

Curricular Action Workflow



Change Program Proposal Form

**Submitted on 11/14/2019 by Brian
Greene (Brian@greene@missouristate.edu).**

Department:

Biology

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Wildlife Conservation and Management-Biology Department-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

↶ ↷ **B** *I* ~~S~~

POWERED BY TINYMCE

Attached [View Attachment](#)

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reason for Proposed Change:

New course options and changes to existing course numbers were needed to update this degree program.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

08/23/2019

Current Status:

College Council Review

Proposal Progress:

11/15/2019 - Submitted by Department Head (S Mathis)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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MENT.

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Wildlife Conservation and Management (Comprehensive)

Bachelor of Science

This major is offered in cooperation with the Department of Environmental Plant Science and Natural Resources.

A. General Education Program and Requirements

Specific General Education Requirements: BIO 121(4); GLG 110(4); GRY 100(3); MTH 135(3) or 138(5)

B. Major Requirements

1. Agriculture Requirements:

- a. AGN 115(3) or AGP 103(3); AGN 143(3), 215(3), 335(3); AGP 365(3) or 370(3); AGR 383(3)-course deleted-see advisor; AGR 490(1)
- b. Select two courses (4-6 hours) from: AGB 354(2); AGN 351(2); AGP 333(3), 485(3), 583(3)

2. Biology Requirements:

- a. BIO 121(4), 122(4), 334(3), 339(2), 373(3)
 - b. Select one option from: BIO 367(3) and 368(1); BIO 436(4), 562(4)
 - c. Select two courses from: BIO 573(3), 575(3), 577(3)
 - d. Public Affairs Capstone Experience will be fulfilled by completion of BIO 373(3) and two additional course from the following: BIO 300(1), 355(4), 370(4), 398(1), 399(1-3), 485(1-3), 498(3), 499(1-3), 501(2), 505(3), 508(3), 509(4), 511(4), 512(3), 520(3), 527(1-4), 539(2), 547(3), 561(2), 573(3), 574(2), 575(3), 576(3), 577(3), 578(4), 579(4), 584(3), 589(3). Courses may also be counted toward the Biology requirements or ten additional hours in Agriculture and/or Biology requirement.
3. Complete CHM 116(4) and 117(1), or CHM 160(4)
 4. Select ten additional hours in Agriculture and/or Biology. An advisor must be contacted to determine specific requirements that would result in eligibility to be placed on federal and state registries in Fisheries Biology, Social Science, Wildlife Biology, etc.

C. General Baccalaureate Degree Requirements

Wildlife Conservation and Management (Comprehensive)

Bachelor of Science

This major is offered in cooperation with the ~~Department of Environmental Plant Science and Natural Resources.~~ **Darr College of Agriculture.**

A. General Education Requirements – see [General Education Program and Requirements](#) section of catalog.

Specific General Education Requirements: [BIO 121](#)(4); [GLG 110](#)(4) **or** [GLG 171](#)(3) **or** [GRY 142](#)(4); [GRY 100](#)(3) **or** [GRY 108](#)(3); [MTH 130](#)(3) **or** higher [MTH 135](#)(3) **or** [MTH 138](#)(5)

B. Major Requirements

1. Agriculture Requirements:

a. [AGN 115](#)(3) **or** [AGP 103](#)(3); [AGN 143](#)(3), [215](#)(3), [335](#)(3); [AGP 365](#)(3) **or** [370](#)(3) **or** [AGN 543](#)(3); [AGP 581](#)(3) ~~AGR 383(3) course deleted see advisor; AGR 490(1)~~ **GEP 101(2) or UHC 110(2) or AGR 301(1)**

b. Select two courses (4-6 hours) from: [AGB 354](#)(2); [AGN 351](#)(2); [AGP 333](#)(3), [AGP 585](#) [485](#)(3), [583](#)(3); [AGN 465](#)(3)

2. Biology Requirements:

a. [BIO 121](#)(4), [122](#)(4), [334](#)(3), [339](#)(2), [BIO 367](#)(3) **and** [368](#)(1), [373](#)(3) **or** [BIO 532](#)(3)

~~b. Select one course from: [BIO 369](#)(4), [436](#)(4), [BIO 562](#)(4)~~

b. Select two courses from: [BIO 370](#)(4), [BIO 573](#)(3), [575](#)(3), [576](#)(3), [577](#)(3)

~~b. Public Affairs Capstone Experience will be fulfilled by completion of [BIO 373](#)(3) and two courses in 2c. from the following: [BIO 300](#)(1), [355](#)(4), [370](#)(4), [398](#)(1), [399](#)(1-3), [485](#)(1-3), [498](#)(3), [499](#)(1-3), [501](#)(2), [505](#)(3), [508](#)(3), [509](#)(4), [511](#)(4), [512](#)(3), [520](#)(3), [527](#)(1-4), [539](#)(2), [547](#)(3), [561](#)(2), [573](#)(3), [574](#)(2), [575](#)(3), [576](#)(3), [577](#)(3), [578](#)(4), [579](#)(4), [584](#)(3), [589](#)(3). Courses may also be counted toward the Biology requirements or ten additional hours in Agriculture and/or Biology requirement.~~

3. Complete [CHM 116](#)(4) and [117](#)(1), **or** [CHM 160](#)(4) **and** [CHM 161](#)(1)

4. Select ten additional hours **200 level or higher** in Agriculture and/or Biology.

~~An advisor must be contacted to determine specific requirements that would result in eligibility to be placed on federal and state registries in Fisheries Biology, Social Science, Wildlife Biology, etc.~~

5. [AGR 490](#)(1) **or** [BIO 494](#)(1) **or** [BIO 302](#)(1); [BIO 492](#)(0)

6. **Public Affairs Capstone Experience Requirement will be fulfilled by completion of [BIO 373](#) or [BIO 532](#) and two courses from 2b.**

C. General Baccalaureate Degree Requirements – see [General Baccalaureate Degree Requirements](#) section of catalog

Curricular Action Workflow



New Course Proposal Form

Submitted on 12/10/2019 by Yoshimasa Kageyama (YKageyama@MissouriState.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

HSP

Course Number: ([Check Availability](#))

230

Course Title:

Creating Exceptional Guest Experiences

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

None

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course introduces the application of service concepts, principles, and techniques to the hospitality industry and explores the components of creating positive guest experience in hospitality organizations. Significant attention is given to making strategic decisions that enhance the guest experience.

306/30000 character limit.

Credit Hours:

2 ▼

Lecture Contact Hours:

2 ▼

Lab Contact Hours:

0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall Fall (even-numbered years only) Fall (odd-numbered years only)
- Spring Spring (even-numbered years only) Spring (odd-numbered years only)
- Summer On Demand only

Complete Catalog Description:

HSP 230 Creating Exceptional Guest Experiences

Prerequisite: None

This course introduces the application of service concepts, principles, and techniques to the hospitality industry and explores the components of creating positive guest experience in hospitality organizations. Significant attention is given to making strategic decisions that enhance the guest experience.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0

Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

[Empty text box for syllabus]

0/30000 character limit.

Attached [View Attachment](#)

Purpose of Course

The proposed new course was developed as a result of a thorough curriculum review conducted by faculty. This course will provide the opportunity to give focused attention to strategies pertinent to the guest experience, which is a critical aspect of the hospitality industry. The course addresses the components related to the guest experience including training, development, implementation, measurement, etc. through both research and practical application learning activities.

479/30000 character limit.

Relationship to Other Departments

None

4/30000 character limit.

Is there a graduate/undergraduate parallel course to this one? No Yes

Enter parallel course number

nullnull null

How do these classes differ?

0/30000 character limit.

New Course Resource Information

Anticipated Average Enrollment per section:

Maximum Enrollment Limit per section:

Anticipated Average Enrollment per semester:

Maximum Enrollment Limit per semester:

Anticipated Average Enrollment per year:

Maximum Enrollment Limit per year:

Faculty Load Assignment (equated hours):

Is another course being deleted? No Yes

Select course number and title being deleted.

nullnull null

What will this course require in the way of:

Additional library Holdings

None

4/30000 character limit.

Additional computer resources

None

4/30000 character limit.

Additional or remodeled facilities

None

4/30000 character limit.

Additional equipment or supplies

None

4/30000 character limit.

Additional travel funds

None

4/30000 character limit.

Additional faculty; general vs specialized

None

4/30000 character limit.

Additional faculty; regular vs per-course

None

4/30000 character limit.

Other additional expenses

None

4/30000 character limit.

If additional faculty are not required, how will faculty be made available to teach this course?

The course will be offered through current faculty teaching loads. Overloads will not be required.

99/30000 character limit.

List names of current faculty qualified and available to teach this course

Dr. Liza Cobos
Dr. Yoshimasa Kageyama
Abbe Elhers

49/30000 character limit.

What is the anticipated source of students for this course?

HSP 230 will become part of the hospitality leadership curriculum. All Hospitality Leadership students will be required to take this course.

142/30000 character limit.

If from within the department, will students be taking this course in addition to or in place of other courses?

Students will be taking HSP 230 instead of the MKT 150 or MKT 350.

66/30000 character limit.

If from outside the department, which courses in other departments would most likely be affected?)

None

4/30000 character limit.

Other comments:

This course will provide students with more availability to take this course both Online and on Campus. Additionally, students will be able to work on specific hospitality industry examples (cases, techniques) and review concepts specifically related to the hospitality industry.

280/30000 character limit.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/10/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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HSP 230 Creating Exceptional Guest Experiences (2 credit hours)

Fall 2020 Class Syllabus and Policy Statement

Part 1: Course Information

TEXTBOOK: Ford, R. C., & Sturman, M.C. (2020). *Managing Hospitality Organizations: Achieving Excellence in the Guest Experience*, Thousand Oaks, CA: Sage, Inc.

ISBN: 9781544321509

Course Description

This course introduces the application of service concepts, principles, and techniques to the hospitality industry and explores the components of creating positive guest experience in hospitality organizations. Significant attention is given to making strategic decisions that enhance the guest experience.

Prerequisites: None

Mission of the Department of Hospitality Leadership

The Department of Hospitality Leadership at Missouri State University is committed to creating an environment of academic excellence. We prepare our students to be ethical leaders in the hospitality and tourism industries by providing an environment where meaningful learning and development is a priority. We serve our constituencies through quality teaching, community engagement, and relevant focused research.

Part 2: Learning Outcomes and Course Objectives

Program Learning Outcomes:

- **SLO 1:** Students will acquire and demonstrate a comprehensive understanding of hospitality industry knowledge.
- **SLO 5:** Students will acquire, integrate, and evaluate a core set of business skills necessary to successfully operate a hospitality organization.
- **SLO 6:** Students will demonstrate effective written and oral communication.
- **SLO 7:** Students will demonstrate quantitative reasoning and critical thinking skills needed to make sound business decisions.

Overall Course Objectives:

- Students will demonstrate an understanding of and be able to translate service concepts, principles, and strategies into useable forms for direct application to enterprises in the hospitality industry. **(SLO1)**
- Students will be able to implement service strategies and techniques taking into consideration all aspects of the components of guest experience— product, setting, and delivery in the hospitality industry. **(SLO1)**
- Students will apply the techniques of blueprinting and fish bone analysis to make sound business decisions in hospitality organizations. **(SLO5)**
- Students will demonstrate how to use methods of measuring service effectiveness. **(SLO5)**
- Students will apply the service recovery strategy matching the service failure occurred. **(SLO5)**
- Students will reflect and communicate their own service philosophy in video and written assignment. **(SLO6)**
- Students will analyze the elements in the service environment according to Bitner’s servicescape model to develop critical thinking skills needed to formulate sound marketing and business decisions. **(SLO7)**

Part 3: Grading Policy (Methods of Assessment)

Graded Course Activities

The table below describes the graded course activities including points and activity description. The first column includes the points possible, and the second column includes a description for each activity.

Points	Description
200	Online Quizzes (4 @ 50 pts each)
100	Service Philosophy Assignment (Essay + Video)
75	Planning Service Delivery System Assignment
75	Service Journal Assignment
250	Online Discussions (5 @ 50 pts each)
150	Exam 1
150	Exam 2
1000	Total Points Possible

Letter Grade Assignment (Grading Scale)

Letter Grade	Percentage	Performance
A (4.0)	93 to 100%	Excellent Work
A-	90 to 92%	Nearly Excellent Work
B+	87 to 89%	Very Good Work
B	83 to 86%	Good Work
B-	80 to 82%	Mostly Good Work
C+	77 to 79%	Above Average Work
C	73 to 76%	Average Work
C-	70 to 72%	Mostly Average Work
D+	67 to 69%	Below Average Work
D	60 to 66%	Poor Work
F	0 to 59%	Failing Work

Part 4: Course Policies

Class Participation

Active participation in online activities will be required. Your quality of participation will influence your grade. This course provides an opportunity to engage in activities to foster learning.

Assignment Due Dates

All assignments are to be turned in on or before the designated due date. Late work will NOT be accepted. Only emergency situations will be considered as a valid excuse for a make-up assignment and the instructor must be notified in advance.

Blackboard Usage

Blackboard will be utilized for this class. It is the student's responsibility to read the material as well as to check Blackboard routinely for course information. Slides and other course materials will be posted only there. PowerPoints and online activities will be available online on Tuesday nights and quizzes will be due on Monday nights at 11:59 pm. I will not reset any quizzes!!!! Make sure your Internet connection is reliable in advance.

