation, interpretation, and analysis of financial statements for governmental and other nonprofit organizations and fiduciary relationships and partnership business entities. ~~Co-convenes with ACC 556~~. Letter grade only. Prerequisite: Business Professional Program and Prerequisite or Corequisite: ACC 356

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?

Yes No

If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

BSACCY Accountancy (elective). No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted?

Yes No

If no, explain.

This change has no effect to the above named plan.

8. Does this course include combined lecture and lab components?

Yes No

If yes, note the units specific to each component in the course description above.

9. Is there a course fee?

Yes No

10. Justification for course change.

The co-convened course is being deleted.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units
Current prerequisite	Proposed prerequisite

Current co-requisite	Proposed co-requisite
Current co-convene with ACC 556	Proposed co-convene with NONE
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

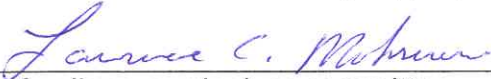
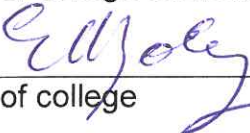
Scott Galland

09/08/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)	Date
	9-22-11
Chair of college curriculum committee	Date
	9-22-11
Dean of college	Date

For Committee use only:

Karen Pussem
UCC/UGC/YCC Approval _____ Date *10/18/11*

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke College of Business 3. Academic Unit: Economics

4. Current course subject and number: ECO 384

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.
(www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm)

Bold the proposed changes in this column to differentiate from what is not changing, and ~~**Bold with strikethrough**~~ what is being deleted.

ECO 384 INTERMEDIATE MICROECONOMICS THEORY (3)
Nature of economic analysis; theories of demand, production, and supply; price and output determination; and resource utilization, and market failure. Letter grade only.
Prerequisites: (ECO 284 or ECO 284H) and ECO 285 and Junior Status

ECO 384 INTERMEDIATE MICROECONOMICS THEORY (3)
Nature of economic analysis; theories of demand, production, and supply; price and output determination; and resource utilization, and market failure. Letter grade only.
Prerequisites: **ECO 201 or equivalent**, (ECO 284 or ECO 284H), ~~and~~ ECO 285, and Junior Status

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?
Yes No

If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

B.S.B.A. Business Economics. The added prerequisite is already a required course for this plan. No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
 If no, explain.

ECO 201 is already a major requirement for the B.S.B.A. Business Economics plan so no plan change proposal is necessary.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

Currently, it is possible for students in 384 to have never encountered regression analysis. This limits the types of assignments that could be used in this course.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units
Current prerequisite (ECO 284 or ECO 284H) and ECO 285 and Junior Status	Proposed prerequisite ECO 201 or equivalent, (ECO 284 or ECO 284H), ECO 285, and Junior Status
Current co-requisite	Proposed co-requisite
Current co-convene with	Proposed co-convene with
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland

09/14/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)

Date

Laurence C. Robinson

9-22-11

Chair of college curriculum committee

Date

E. J. Yancy

9-22-11

Dean of college

Date

For Committee use only:

Karen Pughen

10/18/11

UCC/UGC/YCC Approval

Date

Approved as submitted: Yes No

Approved as modified: Yes No

NAU 2011- 12	ECO 384 (3) <i>INTERMEDIATE MICROECON THEORY</i>	ECN 312, Social and Behavioral Sciences (SB)	
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NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke College of Business 3. Academic Unit: Economics

4. Current course subject and number: ECO 385

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.

(www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm)

**ECO 385 INTERMEDIATE
MACROECONOMICS THEORY (3)**

Measurement of economic activity; classical, Keynesian, neo-Keynesian, and monetarist theories of income and employment; fiscal and monetary policy; economic growth and fluctuations; global implications of international trade and production. Letter grade only. Prerequisite: (ECO 284 or ECO 284H) and ECO 285 and Junior Status

Bold the proposed changes in this column to differentiate from what is not changing, and ~~**Bold with strikethrough**~~ what is being deleted.

**ECO 385 INTERMEDIATE
MACROECONOMICS THEORY (3)**

Measurement of economic activity; classical, Keynesian, neo-Keynesian, and monetarist theories of income and employment; fiscal and monetary policy; economic growth and fluctuations; global implications of international trade and production. Letter grade only. Prerequisite: **ECO 201 or equivalent**, (ECO 284 or ECO 284H), ~~and~~ ECO 285, and Junior Status

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)? Yes No
 If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

B.S.B.A. Business Economics. The added prerequisite is already a required course for this plan. No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
 If no, explain.

ECO 201 is already a major requirement for the B.S.B.A. Business Economics plan so no plan change proposal is necessary.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

Currently, it is possible for students in 385 to have never encountered regression analysis. This limits the types of assignments that could be used in this course.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units

Current prerequisite (ECO 284 or ECO 284H) and ECO 285 and Junior Status	Proposed prerequisite ECO 201 or equivalent, (ECO 284 or ECO 284H), ECO 285, and Junior Status
Current co-requisite	Proposed co-requisite
Current co-convene with	Proposed co-convene with
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland

09/14/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)

Date

Laurice C. Mahana
 Chair of college curriculum committee

9-22-11

Date

E. J. Kelly

9-22-11

Dean of college

Date

For Committee use only:

Karen Pughen

10/18/11

UCC/UGC/YCC Approval

Date

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke
College of Business

3. Academic Unit: Economics

4. Current course subject and number: ECO 428

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog* .

(www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm)

ECO 428 ADVANCED ENERGY ECONOMICS (3)

The relationship between energy, humans, and the environment, focusing on prospects for a sustainable energy future in urban areas, emerging societies and indigenous communities. This is a project based course. Letter grade only. Prerequisite: ECO 328 and (ECO 201 or STA 270 or STA 275)

Bold the proposed changes in this column to differentiate from what is not changing, and **Bold with strikethrough** what is being deleted.

