

Academic Senate
Agenda for the Meeting of
April 28, 2015
UCB 202C
10:00 - 11:00 am Session

1. Call to Order and Roll Call
2. Approval of Minutes
 - A. April 6, 2015 minutes
3. Open Forum
4. Reports
 - A. Senate President – Khagendra Thapa
 - B. Senate Vice President – Charles Bacon
 - C. Senate Secretary – Amy Dinardo
5. Committee Reports
 - A. University Curriculum Committee – Kemi Fadayomi
 - B. General Education Task Force – Clifton Franklund
 - C. Student Government – Andrew Kalinowski
6. New Business
 - A. Delete Desktop Publishing Minor – Fadayomi
 - B. Bachelor of Science in Respiratory Therapy – Completion – Fadayomi
 - C. Risk Management and Insurance Program Redirection – Fadayomi
 - D. International Education Ad Hoc Committee Formation – Bacon
 - E. Library/Historical/Archival Mission Statement Revision – Bacon
 - F. Health Promotions Committee Motion - Berghoef
7. Announcements
 - A. FSU President - David Eisler
 - B. Provost – Paul Blake
 - C. Senate President – Khagendra Thapa
8. Open Forum
9. Adjournment

Academic Senate
Agenda for the Meeting
April 28, 2015
UCB 202C
11:00 -11:50 am Session

1. Call to Order and Roll Call
2. Open Forum
3. New Business
 - A. Election of Officers for 2015-2016 Academic Year – Senator Drake
4. Open Forum
5. Adjournment

**Minutes
Ferris State University
Academic Senate Meeting
University Center 202C
April 7, 2015**

Members in Attendance: Alspach, Bacon, C., Bacon, M., Bajor, Baker, Balanda, Baran, Barnett, Berghoef, Brandly, Brecken, Dakkuri, Daubert, Dinardo, Drake, Fadayomi, Fagerman, Fox, Hanna, Harlan, Ing, Isler, Jenerou, Klatt, Moore, Piercey, Potter, Richmond, Rumpf, Thapa, Todd, Tower, Wagenheim, Wancour

Members absent with cause: Griffin, Siahpush

Members absent: Groves, Marion, Yowitz

Ex Officio and Guests: Adeyanju, Damari, Durst, Eisler, Kalinowski, Kurtz, Nicol, Reifert, Schult, Teahen, Quigley, Melichar, Frank, Thomson, Keys, Urbanick, Schumaker, Mason, Wooton, Warner

1.	President Khagendra Thapa opened the meeting at 10:03 a.m.
2.	Approval of Minutes. Senator Piercey moved to approve the March 3rd, 2015 minutes. Baran seconded. Motion passed.
3.	Open Forum A. Senator Sandra Alspach announced recent sports events in hockey, volleyball and football. "April Madness" will be held to support the Beyond Diversity Program. Cameron Schumaker, a representative from Greek Community, announced "Greek Week" kicking off April 6 th . Various events will be going on that week.
4.	Officer Reports A. President Khagendra Thapa recognized Jerena Keys, the representative from Emeriti. He congratulated Dr. Blake for his appointment as Provost. He reminded everyone about the April 23 rd Senate event for faculty recognition. Faculty who have served the University for 30 years or longer will be recognized. He congratulated the newest Distinguished Adjunct Awardee, Mary Bacon. B. Vice-President Bacon had no new announcements. C. Secretary Dinardo recapped the Open Forum for anyone concerned about changes or modifications to the Senate Charter. It was held on March 24, 2015 at 11am in MCO 234. Three of the following issues were brought to light: 1) Involvement of EIO 2) UCC/APRC Chair appointments and terms 3) A suggestion to cap the number of Senators per college. Dinardo recommended that these issues be addressed in detail at the next Senate Retreat this August.
5.	Committee Reports. A. University Curriculum Committee Chair Kemi Fadayomi: 14 proposals were approved, two new degrees the committee is bringing back to the Senate for approval to be discussed later. Many faculty are stepping up to the plate to make the process effective. The Committee plans to make changes in response to suggestions from an advisory board. Bottom line: They have been busy! B. Student Government President Andrew Kalinowski introduced Wayne Borsono and Chantel Wooton who is running for president. Mikayla Mason is election chair. There will be a debate to hear both points of view for those running for President. Voting on Org Sync has already begun. They plan to put tables in the IRC and UC to increase voting. The goal is to increase voting from 300 to 600 students at least. Students who wish to run can still run for write-in spot. The Leadership and Learning Conference a few weeks ago had a high turnout. Many people were involved including President Eisler who spoke to the group and there were breakout sessions held by faculty members. The Big Event will take place on April 18 th at 9:30am. \$40,000 was raised for Relay for Life. C. IT Survey Update, Charles Bacon: 18 Senators completed the survey of the current system Recommendations/Concerns were split into the following categories: upgrade internet connectivity, improving reliability of technology, staffing for online environments, greater support for online learning, classroom support of technology, enhance IT support to off-campus (Kendall). The Senate Focus Group suggests improved maintenance schedules, basically, if technology functions like it should, we are happy. Fadayomi pointed out a lack of communication between IT and other constituents. Dinardo and Jenerou pointed out IT issues effecting patient care and student learning at the University Eye Center. D. Health Promotion Committee Status: Senators agree that it is an important committee. The issue was that does not make complete sense to be exclusively a Senate Committee. There are other people on campus and outside of campus that can make powerful contributions. Wancour: Should the College of Health Professions take the lead on this committee? The suggestion was to make it a model similar to the sports advisory committee? Because there was no representative champion from the Health Advisory Committee, discussion was held to a later date. E. Degree Title Change, Fadayomi: Name change from a BS in Business Professional Golf Management to BS in Business PGA Golf. Fadayomi moved. Gary supported. Motion passed. F. Closing Theater Minor, Fadayomi moved to close the minor. The motion was supported by Sandy