Part 5: University Policies

Academic Integrity:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Statement of Nondiscrimination:

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the [OED website](http://www.missouristate.edu/equity/) at www.missouristate.edu/equity/.

Dropping a Class:

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. See [Academic Calendars](http://www.missouristate.edu/registrar/acad_cal.html) (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Religious Accommodations:

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Mental Health and Stress Management:

As a student, you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Suicide Prevention, Available Suicide Programs and Related Procedures

As required by Missouri law (Mo. Rev. Stat. §173.1200), this Policy is intended to advise Missouri State University students, faculty and staff of certain national, regional, and local suicide prevention programs available to students, faculty and staff on and off of Missouri State University's campuses, the proper procedures for identifying and addressing the needs of students exhibiting suicidal tendencies or behavior, and the available University training regarding suicide prevention and response. Please visit the webpage for programs Suicide Prevention Programs available

to Students, Faculty and Staff. https://www.missouristate.edu/policy/Op1_08-suicide-prevention-available-suicide-programs-and-related-procedures.htm

Title IX Policy:

Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a “Responsible Employee” under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

Disability Accommodations:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Technical Assistance:

If you need technical assistance at any time during the course or to report a problem you can:

- Visit the [MSU Help Desk \(http://helpdesk.missouristate.edu/\)](http://helpdesk.missouristate.edu/)
- Visit the [Library’s Services Site: \(http://libraries.missouristate.edu/Services.htm\)](http://libraries.missouristate.edu/Services.htm)

Disability Resource Center (DRC):

- To make an appointment, contact: (417) 836-4192
- Or TTY: (417) 836-6792
- Web site for DRC: <http://www.missouristate.edu/disability/>

Access Technology Center (ATC):

The ATC strives to provide equal access and opportunity to all faculty, staff, and students throughout all the academic programs and social activities Missouri State University has to offer. Through training and assessment of individual needs, conversion of textbooks and academic materials into accessible formats, and providing specialized equipment and software; ATC is able to contribute to the mission of universal design.

- Contact ATC: 417-836-4275
- Or TTY: 417-836-6792
- Web site for ATC: <http://www.missouristate.edu/at>

Part 6: Course Outline/Tentative Schedule

DATES	TOPIC	ASSIGNMENT DUE
Week 1	Guestology 101: Mastering Guest Experience Fundamentals	Bio (extra points) Ch1: The Basis of Wow! Guest Knows Best Quiz #1 (Ch1& Syllabus)
Week 2	Culture Matters: Setting the Expectations for Exceptional Guest Experiences	Ch3: Setting the Scene for the Guest Experience Ch4: Developing the Hospitality Culture: Everyone Serves! Discussion #1 Quiz #2 (Ch3 & 4)
Week 3	It's All About the People: Building a Guest Focused Team	Ch5: Staffing for Service Discussion #2 Service Philosophy Assignment
Week 4	Setting Expectations: Training and Developing Your Guest Experience Team	Ch6: Training and Developing Employees to Serve Ch7: Serving with a Smile: Motivating Discussion #3 Exam 1 (Ch1, 3, 4, 5, 6)
Week 5	Developing the Guest Experience Strategy: Planning for Exceptional Service	Ch10: Planning the Service Delivery System Ch11: Waiting for Service Planning Service Delivery System Assignment Discussion #4
Week 6	Measuring Success: Is Our Guest Experience Strategy Effective?	Ch12: Measuring and Managing Service Delivery Quiz #3 (Ch7 & 10) Discussion #5
Week 7	Service Recovery: When Experiences Don't Go as Planned	Ch13: Fixing Service Failures Quiz #4 (Ch11 & 12) Service Journal Assignment
Week 8	Exam 2	Ch7, 10, 11, 12, 13

Curricular Action Workflow



New Course Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

HSP

Course Number: ([Check Availability](#))

220

Course Title:

MONEY TALKS: MANAGING HOSPITALITY FINANCES

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

None

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

The course is intended as an introduction to hospitality financial accounting. The course provides students with a basic understanding of hospitality industry accounting concepts and procedures necessary to succeed within hospitality organizations.

251/30000 character limit.

Credit Hours:

2 ▼

Lecture Contact Hours:

2 ▼

Lab Contact Hours:

0 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall Fall (even-numbered years only) Fall (odd-numbered years only)
- Spring Spring (even-numbered years only) Spring (odd-numbered years only)
- Summer On Demand only

Complete Catalog Description:

HSP 220 MONEY TALKS: MANAGING HOSPITALITY FINANCES

Prerequisite: None

The course is intended as an introduction to hospitality financial accounting. The course provides students with a basic understanding of hospitality industry accounting concepts and procedures necessary to succeed within hospitality organizations.

Credit hours: 2 Lecture contact hours: 2 Lab contact hours: 0

Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

[Empty text box for syllabus]

0/30000 character limit.

Attached [View Attachment](#)

Purpose of Course

The proposed new course was developed as a result of a thorough curriculum review conducted by faculty. This course will provide students with fundamental hospitality financial methods, statements, and spreadsheet development. By focusing on hospitality specific financial measures in HSP 220, faculty will be able to prepare students for additional rigor in HSP 310 and HSP 480.

380/30000 character limit.

Relationship to Other Departments

None

4/30000 character limit.

Is there a graduate/undergraduate parallel course to this one? No Yes

Enter parallel course number

nullnull null

How do these classes differ?

0/30000 character limit.

New Course Resource Information

Anticipated Average Enrollment per section:

Maximum Enrollment Limit per section:

Anticipated Average Enrollment per semester:

Maximum Enrollment Limit per semester:

Anticipated Average Enrollment per year:

Maximum Enrollment Limit per year:

Faculty Load Assignment (equated hours):

Is another course being deleted? No Yes

Select course number and title being deleted.

nullnull null

What will this course require in the way of:

Additional library Holdings

None

4/30000 character limit.

Additional computer resources

None

5/30000 character limit.

Additional or remodeled facilities

None

5/30000 character limit.

Additional equipment or supplies

None

5/30000 character limit.

Additional travel funds

None

5/30000 character limit.

Additional faculty; general vs specialized

None

5/30000 character limit.

Additional faculty; regular vs per-course

None

5/30000 character limit.

Other additional expenses

None

5/30000 character limit.

If additional faculty are not required, how will faculty be made available to teach this course?

The course will be offered through current faculty teaching loads. Overloads will not be required.

100/30000 character limit.

List names of current faculty qualified and available to teach this course

Dr. Albert Barreda
Dr. Yoshimasa Kageyama
Dr. Lisa Cobos
Dr. Stephanie Hein

78/30000 character limit.

What is the anticipated source of students for this course?

HSP 220 will become part of the hospitality leadership curriculum. All Hospitality leadership students will be required to take this course.

141/30000 character limit.

If from within the department, will students be taking this course in addition to or in place of other courses?

Students will be taking HSP 220 instead of the ACC 201 course.

62/30000 character limit.

If from outside the department, which courses in other departments would most likely be affected?)

None

5/30000 character limit.

Other comments:

This course will provide students with more availability to take this course both Online and on Campus. Additionally, students will be able to work on specific hospitality industry examples (cases, simulations) and review concepts specifically related to the hospitality industry.

285/30000 character limit.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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HSP 220—MONEY TALKS: MANAGING HOSPITALITY FINANCES (2 credit hours)
Class Syllabus and Policy Statement

Part 1: Course Information

INSTRUCTOR: Albert A. Barreda, Ph.D.
OFFICE: Pummill Hall, Room 300N
Class Location: Online
Class Schedule: Sundays due date

OFFICE HOURS: - Mondays 9:00am –10am 11:30am- 2:30pm – Wednesdays 9:10am- 10:10am
Preferred: By Appointment. Contact the instructor to make an appointment by email to set a Skype consultation

OFFICE TELEPHONE: (417) 836-4223
E-MAIL: AlbertBarreda@MissouriState.edu
Textbook

TEXTBOOK (REQUIRED): Hospitality Financial Accounting V1.0 - Text with Workbook and AME Engage PIN code Package. Authors: Neville Joffe

ISBN: 978-1-989003-09-1
Format: **Print Edition**

ISBN: 978-1-989003-02-2
Format: **eBook Edition**

TEXTBOOK (OPTIONAL): Hospitality Management Accounting [Hardcover]; Martin G. Jagels (Author); ISBN-10: 0471687898
ISBN-13: 978-0471687894

Technology (Required): Calculator, any basic battery operated handheld calculator with addition, subtraction, multiplication and division functions will work for this course.

Microsoft Excel – This can be downloaded for free through the university. See the link below. Students are also able to use the university's computer labs and library computers. Most university computers have this software available.
<https://experts.missouristate.edu/display/KB/How+to+Download+and+Install+Office>

Course Description

The course is intended as an introduction to hospitality financial accounting. The course provides students with a basic understanding of hospitality industry accounting concepts and procedures necessary to succeed within hospitality organizations.

Mission of the Department of Hospitality Leadership

The Department of Hospitality Leadership at Missouri State University is committed to creating an environment of academic excellence. We prepare our students to be ethical leaders in the hospitality and tourism industries by providing an environment where meaningful learning and development is a priority. We serve our constituencies through quality teaching, community engagement, and relevant focused research.

Part 2: Learning Outcomes and Course Objectives

Program Learning Outcomes:

- SLO 5: Students will acquire, integrate, and evaluate a core set of business skills necessary to successfully

operate a hospitality organization.

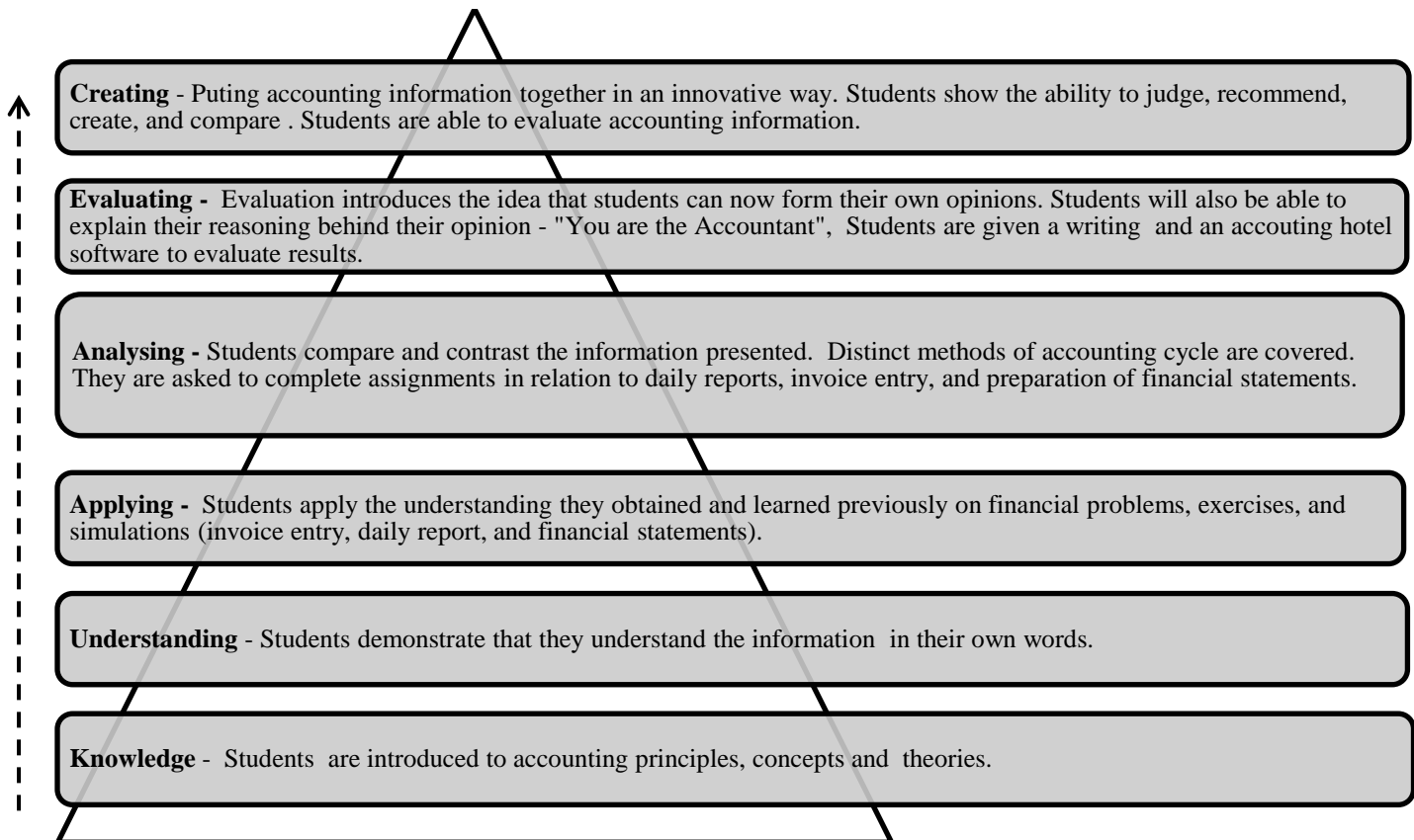
- SLO 7: Students will demonstrate quantitative reasoning and critical thinking skills needed to make sound business decisions.