ECO 428 ADVANCED ENERGY ECONOMICS (3)

The relationship between energy, humans, and the environment, focusing on prospects for a sustainable energy future in urban areas, emerging societies and indigenous communities. This is a project based course. Letter grade only. Prerequisite: ECO (**324 or 328**) and (ECO 201 or STA 270 or STA 275)

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?
Yes No

If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

B.S.B.A. Business Economics; General Economics Concentration (elective), and Environmental Concentration (elective). The added prerequisites (ECO 324 or 328) are already named major electives in both concentrations that also include ECO 428. No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted? Yes No

If no, explain.

ECO 324 and 328 are already named major electives in the plan. No plan change proposal is necessary.

8. Does this course include combined lecture and lab components? Yes No

If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

Either 324 or 328 will provide students with the foundation for 428. If we allow 324 as a prerequisite we also will be able to draw from a larger pool of students which may be necessary in order to reach a minimum threshold of 20 students for the 428 course to ever get it offered.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units
Current prerequisite ECO 328 and (ECO 201 or STA 270 or STA 275)	Proposed prerequisite ECO (324 or 328) and (ECO 201 or STA 270 or STA 275)
Current co-requisite	Proposed co-requisite
Current co-convene with	Proposed co-convene with
Current cross list with	Proposed cross list with

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland

09/13/2011

Reviewed by Curriculum Process Associate

Date

Approvals:

Department Chair/ Unit Head (if appropriate)

Date

Lawrence C. Mahan

9-22-11

Chair of college curriculum committee

Date

Ed Joyce

9-22-11

Dean of college

Date

For Committee use only:

Karen Pughen

10-18-11

UCC/UGC/YCC Approval

Date

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC

Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke College of Business

3. Academic Unit: Economics

4. Current course subject and number: ECO 446

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.

www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm

ECO 446 INTRODUCTION TO ECONOMETRICS (3)

This course is an examination of theory and application of econometrics. The focus is on using the basic regression model, understanding Ordinary Least Squares, analyzing the assumptions of the Classical Model and applications of regression analysis in areas such as time series methods, forecasting, simultaneous equations, and dummy dependent variable techniques. Letter grade only. Prerequisite: ECO 201 and Junior Status or higher

Bold the proposed changes in this column to differentiate from what is not changing, and **Bold with strikethrough** what is being deleted.

ECO 446 INTRODUCTION TO ECONOMETRICS (3)

This course is an examination of theory and application of econometrics. The focus is on using the basic regression model, understanding Ordinary Least Squares, analyzing the assumptions of the Classical Model and applications of regression analysis in areas such as time series methods, forecasting, simultaneous equations, and dummy dependent variable techniques. Letter grade only. Prerequisite: **CIS 120**, ECO 201, **ECO (284 or 285)**, and Junior Status or higher.

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)? Yes No
 If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

B.S.B.A. Business Economics (elective). The added pre-requisite courses are already requirements for the plan. No additional support is necessary.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
 If no, explain.

CIS 120, ECO 284, and ECO 285 are already required courses for the plan. No plan change proposal is necessary.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

ECO 446 builds models of the economy that require students to have a basic knowledge of CIS 120 and a fundamental knowledge of economic principles.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units

Current prerequisite ECO 201 and Junior Status or higher	Proposed prerequisite CIS 120, ECO 201, ECO (284 or 285), and Junior Status or higher.
Current co-requisite	Proposed co-requisite
Current co-convene with	Proposed co-convene with
Current cross list with	Proposed cross list with

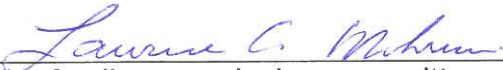
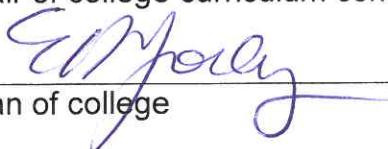
Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland
 Reviewed by Curriculum Process Associate

09/13/2011
 Date

Approvals:

Department Chair/ Unit Head (if appropriate)	Date
	9-22-11
Chair of college curriculum committee	Date
	9-22-11
Dean of college	Date

For Committee use only:

Karen Pughen

10-18/11

UCC/UGC/YCC Approval

Date

Approved as submitted: Yes No

Approved as modified: Yes No



NORTHERN ARIZONA UNIVERSITY

UCC/UGC/YCC Proposal for Course Change

FAST TRACK (Select if this will be a fast track item. Refer to UCC or UGC Fast Track Policy for eligibility)

1. Effective **BEGINNING** of what term and year?: Spring 2012

See effective dates calendar.

2. College: The W.A. Franke
College of Business

3. Academic Unit: Management

4. Current course subject and number: MGT 436

5. Current **title, description** and **units**. Cut and paste, in its entirety, from the current on-line academic catalog*.

www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm

MGT 436 ISSUES IN HUMAN RESOURCE MANAGEMENT (3)

In-depth analysis of selected complex issues in human resource management with an emphasis on strategies for effective problem solution and intervention. Letter grade only. Prerequisite: MGT 300 and Business Professional Program

Bold the proposed changes in this column to differentiate from what is not changing, and ~~**Bold with strikethrough**~~ what is being deleted.

MGT 436 ISSUES IN HUMAN RESOURCE MANAGEMENT (3)

In-depth analysis of selected complex issues in human resource management with an emphasis on strategies for effective problem solution and intervention. Letter grade only. Prerequisite: MGT 300, **MGT 310**, and Business Professional Program

*if there has been a previously approved UCC/UGC/YCC change since the last catalog year, please copy the approved text from the proposal form into this field.

6. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)? Yes No
 If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

7. Is there a related plan or sub plan change proposal being submitted? Yes No
 If no, explain.

8. Does this course include combined lecture and lab components? Yes No
 If yes, note the units specific to each component in the course description above.