	<p>Alspach. Four upper-level courses will be removed but it will not affect lower-level courses commonly taken by individuals from other programs on campus. Motion passed.</p> <p>G. New Degree, BS in Industrial Chemistry: Fadayomi moved. Supported by Victor Piercy. Fagerman asked if there a plan for updated equipment now and in the future? A discussion ensued. It was determined that 90MHz equipment is fine, if not preferred, for what undergrad students need. The equipment is very similar to what the students will use in an internship setting. There is equipment maintenance funding set aside for future needs. An industrial microbiology class be established with Dr. Spain and added to the curriculum in the near future if possible. Motion passed.</p> <p>H. New Degree, BS in Spanish for the Professions: Fadayomi moved. Balanda supported. Job opportunities for this degree include working in industry, pharmaceuticals, interpreting, sales force, writing technical manuals, etc. Spanish being the “majority minority”, the demand for Spanish-speaking professionals increasing. Why BS and not BA? A BS is for someone what is practicing the use of Spanish in an professional setting. Does “professions” need to be in the title? This is not a traditional Euro-centric degree. The focus is on the practitioner based in the Americas. Program level learning outcomes are located on page 16 of the proposal. Motion</p>
7.	<p>Announcements/Open Forum</p> <p>A. President Eisler announced that retiring faculty will be recognized at the Commencement this year for the first time. He gave us an update on recent activities in the Michigan Senate and House. The Senate passed a 2% increase in higher education but the House recommended only 1%. It comes down to a basic disagreement about the revenue expectations for the State. He also reviewed factors that could impact the outcome of FSU’s future funding, including Proposal One. Eisler updated the Senate on the Capital Outlay projects. Along with the FSU expansion of the Swan Annex, there are two community college projects and a Rockford State Police proposal. He expressed thanks, in advance, to everyone in the Senate because he will not be at the next FSU Academic Senate meeting.</p> <p>8.</p> <p>B. Paul Blake- Provost: No updates.</p> <p>C. Khagentra Thapa- Senate President- Discussed his plan for more Emeriti involvement at FSU.</p> <p>D. Susan Wancour: Gave the Senate an update on recent activities for FSU’s Gifts and Grants Committee.</p> <p>E. Open Forum: Dr. Charles Bacon was elected the next President of the Ferris Faculty Association.</p>
9.	<p>Dinardo moved to close the meeting at 10:59 a.m. Piercy seconded. Motion passed.</p>

Respectfully submitted,
Amy Dinardo
Secretary

Dear Charles,

As I mentioned earlier, the Senate International Education (SIE) Committee reviewed the current Study Abroad policies and procedures. The current policies and procedures are based on a 2007 Academic Affairs policy.

<http://www.ferris.edu/HTMLS/administration/academicaffairs/policyLetters/StudyAbroad.pdf>

It is incomplete and need major updates. Since 2007, there are many things has changed at FSU, including increase in online courses, off campus students enrollment, and more students are interested in the abroad study.

I worked closely with Piram and he has been a great mentor educating me about the Office of International Education. We informally discussed what the policy for faculty-led study abroad programs should cover. Below is our attempt to cover some of the issues that are not comprehensively covered in the existing document.

POLICY FOR FACULTY-LED STUDY ABROAD PROGRAMS

1. Proposal approval processes,
2. Course registration
3. Student Eligibility & Selection
4. Academic Eligibility for Study Abroad
5. Students Under Academic or Disciplinary Sanctions
6. Students with disabilities
7. Course Loads for students and faculty
8. Course Approvals for students
9. Insurance Requirements
10. Program participation requirements.
11. Financial Aid and other pertinent issues
12. Dates & Timeline.
13. Marketing guidelines

We collectively agreed and recommend that the Academic senate form an ad-hoc committee to review current academic policies and procedures at Ferris and create an updated academic policy and procedures on Study Abroad for Ferris.

An ad-hoc committee would allow a wider representation across campus with individuals who have experience in offering Study Abroad courses to review current policies and procedures. The composition of the ad-hoc committee can be the Senate's decision.

We further recommend that the ad-hoc committee upon completion of their review and revision submit a revised Academic policies and procedures to this SIE committee for approval. We plan to submit the proposal with our input for the full Academic Senate to consider.

Thank you

Ali

The Health Promotion Committee has met and Mike Berghoef has submitted the following motion for the Senate:

"Upon recommendation of the current 2014/2015 Academic Senate Health Promotion Committee, I move that a Task Force be created by the Senate Executive Committee to report out at the Fall 2015 Senate Retreat, with the goal of reformulating the Health Promotions Committee for the 2015/2016 academic year, as an university committee with broader university wide stakeholder membership, rather than as an Academic Senate committee comprised of mainly appointed faculty members, as described in the Health Promotion Committee's 3/16/15 status update.

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Bachelor of Science in Respiratory Therapy - Completion

Initiating Individual: Zyla, Emily L. & Waters, Margaret Sue Initiating Department or Unit: CRHA

Contact Person's Name: Zyla, Emily L. e-mail: zylae@ferris.edu phone: 231-591-2275

- Group I - A – New degree, major, concentration, minor, or redirection of a current offering
- Group I - B – Deletion of a degree, major, concentration, or minor
- Group II - A – New Course, modification of a course, deletion of a course
- Group II - B – Minor curriculum clean-up
- Group III – Certificates (College Credit Non-Credit) New Certificate
- Group IV – Other Site Locations (College Credit Non-Credit)

	Signature Print and sign your name.	Date	Vote/Action * Number count **
Program Representative **	Margaret Sue Waters <i>Margaret Sue Waters</i>	12/2/2014	<input checked="" type="checkbox"/> Support <i>f</i> <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School/Faculty Representative Vote **	<i>Paula Hagstrom</i>	01/20/2015	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input checked="" type="checkbox"/> Abstain <i>19 total</i>
Department/School Administrator	Greg Zimmerman <i>Greg Zimmerman</i>	1/24/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee/Faculty	Mark Hutchinson <i>Mark Hutchinson</i>	3/19/2015	<input checked="" type="checkbox"/> Support <input checked="" type="checkbox"/> Support with Concerns <i>G</i> <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Dean	Matthew Adeyanju <i>Matthew Adeyanju</i>	3/24/15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee **	<i>[Signature]</i>	4/13/15	<input checked="" type="checkbox"/> Support <i>9-0</i> <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Senate **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Academic Affairs			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support

* Support with Concerns or Not Support must include identification of specific concerns with appropriate rationale.
 ** Number count must be given for all members present and/or voting.