Overall Course Learning Objectives:

1. Introduce and apply generally accepted accounting principles to hospitality situations (SLO5)
2. Introduce and describe the major types of financial statements including Income Statement, Income Statement, and the general format for a statement of cash flows (SLO5, SLO7)
3. Introduce and explain the basis of double entry accounting (SLO5)
4. Explain the steps in the accounting cycle (Journals and Ledgers) (SLO5)
5. Discuss the essentials of managing important assets such as cash, receivables, inventory, fixed assets, intangibles, and other assets. (SLO7)
6. Explain the essentials of managing short-term and long-term liability accounts, such as payroll, accounts payable and long-term debt. (SLO7)

Bloom's Taxonomy in Action

Upon completion of this course, students are expected to be able to:



Course Prerequisites: None

Class Format: This is an online course wherein the time is fully allocated in the online courseroom. Students are expected to complete all of the assignments listed in the online courseroom by the due dates. Bring questions about the material during online office hours.

Short Semester Warning: This class is only eight weeks long. Students should plan their schedules accordingly to ensure that they have appropriate study and homework time to be successful in this course.

Part 3: Grading Policy and Teaching Philosophy

Graded Course Activities (Methods of Assessment)

The table below describes the graded course activities including points and activity description. The first column includes the points possible, and the second column includes a description for each activity.

<i>Points</i>	<i>Description</i>
200 points	Exam 1
200 points	Exam 2
150 points	Hotel Accounting Software AccKnowledge - 4 assignments
250 points	6 Quizzes
200 points	Workbook Exercises
1000	Total Points Possible

Letter Grade Assignment (Grading Scale)

<i>Letter Grade</i>	<i>Points</i>	<i>Percentage</i>	<i>Performance</i>
A	940 - 1000	93 to 100%	Excellent Work
A-	900 - 939	90 to 92%	Nearly Excellent Work
B+	870 - 899	87 to 89%	Very Good Work
B	840 - 869	83 to 86%	Good Work
B-	800 - 839	80 to 82%	Mostly Good Work
C+	770 - 799	77 to 79%	Above Average Work
C	740 - 769	73 to 76%	Average Work
C-	700 - 739	70 to 72%	Mostly Average Work
D+	670 - 699	67 to 69%	Below Average Work
D	640 - 669	64 to 66%	Poor Work
F	Below 640	0 to 63%	Failing Work

Under Family Educational Rights and Privacy Act (FERPA), students' grades cannot be discussed via email or over the phone.

Teaching and Learning Philosophy

This course will be taught in an atmosphere of participation and interaction. In order to participate and contribute to class and online discussions, every student is expected to study suggested materials and actively participate in class and online discussions. As this is an integrative subject, students are expected to draw upon their knowledge and experience acquired in other courses and where, applicable, work experiences. Students are also strongly encouraged to use their own initiative to extract relevant and useful articles from journals and magazines to supplement their basic reading and to form their own discussion groups to develop their lateral thinking and analytical abilities. Remember that:

- People learn by doing.
- Discovery is better than "spoon feeding."
- Problems in management stem not only from a lack of knowledge but also from a lack of courage and/or know-how in applying knowledge.
- The instructor's role is to help others learn rather than to simply "teach" them.

Method of Instruction: The subject will be taught via combination of:

- Lectures with participation
- Class discussions
- Reading assignments
- Online discussions
- Simulations
- Individual project
- Videos
- Documentaries

Assignments and Projects

Students will be given some problems related to the discussed topic to answer during the session. Students may collaborate to answer the problems and will submit their answer individually to the instructor. In addition, the instructor will assign students some problems for each discussed chapter as homework assignments and those assignments must be submitted individually by the assigned dates. **All assignments are due each Sunday by midnight through blackboard and late assignments will NOT be accepted. No Exceptions!**

Part 4: Course Policies

Assignment Due Dates

All assignments are to be turned in on or before the designated due date. This is a fully online class therefore be mindful of the due dates. Exams/Quizzes will be given as scheduled. Only emergency situations will be considered as a valid excuse for a make-up exam and the instructor must be notified in advance.

Blackboard Usage

Blackboard will be utilized extensively for this class. It is the student's responsibility to read the material as well as to check Blackboard routinely for course information. Slides and other course material will be posted only there and will not be distributed in class. Make certain that you print out the lecture material required for class in advance and bring it with you.

Part 5: University Policies

Academic Integrity:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

See also the Academic Integrity Policy Summary

http://www.missouristate.edu/policy/Op3_02_AcademicIntegritySummary.htm

https://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm

Statement of Nondiscrimination:

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the [OED website](http://www.missouristate.edu/equity/) at www.missouristate.edu/equity/.

Emergency Response Policy:

At the first-class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and [Safety and Transportation](#). Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Emergency Storm Shelter and Evacuation Information:

In the event of an emergency or incident in the classroom, the faculty member is often the first university representative or authority figure recognized to be in charge until emergency first responders arrive. At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the emergency relocation areas for the building. For your convenience, this information has been provided by the Office of the Provost and Safety and Transportation and appears below. Students with disabilities impacting mobility should discuss with their instructor the approved accommodations for emergency situations and additional options. Faculty must include information related to emergency response in their syllabi (see <http://www.missouristate.edu/provost/syllabi.htm>). For more information contact Safety and Transportation (417-836-5509) or consult the Emergency Quick Reference Guide and Campus Emergency Response Plan.

Tornado Shelter Area Information (in case of severe weather).

Building	Tornado Shelter Area
Pummill Hall	<ul style="list-style-type: none"> • Evacuate the fourth floor using center and west stairs. • Move to interior hallways and rooms without exterior windows. • Close fire doors. • Optional: Move to 1st floor hallways of Karls Hall if time permits

Emergency Assembly Point Instructions (in case the building needs to be evacuated for events such as fire, gas leak, etc.)

Building	Emergency Assembly Point
Pummill Hall	<u>Proceed to the front of Carrington Hall</u> , inside 1st floor during inclement weather.

Areas of Rescue (in case you are unable to evacuate to the ground floor, these are areas of temporary safety until rescuers arrive)

Building	Area of Rescue

Pummill Hall	East stairwell 1st-3rd floor West stairwell 2nd-4th floor
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Dropping a Class:

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Religious Accommodations:

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Disability Accommodations:

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

Technical Assistance:

If you need technical assistance at any time during the course or to report a problem you can:

- Visit the MSU Help Desk (<http://helpdesk.missouristate.edu/>)
- Visit the Library's Services Site: <http://libraries.missouristate.edu/Services.htm>

Disability Resource Center (DRC):

- To make an appointment, contact: (417) 836-4192
- Or TTY: (417) 836-6792
- Web site for DRC: <http://www.missouristate.edu/disability/>

Access Technology Center (ATC):

The ATC strives to provide equal access and opportunity to all faculty, staff, and students throughout all the academic programs and social activities Missouri State University has to offer. Through training and assessment of individual needs, conversion of textbooks and academic materials into accessible formats, and providing specialized equipment and software; ATC is able to contribute to the mission of universal design.

- Contact ATC: 417-836-4275
- Or TTY: 417-836-6792
- Web site for ATC: <http://www.missouristate.edu/atc/>

Suicide Prevention, Available Suicide Programs and Related Procedures

As required by Missouri law (Mo. Rev. Stat. §173.1200), this Policy is intended to advise Missouri State University students, faculty and staff of certain national, regional, and local suicide prevention programs available to students, faculty and staff on and off of Missouri State University's campuses, the proper procedures for identifying and addressing the needs of students exhibiting suicidal tendencies or behavior, and the available University training regarding suicide prevention and response. Please visit the webpage for programs Suicide Prevention Programs available to Students, Faculty and Staff. https://www.missouristate.edu/policy/Op1_08-suicide-prevention-available-suicide-programs-and-related-procedures.htm

Part 6: Course Outline/Tentative Schedule

Date	Day	Topic	Practice & Due dates
WEEK 1			
Concept	Mon	Money Management 101: Getting Your Personal Finances in Order	Introduction
Practice		Complete the Conceptual assessment Questions 1	Workbook Exercises 1
WEEK 2			
Concept	Mon	Hospitality Business Accounting: Driving the Bottom Line	Take Mini-Quiz by Sunday
Simulation		Hotel Accounting Software AccKnowledge I	Invoice Entry Assignment for the American Hotel Registry Company Sunday Due date
Practice		Complete Application Practice 2	Workbook Exercises 2
WEEK 3			
Concept	Mon	Hospitality Business Transactions: Know Where Your Money is Going	Take Mini-Quiz by Sunday
Simulation		Hotel Accounting Software AccKnowledge II	Daily Report Assignments 1 & 2 Sunday Due date
Practice		Complete Application Practice 3	Workbook Exercises 3 Sunday Due date
WEEK 4			
Test		Test 1	Sunday Due date
WEEK 5			
Concept	Mon	Hospitality Account Adjustments: Timing is Everything	Take Mini-Quiz by Sunday
Simulation		Hotel Accounting Software AccKnowledge III	Journal Entry Assignments 1 & 2 Sunday Due date
Practice		Complete Application Practice 4	Workbook Exercises 4 Sunday Due date

WEEK 6

Concept	Mon	Hospitality Statements: Your Business Report Card	Take Mini-Quiz by Sunday
Simulation		Hotel Accounting Software AccKnowledge IV	Income Statement and Balance Sheet Formation Sunday Due date
Practice		Complete Application Practice 5	Workbook Exercises 5 Sunday Due date

WEEK 7

Concept	Mon	Hospitality Financial Information: What Do the Numbers Mean?	Take Mini-Quiz by Sunday
Practice		Complete Application Practice 6	Workbook Exercises 6 Sunday Due date

WEEK 8

Test		Test 2	Sunday Due date
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Please Note:

- I understand that this course contains different assignments that I must complete
- Make-up exams and late homework assignments will not be allowed for reasons other than medical emergency.
- Read all assigned material prior to class.
- It is the responsibility of the class participant to secure any class material missed.
- All assignments are due each Sunday by midnight through blackboard and **late assignments will NOT be accepted**. No Exceptions!

.....

Agreement

I have read the syllabus for **HSP 220** *The Money Talks: Managing Hospitality Finances* course and understood its course objectives, topics, which will be covered, projects and reading activities that will be undertaken, teaching and learning methods, tests, projects, and exams that will be given during this semester. I will undertake all required reading exercises, take exams, read case studies, and submit my projects on time. I hereby agree with the ground rules stated in this syllabus.

Student Name:

Signature:

Date:



Curricular Action Workflow



Change Course Proposal Form

Submitted on 12/09/2019 by Liza Cobos (LizaCobos@MissouriState.edu).

***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP210 Introduction to Hospitality Leadership

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 210 Introduction to Hospitality Leadership

This course is designed to examine the leadership processes, concepts, and principles and to improve personal competence in decision-making, problem solving, motivation, and communication as they relate to the hospitality industry. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → B I ~~S~~

HSP 210 ~~Introduction to~~ **Essentials of** Hospitality Leadership

This course is designed to examine the **hospitality** leadership processes, concepts, and principles and to improve personal competence in decision-making, problem solving, motivation, and communication as they relate to the hospitality industry. ~~3~~**2**(~~3~~**2**-0) F,S

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The proposed change was recommended by faculty after completing a thorough review of the curriculum. A reduction in credit hours and course content was recommended so that two new courses could be added to the curriculum without impacting total program credit hours required to graduate. Content that was removed from the course will be addressed in a more in-depth manner in newly developed courses. The proposed name change better reflects the content offered in the course.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information

Other (be specific):

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Curricular Action Workflow



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Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP310 Analyzing Financial Performance in Hospitality Operations

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 310 Analyzing Financial Performance in Hospitality Operations

Prerequisite: MTH 130 or higher; and HSP 210 and HSP 215 and ACC 201. Financial techniques in forecasting, budgeting, and performance measurement, and the application of the hospitality industry uniform system of accounts are covered in this course as they apply to operational and fiscal decision making. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* ~~U~~

HSP 310 Analyzing Financial Performance in Hospitality Operations

Prerequisite: ~~MTH 130 or higher; and HSP 210; and HSP 215~~ **HSP 220** and or ACC 201. Financial techniques in forecasting, budgeting, and performance measurement, and the application of the hospitality industry uniform system of accounts are covered in this course as

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The proposed changes were recommended by faculty after completing a thorough review of the curriculum. Changes to course prerequisites were made to provide improved access to hospitality coursework, certificates, and bachelor's degrees. The proposed changes allow for adequate course sequencing within the curriculum and enable a streamlined progression of course content.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

[Empty text box for explanation]

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum Faculty Input Student Input
- Accreditation/certification compliance Review of catalog information
- Other (be specific):

- Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
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Existing Course:

HSP315 Advanced Lodging Management

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 315 Advanced Lodging Management

Prerequisite: HSP 210 and HSP 215 and ACC 201. Students in this course will analyze the lodging industry in depth. Critical thinking skills are stressed as students are exposed to different viewpoints within a coherent theoretical structure, enabling them to formulate their own ideas and solutions. Current trends and challenges in lodging are also studied in depth. 2(3-0)C