9. Is there a course fee? Yes No

10. Justification for course change.

NEED

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

If the changes included in this proposal are significant, attach copies of original and proposed syllabi

CURRENT	PROPOSED
Current course subject and number	Proposed course subject and number
Current number of units	Proposed number of units
Current short course title	Proposed short course title (max 30 characters)
Current long course title	Proposed long course title (max 100 characters)
Current grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>	Proposed grading option letter grade <input type="checkbox"/> pass/fail <input type="checkbox"/> or both <input type="checkbox"/>
Current repeat for additional units	Proposed repeat for additional units
Current max number of units	Proposed max number of units
Current prerequisite MGT 300 and Business Professional Program	Proposed prerequisite MGT 300, MGT 310, and Business Professional Program
Current co-requisite	Proposed co-requisite
Current co-convene with	Proposed co-convene with

Current cross list with	Proposed cross list with
-------------------------	--------------------------

Answer 11-15 for UCC/YCC only:

11. Is this course an approved Liberal Studies or Diversity course? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
12. Do you want to remove the Liberal Studies or Diversity designation? Yes No
 If yes, select all that apply. Liberal Studies Diversity Both
13. Is this course listed in the Course Equivalency Guide? Yes No
14. Is the course a Common Course as defined by your Articulation Task Force? Yes No
15. Is this course a Shared Unique Numbering (SUN) course? Yes No

Scott Galland **09/13/2011**
 Reviewed by Curriculum Process Associate Date

Approvals:

Department Chair/ Unit Head (if appropriate)	Date
<i>Laurie C. Mohr</i>	<i>9-22-11</i>
Chair of college curriculum committee	Date
<i>Ally Joek</i>	<i>9-22-11</i>
Dean of college	Date

For Committee use only:

Karen Pughen

10/18/11

UCC/UGC/YCC Approval

Date

Approved as submitted: Yes No

Approved as modified: Yes No

University Curriculum Committee
Proposal for New Course

1. Is this course being proposed for Liberal Studies designation? Yes No
If yes, route completed form to Liberal Studies.

2. New course effective beginning what term and year? (ex. Spring 2009, Summer 2009) *See effective dates schedule.* FALL 2012

3. College Office of Vice Provost Academic Affairs 4. Academic Unit /Department Undergraduate Studies

5. Course subject/catalog number BUS 450C 6. Units/Credit Hours _____

7. Long course title Capstone on Integrative Learning
(max 100 characters including spaces)

8. Short course title (max. 30 characters including spaces) Capstone on Integrative Learning

9. Catalog course description (max. 30 words, excluding requisites).

This capstone course is the culminating course for the Bachelor of University Studies designed to link to your cumulative academic experience by offering an internship opportunity, integrating real world experiences with personalized competency development and preparing you to enter the workforce.

10. Grading option:
Letter grade Pass/Fail or Both
(If both, the course may only be offered one way for each respective section.)

11. Co-convened with _____ 11a. Date approved by UGC _____
(Must be approved by UGC prior to bringing to UCC. Both course syllabi must be presented)

12. Cross-listed with _____
(Please submit a single cross-listed syllabus that will be used for all cross-listed courses.)

13. May course be repeated for *additional* units? yes no
a. If yes, maximum units allowed? _____
b. If yes, may course be repeated for additional units in the same term? yes no
(ex. PES 100)

14. Prerequisites (must be completed *before* proposed course) Enrolled in the BUS major

15. Corequisites (must be completed *with* proposed course) _____

16. Is the course needed for a new or existing plan of study (major, minor, certificate)? yes no

Name of plan?

Bachelor of University Studies (B.U.S.)

Note: If required, a new plan or plan change form must be submitted with this request.

17. Is a potential equivalent course offered at a community college (lower division only) yes no
 If yes, does it require listing in the Course Equivalency Guide? yes no
 Please list, if known, the institution and subject/catalog number of the course _____

18. Names of current faculty qualified to teach this course: N/A

19. Justification for new course, including unique features if applicable. (Attach proposed syllabus in the approved university format).


This course is an option in the new BUS degree plan to meet the University Capstone requirement.

For Official AIO Use Only: Component Type Consent Topics Course
--

35. Approvals

Department Chair (if appropriate)	Date
Chair of college curriculum committee	Date
Dean of college Scott Galland/Bonita Switala	Date 3/24/11
Curriculum Process Associate	Date

For Committees use only

	<u>10/18/11</u>
For University Curriculum Committee	Date

Action taken: ✓ Approved as submitted _____ Approved as modified

University Curriculum Committee

Proposal for New Academic Plan, Plan Change, or Plan Deletion

1. College <u>Vice Provost of Academic Affairs</u>	2. Academic Unit/Department <u>Undergraduate Studies</u>
3. Academic Plan Name <u>Bachelor of University Studies (BUS)</u>	4. Subplan (if applicable)? _____
5. Academic Plan Code _____	6. Subplan Code (if applicable)? _____
7. Effective Date <u>Fall 2011</u>	<small>To check/uncheck, right-click boxes →Select "Properties"</small>
8. Is this proposal for a:	<input checked="" type="checkbox"/> New Plan <input type="checkbox"/> Plan Change* <input type="checkbox"/> Plan Deletion
	<input type="checkbox"/> New Subplan <input type="checkbox"/> Subplan Change <input type="checkbox"/> Subplan Deletion

**Plan changes must be accompanied by an updated 8-semester plan.*

9. ALL Education plans, please indicate NCATE Designation:

- Initial Plan Advanced Plan Remove Designation
- Change from Initial to Advanced Plan Change from Advanced to Initial Plan

Number of Requirement Units:

-in Existing Major Plan ___

-in Proposed Major Plan ___

If applicable:

-in Existing Subplan ___

-in Proposed Subplan ___

10.

For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* online academic catalog: (<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>) Be sure you include all catalog text that pertains to this plan change.

New Plans should also complete this column.

BUS Bachelor of University Studies

Students with 60 or more units of earned college-level coursework and with the recommendation of an advisor can take advantage of this degree completion program that provides the flexibility to change direction and build upon prior educational experiences in multiple disciplines. This degree is designed to provide a breadth of rigorous study in two areas, integrated through focused preparation.

To earn this degree, you must successfully complete at least 120 units of coursework, as described in the sections that follow:

- **at least 35 units of liberal studies requirements (35 units). You may not use the same course from your major to fulfill your Liberal Studies distribution requirements.**
- **at least 36 units of major requirements.**
- **elective courses, if needed, to reach an overall total of at least 120 units.**

Be aware that some required courses may have prerequisites that you must also take. Check the courses in the appropriate subject. (You may be able to count these prerequisites toward your liberal studies or general elective credit.)