To be completed by Academic Affairs		Date/Term of Implementation: _____
_____ President (Date Approved)	_____ Board of Trustees (Date Approved)	_____ Academic Officers of MI (Date Approved)

1. Proposal Summary

This is a proposal for a new Bachelor's of Science in Respiratory Therapy Completion Program. This program will be geared towards working professionals who have already completed an Associate Degree in Respiratory Therapy and wish to further their education in the field of Respiratory Therapy. This will be a new bachelors program in the College of Health Professions to augment the current associate degree program.

The current national standards for examination call for a minimum of an associate degree to obtain national credentials of CRT and RRT. The national organization has set a goal to require a minimum of a bachelor's degree to enter the profession by 2020. The state of Michigan currently has 13 schools offering an associate degree program but there are no BSRT programs. This program would offer a matriculation agreement with those students already holding an associate degree (or equivalent for credentialing) to allow them to complete the classes required for a bachelor's degree and not have to retake associate degree level classes.

Many of the students currently seeking a bachelor's degree are planning on specializing in a certain area of expertise. We are planning on initially offering two areas of specialization in Respiratory Therapy, they are leadership and advanced clinical practice. We feel at this point this would satisfy the needs of most of the current practitioners seeking a bachelor's degree.

Minimum requirements for admission would be:

1. Associate degree in Respiratory Therapy (from a CoARC accredited program)
2. NBRC CRT or RRT credentials

2. Summary of Curricular Action (check all that apply to this proposal)

Degree Major Minor Concentration Certificate Course

New Modification Deletion

Name of Degree, Major, etc. : Bachelor of Science in Respiratory Therapy

3. Summary of All Course Action Required Contact Senate Secretary or UCC Chair if additional spaces are required.

a. Newly Created Courses to be Added to FSU Catalog:

Prefix	Number	Title
RESP	300	Respiratory Therapy Role Transition
RESP	310	Advanced Cardiopulmonary Physiology
RESP	320	Advanced Cardiopulmonary Pathophysiology
RESP	350	COPD and Asthma Educator Preparation
RESP	400	Advanced Adult Clinical Practice
RESP	410	Advanced Neonatal Pediatric Clinical Practice
RESP	420	CHD and Cardiovascular Support Techniques
RESP	450	Respiratory Care Leadership Techniques

b. Courses to be Deleted from FSU Catalog:

Prefix	Number	Title
--------	--------	-------

c. Existing Course(s) to be Modified:

Prefix	Number	Title
--------	--------	-------

d. Addition of existing FSU courses to program

Prefix	Number	Title
ENGL	311	Advanced Technical Writing
ENGL	321	Advanced English Composition
ENGL	323	Proposal Writing
MATH	115	<i>Intermediate</i> Algebra
MATH	117	Contemporary Mathematics
PHIL	320	BioMedical Ethics
COHP	350	Statistics for Health Care
COHP	450	Evidenced-Based Health Practice
COHP	499	Capstone Project
PUBH	350	Epidemiology

e. Removal of existing FSU courses from program

Prefix	Number	Title
--------	--------	-------

4. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
Form B		Language & Literature	
Form B		Mathematics	
Form B		Social Sciences	
Form B		Humanities	
Form B		DHMI – CORE	
Form B		CRHA – Public Health	
Form B		CRHA – Health Care Administration	
Form B		CRHA – Medical Records and Information Services	
Form B		EIO – Extended and International Operations	
Form C		FLITE	

5. Will External Accreditation be sought? (For new programs or certificates only)

Yes No

If yes, name the organization involved with accreditation for this program. CoARC (Committee on Accreditation of Respiratory Care)

6. Is a PCAF required? Yes Is the PCAF approved? Yes

(If yes, supply link from Academic Affairs website where PCAF is posted.)

<http://www.ferris.edu/HTMLS/administration/academicaffairs/vpoffice/PPAF/2013-Respiratory-Care-BS.pdf>

7. Program Checksheets affected by this proposal (check all that apply to this proposal)

- Add Course Delete Course Modify Course Change Prerequisite Move from required to elective
 Move from elective to required Change Outcomes and Assessment Plan Change credit hours

8. List all Checksheets affected by this proposal:

College Department Program

CHP Clinical Laboratory, Respiratory and Health Care Administration Respiratory Therapy BS Completion
(New)

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT Date Sent: 02/19/2015

Department: College of Health Professions Campus Address: VFS 318
(Please type)

Responding Department: Language & Literature

Administrator: Debbie Courtright-Nash Date Received: 02/19/2015 Date Returned: _____

Based upon department faculty review on _____ (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT Date Sent: 02/19/2015

Department: College of Health Professions Campus Address: VFS 318
(Please type)

Responding Department: Mathematics

Administrator: Kent Sun Date Received: 02/19/2015 Date Returned: _____

Based upon department faculty review on _____ (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT Date Sent: 02/19/2015

Department: College of Health Professions Campus Address: VFS 318
(Please type)

Responding Department: Social Sciences

Administrator: Meral Topcu Date Received: 02/19/2015 Date Returned: _____

Based upon department faculty review on _____ (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters

Proposal Contact: Emily L. Zyla, MS, RRT **Date Sent:** 2/19/15

Department: College of Health Professions **Campus Address:** VFS 318
(Please type)

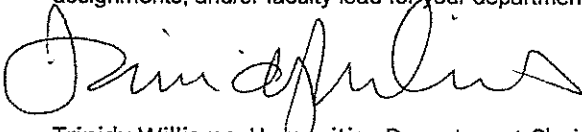
Responding Department: Humanities

Administrator: Trinity Williams **Date Received:** 2/19/15 **Date Returned:** 3/5/15

Based upon department faculty review on 3/2 - 3/5 (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.


