Supervision and Management Concentration

Z2. Program Modification Proposal 2018-2019 (modify, deactivate, or add a new concentration) v.2

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 Lake Campus, College of
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
- ☑ 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 ℹ️.
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* Supervision and Management Concentration

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)*	Lake Campus

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 Requriements, Learning Outcomes and Program/Departm Links*	Agriculture Concentration Supervision and Management Concentration Food Systems Management Concentration	Graphic Design Concentration Multimedia Design Concentration

Program Description:

The Bachelor of Technical and Applied Studies (BTAS) is a completion degree offered through the Lake Campus of Wright State University. It is intended for students who have already completed a two-year degree program or equivalent from an accredited community college, regional campus or technical college, and who wish to pursue a baccalaureate degree. The program(s) of study provides students with knowledge, skills, and dispositions necessary for advancement in their chosen careers, and integrates technical skills developed within applied associate degree programs with professional skills intrinsic in a bachelor's degree program.

Admission Requirements

As a degree completion program of study, students who apply must complete the admission process similar to that of bachelor-degree seeking students on the Dayton Campus. Students must apply to be officially admitted into the BTAS degree and will be expected to meet the following admission requirements. Specifically:

> Associate Degree with a 2.0 GPA <u>or</u> semester hours completed with a 2.0 GPA minimum
> Successful completion of <u>ENG 1100</u>
> Thee (3) other CORE courses completed from Elements 2, 3 or 4

<u>Agriculture Concentration</u>

<u>Supervision and Management Concentration</u>

<u>Food Systems Management Concentration</u>

<u>Graphic Design Concentration</u>

<u>Multimedia Design Concentration</u>

Learning Outcomes

> 1.Students will demonstrate effective written, oral and digital communication skills
>
> 2.Students will apply skills to solve problems and deal with challenging situations in an organizational setting.
>
> 3.Students will develop competencies associated with ethics and social responsibility.

For more information: <u>https://lake.wright.edu/academics/business-education-nursing-and-technical-academic-unit/commerce</u>

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 <u>http://policy.wright.edu</u>.

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 <u>https://www.wright.edu/graduate-school/graduate-council-manual-graduate-curriculum-procedures</u>.

Program Requirements*

Program Requirements:

I. Wright State Core: 38 Hours

Element 1 - Communication: 6 Hours

Element 2 - Mathematics: 3 Hours

Element 3 - Global Traditions: 6 Hours

Element 4 - Arts / Humanities: 3 Hours

Element 5 - Social Sciences: 6 Hours

Element 6: Natural Sciences: 8 Hours

Additional Core Courses: 6 Hours

II. Common BTAS Degree Requirements: 27 Hours

APS 3000 Applied Studies Technologies
APS 3010 Training & Presentations
APS 3020 Applied Business Leadership
APS 3030 Services Marketing
APS 3040 Applied Studies Management
APS 4000 Applied Studies Personnel Management
APS 4010 Applied Studies Legal Issues
APS 4020 Project Evaluation
APS 4030 Applied Studies Finance

III. Concentration Requirements and Electives: 55 Hours

OIS 1150 Business/Office Correspondence
OIS 1160 Introduction to Applied Business
OIS 2120 Financial Recordkeeping
OIS 2170 Integrated Office Software
OIS 2200 Administrative Office Management

Approved Business, Technical Business, and/or related courses *Credit Hours(s): 40*

Total: 120 Hours

Graduation Planning Strategy

The Graduation Planning Strategy (GPS) has been created to illustrate one option to complete degree requirements within a particular time frame. Students are encouraged to meet with their academic advisor to adjust this plan based on credit already earned, individual needs or curricular changes that may not be reflected in this year's catalog.

Commerce (3 yr, No Prior) (GPS)
Commerce (3 yr, Prior) (GPS)
Commerce, Lake Campus (GPS)

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   ○ Yes
◉ No
○ Not applicable - not an undergraduate degree program

Planning Strategy (GPS)?*	
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:	The "Commerce" concentration will be renamed: "Supervision and Management."
	This name change defines the program more clearly so that students have a better understanding of the degree they are getting.
Describe how the name change will affect students in the current program.	This name change gives potential employers a clearer sense of the program in which students have received a degree, and thus it will benefit both current and future students.