Please note that you must complete

Show the proposed changes in this column. Please BOLD the changes, to differentiate from what is not changing and change font color to red for what is being deleted.

(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

Northern Arizona University's diversity requirements by taking two 3-unit courses, one in U.S. ethnic diversity and one in global diversity awareness. These courses may be used to meet other requirements within your academic plan if you choose them carefully. Click here for a [list of the available diversity courses](#).

Northern Arizona University requires at least 30 units of coursework must be upper-division courses (those numbered 300 and above) and 30 units of courses must be taken at NAU, of which at least 18 must be upper division.

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least 120 units to graduate. Contact your advisor for details.

Admission

To be admitted into a BUS plan, you must have at least 60 units of college level coursework successfully completed or in progress. Application to the program is made through the Gateway Student Success Center, subject to approval of the BUS Faculty Steering Committee and the BUS Academic Administrator (Vice Provost for Academic Affairs or designee). You must also meet with a Gateway advisor to determine career planning appropriateness, obtain an advisor recommendation, and file an approved change of major request.

Major Requirements

You must complete the following:

- a junior level writing course from a discipline or ENG 302W or ENG 305W (3 units)
- a capstone course from a discipline or BUS 450C (3 units)

You must take at least 36 units from:

- The successful completion of two minors is needed to fulfill the major requirement for the BUS degree. See the list of BUS approved minors. One of your minors can be the BUS Individualized Minor (36 units)

The option of an BUS individualized minor is available only for students admitted into the BUS plan.

General Electives

Additional coursework is required, if, after you have met the previously described requirements, you have not yet completed a total of 120 units of credit.

You may take these remaining courses from any academic areas that will support your specific interests and goals. You are encouraged to pursue skills and experiences that will be valued in your career plans, such as a second language, study abroad, or internships. You should consult with your advisor to select courses that will be most advantageous to you.

(Please note that you may also use prerequisites or transfer credits as electives if they weren't used to meet your major, liberal studies or diversity requirements).

11. For undergraduate plans, will this requirement be a Student Individualized Plan*? No Yes

*A *Student Individualized Plan* is an academic requirement that varies by student, such as the 15-unit BAiLS focus, for which coursework requirements are established by the student in consultation with the advisor.

If **yes**, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

12. For undergraduate plans, will a milestone** be used to:
- a. verify satisfactory completion of a non-course requirement.
 - b. indicate admission to a major.
 - c. will not be used.

**A *Milestone* is used to record non-course requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status.

If **yes**, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

13. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

- **Demonstrate the intellectual and practical skills of written/oral communication, analytic reasoning/critical thinking, and quantitative reasoning**
- **Apply knowledge of human cultures, diversity, and global issues to intra/interpersonal situations**
- **Apply knowledge of the physical/natural world and scientific literacy in appropriate contexts and to situations involving the interaction of any environment**
- **Demonstrate problem solving and application of skills in a real world setting**
- **Synthesize the skills and objectives from the breadth of liberal studies, diversity, and two disciplines to apply to novel situations specific to career goals**

14. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

Research indicates that employers are seeking baccalaureate graduates with a breadth of preparation--a portfolio of competencies. The proposed degree plan is intended to provide an alternative path to degree for students, who languish or encounter obstacles in pursuit of specialized majors. This plan will integrate prior learning with a multi-disciplinary approach designed to develop the competencies sought by employers across sectors of the economy. The plan is intended to increase rates of graduation and to lower excess earned credits among students who encounter obstacles to degree as the result of transfer, upper division change of major, indecision regarding major, restrictive academic policies within a major, or return after a stop-out.

Students with 60 units or more beginning an entirely new major are typically unable to fulfill degree requirements within the preferred four years. The BUS degree allows students with prior coursework to maximize application of earned credits and pursue a line of study in support of their career objectives. The option to pursue two minors in lieu of a single major, with an individualized minor option creates the flexibility to maximize prior studies, focus on current interests related to career objectives, and/or maintain a breadth of interests without sacrificing academic rigor.

15. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?

The BUS degree will utilize existing academic plans, except in cases for which an Individualized Minor is developed. The program will be governed by a faculty steering committee, which will be convened in Fall 2010 from among faculty across campus. In advance of that, the University Assessment Committee will develop an initial/draft plan for program assessment, to be finalized by the faculty steering committee. The

Steering Committee will oversee implementation and ongoing operation of the program, with support of the Office of the Vice Provost for Academic Affairs and the Gateway Student Success Center. Guidance to for application for admission and advisement will be provided by Gateway staff. Admission decisions will be based on the assessment/recommendation of the advisor and endorsement of the faculty steering committee. Individualized Minor plans will require faculty time for guidance to students as they develop their plan, but the expectation is that election of this option will be limited and should not exceed typical requests for exceptions and individualization that occur now. Most students are expected to fulfill the capstone requirement with courses embedded in a minor program. With an estimated 160 students potentially eligible for this program at any given time, we do not expect much demand for the dedicated capstone course (BUS 450C). Sections of BUS 450C will be taught by university faculty recruited by the program steering committee.

16. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU?

If so, attach supporting documentation from the affected departments/units and college dean.

We do not expect there to be substantial impact on minor program enrollments, as students will select from among the many (87 in total as of fall 2010) minors available. College Deans were invited to identify minors that should be excluded from the B.U.S. program due to capacity constraints or other concerns. No requests were made to exclude specific minor plans from the BUS.

17. Will present library holdings support this academic plan/subplan? **Yes**

18. Person(s) to contact for questions about details of this proposal:

Karen Pugliesi and Debra Larson

19. APPROVALS

Signed: Department Chair (if appropriate)	Print Last Name	Date
Signed: Chair of College Curriculum Committee	Print Last Name	Date
Signed: Dean of College	Print Last Name Galland	Date
Signed: Curriculum Process Associate	Print Last Name	Date

FOR COMMITTEE'S USE ONLY

Karen Pugliesi

10-18-11

For University Curriculum Committee

Date

Action taken: Approved as submitted Approved as modified

From: J Allen Woodman
Sent: Thursday, March 24, 2011 2:20 PM
To: Jean M Boreen
Subject: Bachelor of University Studies/ENG 302W & ENG 305W

The English Department is happy to support the new Bachelor of University Studies (BUS) program's request to use our ENG 302W and ENG 305W courses for one of their JLW course choices, as long as our department continues to receive funding to hire qualified instructors from the Provost's Office to cover the increased demand for course sections of ENG 302W and ENG 305W.