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* ~~U~~

HSP 315 Advanced Lodging Management

Prerequisite: HSP 210 and HSP 215 ~~and ACC 201~~. Students in this course will analyze the lodging industry in depth. Critical thinking skills are stressed as students are exposed to different viewpoints within a coherent theoretical structure, enabling them to formulate their

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
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Reason for proposed change

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Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
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- Review of catalog information

Other (be specific):

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***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP354 Hospitality Human Resource Development

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 354 Hospitality Human Resource Development

Prerequisite: HSP 210 and HSP 215 and junior standing. Study of concepts and applications of interpersonal skills as it relates to the hospitality industry; communication; leadership styles; product enhancement; labor market shortage; conflict resolution; recruitment, training and retention. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* 

HSP 354 Hospitality Human Resource Development

Prerequisite: HSP 210, ~~and HSP 215 and junior standing~~ **HSP 220, and HSP 230**. Study of concepts and applications of interpersonal skills as it relates to the hospitality industry; communication; leadership styles; product enhancement; labor market shortage; conflict

POWERED BY TINYMCE 

What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

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Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
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Other (be specific):

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This proposal applies to:

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Existing Course:

HSP360 Hospitality Facilities Management

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 360 Hospitality Facilities Management

Prerequisite: HSP 210 and HSP 215 and ACC 201. Students in this course study the management of the physical plant of various hospitality enterprises, with a focus on systems, sustainability, design and layout, equipment, development, and renovation. Current facility-related challenges are also addressed 3(3-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* ~~S~~

HSP 360 Hospitality Facilities Management

Prerequisite: HSP 210 and HSP 215 ~~and ACC 201~~. Students in this course study the management of the physical plant of various hospitality enterprises, with a focus on systems, sustainability, design and layout, equipment, development, and renovation. Current facility-

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The proposed changes were recommended by faculty after completing a thorough review of the curriculum. Changes to course prerequisites were made to provide improved access to hospitality coursework, certificates, and bachelor's degrees. The proposed changes allow for adequate course sequencing within the curriculum and enable a streamlined progression of course content.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information

Other (be specific):

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Curricular Action Workflow



Change Course Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP370 Hospitality Industry Revenue Management

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 370 Hospitality Industry Revenue Management

Prerequisite: HSP 310. The course presents the theories, strategies and tactics employed in hospitality revenue management including capacity management, duration control, demand and revenue forecasting, discounting, displacement analysis, and sales mix analysis. 3(3-0) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* 

HSP 370 Hospitality Industry Revenue Management

Prerequisite: HSP ~~310~~**315 or concurrent enrollment**. The course presents the theories, strategies and tactics employed in hospitality revenue management including capacity management, duration control, demand and revenue forecasting, discounting, displacement

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

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Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
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- Student Input
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Curricular Action Workflow



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***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP410 Hospitality Marketing

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes


Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 410 Hospitality Marketing


Prerequisite: HSP 310 or concurrent enrollment; and MKT 150 or MKT 350. The course is designed to provide students with theory and knowledge which will enable them to develop and interpret strategic marketing plans for hospitality enterprises properties. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* 

HSP 410 Hospitality Marketing

Prerequisite: HSP 310 or concurrent enrollment; ~~and MKT 150 or MKT 350~~. The course is designed to provide students with theory and knowledge which will enable them to develop and interpret strategic marketing plans for hospitality enterprises properties. 3(3-0) F,S

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The proposed changes were recommended by faculty after completing a thorough review of the curriculum. Changes to course prerequisites were made to provide improved access to hospitality coursework, certificates, and bachelor's degrees. The proposed changes allow for adequate course sequencing within the curriculum and enable a streamlined progression of course content.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information

Other (be specific):

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

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Current Status:

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This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP428 Hospitality Law

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 428 Hospitality Law

Prerequisite: junior standing; and Hospitality Leadership major. The study of the legal aspect of lodging and food service operations. Problem-solving approach applied to liability and litigation problems confronting hospitality executives. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I*

HSP 428 Hospitality Law

Prerequisite: ~~junior standing; and Hospitality Leadership major~~ **or enrolled in Essentials of Hospitality Management Certificate; HSP 210, HSP 220, and HSP 230**. The study of the legal aspect of lodging and food service operations. Problem-solving approach applied to liability

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What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

The proposed changes were recommended by faculty after completing a thorough review of the curriculum. Changes to course prerequisites were made to provide improved access to hospitality coursework, certificates, and bachelor's degrees. The proposed changes allow for adequate course sequencing within the curriculum and enable a streamlined progression of course content.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
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- Accreditation/certification compliance
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This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP430 Special Event Planning

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 430 Special Event Planning

Prerequisite: HSP 321; and MKT 150 or MKT 350. In-depth analysis of management and operational challenges involved in planning and deploying events as they relate to the hospitality industry. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* 

HSP 430 Special Event Planning

Prerequisite: HSP 321; ~~and MKT 150 or MKT 350~~. In-depth analysis of management and operational challenges involved in planning and deploying events as they relate to the hospitality industry. 3(3-0) F,S

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What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

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Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

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This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP480 Global Strategic Management in the Hospitality Industry

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes


Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 480 Global Strategic Management in the Hospitality Industry

Prerequisite: senior standing; and HSP 310; and HSP 410 or concurrent enrollment. This is an integrative course that focuses on managing the various components of the hospitality industry at both the business and the corporate level. Students use case studies as well as current events in the industry to understand the nature of strategic issues and their management in the hospitality industry.

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* 

HSP 480 Global Strategic Management in the Hospitality Industry

Prerequisite: ~~senior standing; and~~ HSP 310; and HSP 410 or concurrent enrollment. This is an integrative course that focuses on managing the various components of the hospitality industry at both the business and the corporate level. Students use case studies as well as current

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The proposed changes were recommended by faculty after completing a thorough review of the curriculum. Changes to course prerequisites were made to provide improved access to hospitality coursework, certificates, and bachelor's degrees. The proposed changes allow for adequate course sequencing within the curriculum and enable a streamlined progression of course content.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

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- Faculty Input
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This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

HSP490 Advanced Hospitality Leadership

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

HSP 490 Advanced Hospitality Leadership

Prerequisite: senior standing; and MTH 130 or higher; and HSP 354 or concurrent enrollment; and Hospitality Leadership major. An in-depth investigation into leadership principles and practices required of professionals in the hospitality industry. Public Affairs Capstone Experience course. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I*

HSP 490 Advanced Hospitality Leadership

Prerequisite: ~~senior standing; and MTH 130 or higher; and HSP 354 or concurrent enrollment; and Hospitality Leadership major~~ **or enrolled in the Advanced Hospitality Leadership Certificate**. An in-depth investigation into leadership principles and practices required of

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The proposed changes were recommended by faculty after completing a thorough review of the curriculum. Changes to course prerequisites were made to provide improved access to hospitality coursework, certificates, and bachelor's degrees. The proposed changes allow for adequate course sequencing within the curriculum and enable a streamlined progression of course content.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information

Other (be specific):

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

12/04/2019

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Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

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Curricular Action Workflow



New Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department:

Hospitality Leadership

Proposed Program Title:

Essentials of Hospitality Management

Choose One:

- | | |
|---|--|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input checked="" type="radio"/> Certificate |

(Note: If the option you need is not listed above contact curriculum@missouristate.edu)

Does this program include any new courses?

- No
- Yes (A corresponding new course form must be submitted to create each new course.)

Select Degree Type (or Select Graduate Certificate or Undergraduate Certificate):

UGCT - Undergraduate Certificate

General Education Courses Required:

None

Total Hours: 0

General Education Courses Recommended:

None

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

None

Total Hours: 0

Courses Required in Department:

- HSP 210 (2): Essentials of Hospitality Leadership
- HSP 220 (2): Money Talks: Managing Hospitality Finances
- HSP 230 (2): Creating Exceptional Guest Experiences
- HSP 354 (3): Hospitality Human Resource Development

Total Hours: 12

Courses Required in Other Departments:

None

Total Hours: 0

Prerequisites for Required Courses:

See catalog description.

Recommended Electives in Department:

None

Total Hours: 0

Recommended Electives in Other Departments:

None

Total Hours: 0

Limitations on Electives:

None

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

- 1. Statement of Rationale: *Attached* [View Attachment](#)
- 2. Estimated costs for first five years: *Attached* [View Attachment](#)

3. Complete catalog description (including new courses and course changes pending approval):

Attached [View Attachment](#)

4. If proposal is for a new degree program, you must submit an application to the Missouri Department of Higher Education (MDHE).

- A. Use the templates below to create your application.
[New Undergraduate Major \(or certificate with more than 18 hours\)](#) | [New Graduate Program \(or certificate with more than 18 hours\)](#)
- B. Upload and attach the completed MDHE application. *Not Attached*

*If you require assistance to complete the application, contact Julie Masterson, Graduate College, 836-5335.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Essentials of Hospitality Management Certificate

Reason for Proposed Certificate

The department has received requests from hospitality industry personnel and non-major students to receive concentrated instruction pertaining to the hospitality industry. This certificate will allow these individuals to receive instruction in a cohesive, structured manner. The certificate will allow employers a manageable way to provide professional development opportunities to front-line employees.

The certificate program is strategically comprised of hospitality leadership core courses. Faculty lines planned for fall 2020 will be able to accommodate additional students. This is not projected to change over the next five years.

Essentials of Hospitality Management Certificate

The Essentials of Hospitality Management undergraduate certificate program provides a 12 credit hour educational experience in the hospitality discipline. Students will receive concentrated instruction on the fundamental concepts pertaining to the hospitality industry.

Completion Requirements:

Must obtain a grade of C or better in all Essentials of Hospitality Management certificate courses.

Admission criteria

Admission to Missouri State University.

Required courses

Course Code	Course Title	Credit Hours
HSP 210	Essentials of Hospitality Leadership	2 hrs
HSP 220	Money Talks: Managing Hospitality Finances	2 hrs
HSP 230	Creating Exceptional Guest Experiences	2 hrs
HSP 354	Hospitality Human Resource Development	3 hrs
HSP 428	Hospitality Law	3 hrs

Curricular Action Workflow



New Program Proposal Form

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This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department:

Hospitality Leadership

Proposed Program Title:

Advanced Hospitality Leadership Certificate

Choose One:

- | | |
|---|--|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input checked="" type="radio"/> Certificate |

(Note: If the option you need is not listed above contact curriculum@missouristate.edu)

Does this program include any new courses?

- No
- Yes (A corresponding new course form must be submitted to create each new course.)

Select Degree Type (or Select Graduate Certificate or Undergraduate Certificate):

UGCT - Undergraduate Certificate

General Education Courses Required:

None

Total Hours: 0

General Education Courses Recommended:

None

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

None

Total Hours: 0

Courses Required in Department:

HSP 310 (3): Analyzing Financial Performance in Hospitality Operations
 HSP 410 (3): Hospitality Marketing
 HSP 480 (3) Global Strategic Management in the Hospitality Industry
 HSP 490 (3): Advanced Hospitality Leadership

Total Hours: 12

Courses Required in Other Departments:

None

Total Hours: 0

Prerequisites for Required Courses:

HSP 210 (2), HSP 220 (2), HSP 230 (2), HSP 354 (3), and HSP 428 (3)

Recommended Electives in Department:

None

Total Hours: 0

Recommended Electives in Other Departments:

None

Total Hours: 0

Limitations on Electives:

None

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

1. Statement of Rationale: *Attached* [View Attachment](#)

2. Estimated costs for first five years: *Attached* [View Attachment](#)

3. Complete catalog description (including new courses and course changes pending approval):

Attached [View Attachment](#)

4. If proposal is for a new degree program, you must submit an application to the Missouri Department of Higher Education (MDHE).

- A. Use the templates below to create your application.
[New Undergraduate Major \(or certificate with more than 18 hours\)](#) | [New Graduate Program \(or certificate with more than 18 hours\)](#)
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What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

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No review notes have been added.

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Advanced Hospitality Leadership Certificate

Reason for Proposed Certificate

The department has received requests from hospitality industry personnel and Hospitality Management AAS degree holders to receive concentrated instruction pertaining to the hospitality industry. This certificate will allow these individuals to receive instruction in a cohesive, structured manner. The certificate will allow employers a manageable way to provide professional development opportunities to employees in supervisory or management roles.

The certificate program is strategically comprised of hospitality leadership core courses. Faculty lines planned for fall 2020 will be able to accommodate additional students. This is not projected to change over the next five years.

Advanced Hospitality Leadership Certificate

The Advanced Hospitality Leadership undergraduate certificate program provides a 12 credit hour immersive educational experience in the hospitality discipline. Students will receive concentrated instruction on advanced concepts and strategies pertaining to the hospitality industry.

Completion Requirements:

Must obtain a grade of C or better in all Advanced Hospitality Leadership certificate courses.

Prerequisites

HSP 210 (2), HSP 220 (2), HSP 230 (2), HSP 354 (3), and HSP 428

Admission criteria

Admission to Missouri State University.

