

Food Systems Management Certificate

Z2. Program Modification Proposal 2018-2019 (modify, deactivate, or add a new concentration) v.3

General Catalog Information

INSTRUCTIONS for proposal originators

Select "Program" from the radio box below, then complete the information requested for level, curriculum approval committee, type of program, and applicable change requests.

Program Type (Select "Program")* Program
 Shared Core

Action* Modify (less than 50% change)
 Deactivate

Level** Undergraduate Graduate

Curriculum Approval Committee** Undergraduate Committee
 Graduate Committee A (COSM, CECS, CONH, BSOM)
 Graduate Committee B (RSCOB, CEHS, COLA, SOPP)

Approval Route

Choose one or more departments below.

For educator preparation programs include the Teacher Education department.
For interdisciplinary programs include all departments required for program approval.

For Honors, Air Force Studies, and Army Studies, please select "University Programs" from the list of departments and programs below.


Department or Program (for approval process)*

Business, Education, Nursing and Technical


Type of Program** Graduate program in an existing degree
 Undergraduate major in an existing degree
 Undergraduate Minor
 Concentration (new or modified)
 Certificate
 Licensure Program or Endorsement

Select one or more of the following (determines) Request 50% or more of program be offered online
 Request 50% or more of program be offered off-campus
 Request to offer program at a different WSU campus

- approval routing):****
- Request a name change for an UG degree program, major, minor, concentration, or certificate
 - Request a name change for a GR degree program, major, minor, concentration, or certificate
 - Request a new concentration in an existing major/program
 - Request to deactivate any program (degree, major, minor, certificate, concentration, license, or endorsement)
 - Above options do not apply

Import the program data using the import button  above. Do not make any changes to imported information before launching.

Launch  the proposal, then make changes.

IMPORTANT: Be sure to LAUNCH the proposal using the arrow button  above BEFORE you make changes (modify an existing program). If you do not launch the program, your changes will NOT be tracked and a new proposal will be required.

Approve the proposal using the decision  button.

Submit program title changes as a modification and submit a separate deactivate request for the program title to be inactivated. **If the deactivate request is not submitted both programs (old title and new title) remain active and will appear in the catalog.** Program title changes should be approved **at least 60 days before** the requested effective date to allow ample time for approval by the Ohio Department of Higher Education.

TIPS FOR NEW USERS

Turn the help text on by clicking on the following icon .

All fields with an asterisk (*) are required fields.

Supporting documents and additional information may be attached using the

 button located at the top of this form but supporting documents do not replace the required fields in the proposal form.

Please complete a separate form for each request. Note that new degree programs or changes of 50% or more require approval by the Ohio Department of Higher Education (ODHE) and must use the New Program approval proposal form.

Concentrations are tied to a major. New concentrations can be proposed by using this Program Modification form to list the new concentration and requirements within a current major or graduate program.

Educator Preparation Programs (additional ODHE requirements will be identified by the College of Education and Human Services)

Title: Major/Program, Degree or Area of Study Credential

Examples: English, BA or Reading License

Title* Food Systems Management Certificate

College*

Lake Campus

Catalog Display

Select the primary College or Department. **Do not select a program.** This information will determine where a program displays in the catalog. A program may display in only one location, under either a College or Department.

College or Department (for catalog display)*

Business, Education, Nursing and Technical

Requested Effective Term*

- Fall
 Spring
 Summer

Year* 2018

Note: If 50% or more of the program is offered off-campus, mostly on-line, or fully online, ODHE approval and HLC notification is required.

Where is the program offered? (check all that apply)*

- Dayton Campus
 Lake Campus
 Off-Campus in Ohio
 Off-Campus outside Ohio
 Off-Campus outside of the U.S.
 Fully online
 Mostly online (less than 50% offered face-to-face)

If 50% or more offered off-campus or online, describe all delivery and location options

If a change in location (adding or deleting locations), describe change(s) and if 50% or more of program is offered at each location.

Change in location

If program will be offered off-campus, how will services be available to students (advising, tutoring, counseling, financial aid, etc.)?

Program Description

The information entered will appear in the catalog as submitted.

Please include information using the following four headings (Heading 2 format, in the order provided below) for consistent presentation in the catalog.

Program Description

Admission Requirements

Program Learning Outcomes (see examples below)

For more information visit: (include the department website)

Program Learning Outcomes

Examples:

History graduates will be able to:

write proficiently,
understand the methodology that historians use, and
analyze primary sources and secondary works in order to arrive at a coherent and well-organized conclusion.

**Program
Description,
Admission
Requirements,
Learning
Outcomes and
Program/Departm
Links***

Program Requirements:

Use the following template when creating program requirements. **The information will appear in the catalog as entered.**

Wright State Core Requirements (Undergraduate programs only)

Required courses

Elective courses

Other requirements (if applicable)

Total: # Hours (**REQUIRED**)

Undergraduate programs must be 120 credit hours. A minor is made up of at least 12 credit hours. Undergraduate certificates must be between 12 and 21 credit hours with at least 12 credit hours above the 2000-level. For additional information, please refer to the policies for Academic Standards and Curriculum at <http://policy.wright.edu>.

Masters programs must be a minimum of 30 of credit hours. Doctoral programs should be a minimum of 90 credit hours. Graduate certificate programs must be 9-20 credit hours. For additional information, please refer to the policies in the Graduate Council Manual <https://www.wright.edu/graduate-school/graduate-council-manual-graduate-curriculum-procedures>.

Program Requirements*

If there is a program modification that impacts the Graduation Planning Strategy (GPS), indicate this below and complete a separate GPS proposal form so that both the program and GPS are updated in the catalog concurrently to ensure consistency between program requirements and the GPS.

Does this program modification require an update to the Graduation Planning Strategy (GPS)?*

Yes

No

Not applicable - not an undergraduate degree program

Department Chair: Please copy and paste the url (web link) from the GPS modification proposal form.

Additional information, if needed

Program Name Change

Complete this section if the proposal includes a change in the name/title of the degree, major, licensure, or endorsement.

A change in the name/title of the degree and the information below must be approved by the Provost and submitted to the Ohio Department of Education for approval.

Rationale for name change:

Describe how the name change will affect students in the current program.

Are there any administrative, curricular, faculty or support service changes occurring along with the name change? Yes No

If "yes", please describe:

Have the appropriate program accreditation agencies been informed of the proposed change (if applicable)? Yes No Not applicable

Administrative Data

To be completed by Budget

CIP Code

CIP Code Name

To be completed by Registrar

Approved Effective Term Fall
 Spring
 Summer

Year

Banner Program Name

Banner Program Code

Banner Major Name

Banner Major Code

Concentration Name(s) and Code(s), if applicable:

Degree Type

Program Type