Best,

Allen

Allen Woodman, Chair
English Department

BUS Degree Program Design Proposal
4/5/11

Interdisciplinary Program Development Committee: Sara Aleman, Marc Chopin, Deb Larson, Steve Palmer, Karen Pugliesi, Mikhael Star, Michael Stevenson

Degree:

Bachelor of University Studies (BUS)

Unit:

Undergraduate Studies

Background:

Research indicates that employers are seeking baccalaureate graduates with a breadth of preparation--a portfolio of competencies. The proposed degree plan is intended to provide an alternative path to degree for students, who languish or encounter obstacles in pursuit of specialized majors. This plan will integrate prior learning with a multi-disciplinary approach designed to develop the competencies sought by employers across sectors of the economy. The plan is intended to increase rates of graduation and to lower excess earned credits among students who encounter obstacles to degree as the result of transfer, upper division change of major, indecision regarding major, restrictive academic policies within a major, or return after a stop-out.

Students with 60 units or more beginning an entirely new major are typically unable to fulfill degree requirements within the preferred four years. The BUS degree allows students with prior coursework to maximize application of earned credits and pursue a line of study in support of their career objectives. The option to pursue two minors in lieu of a single major, with an individualized minor option creates the flexibility to maximize prior studies, focus on current interests related to career objectives, and/or maintain a breadth of interests without sacrificing academic rigor.

Governance:

- BUS Faculty Steering Committee to be convened in Fall 2011 and responsible for: curriculum development, operational and admissions oversight, and program assessment
- The University Assessment Committee will develop the initial assessment plan design that includes a "portfolio of competencies" approach, and will review the implementation of the assessment plan and resulting reports

Curricular Components:

Liberal Studies: 35

Diversity: 6

Major: 36-48

Electives: 31-43

Phase I- Degree completion program for rapid implementation in 2011-12

Learning Outcomes:

Outcomes were developed on the basis of information about employer expectations for baccalaureate graduates provided by AAC&U and the Collegiate Research Institute:

- Demonstrate the intellectual and practical skills of written/oral communication, analytic reasoning/critical thinking, and quantitative reasoning
- Apply knowledge of human cultures, diversity, and global issues to intra/interpersonal situations
- Apply knowledge of the physical/natural world and scientific literacy in appropriate contexts and to situations involving the interaction of any environment
- Demonstrate problem solving and project management in a real world setting
- Synthesize the skills and objectives from the breadth of liberal studies, diversity, and two disciplines to apply to novel situations specific to career goals

Admission:

Application to Gateway Student Success Center

Applications for admission will not be accepted until Fall 2011

Eligibility Criteria- 60 or more earned college-level units and advisor recommendation

Admission Decision- Faculty Steering Committee recommendation to Vice Provost

Major Requirements:

Two minors from an approved list of minors. This approved list of minors includes only those minors that the various Colleges and academic units have approved for inclusion into the BUS

One of the two minors may be a BUS Individualized Minor (new)

The option of an individualized minor is available only for students admitted into the BUS plan. A faculty supervisor is assigned in consultation with the advisor. The minor plan is developed with faculty supervision and must be approved by the faculty supervisor, the Faculty Steering Committee, and the BUS academic administrator (Vice Provost for Academic Affairs or designee).

To complete this minor, you must complete 18 units:

- 9 units must be upper division courses.
- courses cannot overlap with the other minor taken to meet the BUS requirements or with the Liberal Studies distribution requirements, and cannot utilize developmental, PES, NAU, MS, or AS courses.

Students must maintain a GPA of 2.0 in the individualized minor.

JLW Course: a junior-level writing course from a discipline or ENG302W or ENG305W. Consent for the inclusion of ENG courses has been obtained from CAL.

Capstone: a capstone course from a discipline or BUS Capstone (new)

BUS 450C – Capstone on Integrative Learning: This capstone course is the culminating course for the Bachelor of University Studies designed to link to your cumulative academic experience by offering an internship opportunity, integrating real world experiences with personalized competency development and preparing you to enter the workforce. Available to only students enrolled in the BUS major. The Liberal Studies committee has reviewed the course proposal and has approved it for use as a Capstone course. Notes: We expect that most students will fulfill capstone through courses linked to minors.

There will be limited demand and enrollment. Course supervision from the faculty will be provided by the faculty steering committee in conjunction with the vice provost.

Advising:

- Gateway Student Success Center
- Protocol- Encourage second language, study abroad, internship; strong focus on career planning
- Faculty in units offering minor will offer academic/professional mentoring

Assessment:

- Faculty steering committee will finalize assessment plan proposed by University Assessment Committee.
- Likely strategy will involve a full portfolio in Phase II that is created through advisement and/or in BUS capstone course. The current BUS 450C course includes an extensive report with phased deliverables. This report will form a key component to the full portfolio.
- OAA and UAC will support program assessment, per regular processes.

Phase II- Expand thematic interdisciplinary opportunities for implementation in 2012-13

In phase II we will create a distinct track for the program that will serve students seeking a thematic interdisciplinary learning experience. Faculty will be recruited to participate in development of this phase of the program. The current committee envisions the following:

- Minors of 18 units in diversity, sustainability & entrepreneurship will be developed to augment the existing minor in global studies
 - New minors to be designed by faculty groups using existing courses
 - Minor requirements will have clearly explicated requisite structures
- Admission not restricted to upper division students
- Individualized minor option will be limited to students with 60 or more units
- Degree portfolio assessment approach will be designed and incorporated into the curriculum plan.