Required courses

Course Code	Course Title	Credit Hours
HSP 310	Analyzing Financial Performance in Hospitality Operations	3 hrs
HSP 410	Hospitality Marketing	3 hrs
HSP 480	Global Strategic Management in the Hospitality Industry	3 hrs
HSP 490	Advanced Hospitality Leadership	3 hrs

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Department:

Hospitality Leadership

Proposed Program Title:

Lodging Management Certificate

Choose One:

- Non-Comprehensive Undergraduate Major
- Comprehensive Undergraduate Major
- Graduate Program
- Option
- Minor
- Certificate

(Note: If the option you need is not listed above contact curriculum@missouristate.edu)

Does this program include any new courses?

- No
- Yes (A corresponding new course form must be submitted to create each new course.)

Select Degree Type (or Select Graduate Certificate or Undergraduate Certificate):

UGCT - Undergraduate Certificate

General Education Courses Required:

None

Total Hours: 0

General Education Courses Recommended:

None

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

None

Total Hours: 0

Courses Required in Department:

HSP 210 (2): Essentials of Hospitality Leadership
 HSP 215 (3): Introduction to Lodging Management
 HSP 315 (3): Advanced Lodging Management
 HSP 360 (3): Hospitality Facility Management

Total Hours: 14

Courses Required in Other Departments:

None

Total Hours: 0

Prerequisites for Required Courses:

See catalog description

Recommended Electives in Department:

None

Total Hours: 0

Recommended Electives in Other Departments:

None

Total Hours: 0

Limitations on Electives:

None

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

- 1. Statement of Rationale: *Attached* [View Attachment](#)
- 2. Estimated costs for first five years: *Attached* [View Attachment](#)

3. Complete catalog description (including new courses and course changes pending approval):

Attached [View Attachment](#)

4. If proposal is for a new degree program, you must submit an application to the Missouri Department of Higher Education (MDHE).

- A. Use the templates below to create your application.
[New Undergraduate Major \(or certificate with more than 18 hours\)](#) | [New Graduate Program \(or certificate with more than 18 hours\)](#)
- B. Upload and attach the completed MDHE application. *Not Attached*

*If you require assistance to complete the application, contact Julie Masterson, Graduate College, 836-5335.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Lodging Management Certificate

Reason for Proposed Certificate

The department has received requests from hospitality industry personnel, Hospitality Management AAS degree holders, and non-majors to receive concentrated instruction pertaining to the lodging industry. This certificate will allow these individuals to receive such instruction in a cohesive, structured manner. The certificate will allow employers a manageable way to provide professional development opportunities to employees in supervisory or management roles.

The certificate program is strategically comprised of hospitality leadership core courses. Faculty lines planned for fall 2020 will be able to accommodate additional students. This is not projected to change over the next five years.

Lodging Management Certificate

The Lodging Management undergraduate certificate program provides a 14 credit hour educational experience in the lodging discipline. Students will receive concentrated instruction on a number of pertinent aspects related to the lodging industry.

Completion Requirements:

Must obtain a grade of C or better in all lodging management certificate courses.

Admission criteria

Admission to Missouri State University.

Required courses

Course Code	Course Title	Credit Hours
HSP 210	Essentials of Hospitality Leadership	2 hrs
HSP 215	Introduction to Lodging Management	3 hrs
HSP 315	Advanced Lodging Management	3 hrs
HSP 360	Hospitality Facility Management	3 hrs
HSP 370	Hospitality Industry Revenue Management	3 hrs

Curricular Action Workflow



Change Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Department:

Hospitality Leadership

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership-BAS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

↶ ↷ **B** *I* ~~S~~

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Attached [View Attachment](#)

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reduced HSP 210 from 3 credit hours to 2 credit hours.
Students now have the option to take HSP 220 or ACC 201.

Reason for Proposed Change:

The proposed program change was recommended by faculty after completing a thorough review of the curriculum. The adjustments allow two new courses to be added to the curriculum without impacting total program credit hours required to graduate. Content addressed in the courses that were removed (ACC 201 and MKT 150 or 350) from the previous program of study will be

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/13/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Hospitality Leadership (BAS)

Bachelor of Applied Science

- A. General Education Program and Requirements
- B. Major Requirements
 1. Associate of Science or Associate of Applied Science degree from an accredited institution. Contact the department for details.
 2. HSP 210(3), 215(3), 218(3), 321(3)
 3. Related Requirements: ACC 201(3); MKT 150(3) or 350(3)
 4. Core Courses: HSP 310(3), 354(3), 428(3), 490(3), 499(6)
 5. Major Electives: 12 hours of upper division HSP electives
 6. Public Affairs Capstone Experience will be fulfilled by completion of HSP 490(3) and 499(6).
- C. Seven additional hours of advisor approved upper division electives to bring total upper division hours to 40.
- D. General Baccalaureate Degree Requirements

Proposed Hospitality Leadership (BAS)

Bachelor of Applied Science

- A. [General Education Program and Requirements](#)
- B. Major Requirements
 1. Associate of Science or Associate of Applied Science degree from an accredited institution. Contact the department for details.
 2. ~~HSP 210(3)~~ **HSP 210(2)**, **HSP 215(3)**, **HSP 218(3)**, **HSP 220(2)** or **ACC 201(3)**, **HSP 230(2)**, **HSP 321(3)**
 3. ~~Related Requirements: ACC 201(3); MKT 150(3) or 350(3)~~
 4. Core Courses: [HSP 310\(3\)](#), [354\(3\)](#), [428\(3\)](#), [490\(3\)](#), [499\(6\)](#)
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- C. Seven additional hours of advisor approved upper division electives to bring total upper division hours to 40.
- D. [General Baccalaureate Degree Requirements](#)

Curricular Action Workflow



Change Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Department:

Hospitality Leadership

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership/Lodging-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

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(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reduced HSP 210 from 3 credit hours to 2 credit hours. The program will allow students to complete HSP 220 or ACC 201.

Reason for Proposed Change:

The proposed program change was recommended by faculty after completing a thorough review of the curriculum. The adjustments allow two new courses to be added to the curriculum without impacting total program credit hours required to graduate. Content addressed in the courses that were removed (ACC 201 and MKT 150 or 350) from the previous program of study will be

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12/09/2019 - Submitted by Department Head (Stephanie Hein)

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Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. General Education Program and Requirements
Specific General Education Requirement: GRY 100(3)
- B. Major Requirements
 - 1. Core Courses: HSP 210(3), 215(3), 218(3), 310(3), 321(3), 354(3), 410(3), 426(3), 428(3), 480(3), 490(3), 499(6)
 - 2. Related Requirements: ACC 201(3); MKT 150(3) or 350(3)
 - 3. Public Affairs Capstone Experience will be fulfilled by completion of HSP 490(3) and 499(6).
 - 4. Complete one of the following options (9 hours):
 - a. **Club Management:** HSP 330(3), 345(3); HSP 430(3) or 436(3)
 - b. **Food and Beverage:** HSP 330(3), 409(3), 435(3)
 - c. **General Operations:** HSP 340(3); HSP 430(3) or 436(3); HSP 315(3) or 370(3) or 435(3)
 - d. **Lodging:** HSP 315(3), 360(3), 370(3)
 - e. **Senior Living Management:** HSP 330(3); GER 366(3) or PSY 366(3); GER 375(3) or SOC 375(3)
 - f. **Tourism:** GRY 310(3), GRY 328(3); HSP 340(3)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. General Baccalaureate Degree Requirements

Proposed Hospitality Leadership (Comprehensive)

Bachelor of Science

A. [General Education Program and Requirements](#)

Specific General Education Requirement: [GRY 100\(3\)](#)

B. Major Requirements

1. Core Courses: ~~HSP 210(3)~~ **HSP 210(2)**, [HSP 215\(3\)](#), [HSP 218\(3\)](#), **HSP 220(2)** or **ACC 201(3)**, **HSP 230(2)**, [HSP 310\(3\)](#), [HSP 321\(3\)](#), [HSP 354\(3\)](#), [HSP 410\(3\)](#), [HSP 426\(3\)](#), [HSP 428\(3\)](#), [HSP 480\(3\)](#), [HSP 490\(3\)](#), [HSP 499\(6\)](#)
 2. ~~Related Requirements: [ACC 201\(3\)](#); [MKT 150\(3\)](#) or [350\(3\)](#)~~
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 - b. **Food and Beverage:** [HSP 330\(3\)](#), [409\(3\)](#), [435\(3\)](#)
 - c. **General Operations:** [HSP 340\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#); [HSP 315\(3\)](#) or [370\(3\)](#) or [435\(3\)](#)
 - d. **Lodging:** [HSP 315\(3\)](#), [360\(3\)](#), [370\(3\)](#)
 - e. **Senior Living Management:** [HSP 330\(3\)](#); [GER 366\(3\)](#) or [PSY 366\(3\)](#); [GER 375\(3\)](#) or [SOC 375\(3\)](#)
 - f. **Tourism:** [GRY 310\(3\)](#), [GRY 328\(3\)](#); [HSP 340\(3\)](#)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- #### D. [General Baccalaureate Degree Requirements](#)

Curricular Action Workflow



Change Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Department:

Hospitality Leadership

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership/Senior Living Management-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

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- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reduced HSP 210 from 3 credit hours to 2 credit hours. The program will allow students to complete HSP 220 or ACC 201.

Reason for Proposed Change:

The proposed program change was recommended by faculty after completing a thorough review of the curriculum. The adjustments allow two new courses to be added to the curriculum without impacting total program credit hours required to graduate. Content addressed in the courses that were removed (ACC 201 and MKT 150 or 350) from the previous program of study will be

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(MM/DD/YYYY)**

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. General Education Program and Requirements
Specific General Education Requirement: GRY 100(3)
- B. Major Requirements
 - 1. Core Courses: HSP 210(3), 215(3), 218(3), 310(3), 321(3), 354(3), 410(3), 426(3), 428(3), 480(3), 490(3), 499(6)
 - 2. Related Requirements: ACC 201(3); MKT 150(3) or 350(3)
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 - d. **Lodging:** HSP 315(3), 360(3), 370(3)
 - e. **Senior Living Management:** HSP 330(3); GER 366(3) or PSY 366(3); GER 375(3) or SOC 375(3)
 - f. **Tourism:** GRY 310(3), GRY 328(3); HSP 340(3)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. General Baccalaureate Degree Requirements

Proposed Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. [General Education Program and Requirements](#)
Specific General Education Requirement: [GRY 100\(3\)](#)
- B. Major Requirements
 - 1. Core Courses: ~~HSP 210(3)~~ **HSP 210(2)**, [HSP 215\(3\)](#), [HSP 218\(3\)](#), **HSP 220(2)** or **ACC 201(3)**, **HSP 230(2)**, [HSP 310\(3\)](#), [HSP 321\(3\)](#), [HSP 354\(3\)](#), [HSP 410\(3\)](#), [HSP 426\(3\)](#), [HSP 428\(3\)](#), [HSP 480\(3\)](#), [HSP 490\(3\)](#), [HSP 499\(6\)](#)
 - 2. ~~Related Requirements: [ACC 201\(3\)](#); [MKT 150\(3\)](#) or [350\(3\)](#)~~
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 - b. **Food and Beverage:** [HSP 330\(3\)](#), [409\(3\)](#), [435\(3\)](#)
 - c. **General Operations:** [HSP 340\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#); [HSP 315\(3\)](#) or [370\(3\)](#) or [435\(3\)](#)
 - d. **Lodging:** [HSP 315\(3\)](#), [360\(3\)](#), [370\(3\)](#)
 - e. **Senior Living Management:** [HSP 330\(3\)](#); [GER 366\(3\)](#) or [PSY 366\(3\)](#); [GER 375\(3\)](#) or [SOC 375\(3\)](#)
 - f. **Tourism:** [GRY 310\(3\)](#), [GRY 328\(3\)](#); [HSP 340\(3\)](#)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. [General Baccalaureate Degree Requirements](#)

Curricular Action Workflow



Change Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Department:

Hospitality Leadership

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership/Tourism-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

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- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reduced HSP 210 from 3 credit hours to 2 credit hours. The program will allow students to complete HSP 220 or ACC 201.