Trinity Williams, Humanities Department Chair

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program


Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT Date Sent: _____

Department: College of Health Professions Campus Address: VFS 318
(Please type)

Responding Department: DHMI - CORE

Administrator: Theresa Raglin Date Received: 2.19.15 Date Returned: 2.20.15



Based upon department faculty review on 2.20.15 date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT **Date Sent:** 02/19/2015

Department: College of Health Professions **Campus Address:** VFS 318
(Please type)

Responding Department: CRHA - Public Health

Administrator: Fatima Wakeel **Date Received:** 02/19/15 **Date Returned:** 02/19/2015

See following pages for approvals

Based upon department faculty review on _____(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

From: [Fathima Wakeel](#)
To: [Emily L Zyla](#)
Cc: [Michael K Reger](#)
Subject: RE: FORM B - Public Health.docx
Date: Thursday, February 19, 2015 4:14:37 PM

Hi Emily,

I am fine with you making the change, if Mike okays it 😊

Thanks,
Fathima 😊

Fathima Wakeel, PhD, MPH

Assistant Professor of Public Health
Program Coordinator, Bachelor of Science in Public Health (BSPH) Program
College of Health Professions
Ferris State University
200 Ferris Drive, VFS 428
Big Rapids, MI 49307
Office: 231-591-3137
Email: FathimaWakeel@ferris.edu

From: Emily L Zyla
Sent: Thursday, February 19, 2015 4:13 PM
To: Fathima Wakeel
Cc: Michael K Reger
Subject: RE: FORM B - Public Health.docx

No, I will just have to have Mike's approval to wave the prereq and I can copy and paste this into the form, unless you want to complete it and send it back.

emily

From: Fathima Wakeel
Sent: Thursday, February 19, 2015 10:30 AM
To: Emily L Zyla
Cc: Michael K Reger
Subject: RE: FORM B - Public Health.docx

Hi Emily,

It looks great—I have no concerns! I am cc'ing Mike here because he will be teaching PUBH 350,

From: [Michael K Reger](#)
To: [Fathima Wakeel](#); [Emily L Zyla](#)
Subject: RE: FORM B - Public Health.docx
Date: Thursday, February 19, 2015 4:16:48 PM

Emily,

I approve of the change. I think that Epi would be a good course to take for this program, for those who choose to do so.

Mike Reger

Michael K. Reger, PhD, MPH
Assistant Professor
Public Health Programs
200 Ferris Drive, VFS 330
Big Rapids, MI 49307
Phone: 231-591-3132
Email: MichaelReger@ferris.edu

From: Fathima Wakeel
Sent: Thursday, February 19, 2015 4:15 PM
To: Emily L Zyla
Cc: Michael K Reger
Subject: RE: FORM B - Public Health.docx

Hi Emily,

I am fine with you making the change, if Mike okays it ☺

Thanks.
Fathima ☺

Fathima Wakeel, PhD, MPH

Assistant Professor of Public Health
Program Coordinator, Bachelor of Science in Public Health (BSPH) Program
College of Health Professions
Ferris State University
200 Ferris Drive, VFS 428
Big Rapids, MI 49307
Office: 231-591-3137
Email: FathimaWakeel@ferris.edu

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: **Proposal Title** Bachelor of Science in Respiratory Therapy - Completion Program

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT **Date Sent:** 02/19/2015

Department: College of Health Professions **Campus Address:** VFS 318
(Please type)

Responding Department: CRHA - HIT/HIM

Administrator: Paula Hagstrom **Date Received:** 02/19/2015 **Date Returned:** 02/19/2015

See following page for approval

Based upon department faculty review on _____ (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

Emily L Zyla

From: Paula Hagstrom
Sent: Thursday, February 19, 2015 9:34 AM
To: Emily L Zyla
Subject: RE: FORM B - HIT-HIM.docx

No questions. It looks good to me. I think your students will find these courses appropriate for your degree.

Paula Hagstrom, MM RHIA
Program Coordinator
Health Information Technology/Management Programs
Ferris State University
Phone 231-591-2395
Fax 231-591-2325

From: Emily L Zyla
Sent: Thursday, February 19, 2015 9:25 AM
To: Paula Hagstrom
Subject: FORM B - HIT-HIM.docx

Paula,

Attached is a new proposal for an AAS – BS degree program in the CoHP. This program will require classes from your division. I think we have corrected it to get rid of the classes you no longer offer and add the on-line classes that you suggested.

Please let me know if you have any questions, concerns or suggestions.

Thanks,

Emily

Emily L. Zyla, MS, RRT
Clinical Coordinator, Respiratory Care
Ferris State University
College of Health Professions
200 Ferris Drive VFS 318
Big Rapids, Michigan 49307

Office - 231-591-2275
Fax - 231-591-2325
zylae@ferris.edu

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT Date Sent: 2/19/15

Department: College of Health Professions Campus Address: VFS 318
(Please type)

Responding Department: CRHA - HCSA

Administrator: Gail Bullard Date Received: 2/19/15 Date Returned: 2/26/15

Gail L. Bullard, DACI

Based upon department faculty review on 2/26/15 (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Bachelor of Science in Respiratory Therapy - Completion Program

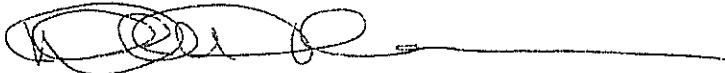
Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT Date Sent: _____

Department: College of Health Professions **Campus Address:** VFS 318
(Please type)

Responding Department: EIO – Extended and International Operations

Administrator: Deb Thalner Date Received: 2/19/15 Date Returned: 2/20/15



Based upon department faculty review on _____ (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Bachelor of Science in Respiratory Therapy - Completion Program

Projected number of students per year affected by proposed change:

Initiator(s): Emily L. Zyla, MS, RRT & M. Sue Waters, MAT, RRT Proposal Contact: Emily L. Zyla Date Sent: 2/19/2015
Department: CRHA Campus Address: 200 Ferris Drive, Big Rapids, MI 49307 (Please type)

Liaison Librarian Signature: <u><i>Alina Konecny</i></u> Date Received: 2/19/2015, 4/8/2015
Dean of FLITE Signature: <u><i>Jeff Johnson</i></u> Date Returned: <u>4/9/15</u>

Based upon our review on 4/8/2015 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$_____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary.

FLITE has an annual allotment of money specifically for the purchase of resources for the Respiratory Care program, and will continue to expand its holdings in support of both the associate and bachelor degree, with an emphasis on collecting online resources because of the nature of the program.