University Curriculum Committee

Proposal for New Academic Plan, Plan Change, or Plan Deletion

1. College	Vice Provost of Academic Affairs	2. Academic Unit/Department	Undergraduate Studies
3. Academic Plan Name	Bachelor of University Studies (BUS); Individualized Minor	4. Subplan (if applicable)?	N/A
5. Effective Date	FALL 2011	Right-click boxes to check/uncheck → Select "Properties"	
6. Is this proposal for a:	<input checked="" type="checkbox"/> New Plan	<input type="checkbox"/> Plan Change*	<input type="checkbox"/> Plan Deletion
	<input type="checkbox"/> New Subplan	<input type="checkbox"/> Subplan Change	<input type="checkbox"/> Subplan Deletion

**Plan changes must be accompanied by an updated 8-semester plan.*

7. ALL Education plans, please indicate NCATE Designation:

- Initial Plan
 Advanced Plan
 Remove Designation
 Change from Initial to Advanced Plan
 Change from Advanced to Initial Plan

Number of Requirement Units:

-in Existing Major Plan ___

-in Proposed Major Plan ___

If applicable:

-in Existing Subplan ___

-in Proposed Subplan ___

8.

For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* on line academic catalog: (<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>) Be sure you include all catalog text that pertains to this plan change.

For New Plans, complete this column.

Individualized Minor

The option of an individualized minor is available only for students admitted into the BUS plan. A faculty supervisor is assigned in consultation with the advisor. The minor plan is developed with faculty supervision and must be approved by the faculty supervisor, the BUS Faculty Steering Committee, and the BUS academic administrator (Vice Provost for Academic Affairs or designee).

To complete this minor, you must complete 18 units:

- **9 units must be upper division courses.**
- **courses cannot overlap with the other minor taken to meet the BUS requirements or with the Liberal Studies distribution requirements, and cannot utilize developmental, PES, NAU, MS, or AS courses.**

Students must maintain a GPA of 2.0 in the individualized minor.

Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing and change font color to red for what is being deleted.

(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

9. For undergraduate plans, will this requirement be a Student Individualized Plan*?

No

Yes

*A Student Individualized Plan is an academic requirement that varies by student, such as the 15-unit

BAiLS focus, for which coursework requirements are established by the student in consultation with the advisor.

If **yes**, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

10. For undergraduate plans, will a milestone** be used to:

- a. verify satisfactory completion of a non-course requirement.
- b. indicate admission to a major.
- c. will not be used.

**A Milestone is used to record non-course requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status.

If **yes**, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

11. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

12. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

The individualized minor is an option only for students admitted into the Bachelor of University Studies plan.

13. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?

14. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU?
If so, attach supporting documentation from the affected departments/units and college dean.

15. Will present library holdings support this academic plan/subplan?

Approvals

Department Chair/ Unit Head (if appropriate) Date

Chair of college curriculum committee Date

Dean of college Date

Curriculum Process Associate Date

For committee use only

Karen Pughen

For University Curriculum Committee 10/18/11
Date

Action taken: approved as submitted approved as modified



LIBERAL STUDIES PROPOSAL/DELETION FORM

CHECK THE APPROPRIATE BOX(ES)

Distribution Blocks

- This is a new course that I want to offer for Liberal Studies **Distribution Block** credit. A UCC New Course Proposal Form must also be submitted to the UCC.
- This is an existing course that is not currently approved for liberal studies **Distribution Block** credit, but I would like for it to be considered for the next catalog year.
- This course is already approved for liberal studies **Distribution Block** credit, but I would like to realign it with the liberal studies changes that took effect in fall 2007.
- This course is already approved for liberal studies **Distribution Block** credit, but I would like to make substantial changes to the syllabus, so I am submitting it for re-approval. *Provide details about the change(s) here or on the attached syllabus.* A UCC Course Change Proposal Form may also need to be submitted to the UCC.
- This course is already approved for liberal studies **Distribution Block** credit, but I would like to delete it from the list of approved courses. *If the course is to be deleted from the catalog a UCC Course Deletion Form also must be submitted to the UCC*

Junior Level Writing

- This is a new course that I want to offer as a **Junior Level Writing** course. A UCC New Course Proposal Form must also be submitted to the UCC.
- This is an existing course that is not currently approved as a **Junior Level Writing** course, but I would like for it to be considered for the next catalog year.
- This course is already approved as a **Junior Level Writing** course, but I would like to make substantial changes to the syllabus, so I am submitting it for re-approval. *Provide details about the change(s) here or on the attached syllabus.* A UCC Course Change Proposal Form may also need to be submitted to the UCC.
- This course is already approved as a **Junior Level Writing** course, but I would like to delete it from the list of approved courses. *If the course is to be deleted from the catalog a UCC Course Deletion Form also must be submitted to the UCC*

Senior Capstone

- This is a new course that I want to offer as a **Senior Capstone**. A UCC New Course Proposal Form must also be submitted to the UCC.
- This is an existing course that is not currently approved as a **Senior Capstone** course, but I would like for it to be considered for the next catalog year.
- This course is already approved as a **Senior Capstone** course, but I would like to make substantial changes to the syllabus, so I am submitting it for re-approval.

Provide details about the change(s) here or on the attached syllabus.

A UCC Course Change Proposal Form may also need to be submitted to the UCC.

- This course is already approved as a **Senior Capstone** course, but I would like to delete it from the list of approved courses.
If the course is to be deleted from the catalog a UCC Course Deletion Form also must be submitted to the UCC
- Other.** Please explain.

PROVIDE THE FOLLOWING INFORMATION

Course subject/catalog number: **BUS 450C**

Course title: **Capstone on Integrative Learning**

Department chair name, phone, email: **Karen Pugliesi, 928-523-1593,
Karen.Pugliesi@nau.edu**

College contact name, phone, email: **same as above**

SELECT ONE DISTRIBUTION BLOCK *If a topics course, must apply to ALL sections.*

- | | |
|---|--|
| <input type="checkbox"/> Aesthetic and Humanistic Inquiry | <input type="checkbox"/> Cultural Understanding |
| <input type="checkbox"/> Science/Applied Science | <input type="checkbox"/> Social and Political Worlds |

SELECT ONE ESSENTIAL SKILL TO BE ASSESSED

- | | | |
|---|---|---|
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Effective Writing | <input type="checkbox"/> Effective Oral Communication |
| <input type="checkbox"/> Scientific Reasoning | <input type="checkbox"/> Quantitative Reasoning | |

Is this a topics course? yes no

Approvals:

Department chair: _____

Department curriculum committee chair: _____

Dean of college: _____

When completed, please save this proposal (with the syllabus pasted below) as a .doc file and email it as an attachment to joseph.marques@nau.edu. Please

also send a hard copy, complete with signatures, to Joseph Marques at NAU Box 4122.