Reason for Proposed Change:

The proposed program change was recommended by faculty after completing a thorough review of the curriculum. The adjustments allow two new courses to be added to the curriculum without impacting total program credit hours required to graduate. Content addressed in the courses that were removed (ACC 201 and MKT 150 or 350) from the previous program of study will be

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. General Education Program and Requirements
Specific General Education Requirement: GRY 100(3)
- B. Major Requirements
 - 1. Core Courses: HSP 210(3), 215(3), 218(3), 310(3), 321(3), 354(3), 410(3), 426(3), 428(3), 480(3), 490(3), 499(6)
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 - d. **Lodging:** HSP 315(3), 360(3), 370(3)
 - e. **Senior Living Management:** HSP 330(3); GER 366(3) or PSY 366(3); GER 375(3) or SOC 375(3)
 - f. **Tourism:** GRY 310(3), GRY 328(3); HSP 340(3)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. General Baccalaureate Degree Requirements

Proposed Hospitality Leadership (Comprehensive)

Bachelor of Science

A. [General Education Program and Requirements](#)

Specific General Education Requirement: [GRY 100\(3\)](#)

B. Major Requirements

1. Core Courses: ~~HSP 210(3)~~ **HSP 210(2)**, [HSP 215\(3\)](#), [HSP 218\(3\)](#), **HSP 220(2)** or **ACC 201(3)**, **HSP 230(2)**, [HSP 310\(3\)](#), [HSP 321\(3\)](#), [HSP 354\(3\)](#), [HSP 410\(3\)](#), [HSP 426\(3\)](#), [HSP 428\(3\)](#), [HSP 480\(3\)](#), [HSP 490\(3\)](#), [HSP 499\(6\)](#)
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- #### D. [General Baccalaureate Degree Requirements](#)

Curricular Action Workflow



Change Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Department:

Hospitality Leadership

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership/Club Management-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

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Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. General Education Program and Requirements
Specific General Education Requirement: GRY 100(3)
- B. Major Requirements
 - 1. Core Courses: HSP 210(3), 215(3), 218(3), 310(3), 321(3), 354(3), 410(3), 426(3), 428(3), 480(3), 490(3), 499(6)
 - 2. Related Requirements: ACC 201(3); MKT 150(3) or 350(3)
 - 3. Public Affairs Capstone Experience will be fulfilled by completion of HSP 490(3) and 499(6).
 - 4. Complete one of the following options (9 hours):
 - a. **Club Management:** HSP 330(3), 345(3); HSP 430(3) or 436(3)
 - b. **Food and Beverage:** HSP 330(3), 409(3), 435(3)
 - c. **General Operations:** HSP 340(3); HSP 430(3) or 436(3); HSP 315(3) or 370(3) or 435(3)
 - d. **Lodging:** HSP 315(3), 360(3), 370(3)
 - e. **Senior Living Management:** HSP 330(3); GER 366(3) or PSY 366(3); GER 375(3) or SOC 375(3)
 - f. **Tourism:** GRY 310(3), GRY 328(3); HSP 340(3)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. General Baccalaureate Degree Requirements

Proposed Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. [General Education Program and Requirements](#)
Specific General Education Requirement: [GRY 100\(3\)](#)
- B. Major Requirements
 - 1. Core Courses: ~~HSP 210(3)~~ **HSP 210(2)**, [HSP 215\(3\)](#), [HSP 218\(3\)](#), **HSP 220(2)** or **ACC 201(3)**, **HSP 230(2)**, [HSP 310\(3\)](#), [HSP 321\(3\)](#), [HSP 354\(3\)](#), [HSP 410\(3\)](#), [HSP 426\(3\)](#), [HSP 428\(3\)](#), [HSP 480\(3\)](#), [HSP 490\(3\)](#), [HSP 499\(6\)](#)
 - 2. ~~Related Requirements: [ACC 201\(3\)](#); [MKT 150\(3\)](#) or [350\(3\)](#)~~
 - 3. Public Affairs Capstone Experience will be fulfilled by completion of [HSP 490\(3\)](#) and [499\(6\)](#).
 - 4. Complete one of the following options (9 hours):
 - a. **Club Management:** [HSP 330\(3\)](#), [345\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#)
 - b. **Food and Beverage:** [HSP 330\(3\)](#), [409\(3\)](#), [435\(3\)](#)
 - c. **General Operations:** [HSP 340\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#); [HSP 315\(3\)](#) or [370\(3\)](#) or [435\(3\)](#)
 - d. **Lodging:** [HSP 315\(3\)](#), [360\(3\)](#), [370\(3\)](#)
 - e. **Senior Living Management:** [HSP 330\(3\)](#); [GER 366\(3\)](#) or [PSY 366\(3\)](#); [GER 375\(3\)](#) or [SOC 375\(3\)](#)
 - f. **Tourism:** [GRY 310\(3\)](#), [GRY 328\(3\)](#); [HSP 340\(3\)](#)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. [General Baccalaureate Degree Requirements](#)

Curricular Action Workflow



Change Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Department:

Hospitality Leadership

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership/Food and Beverage-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

↶ ↷ **B** *I* ~~S~~

POWERED BY TINYMCE

Attached [View Attachment](#)

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reduced HSP 210 from 3 credit hours to 2 credit hours. The program will allow students to complete HSP 220 or ACC 201.

Reason for Proposed Change:

The proposed program change was recommended by faculty after completing a thorough review of the curriculum. The adjustments allow two new courses to be added to the curriculum without impacting total program credit hours required to graduate. Content addressed in the courses that were removed (ACC 201 and MKT 150 or 350) from the previous program of study will be

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. General Education Program and Requirements
Specific General Education Requirement: GRY 100(3)
- B. Major Requirements
 - 1. Core Courses: HSP 210(3), 215(3), 218(3), 310(3), 321(3), 354(3), 410(3), 426(3), 428(3), 480(3), 490(3), 499(6)
 - 2. Related Requirements: ACC 201(3); MKT 150(3) or 350(3)
 - 3. Public Affairs Capstone Experience will be fulfilled by completion of HSP 490(3) and 499(6).
 - 4. Complete one of the following options (9 hours):
 - a. **Club Management:** HSP 330(3), 345(3); HSP 430(3) or 436(3)
 - b. **Food and Beverage:** HSP 330(3), 409(3), 435(3)
 - c. **General Operations:** HSP 340(3); HSP 430(3) or 436(3); HSP 315(3) or 370(3) or 435(3)
 - d. **Lodging:** HSP 315(3), 360(3), 370(3)
 - e. **Senior Living Management:** HSP 330(3); GER 366(3) or PSY 366(3); GER 375(3) or SOC 375(3)
 - f. **Tourism:** GRY 310(3), GRY 328(3); HSP 340(3)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. General Baccalaureate Degree Requirements

Proposed Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. [General Education Program and Requirements](#)
Specific General Education Requirement: [GRY 100\(3\)](#)
- B. Major Requirements
 - 1. Core Courses: ~~HSP 210(3)~~ **HSP 210(2)**, [HSP 215\(3\)](#), [HSP 218\(3\)](#), **HSP 220(2)** or **ACC 201(3)**, **HSP 230(2)**, [HSP 310\(3\)](#), [HSP 321\(3\)](#), [HSP 354\(3\)](#), [HSP 410\(3\)](#), [HSP 426\(3\)](#), [HSP 428\(3\)](#), [HSP 480\(3\)](#), [HSP 490\(3\)](#), [HSP 499\(6\)](#)
 - 2. ~~Related Requirements: [ACC 201\(3\)](#); [MKT 150\(3\)](#) or [350\(3\)](#)~~
 - 3. Public Affairs Capstone Experience will be fulfilled by completion of [HSP 490\(3\)](#) and [499\(6\)](#).
 - 4. Complete one of the following options (9 hours):
 - a. **Club Management:** [HSP 330\(3\)](#), [345\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#)
 - b. **Food and Beverage:** [HSP 330\(3\)](#), [409\(3\)](#), [435\(3\)](#)
 - c. **General Operations:** [HSP 340\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#); [HSP 315\(3\)](#) or [370\(3\)](#) or [435\(3\)](#)
 - d. **Lodging:** [HSP 315\(3\)](#), [360\(3\)](#), [370\(3\)](#)
 - e. **Senior Living Management:** [HSP 330\(3\)](#); [GER 366\(3\)](#) or [PSY 366\(3\)](#); [GER 375\(3\)](#) or [SOC 375\(3\)](#)
 - f. **Tourism:** [GRY 310\(3\)](#), [GRY 328\(3\)](#); [HSP 340\(3\)](#)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. [General Baccalaureate Degree Requirements](#)

Curricular Action Workflow



Change Program Proposal Form

Submitted on 12/09/2019 by Albert Barreda (AlbertBarreda@MissouriState.edu).

Department:

Hospitality Leadership

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Hospitality Leadership/General Operations-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

↶ ↷ **B** *I* ~~S~~

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Attached [View Attachment](#)

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reduced HSP 210 from 3 credit hours to 2 credit hours. The program will allow students to complete HSP 220 or ACC 201.

Reason for Proposed Change:

The proposed program change was recommended by faculty after completing a thorough review of the curriculum. The adjustments allow two new courses to be added to the curriculum without impacting total program credit hours required to graduate. Content addressed in the courses that were removed (ACC 201 and MKT 150 or 350) from the previous program of study will be

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

12/04/2019

Current Status:

College Council Review

Proposal Progress:

12/09/2019 - Submitted by Department Head (Stephanie Hein)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. General Education Program and Requirements
Specific General Education Requirement: GRY 100(3)
- B. Major Requirements
 - 1. Core Courses: HSP 210(3), 215(3), 218(3), 310(3), 321(3), 354(3), 410(3), 426(3), 428(3), 480(3), 490(3), 499(6)
 - 2. Related Requirements: ACC 201(3); MKT 150(3) or 350(3)
 - 3. Public Affairs Capstone Experience will be fulfilled by completion of HSP 490(3) and 499(6).
 - 4. Complete one of the following options (9 hours):
 - a. **Club Management:** HSP 330(3), 345(3); HSP 430(3) or 436(3)
 - b. **Food and Beverage:** HSP 330(3), 409(3), 435(3)
 - c. **General Operations:** HSP 340(3); HSP 430(3) or 436(3); HSP 315(3) or 370(3) or 435(3)
 - d. **Lodging:** HSP 315(3), 360(3), 370(3)
 - e. **Senior Living Management:** HSP 330(3); GER 366(3) or PSY 366(3); GER 375(3) or SOC 375(3)
 - f. **Tourism:** GRY 310(3), GRY 328(3); HSP 340(3)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. General Baccalaureate Degree Requirements

Proposed Hospitality Leadership (Comprehensive)

Bachelor of Science

- A. [General Education Program and Requirements](#)
Specific General Education Requirement: [GRY 100\(3\)](#)
- B. Major Requirements
 - 1. Core Courses: ~~HSP 210(3)~~ **HSP 210(2)**, [HSP 215\(3\)](#), [HSP 218\(3\)](#), **HSP 220(2)** or **ACC 201(3)**, **HSP 230(2)**, [HSP 310\(3\)](#), [HSP 321\(3\)](#), [HSP 354\(3\)](#), [HSP 410\(3\)](#), [HSP 426\(3\)](#), [HSP 428\(3\)](#), [HSP 480\(3\)](#), [HSP 490\(3\)](#), [HSP 499\(6\)](#)
 - 2. ~~Related Requirements: [ACC 201\(3\)](#); [MKT 150\(3\)](#) or [350\(3\)](#)~~
 - 3. Public Affairs Capstone Experience will be fulfilled by completion of [HSP 490\(3\)](#) and [499\(6\)](#).
 - 4. Complete one of the following options (9 hours):
 - a. **Club Management:** [HSP 330\(3\)](#), [345\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#)
 - b. **Food and Beverage:** [HSP 330\(3\)](#), [409\(3\)](#), [435\(3\)](#)
 - c. **General Operations:** [HSP 340\(3\)](#); [HSP 430\(3\)](#) or [436\(3\)](#); [HSP 315\(3\)](#) or [370\(3\)](#) or [435\(3\)](#)
 - d. **Lodging:** [HSP 315\(3\)](#), [360\(3\)](#), [370\(3\)](#)
 - e. **Senior Living Management:** [HSP 330\(3\)](#); [GER 366\(3\)](#) or [PSY 366\(3\)](#); [GER 375\(3\)](#) or [SOC 375\(3\)](#)
 - f. **Tourism:** [GRY 310\(3\)](#), [GRY 328\(3\)](#); [HSP 340\(3\)](#)
- C. Electives to bring total number of hours to 120. Students are encouraged to use these hours to complete more than one track and to take HSP electives.
- D. [General Baccalaureate Degree Requirements](#)

Curricular Action Workflow



Change Course Proposal Form

**Submitted on 11/07/2019 by William
Bray (WBray@MissouriState.edu).**

***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

MTH314 Discrete Mathematics

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Is there a graduate/undergraduate parallel course to this one? No Yes

Current online catalog description:

MTH 314 Discrete Mathematics

Prerequisite: MTH 138 or MTH 181 or approved calculus course or appropriate placement score. Topics include: logic, mathematical reasoning, basic counting, discrete probability, matrices, recursion, sets and relations, graphs and trees. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* ~~U~~

MTH 314 Discrete Mathematics

Prerequisite: MTH 138 or MTH ~~181~~ **137** or approved calculus course or appropriate placement score. Topics include: logic, mathematical reasoning, basic counting, discrete probability, matrices, recursion, sets and relations, graphs and trees. 3(3-0) F,S

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What is changing? Check all boxes that apply.

- | | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (<u>Check Availability</u>) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

MTH 181 has been replaced by MTH 137. MTH 181 is in process of being deleted from the catalog.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? No Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information

Other (be specific):

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

11/06/2019

Current Status:

College Council Review

Proposal Progress:

11/07/2019 - Submitted by Department Head (William Bray)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Curricular Action Workflow



New Course Proposal Form

Submitted on 11/07/2019 by John Killion (Kurtkillion@missouristate.edu).

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

MTH

Course Number: ([Check Availability](#))

478

Course Title:

Mathematical Modeling for Teachers

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

MTH 343 or MTH 360 or concurrent enrollment. Recommended Prerequisite: 15 hours of elementary or middle school

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course will focus on topics in upper elementary and middle school mathematics. This includes, within the context of problem solving: algebraic reasoning, proportional reasoning, integer operations, decimal operations, transformational geometry, and coordinate geometry. The course will also focus on integrating mathematical practices and process standards developed by professional organizations in mathematics education. The use of technological tools and manipulatives are embedded in the development of strategies for modeling mathematics. The course also includes school-based experiences for practical implementation.