Ferris State University
College of Health Professions
Respiratory Therapy – Bachelor of Science (BS) Completion Degree

REQUIRED COURSES	COURSE TITLE (Pre-requisites)	CREDITS
GENERAL EDUCATION REQUIREMENTS http://www.ferris.edu/HTMLS/academics/gened/courses/GenEd-bachelor.pdf		
Communication Competence: 12 Credits Required		
COMM 105 or 121 or 221	Communications Foundation Course (none) COMM 105 Interpersonal Communication OR COMM 121 Fundamentals of Public Speaking OR COMM 221 Small Group Decision-making	3
ENGL 150	English 1 (ENGL 074 or minimum ACT sub-score of 14 or 370 on SAT)	3
ENGL 250	English 2 (ENGL 150)	3
ENGL 311 or ENGL 321 or ENGL 323	Advanced Technical Writing (ENGL 250) Advanced Composition (ENGL 250) Proposal Writing (ENGL 250)	3
Scientific Understanding: 7 Credits Required		
	BIOL 108 or 205; CHEM 114 or acceptable equivalents from AAS	3
	Includes lab from accredited Respiratory Care program	4
Quantitative Skills: 3-4 Credits or Proficiency Required		
<ul style="list-style-type: none"> See all proficiency options: http://www.ferris.edu/HTMLS/academics/gened/courses/GenEd-bachelor.pdf 		
MATH 115 or MATH 117 or ACT Math sub-score of 24	College Algebra (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT) OR Contemporary Mathematics (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT)	3-4
*Social Awareness: 9 Credits Required		
<ul style="list-style-type: none"> Choose three Social Awareness courses, in at least two different subject areas One of the Social Awareness courses must be a Foundations course One of the Social Awareness courses must be at the 200-level or higher 		
PSYC 150	Intro to Psychology (none) – from AAS degree	3
Elective		3
Elective		3
*Cultural Enrichment: 9 Credits Required		
<ul style="list-style-type: none"> Choose three cultural enrichment courses At least ONE course at the 200-level or higher No more than 5 credit hours in cultural enrichment activities courses may apply to this requirement 		
Elective		3
Elective		3
PHIL 320	Biomedical Ethics - Required	3
*Race-Ethnicity-Gender: one course Please note that many Race/Ethnicity/Gender courses also meet Social Awareness or Cultural Enrichment requirements.		
*Global Consciousness: one course Please note that many Global Consciousness courses also meet Social Awareness or Cultural Enrichment requirements.		

RESPIRATORY THERAPY MAJOR REQUIREMENTS

Core Curriculum for Health Professions: 11 Credits Required

COHP 100	Medical Terminology (none) Met with RC license	1
COHP 101	The U.S. Health Care Systems (none) Met with RC license	3
COHP 102	Safety Issues in Health Care (none) Met with RC license	1
COHP 350	Statistics in Health Care (MATH 110 or Proficiency)	3
COHP 450	Evidence-Based Health Practice (COHP 350)	3

Professional Sequence Courses: These 60 Credits Required plus specialty tract

	Associates in Applied Science (AAS) in Respiratory Therapy from an accredited program	45
Admission also requires a valid LRT license, NBRC RRT Credentials and a 2.5 GPA		NA
RESP 300	Respiratory Therapy Professional Role Transition (admission to the program)	3
RESP 310	Advanced Cardiopulmonary Physiology (admission to the program)	3
RESP 320	Advanced Cardiopulmonary Pathophysiology (RESP 310)	3
RESP 450	Respiratory Therapy Leadership Techniques (RESP 300)	3
COHP 499	Capstone Project (Department Permission)	3

Respiratory Specialty Tract Classes: 12 Credits Required in chosen tract (Advanced Practice, Leadership)

Advanced Practice Tract: Choose any 12 credits

RESP 350	COPD and Asthma Educator Preparation (BIOL 108 or 205)	3
RESP 400	Advanced Adult Clinical Practice (RESP 310)	3
RESP 410	Advanced Neonatal/Pediatric Clinical Practice (RESP 310)	3
RESP 420	CHD and Cardiovascular Support Techniques (RESP 310)	3
PUBH 350	Epidemiology (COHP 350. PUBH 200* & PUBH 210*) <small>(*PUBH prerequisite may be waived for this class)</small>	3
COHP 352	Health/Physical Aspects of Aging (ENG 250)	3
COHP 471	Trends in Health Care	3

Leadership Tract: Choose any 12 credits

HCSA 120	Health Science Administration (COHP 101 with grade of C or above)	3
HCSA 202	Health Care Law 1 (COHP 101 with grade of C or above)	3
MRIS 209	Quality Management in Health Care (MRIS 103 and MRIS 101 or HCSA 120 with grades of C or above)	3
MRIS 221	Foundation in Reimbursement (ISYS 105 and COHP 101 and MRIS 103 with grade of C or better)	3
COHP 300	Health Information Systems (ENGL 250 and ORO 1)	3
HCSA 310	Health Care Finance (MRIS 221 and ACCT 201 with grades of C or better)	3
COHP 317	Public Health Administration (admission to the program)	2
HCSA 336	Health Care Supervision Practice (COHP 101 with grade of C or above)	3

TOTAL Program Credits: 123 - 124

OTHER PROGRAM INFORMATION

Program Grade Requirements:

- A grade of a "C" or 2.0 is required for all courses on the RESP check sheet

Program Progression Policy:

- A grade point (GPA) of a 2.5 is required while a student in the program

Other:

- Completion of ORO 1 (Online Readiness Orientation) prior to admission of any online enrollment
- An approved scholarly project must be completed during COHP 499
- Total program credits may change secondary to the student choosing elective classes in their specialty tract with prerequisites which the student did not take during their associate degree program.

Policy on FSU Credit Requirement:

- At least 40 credit hours must be at 300-level or higher. Students are encouraged to complete 300-level or higher courses in the general education and elective categories to meet this graduation requirement (see advisor for assistance in course evaluation.)
- Students must earn a minimum of 30 of the total BS degree credits from FSU.

FSU Sunset Policy:

- If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program.

PROGRAM LEARNING OUTCOMES	ASSESSMENT METHODS
Graduates will analyze evidence-based practice and theory on an advanced level.	<ul style="list-style-type: none"> • Students will submit a scholarly literature review project as part of the program requirements.
Graduates will demonstrate advanced skills in practice or leadership for future expectations of a bachelor prepared respiratory therapist.	<ul style="list-style-type: none"> • Advance practice track graduates will attainment a Specialty certification (example: NPS, ACCS, AE-C).
	<ul style="list-style-type: none"> • Leadership track graduates will submit a scholarly research project in the Capstone course.
Graduates will engage in leadership roles in education, government, public health, management or professional organizations.	<ul style="list-style-type: none"> • Graduates will attain leadership position in in education, government, public health, management or professional organizations and report this on graduate surveys.
Graduates will utilize professionalism and communications skills to promote advancement of the profession.	<ul style="list-style-type: none"> • Graduate and employer surveys will reflect demonstration of professionalism and communication skills.