Date _____ For Liberal Studies Committee
 Approved as submitted Approved as modified

Date 10/18/11 For University Curriculum Committee
 Approved as submitted Approved as modified
Karen Pughen

*The syllabus below represents a **master syllabus**, which means that it reflects elements common among all sections of this course.*

For topics courses, the syllabus below identifies the student learning outcomes that will be found in all topic syllabi, and also explains by what methods student learning outcomes will be assessed in all topic syllabi offered under this course number.

Click [here](#) for a syllabus template.



COURSE SYLLABUS
Undergraduate Studies
BUS450C
Capstone on Integrative Learning
Fall 2011
3 credit hours

Instructor:

Office:

Office hours:

Email:

Phone:

Course Prerequisite: Enrolled in BUS major.

Capstone Description:

This capstone course is the culminating course for the Bachelor of University Studies designed to link to your cumulative academic experience by offering an internship opportunity, integrating real world experiences with personalized competency development and preparing you to enter the workforce. Thus, the capstone internship is an opportunity for you to take ownership of your competency development.

Over the course of the semester you will work with a community organization or business. In the process you will be exposed to and hopefully acquire, develop, and refine specialized skills. The capstone internship is designed to increase your awareness of how businesses, organizations, and focused projects operate and to provide an understanding of how your individual experience is connected to the larger social, political, and economic structures.

Liberal Studies Information:

What is a Capstone? A Capstone is a culminating experience. In the Bachelor of University Studies (BUS) degree, it is an internship opportunity that allows students to demonstrate they have developed an integrated understanding of real world experiences about how businesses, organizations, and focused projects operate.

Capstone Learning Outcomes:

- Demonstrate the intellectual and practical skills of written/oral communication, analytic reasoning/critical thinking, and quantitative reasoning in a final internship report.
- Apply knowledge of human cultures, diversity, and global issues to intra/interpersonal situations.
- Apply knowledge of the physical/natural world and scientific literacy in appropriate contexts and to situations involving the interaction of any environment.
- Demonstrate problem solving and application skills in a real world setting.

NOTE: All of the above may be included in the final internship report with the instructor's supervision.

Capstone Requirements:

- Students will complete 8-10 hours of work per week at an approved internship site during the semester of enrollment.
- Students will complete an Internship Proposal.
- Students will draft a Resume that includes your internship experience.
- Students will write a final culminating internship/capstone report with intermediate draft deliverables.
- Students will share learning experiences during periodic class sessions.
- Students will take individual initiative to develop competency skills.
- Students will critically consider how this experience relates to your future goals.
- Students will have their internship supervisor complete a culminating internship appraisal.

Capstone Expectations:

All participants are expected to:

- Display intellectual curiosity
- Create a learning environment based on respect and encouragement
- Be in class on time
- Submit all assignments on time
- Abide by the Northern Arizona University Code of Academic Integrity

Capstone Structure:

The capstone is focused on the time you spend at your internship site. Because the requirements outside the course are extensive, we will only meet for five class sessions in which all enrolled students are required to attend. Also, each student will schedule at least two individualized sessions with the instructor.

Internship Commitment:

You are required to complete 8-10 hours per week for 13 weeks at an approved internship site during the semester of enrollment in BUS 450C. You must document the hours worked and could be penalized if you have not met the minimum requirement of 104 internship hours. The instructor and the Gateway Advising Centers are available to help locate opportunities and to offer support so you can complete your commitment on time. The projected number of internship hours must be included in your internship proposal and documented by your internship supervisor in the appraisal.

Resume:

During our third class session, we will talk about how to market your capstone experience. Following this session, you will be asked to create or update a resume that references your studies to date. With a partner, you will critique your resume and turn in a final version.

Final Internship/Capstone Report:

During your internship experience, you will be drafting your internship/capstone report that is due at the end of the semester. These basic items in your report include:

- Description of site and activity
- Reflection on diversity experience
- Discussion of skills learned
- Discussion of methods used
- Activities you took on as an individual, within a group, or in a leadership role
- Personal learning and application of course knowledge
- A description of one or more problem solving experiences
- Concepts that you applied that relate to area of study
- Use of technical and interactional knowledge expressed in scientific terms
- Analysis and conclusion

Textbooks and Required Materials:

Professionalism is for Everyone: Five Keys to Being a True professional, The Goals Institute, 11th Printing, 2011.

Workplace Writing, S. Gerson and S. Gerson, Prentice Hall, 2010.

Grading:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
<60%	F

Internship Commitment:	
Proposal	100 points
Internship hours	100 points
Supervisor appraisal	100 points
Final Internship/Capstone Report:	
30% Deliverable	50 points
70% Deliverable	100 points
Final	100 points
Resume:	50 points
Class Participation, Class Attendance, Individualized Session	70 points
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Semester Total	670 points

Calendar:

August 29, 2011

Class Meeting: Session 1

Capstone overview, expectations, and internship site review, internship proposal requirements, internship/capstone essay guidelines

September 16, 2011

Class Meeting: Session 2

Internship Proposal due

October 24, 2011

Class Meeting: Session 3

Check-in, marketing the capstone experience, resume creation or update, critique

November 21, 2011

Class Meeting: Session 4

Final resume due and 30% internship/capstone report deliverable due

November 28, 2011

Class Meeting: Session 5

70% internship/capstone report due

December 12, 2011

Final Internship/Capstone Report Due

Course Policies:

Attendance

Attendance is expected at all scheduled meetings. Attendance is considered one measure of professional conduct and demonstrates the behavior expected of an NAU students.