629/30000 character limit.

Credit Hours: Lecture Contact Hours: Lab Contact Hours:

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall
- Fall (even-numbered years only)
- Fall (odd-numbered years only)
- Spring
- Spring (even-numbered years only)
- Spring (odd-numbered years only)
- Summer
- On Demand only

Complete Catalog Description:

MTH 478 Mathematical Modeling for Teachers

Prerequisite: MTH 343 or MTH 360 or concurrent enrollment. Recommended Prerequisite: 15 hours of elementary or middle school mathematics.

This course will focus on topics in upper elementary and middle school mathematics. This includes, within the context of problem solving: algebraic reasoning, proportional reasoning, integer operations, decimal operations, transformational geometry, and coordinate geometry. The course will also focus on integrating mathematical practices and process standards developed by professional organizations in mathematics education. The use of technological tools and manipulatives are embedded in the development of strategies for modeling mathematics. The course also includes school-based experiences for practical implementation.

Credit hours: 3 Lecture contact hours: 2 Lab contact hours: 2

Typically offered: Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

0/30000 character limit.

Attached [View Attachment](#)

Purpose of Course

We have offered this as a MTH 596 "Readings" class for use in the middle school program, but since this needs to be a recurring course, it is being submitted as a formal new course. The middle school program requires 24 hours of mathematics content and this course is designed to provide a math content course (already designed and being used with the general MTH 596 number) that meaningfully helps prepare students to become middle school math teachers.

456/30000 character limit.

Relationship to Other Departments

Is one of the required 24 hours for the Middle School Mathematics Program in COE.

83/30000 character limit.

Is there a graduate/undergraduate parallel course to this one? No Yes

Enter parallel course number

nullnull null

How do these classes differ?

0/30000 character limit.

New Course Resource Information

Anticipated Average Enrollment per section:

16

Maximum Enrollment Limit per section:

26

Anticipated Average Enrollment per semester:

16

Maximum Enrollment Limit per semester:

26

Anticipated Average Enrollment per year:

Maximum Enrollment Limit per year:

Faculty Load Assignment (equated hours):

Is another course being deleted? No Yes

Select course number and title being deleted.

What will this course require in the way of:

Additional library Holdings

4/30000 character limit.

Additional computer resources

4/30000 character limit.

Additional or remodeled facilities

4/30000 character limit.

Additional equipment or supplies

4/30000 character limit.

Additional travel funds

none

4/30000 character limit.

Additional faculty; general vs specialized

none.

7/30000 character limit.

Additional faculty; regular vs per-course

none

4/30000 character limit.

Other additional expenses

none

4/30000 character limit.

If additional faculty are not required, how will faculty be made available to teach this course?

The class has been team-taught by the mathematics education faculty as a service to the middle school students because they needed additional math hours for the program. It has been considered a part of our normal load for math educators in the math department.

265/30000 character limit.

List names of current faculty qualified and available to teach this course

Killion, Harbaugh, Ragan, Sullivan

34/30000 character limit.

What is the anticipated source of students for this course?

middle school math program

26/30000 character limit.

If from within the department, will students be taking this course in addition to or in place of other courses?

Not an additional course since students in the middle school; math program were already taking MTH 596 (which this new course indirectly replaces)

146/30000 character limit.

If from outside the department, which courses in other departments would most likely be affected?)

no courses impacted outside the department.

43/30000 character limit.

Other comments:

no other comments

17/30000 character limit.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

11/07/2019

Current Status:

College Council Review

Proposal Progress:

11/07/2019 - Submitted by Department Head (William Bray)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Curricular Action Workflow



New Course Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

***All fields require input**

- New COURSE
- New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

PHY

Course Number: ([Check Availability](#))

325

Course Title:

Experimental Instrumentation

Will this course become part of a program? No Yes (A corresponding program change form must be submitted)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Prerequisite/Co-requisite or enter 'None':

PHY 204

Catalog Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

The use of instrumentation to acquire and process data in physics and astronomy. Equipment will include multimeters, oscilloscopes, filters, lock-in amplifiers, detectors and related systems. The laboratory work will cover direct applications of all equipment and techniques covered in lecture.

296/30000 character limit.

Credit Hours:

3 ▼

Lecture Contact Hours:

1 ▼

Lab Contact Hours:

4 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- Fall

 Fall (even-numbered years only)

 Fall (odd-numbered years only)
- Spring

 Spring (even-numbered years only)

 Spring (odd-numbered years only)
- Summer

 On Demand only

Complete Catalog Description:

PHY 325 Experimental Instrumentation

Prerequisite: PHY 204

The use of instrumentation to acquire and process data in physics and astronomy. Equipment will include multimeters, oscilloscopes, filters, lock-in amplifiers, detectors and related systems. The laboratory work will cover direct applications of all equipment and techniques covered in lecture.

Credit hours: 3 Lecture contact hours: 1 Lab contact hours: 4

Typically offered: Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

0/30000 character limit.

Attached [View Attachment](#)

Purpose of Course

This course will provide direct experience in the operation of standard instrumentation for physics laboratories. The use of such equipment and techniques is essential in the development of a practicing physical scientist.

223/30000 character limit.

Relationship to Other Departments

This course will not impede other departments. It may be a useful course for other students in the sciences but will be directed towards physics majors.

153/30000 character limit.

Is there a graduate/undergraduate parallel course to this one? No Yes

Enter parallel course number

nullnull null

How do these classes differ?

0/30000 character limit.

New Course Resource Information

Anticipated Average Enrollment per section:

Maximum Enrollment Limit per section:

Anticipated Average Enrollment per semester:

Maximum Enrollment Limit per semester:

Anticipated Average Enrollment per year:

Maximum Enrollment Limit per year:

Faculty Load Assignment (equated hours):

Is another course being deleted? No Yes

Select course number and title being deleted.

What will this course require in the way of:

Additional library Holdings

none

4/30000 character limit.

Additional computer resources

none

4/30000 character limit.

Additional or remodeled facilities

none

4/30000 character limit.

Additional equipment or supplies

some additional electronic instrumentation, covered by departmental funds.

74/30000 character limit.

Additional travel funds

none

4/30000 character limit.

Additional faculty; general vs specialized

none

4/30000 character limit.

Additional faculty; regular vs per-course

none

4/30000 character limit.

Other additional expenses

none

4/30000 character limit.

If additional faculty are not required, how will faculty be made available to teach this course?

We are modifying the required courses in the department and will cover with redistributed load.

95/30000 character limit.

List names of current faculty qualified and available to teach this course

Cornelison
Besara
Ghosh
Mayanovic
Mitra
Redd

44/30000 character limit.

What is the anticipated source of students for this course?

PAMS majors

11/30000 character limit.

If from within the department, will students be taking this course in addition to or in place of other courses?

this will replace another course, which was required.

53/30000 character limit.

If from outside the department, which courses in other departments would most likely be affected?)

n/a

3/30000 character limit.

Other comments:

no other comments

17/30000 character limit.

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

10/22/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Curricular Action Workflow



Delete Course Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

PHY152 Introductory Circuits-Survey of Electronics

Is this course a requirement or course choice within any current program, including those outside your department?

- No
- Yes (A corresponding program change course form must be submitted to remove the deleted course from the program requirements. You should also notify other departments using this course of your plans to delete the course.)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Online catalog description.

Prerequisite: MTH 138 or MTH 181. Introduction and survey of Kirchoff's current and voltage laws, network analysis, and Thevenin's and Norton's theorems for complex impedances. Transfer functions, passive and active filters, and signal processing. Amplifiers, logic, number systems, and mixed-signal electronics. Laboratory experiences will feature oscilloscope measurements and analysis and introduction to circuit modeling software. 3(2-2) F

Reason for proposed Deletion

Much of this course content will be subsumed into other modified courses. The extraneous portion will be dropped from the curriculum. This decision comes after much input from student exit interviews and faculty discussion.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum Faculty Input Student Input
- Accreditation/certification compliance Review of catalog information
- Other (be specific):

What is the date that this course change was approved by departmental or program faculty?

09/17/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Curricular Action Workflow



Delete Course Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

***All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

PHY324 Instrumental/Computer Interfacing

Is this course a requirement or course choice within any current program, including those outside your department?

- No
- Yes (A corresponding program change course form must be submitted to remove the deleted course from the program requirements. You should also notify other departments using this course of your plans to delete the course.)

Will this proposal need to be reviewed by CGEIP? No Yes

Will this proposal need to be reviewed by EPPC? No Yes

Online catalog description.

Prerequisite: PHY 152. An introduction to computer architecture, machine/assembly language programming, and peripheral interfacing. Topics include microprocessor operation, addressing modes, memory organization, microprocessor buses, reset and interrupts, parallel I/O, serial I/O, timers, and analog/digital conversions. 4(2-4) F,S

Reason for proposed Deletion

this course addresses topics no longer essential for a practicing physicist. The topics reflect the state of the field approximately twenty years ago.

How did you determine the need for this change? Check all boxes that apply or specify other.

Routine or annual review/assessment of curriculum Faculty Input Student Input

Accreditation/certification compliance Review of catalog information

Other (be specific):

What is the date that this course change was approved by departmental or program faculty?

12/03/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Curricular Action Workflow



New Program Proposal Form

**Submitted on 12/09/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department:

Physics, Astronomy, & Mat Sci

Proposed Program Title:

Physical laboratory certificate

Choose One:

- | | |
|---|--|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input checked="" type="radio"/> Certificate |

(Note: If the option you need is not listed above contact curriculum@missouristate.edu)

Does this program include any new courses?

- No
- Yes (A corresponding new course form must be submitted to create each new course.)

Select Degree Type (or Select Graduate Certificate or Undergraduate Certificate):

UGCT - Undergraduate Certificate

General Education Courses Required:

n/a

Total Hours: 0

General Education Courses Recommended:

n/a

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

n/a

Total Hours: 0

Courses Required in Department:

n/a

Total Hours: 0

Courses Required in Other Departments:

n/a

Total Hours: 0

Prerequisites for Required Courses:

n/a

Recommended Electives in Department:

6-10 credit hours in upper-division PHY/AST/MAT lab courses, from list of courses

Total Hours: 6-10

Recommended Electives in Other Departments:

2-6 credit hours from upper-division science lab courses, approved by advisor

Total Hours: 2-6

Limitations on Electives:

from specific fields, in conjunction with advisor

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

- 1. Statement of Rationale: *Attached* [View Attachment](#)
- 2. Estimated costs for first five years: *Attached* [View Attachment](#)

3. Complete catalog description (including new courses and course changes pending approval):

Attached [View Attachment](#)

4. If proposal is for a new degree program, you must submit an application to the Missouri Department of Higher Education (MDHE).

- A. Use the templates below to create your application.
[New Undergraduate Major \(or certificate with more than 18 hours\)](#) | [New Graduate Program \(or certificate with more than 18 hours\)](#)
- B. Upload and attach the completed MDHE application. *Not Attached*

*If you require assistance to complete the application, contact Julie Masterson, Graduate College, 836-5335.

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

12/03/2019

Current Status:

College Council Review

Proposal Progress:

12/12/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Rationale for Physical laboratory certificate

This certificate distinguishes the holder as attaining a level of proficiency with laboratory equipment often used in commercial labs, a comfort level working with technological, modern equipment and data, and a knowledge of common software associated with operating complex scientific equipment and interpreting the data.

The holder of this certificate therefore distinguishes themselves from other applicants in that employers know the holder already has a proficiency with modern lab equipment, its usage, and interpreting data. As physics is inherently multidisciplinary and includes aspects of astronomy, biology, chemistry, and geology, the certificate holder is encouraged to avail him/herself of the interdisciplinary nature of physics by taking lab courses in chemistry, biology, or another natural science in addition to their physics labs.

Budget for Physical Laboratory Certificate

This certificate uses existing coursework, framing them in their context as lab courses, demonstrating expertise. There is no additional cost to implement the program

Physical laboratory certificate

This certificate distinguishes the holder as attaining a level of proficiency with laboratory equipment often used in commercial labs, a comfort level working with technological, modern equipment and data, and a knowledge of common software associated with operating complex scientific equipment and interpreting the data.

The holder of this certificate therefore distinguishes themselves from other applicants in that employers know the holder already has a proficiency with modern lab equipment, its usage, and interpreting data. As physics is inherently multidisciplinary and includes aspects of astronomy, biology, chemistry, and geology, the certificate holder is encouraged to avail him/herself of the interdisciplinary nature of physics by taking lab courses in chemistry, biology, or another natural science in addition to their physics labs.

Program Requirements (12 hours):

- A. 6-10 credit hours in PHY/AST/MAT lab courses, from the following courses: AST 311(3), PHY 325(3), PHY 385(2), MAT 514(2)
- B. 2-6 additional credit hours from 300-level or above lab courses from BIO, CHM, or GLG as approved by the certificate advisor.
- C. 9 or more credits must be upper-division.
- D. All candidates must satisfy the General University Certificate Requirements.