Updated: September 2012

Suggested Sequence for Part-Time completion of the BSRT program

Fall Semester	Spring Semester	Summer Semester
RESP 300 – Resp Role Transition PHIL 320 – Biomedical Ethics	RESP 310 – Advanced CP Physiology ENG 321 or 325 – Adv. Composition or Business Writing	RESP 320 – Advanced CP Pathophysiology Specialty Tract Class (RESP 400)
Fall Semester	Spring Semester	Summer Semester
Specialty Tract Class (RESP 410) COHP 350 - Statistics	Specialty Tract Class (RESP 350) Social Awareness	Specialty Tract Class (RESP 420) Cultural Enrichment
Fall Semester	Spring Semester	Summer Semester
RESP 450 – Resp Leadership Techniques Social Awareness	COHP 450 - Evidence-Based Health Practice COHP 499 Capstone Project	

Suggested Sequence for Full-Time completion of the BSRT program

Fall Semester	Spring Semester	Summer Semester
RESP 300 – Resp Role Transition PHIL 320 – Biomedical Ethics Specialty Tract Class (RESP 410) COHP 350 - Statistics	RESP 310 – Advanced CP Physiology ENG 321 or 325 – Adv. Composition or Business Writing Specialty Tract Class (RESP 350) COHP 450 - Evidence-Based Health Practice	RESP 320 – Advanced CP Pathophysiology Specialty Tract Class (RESP 400) Specialty Tract Class (RESP 430) Cultural Enrichment
Fall Semester	Spring Semester	Summer Semester
RESP 450 – Resp Leadership Techniques Social Awareness Social Awareness COHP 499 Capstone Project		

COURSE INFORMATION FORM

FORM E
Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) Number (current) LEC ___ LAB ___ SEM ___ (current)
(proposed) RESP (proposed) 300 (Enter Contact Hours per week)
 Title (current) LEC_3_ LAB ___ SEM ___(proposed):
(proposed) Respiratory Therapy Professional Role Transition

Credit Hours (current) Prerequisites (current) Co-requisite (current)
(proposed) 3 (proposed) Acceptance into BSRT Program, ORO 1 (proposed)

Course Description (current): (125 words maximum)

(proposed): This course is an overview of the transition from the associate degree program to the professional role of a Bachelor of Science degree in Respiratory Therapy. The course will focus on respiratory theory development, critical thinking skills and decision making, alternative career opportunities, professionalism through leadership opportunities and future trends in the profession.

Course Outcomes and Assessment Plan (current)

(proposed): The students in this course will be able to:

1. Evaluate the changing role of the therapist with changes in NBRC, CoARC and licensure requirements (Discussion board, examination)
2. Assess the changes in the profession suggested by the 2015 Task Force (Assessment paper)
3. Analyze the makeup of the profession as evidenced by the Human Resource survey (Executive Summary)
4. Examine Leadership Roles through professional opportunities and mentor relationships (paper)
5. Demonstrate knowledge of critical thinking skills in the theories of Respiratory Therapy (Discussion Board, examination)

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

- o Review the matrix of the profession and professional societies (3 hours)
- o Review the NBRC requirements and how it will impact the profession (3 hours)
- o Review the CoARC requirements for education of the respiratory student (3 Hours)
- o Review the changes or pending changes in licensure laws and continuing competency of the profession (3 hours)
- o Review the AARC Human Resource Survey and how the work force make-up affects the profession (15 hours)
- o Review the AARC 2015 Task Force recommendations and published work to determine what changes will happen in the profession (9 hours)
- o Review the Leadership opportunities both locally and nationally (3 hours)
- o Synthesize an impression of the Respiratory therapist in the future (6 hours)

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201608 Examples: 201301(Spring), 201305(Summer), 201308(Fall) Note: The first four digits indicate year, the next two digits indicate month in which term begins

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 300 c. Contact Hours LECTure - 3 LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Resp Ther Role Prof Transition (Limit to 30 characters including punctuation and spaces.)

f. College Code: CoHP g. Department Code: CRHA h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course is an overview of the transition from the associate degree program to the professional role of a Bachelor of Science degree in Respiratory Therapy. The course will focus on respiratory theory development, critical thinking skills and decision making, alternative career opportunities, professionalism through leadership opportunities and future trends in the profession.

q. Term(s) Offered: Fall r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) Acceptance to the BSRT Program, ORO 1


t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC)

G.E. Codes

UCC Chair Signature/Date:

 4/13/15

Academic Affairs Approval Signature/Date:

_____ 11

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _____ SCADETL _____ SCARRES _____ SCAPREQ _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

- Prefix (current) Number (current) LEC ___ LAB ___ SEM ___ (current)
(proposed) RESP (proposed) 310 (Enter Contact Hours per week)
 Title (current) LEC_3_ LAB ___ SEM ___(proposed):
(proposed) Advanced Cardiopulmonary Physiology

- Credit Hours (current) Prerequisites (current) Co-requisite (current)
(proposed) 3 (proposed) Acceptance into BSRT Program, ORO 1 (proposed)

- Course Description (current): (125 words maximum)

(proposed): This course covers advanced in-depth integrated physiology of the cardiovascular and respiratory systems. Discusses the physiological dynamics, control mechanisms and system interrelationships of the cardiovascular, respiratory and kidney systems. Students will make application of advanced cardiopulmonary physiology to the management of patients requiring respiratory care services.