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

Degree Type   Bachelor of Technical and Applied Studies

Program Type

Bachelor

Steps for Supervision and Management Concentration

Originator

Status: *Approved*

Participants

🟥 ✅ **Christine Wilson** 11/14/2017 2:29 PM

Activity

Required for Approval:
100% required
Date Completed:
11/14/2017 2:29 PM
Changes: *Yes*
Comments: *No*

▼

Undergraduate Department or Program Curriculum Committee

Status: *Approved*

Participants

▲ **Lake Undergraduate Curriculum Committee**
✅ **Christine Wilson** * 11/14/2017 2:30 PM
▲ **Lake Campus Department Curriculum Committee**
✅ **Christine Wilson** * 11/14/2017 2:30 PM

Activity

Required for Approval:
1% required
Date Completed:
11/14/2017 2:30 PM
Changes: *No*
Comments: *No*
Agenda: *Yes*

* Agenda Administrator

▼

Department Chair or Program Director (proposal review and GPS update)

Status: *Approved*

Participants

▲ **Department Chair or Program Director**
✅ **Cynthia Berelsman** * 11/15/2017 3:19 PM
▲ **Additional Participants**

Activity

Required for Approval:
1% required
Date Completed:
11/15/2017 3:19 PM
Changes: *No*
Comments: *No*
Agenda: *Yes*

* Agenda Administrator

▼

Undergraduate College Curriculum Commitee

Status: *Approved*

Participants	Activity
▲ **Lake Undergraduate Curriculum Committee** ✅ **Christine Wilson** * 12/1/2017 8:34 AM	**Required for Approval:** *100% required* **Date Completed:** *12/1/2017 8:34 AM* **Changes:** *No* **Comments:** *No* **Agenda:** *Yes* ** Agenda Administrator*

▼

Dean | Status: *Approved*

Participants	Activity
▲ **Dean** ✅ **Christine Wilson** * 12/8/2017 9:03 AM	**Required for Approval:** *1% required* **Date Completed:** *12/8/2017 9:03 AM* **Changes:** *No* **Comments:** *No* **Agenda:** *Yes* ** Agenda Administrator*

▼

Undergraduate Curriculum Committee | Status: *Restarted*

Participants	Activity
▲ **Undergraduate Curriculum Committee** **Barb Dunaway** * **Cynthia Riley** * ▲ **Additional Participants**	**Required for Approval:** *100% required* **Date Completed:** *1/9/2018 11:42 AM* **Changes:** *No* **Comments:** *No* **Agenda:** *Yes* ** Agenda Administrator*

▼

Undergraduate Curriculum Committee | Status: *Approved*

Participants	Activity
▲ **Undergraduate Curriculum Committee** **UCC 2018-0124 Programs Agenda:126** 🟦 ✅ **Barb Dunaway** * 1/31/2018 4:39 PM ✅ **Cynthia Riley** * 1/31/2018 4:40 PM	**Required for Approval:** *100% required* **Date Completed:** *1/31/2018 4:40 PM* **Changes:** *Yes* **Comments:** *No* **Agenda:** *Yes* ** Agenda Administrator*

▼

University Faculty Senate

Status: *Working*

Participants

▲ **Faculty Senate**
⭕ **Cynthia Riley** *

Activity

Required for Approval:
100% required
Time Spent: *6 days*
Changes: *No*
Comments: *No*
Agenda: *Yes*

* Agenda Administrator

▼

Provost

Status: *Incomplete*

Participants

Thomas Sudkamp

Step Details

Required for Approval:
100% required
Work: *comment*

▼

Academic Affairs

Status: *Incomplete*

Participants

▲ **Academic Affairs**
Carl Brun *

Step Details

Required for Approval:
1% required
Work: *comment*
Agenda: *Yes*

* Agenda Administrator

▼

Budget

Status: *Incomplete*

Participants

▲ **Budget CIP**
Sommer Todd *

Step Details

Required for Approval:
1% required
Work: *edit, comment*
Agenda: *Yes*

* Agenda Administrator

▼

Registrar

Status: *Incomplete*

Participants

Eric Poch
Melinda Schneider

Step Details

Required for Approval:
100% required
Work: *edit, comment*