Curricular Action Workflow



Change Program Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

Department:

Physics, Astronomy, & Mat Sci

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Physics/Astronomy and Astrophysics-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

↶ ↷ **B** *I* ~~S~~

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Attached [View Attachment](#)

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reason for Proposed Change:

Two courses are being replaced with new courses that better meet the needs of the majors.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

10/22/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Physics (Comprehensive)

Bachelor of Science

A. [General Education Program and Requirements](#)

Specific General Education Requirements: [PHY 203](#)(5), [MTH 261](#)(5), [ENG 321](#)(3)

B. Major Requirements

1. [PHY 152](#)(3), [204](#)(5), [291](#)(3), [324](#)(4), [333](#)(3), [343](#)(3), [353](#)(3), [375](#)(3), [385](#)(2), [386](#)(1), [391](#)(3), [486](#)(1)
2. Public Affairs Capstone Experience will be fulfilled by completion of [PHY 385](#)(2), [386](#)(1) and [486](#)(1).
3. Select one of the following option areas:
 - a. **Astronomy and Astrophysics:** [AST 113](#)(3), [114](#)(4) or [115](#)(4); and select two courses from: [AST 311](#)(3), [313](#)(3), [315](#)(3), [317](#)(3)
 - b. **Career Prep Physics:** [PHY 351](#)(3) and one of either [PHY 575](#)(3) or [MAT 540](#)(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.
 - c. **Materials Physics:** [MAT 540](#)(3), [550](#)(3), [580](#)(3); [PHY 575](#)(3)
 - d. **Teaching Prep Physics:** [AST 115](#)(4); [GRY 108](#)(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.
4. Related Requirements: [MTH 280](#)(5), [302](#)(3), [303](#)(3)

C. [General Baccalaureate Degree Requirements](#)

Physics (Comprehensive)
Bachelor of Science

General Education Program and Requirements

Specific General Education Requirements: PHY 203(5), MTH 261(5), ENG 321(3)

Major Requirements

PHY 110(2) ~~PHY 152(3)~~, 204(5), 291(3), ~~324(4)~~, **325(3)**, 333(3), 343(3), 353(3), 375(3), 385(2), 386(1), 391(3), 486(1)

Public Affairs Capstone Experience will be fulfilled by completion of PHY 385(2), 386(1) and 486(1).

Select one of the following option areas:

Astronomy and Astrophysics: AST 113(3), 114(4) or 115(4); and select two courses from: AST 311(3), 313(3), 315(3), 317(3)

Career Prep Physics: PHY 351(3) and one of either PHY 575(3) or MAT 540(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.

Materials Physics: MAT 540(3), 550(3), 580(3); PHY 575(3)

Teaching Prep Physics: AST 115(4); GRY 108(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.

Related Requirements: MTH 280(5), 302(3), 303(3)

General Baccalaureate Degree Requirements

Curricular Action Workflow



Change Program Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

Department:

Physics, Astronomy, & Mat Sci

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Physics/Career Prep Physics-BS

Current Catalog Description:

*(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

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What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reason for Proposed Change:

Replacing two courses with new courses that better meet students' needs.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

10/22/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Physics (Comprehensive)

Bachelor of Science

A. [General Education Program and Requirements](#)

Specific General Education Requirements: [PHY 203](#)(5), [MTH 261](#)(5), [ENG 321](#)(3)

B. Major Requirements

1. [PHY 152](#)(3), [204](#)(5), [291](#)(3), [324](#)(4), [333](#)(3), [343](#)(3), [353](#)(3), [375](#)(3), [385](#)(2), [386](#)(1), [391](#)(3), [486](#)(1)
2. Public Affairs Capstone Experience will be fulfilled by completion of [PHY 385](#)(2), [386](#)(1) and [486](#)(1).
3. Select one of the following option areas:
 - a. **Astronomy and Astrophysics:** [AST 113](#)(3), [114](#)(4) or [115](#)(4); and select two courses from: [AST 311](#)(3), [313](#)(3), [315](#)(3), [317](#)(3)
 - b. **Career Prep Physics:** [PHY 351](#)(3) and one of either [PHY 575](#)(3) or [MAT 540](#)(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.
 - c. **Materials Physics:** [MAT 540](#)(3), [550](#)(3), [580](#)(3); [PHY 575](#)(3)
 - d. **Teaching Prep Physics:** [AST 115](#)(4); [GRY 108](#)(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.
4. Related Requirements: [MTH 280](#)(5), [302](#)(3), [303](#)(3)

C. [General Baccalaureate Degree Requirements](#)

Physics (Comprehensive)
Bachelor of Science

General Education Program and Requirements

Specific General Education Requirements: PHY 203(5), MTH 261(5), ENG 321(3)

Major Requirements

PHY 110(2) ~~PHY 152(3)~~, 204(5), 291(3), ~~324(4)~~, **325(3)**, 333(3), 343(3), 353(3), 375(3), 385(2), 386(1), 391(3), 486(1)

Public Affairs Capstone Experience will be fulfilled by completion of PHY 385(2), 386(1) and 486(1).

Select one of the following option areas:

Astronomy and Astrophysics: AST 113(3), 114(4) or 115(4); and select two courses from: AST 311(3), 313(3), 315(3), 317(3)

Career Prep Physics: PHY 351(3) and one of either PHY 575(3) or MAT 540(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.

Materials Physics: MAT 540(3), 550(3), 580(3); PHY 575(3)

Teaching Prep Physics: AST 115(4); GRY 108(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.

Related Requirements: MTH 280(5), 302(3), 303(3)

General Baccalaureate Degree Requirements

Curricular Action Workflow



Change Program Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

Department:

Physics, Astronomy, & Mat Sci

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Physics/Materials Physics-BS

Current Catalog Description:

*(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

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What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reason for Proposed Change:

Replacing two courses with new courses that better meet students' needs.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

10/22/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Physics (Comprehensive)

Bachelor of Science

A. [General Education Program and Requirements](#)

Specific General Education Requirements: [PHY 203](#)(5), [MTH 261](#)(5), [ENG 321](#)(3)

B. Major Requirements

1. [PHY 152](#)(3), [204](#)(5), [291](#)(3), [324](#)(4), [333](#)(3), [343](#)(3), [353](#)(3), [375](#)(3), [385](#)(2), [386](#)(1), [391](#)(3), [486](#)(1)
2. Public Affairs Capstone Experience will be fulfilled by completion of [PHY 385](#)(2), [386](#)(1) and [486](#)(1).
3. Select one of the following option areas:
 - a. **Astronomy and Astrophysics:** [AST 113](#)(3), [114](#)(4) or [115](#)(4); and select two courses from: [AST 311](#)(3), [313](#)(3), [315](#)(3), [317](#)(3)
 - b. **Career Prep Physics:** [PHY 351](#)(3) and one of either [PHY 575](#)(3) or [MAT 540](#)(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.
 - c. **Materials Physics:** [MAT 540](#)(3), [550](#)(3), [580](#)(3); [PHY 575](#)(3)
 - d. **Teaching Prep Physics:** [AST 115](#)(4); [GRY 108](#)(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.
4. Related Requirements: [MTH 280](#)(5), [302](#)(3), [303](#)(3)

C. [General Baccalaureate Degree Requirements](#)

Physics (Comprehensive)
Bachelor of Science

General Education Program and Requirements

Specific General Education Requirements: PHY 203(5), MTH 261(5), ENG 321(3)

Major Requirements

PHY 110(2) ~~PHY 152(3)~~, 204(5), 291(3), ~~324(4)~~, **325(3)**, 333(3), 343(3), 353(3), 375(3), 385(2), 386(1), 391(3), 486(1)

Public Affairs Capstone Experience will be fulfilled by completion of PHY 385(2), 386(1) and 486(1).

Select one of the following option areas:

Astronomy and Astrophysics: AST 113(3), 114(4) or 115(4); and select two courses from: AST 311(3), 313(3), 315(3), 317(3)

Career Prep Physics: PHY 351(3) and one of either PHY 575(3) or MAT 540(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.

Materials Physics: MAT 540(3), 550(3), 580(3); PHY 575(3)

Teaching Prep Physics: AST 115(4); GRY 108(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.

Related Requirements: MTH 280(5), 302(3), 303(3)

General Baccalaureate Degree Requirements

Curricular Action Workflow



Change Program Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

Department:

Physics, Astronomy, & Mat Sci

Type of Program**Choose One:**

- | | |
|--|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input checked="" type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Physics/Teaching Prep Physics-BS

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

↶ ↷ **B** *I* ~~S~~

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What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

Reason for Proposed Change:

Replacing two courses with new courses that better meet students' needs.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

10/22/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

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Physics (Comprehensive)

Bachelor of Science

A. [General Education Program and Requirements](#)

Specific General Education Requirements: [PHY 203](#)(5), [MTH 261](#)(5), [ENG 321](#)(3)

B. Major Requirements

1. [PHY 152](#)(3), [204](#)(5), [291](#)(3), [324](#)(4), [333](#)(3), [343](#)(3), [353](#)(3), [375](#)(3), [385](#)(2), [386](#)(1), [391](#)(3), [486](#)(1)
2. Public Affairs Capstone Experience will be fulfilled by completion of [PHY 385](#)(2), [386](#)(1) and [486](#)(1).
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 - a. **Astronomy and Astrophysics:** [AST 113](#)(3), [114](#)(4) or [115](#)(4); and select two courses from: [AST 311](#)(3), [313](#)(3), [315](#)(3), [317](#)(3)
 - b. **Career Prep Physics:** [PHY 351](#)(3) and one of either [PHY 575](#)(3) or [MAT 540](#)(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.
 - c. **Materials Physics:** [MAT 540](#)(3), [550](#)(3), [580](#)(3); [PHY 575](#)(3)
 - d. **Teaching Prep Physics:** [AST 115](#)(4); [GRY 108](#)(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.
4. Related Requirements: [MTH 280](#)(5), [302](#)(3), [303](#)(3)

C. [General Baccalaureate Degree Requirements](#)

Physics (Comprehensive)
Bachelor of Science

General Education Program and Requirements

Specific General Education Requirements: PHY 203(5), MTH 261(5), ENG 321(3)

Major Requirements

PHY 110(2) ~~PHY 152(3)~~, 204(5), 291(3), ~~324(4)~~, **325(3)**, 333(3), 343(3), 353(3), 375(3), 385(2), 386(1), 391(3), 486(1)

Public Affairs Capstone Experience will be fulfilled by completion of PHY 385(2), 386(1) and 486(1).

Select one of the following option areas:

Astronomy and Astrophysics: AST 113(3), 114(4) or 115(4); and select two courses from: AST 311(3), 313(3), 315(3), 317(3)

Career Prep Physics: PHY 351(3) and one of either PHY 575(3) or MAT 540(3) and three hours of 400 or 500 level PHY, MAT, or CHM coursework.

Materials Physics: MAT 540(3), 550(3), 580(3); PHY 575(3)

Teaching Prep Physics: AST 115(4); GRY 108(3) and at least six hours from any 300 or 400 or 500 level courses from AST, MAT or PHY coursework excluding PHY 501.

Related Requirements: MTH 280(5), 302(3), 303(3)

General Baccalaureate Degree Requirements

Curricular Action Workflow



Change Program Proposal Form

**Submitted on 12/03/2019 by David
Cornelison (DavidCornelison@MissouriState.edu).**

Department:

Physics, Astronomy, & Mat Sci

Type of Program**Choose One:**

- | | |
|---|--|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option |
| <input type="radio"/> Comprehensive Undergraduate Major | <input type="radio"/> Minor |
| <input type="radio"/> Graduate Program | <input checked="" type="radio"/> Certificate |

Does this program include any new courses?

- No Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:

Computational Science-Undergraduate Certificate

Current Catalog Description: *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

Complete New Catalog Description: *(Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] OR provide as an attachment below)*

↶ ↷ **B** *I* ~~S~~

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Attached [View Attachment](#)

What is changing? Check all boxes that apply:

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling credits
- Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- Deleting courses from the program (major)

(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)

- Changing admission requirements
- Other

deleting course and total hours from the certificate

Reason for Proposed Change:

It was determined that the essential elements could be covered in fewer courses. PHY 591, which was added a year ago, was also deemed a better fit for the certificate.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

11/19/2019

Current Status:

College Council Review

Proposal Progress:

12/03/2019 - Submitted by Department Head (Robert Mayanovic)

Review Comments:

No comments have been added to this proposal.

No review notes have been added.

[Copy As New Proposal](#)

MAKE YOUR MENT.

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Computational Science

This certificate provides students with a background in the application of computer code to the solution of problems of interest to those in science, mathematics, or engineering. Physical processes that are intractable to an analytical approach, can be studied and simulated using the algorithms and techniques developed in this certificate program.

Program requirements (18 hours)

PHY 291(3); CSC 125(4); MTH 421(3) or CSC 421(3); MTH 422(3) or CSC 422(3)

Select five additional hours approved by certificate advisor.

All candidates must satisfy the General University Certificate Requirements.

Computational Science

This certificate provides students with a background in the application of computer code to the solution of problems of interest to those in science, mathematics, or engineering. Physical processes that are intractable to an analytical approach can be studied and simulated using the algorithms and techniques developed in this certificate program.

Program requirements (~~18~~ **12** hours)

PHY 291(3); **PHY 591 (3)**; ~~CSC 125(4)~~; **CSC 130(3)**; ~~MTH 421(3) or CSC 421(3)~~; ~~MTH 422(3) or CSC 422(3)~~

Select ~~five~~ **three** additional hours approved by certificate advisor.

All candidates must satisfy the General University Certificate Requirements.