- Course Outcomes and Assessment Plan (current)

(proposed): The students in this course will be able to:

1. Describe the basic anatomy and physiology of the cardiovascular and the respiratory system (examination)
2. Discuss the physiology, mechanics and control mechanisms of normal heart function and blood delivery systems. (examination)
3. Discuss the function of the cardiovascular and respiratory systems (examination)
4. Discuss the interrelationships of the cardiovascular, respiratory and kidney systems to physiologic regulation (Research paper)
5. Apply the theoretical principles and concepts through applications to practical problems and cases in cardiopulmonary physiology (Clinical Case Study)
6. Explain the physiology, mechanics and control mechanisms of normal oxygen and carbon dioxide exchange and transport. (examination)
7. Refine research skills by evaluating and utilizing a variety of information sources to support a concept in cardiopulmonary physiology (Clinical Case Study)

- Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

- Review of the cardiovascular system and mechanisms of control (9 hours)
- Review of the pulmonary system and mechanisms of control (9 hours)
- Discuss the relationships between the cardiac, pulmonary and renal systems (6 hours)
- In depth case study review (3 hours)
- Review of O₂ and CO₂ transport and exchange at pulmonary and cellular levels (6 hours)
- Review of corrective measures for blood gas abnormalities (6 hours)
- In depth case study reviews of combined cardiopulmonary and blood gas abnormalities and the methods to correct (6 hours)

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201601

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 310 c. Contact Hours LECTure 3 LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
(Check (x) box as appropriate. See definitions in Appendix E.)

e. Course Title: Adv Cardiopulm Physiology (Limit to 30 characters including punctuation and spaces.)

f. College Code: COHP g. Department Code: CRHA h. Credit Hours: Check (x) Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION -- Limit to 125 words -- PLEASE BE CONCISE.

This course covers advanced in-depth integrated physiology of the cardiovascular and respiratory systems. Discusses the physiological dynamics, control mechanisms and system interrelationships of the cardiovascular, respiratory and kidney systems. Students will make application of advanced cardiopulmonary physiology to the management of patients requiring respiratory care services.

q. Term(s) Offered: Spring r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (if none, leave blank. Limit to 100 characters including punctuation and spaces.) Acceptance in to BSRT Program, ORO 1

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

Coe Paul 4/13/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE ____ SCADETL ____ SCARRES ____ SCAPREQ ____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current)

(proposed) RESP

Number (current)

(proposed) 320

3 LEC ___ LAB ___ SEM ___ (current)

(Enter Contact Hours per week)
LEC _3_ LAB ___ SEM ___(proposed):

Title (current)

(proposed) Advanced Cardiopulmonary Pathophysiology

Credit Hours (current)

(proposed) 3

Prerequisites (current)

(proposed) RESP 310, ORO 1

Co-requisite (current)

(proposed)

Course Description (current): (125 words maximum)

(proposed): This course covers advanced in-depth integrated pathophysiology of the cardiovascular and respiratory disease states. Discusses the dynamics, control mechanisms and system interrelationships occurring in the cardiovascular, respiratory and kidney systems when disease is present. Students will apply their knowledge of advanced cardiopulmonary physiology to reflect on clinical management of patients requiring respiratory care services.

Course Outcomes and Assessment Plan (current)

(proposed): The students in this course will be able to:

1. Compare and contrast normal and pathological physiology, mechanics and control mechanisms (examination & case study completion)
2. Describe the pathophysiology of common cardiopulmonary disease states which include (examination) :
 - a. Disorders of circulation
 - b. Disorders of the myocardium
 - c. Disorders of pulmonary ventilation
 - d. Disorders of gas transport
 - e. Acid-Base abnormalities
3. Apply knowledge in cardiopulmonary physiology to reflect on clinical problems encountered in clinical practice (Case Study Completion)

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

1. Review of normal cardiovascular and pulmonary physiology, mechanics and control mechanisms – 6 hours
2. Review of cardiovascular and pulmonary abnormalities – 6 hours
3. Review of disorders of the circulation, myocardium, pulmonary ventilation and gas transport systems – 18 hours
4. Review of Acid-Base abnormalities and the methods and means of correcting them – 6 hours
5. Application of knowledge:
 - a. In cardiovascular patient population – 3 hours
 - b. In pulmonary patient population – 3 hours
 - c. In comprehensive case study – 3 hours

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

FORM F

Course Data Entry Form

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201605

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 320 c. Contact Hours LECTure 3 LAB Seminar
 [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study
 [Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Adv CP Pathophysiology (Limit to 30 characters including punctuation and spaces.)

f. College Code: CHP g. Department Code: CRHA h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
 If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION -- Limit to 125 words -- PLEASE BE CONCISE.

This course covers advanced in-depth integrated pathophysiology of the cardiovascular and respiratory disease states. Discusses the dynamics, control mechanisms and system interrelationships occurring in the cardiovascular, respiratory and kidney systems when disease is present. Students will apply their knowledge of advanced cardiopulmonary physiology to reflect on clinical management of patients requiring respiratory care services.

q. Term(s) Offered: Summer r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) RESP 310, ORO 1

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

COE FZ 4/13/15

Academic Affairs Approval Signature/Date:

_____ 11

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) Number (current) LEC ___ LAB ___ SEM ___ (current)
(proposed) RESP (proposed) 350 (Enter Contact Hours per week)
LEC _3_ LAB ___ SEM ___(proposed):

Title (current)
(proposed) COPD/Asthma Educator Prep

Credit Hours (current) Prerequisites (current) Co-requisite (current)
(proposed) 3 (proposed) ORO 1, BIOL 108 or 205 (proposed)

Course Description (current): (125 words maximum)

(proposed): This course consists of a comprehensive review of the pathophysiology, medication usage, treatment plans and patient education requirements needed for the preparation of completion and passing of the COPD and Asthma Educator Exams. This course will review the GOLD standards for care of COPD and the NAEPP guidelines for care of Asthma patients.

Course Outcomes and Assessment Plan (current)

(proposed): The students in this course will be able to:

1. Interpret diagnostics involved in assessment of a patient with COPD (exam).
2. Educate a patient and family on COPD pathophysiology and treatment (teaching plan activity).
3. Prepare for the COPD Educator Certification Exam (self-assessment exam).
4. Interpret assessment measures used to identify severity and control of asthma (exam).
5. Develop and educate a patient and family on asthma management (action plan activity).
6. Prepare for the NAECB Certified Asthma Educator Exam (self-assessment exam).