Illness

“While class attendance is required per the above stated policy, please be cautious about attending class if you are feeling ill. Please inform your instructor by phone or e-mail if you are feeling unwell: if you are experiencing flu-like symptoms, you should not attend class;

please take precautions not to infect others and seek medical attention if your symptoms worsen” (Liz Grobsmith, Provost and Vice President for Academic Affairs).

Statement on Plagiarism and Cheating

The University takes an extremely serious view of violations of academic integrity. As members of the academic community, NAU's administration, faculty, staff, and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner. Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation.

Personal Safety

Be mindful of your personal safety and use common sense precautions no matter where you are. Be aware of your surroundings and take advantage of the safety escort service provided by the NAU Police Department (NAUPD) by calling 523-3611. The campus has "blue phones" or emergency phones with a direct push-button line to the police dispatchers. The NAU Police Department Web site nau.edu/police contains a number of tip sheets on issues from residence hall room safety to identity theft tips. Please take a look at this valuable information.

Computer Safety

Be aware that no one at this university will ever contact you via e-mail and ask you any personal information. Be aware of the inherent risks in Internet use and carefully guard your personal information.

Northern Arizona University Policy Statements

Safe Environment Policy

NAU's Safe Working and Learning Environment Policy seeks to prohibit discrimination and promote the safety of all individuals within the university. The goal of this policy is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status and to prevent sexual harassment, sexual assault or retaliation by anyone at this university.

You may obtain a copy of this policy from the college dean's office or from the NAU's Affirmative Action website <http://home.nau.edu/diversity/>. If you have concerns about this policy, it is important that you contact the departmental chair, dean's office, the Office of Student Life (928-523-5181), or NAU's Office of Affirmative Action (928-523-3312).

Students with Disabilities

If you have a documented disability, you can arrange for accommodations by contacting Disability Resources (DR) at 523-8773 (voice) or 523-6906 (TTY), dr@nau.edu (e-mail) or 928-523-8747 (fax). Students needing academic accommodations are required to register with DR and provide required disability related documentation. Although you may request an accommodation

at any time, in order for DR to best meet your individual needs, you are urged to register and submit necessary documentation (www.nau.edu/dr) 8 weeks prior to the time you wish to receive accommodations. DR is strongly committed to the needs of student with disabilities and the promotion of Universal Design. Concerns or questions related to the accessibility of programs and facilities at NAU may be brought to the attention of DR or the Office of Affirmative Action and Equal Opportunity (523-3312).

Institutional Review Board

Any study involving observation of or interaction with human subjects that originates at NAU—including a course project, report, or research paper—must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research-related activities.

The IRB meets monthly. Proposals must be submitted for review at least fifteen working days before the monthly meeting. You should consult with your course instructor early in the course to ascertain if your project needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review. Your instructor and department chair or college dean must sign the application for approval by the IRB. The IRB categorizes projects into three levels depending on the nature of the project: exempt from further review, expedited review, or full board review. If the IRB certifies that a project is exempt from further review, you need not resubmit the project for continuing IRB review as long as there are no modifications in the exempted procedures.

A copy of the IRB Policy and Procedures Manual is available in each department's administrative office and each college dean's office or on their website:

<http://www.research.nau.edu/vpr/IRB/index.htm>. If you have questions, contact the IRB Coordinator in the Office of the Vice President for Research at 928-523-8288 or 523-4340.

Academic Integrity

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Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in Appendix G of NAU's Student Handbook <http://www4.nau.edu/stulife/handbookdishonesty.htm>.

Academic Contact Hour Policy

The Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit) states: "an hour of work is the equivalent of 50 minutes of class time...at least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium as well as a minimum of 30 hours of student homework is required for each unit of credit."

The reasonable interpretation of this policy is that for every credit hour, a student should expect, on average, to do a minimum of two additional hours of work per week; e.g., preparation, homework, studying.

Sensitive Course Materials

If an instructor believes it is appropriate, the syllabus should communicate to students that some course content may be considered sensitive by some students.

“University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In the course of college studies, students can expect to encounter—and critically appraise—materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.”

UNIVERSITY CURRICULUM COMMITTEE

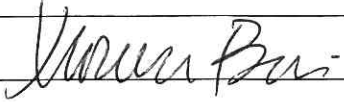




2011 - 2012

MEETING SIGN IN SHEET

DATE: October 18, 2011

NAME	SIGNATURE
ASNAU – WEST, SIDNEY	<i>Sidney West</i>
BAIN, CRAIG (FCB)	<i>Craig Bain</i>
CRAIG, DEBORAH (CHHS)	<i>Debbie J. C.</i>
DECKER, ILENE (CHHS)	<i>Ilene Decker</i>
FOLEY, JEAN ANN (COE)	<i>Jean Ann Foley</i>
GEORGAS, JOHN (CEFNS)	<i>John Georgas</i>
GRUBER, SIBYLLE (CAL)	<i>Sibylle Gruber</i>
HACKSTAFF, KARLA (SBS)	<i>Karla B Hackstaff</i>
HALL, IAN (Library)	
HAMMERSLEY, CHARLES (SBS)	<i>Charles Hammersley</i>
HINSLEY, KIT (CAL)	
HOLCOMB, SARAH (FCB))	
KOZAK, KATHRYN (CCC)	<i>Kathryn Kozak</i>
LOCKARD, LOUISE (COE)	<i>Louise Lockard</i>
POLLAK, PEGGY (CEFNS)	<i>for PEP - William Montgomery</i>
SHINHAM, KATHE (FCB)	<i>Kathe Shinkham</i>
SOMMERNESS, MARTY (SBS)	<i>Marty Sommerness</i>
WOODS, GIOIA (CAL)	<i>Gioia Woods</i>
_____ (Fac. Senate)	

Ex Officio & Guest sign in on back 

EX OFFICIO	SIGNATURE
BAI, MONICA	
DEEGAN, PATRICK	
GALLAND, SCOTT	
HEGG, LUCY	
MCDONALD, MARILYN	
MOONEY, ALECIA	
MORROW, NICOLE	
SCARNATI, BLASE (Liberal Studies)	
WILLIAMS, LISA	
GUESTS (Please Print)	SIGNATURE