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

- Assess patient status and changes in status in a patient with COPD (2.5 hours).
- Assess pulmonary function results of a patient with COPD (2.5 hours).
- Evaluate effectiveness of smoking cessation techniques (1.5 hours).
- Anticipate all elements of personalized medication therapy for a patient with COPD (2.5 hours).
- Anticipate oxygen therapy needs of the patient with COPD (1.5 hours).
- Explain the pathophysiology of COPD in terms the patient can understand (2.5 hours).
- Explain the benefits of participation in a pulmonary rehabilitation program (1.5 hours).
- Recognize signs and symptoms of malnutrition and its effect on the COPD patient (1.5 hours).
- Recognize causes of miscommunication and ways to avoid them (2 hours).
- Recognize barriers in adult learning and strategies to overcome them (2.5 hours).
- Explain the pathophysiology of Asthma in terms the patient can understand (2.5 hours).

- Describe factors that contribute to acute and chronic asthma (2.5 hours).
- Assess patient status and changes in status in a patient with asthma (2.5 hours).
- Define and identify an individual's asthma severity and control (1.5 hours).
- Emphasize the importance of using objective measures in asthma assessment and control (2 hours).
- Assess adherence to self-management techniques in asthma (1.5 hours).
- Explain medications prescribed based on asthma severity and control (2 hours).
- Demonstrate and evaluate an individual's technique for inhaled delivery devices (2 hours).
- Recommend strategies to address psychosocial factors, social support and family factors, economic issues, and adherence issues (4 hours).
- Develop and tailor an asthma management plan for an individual (1.5 hours).
- Create an individualized asthma action plan (1 hours).
- Recognize causes of miscommunication and ways to avoid them (1 hours).
- Recognize barriers in learning and strategies to overcome them (1 hours).

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201701 (Spring) Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 350 c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: COPD/Asthma Educator Prep (Limit to 30 characters including punctuation and spaces.)

f. College Code: CHP g. Department Code: CRHA h. Credit Hours: Check (x) Variable Fixed type

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) X Undergraduate Graduate Professional

m. Grade Method: Check (x) X Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course consists of a comprehensive review of the pathophysiology, medication usage, treatment plans and patient education requirements needed for the preparation of completion and passing of the COPD and Asthma Educator Exams. This course will review the GOLD standards for care of COPD and the NAEPP guidelines for care of Asthma patients.

q. Term(s) Offered: Spring r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) ORO 1, Biology 108 or 205

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC)

G.E. Codes

UCC Chair Signature/Date:

Coe F-2 4/1/15

Academic Affairs Approval Signature/Date:

_____ 11

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) Number (current) LEC ___ LAB ___ SEM ___ (current)
(proposed) RESP (proposed) 400 (Enter Contact Hours per week)
 Title (current) LEC_3_ LAB ___ SEM ___(proposed):

(proposed) Adv. Adult Clinical Practice

Credit Hours (current) Prerequisites (current) Co-requisite (current)
(proposed) 3 (proposed) RESP 310 (proposed)

Course Description (current): (125 words maximum)

(proposed): This course prepares practitioners for advance clinical practice of the adult patient. The student will investigate new advances in technology that alter both the diagnostic and therapeutic approaches to adult critical care.

Course Outcomes and Assessment Plan (current)

(proposed):

The students in this course will be able to:

1. Compare and contrast modalities used to treat the adult patient with cardiopulmonary disease (exam).
2. Interpret diagnostics involved in assessment of the adult patient in the critical care setting (exam).
3. Recommend appropriate therapy to treat adults with cardiopulmonary disease (case scenario exam).
4. Apply theoretical concepts of advanced mechanical ventilation to respond to critical abnormalities of the cardiopulmonary system of the adult patient (case scenario exam).
5. Demonstrate the ability to initiate and manage advanced modes of mechanical ventilation as well as highly invasive therapies (case scenario exam).
6. Prepare for the National Board for Respiratory Care Adult Critical Care Specialist credentialing exam (self-assessment exam).

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

- Assess patient status and changes in status (1.5 hours).
- Anticipate care based on condition or disorder (1.5 hours)
- Anticipate care based on laboratory results (1.5 hours).
- Anticipate care based on imaging and reports of imaging (1.5 hours).
- Anticipate effects of pharmacologic agents (3.5 hours).
- Anticipate care based on nutritional status (0.5 hours).
- Prevent ventilator associated pneumonia (2 hours).
- Recognize and manage patients with infections and sepsis (4.5 hours).
- Manage end-of-life care (0.5 hours).
- Prepare for disasters (0.5 hours).

- Interact with members of an interdisciplinary team (0.5 hours).
- Perform procedures (1.5 hours).
- Troubleshoot systems (0.5 hours).
- Manage airways (3 hours).
- Administer specialty gases (1 hour).
- Manage ventilation (20 hours).
- Deliver pharmacologic agents (1 hour).

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201705 (Summer) Examples: 201301(Spring), 201305(Summer), 201308(Fall) Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 400 c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Adv. Adult Clinical Practice (Limit to 30 characters including punctuation and spaces.)

f. College Code: CHP g. Department Code: CRHA h. Credit Hours: Check (x) Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours k.

May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) x Undergraduate Graduate Professional

m. Grade Method: Check (x) x Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course prepares practitioners for advance clinical practice of the adult patient. The student will investigate new advances in technology that alter both the diagnostic and therapeutic approaches to adult critical care.

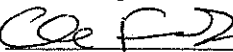
q. Term(s) Offered: Summer r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) RESP 310

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/13/15

Academic Affairs Approval Signature/Date:

11

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) Number (current) LEC ___ LAB ___ SEM ___ (current)
(proposed) RESP (proposed) 410 (Enter Contact Hours per week)
 Title (current) LEC ___ LAB ___ SEM ___ (proposed):

(proposed) Adv. Neo/Ped Clinical Practice

Credit Hours (current) Prerequisites (current) Co-requisite (current)
(proposed) 3 (proposed) RESP 310 (proposed)

Course Description (current): (125 words maximum)

(proposed): This course prepares practitioners for advance clinical practice of the neonatal and pediatric patient. The student will investigate new advances in technology that alter both the diagnostic and therapeutic approaches to neonatal and pediatric critical care.

Course Outcomes and Assessment Plan (current)

(proposed):

The students in this course will be able to:

1. Compare and contrast modalities used to treat the pediatric patient with respiratory distress (exam).
2. Interpret diagnostics involved in assessment of the neonatal and pediatric patient in the critical care setting (exam).
3. Recommend appropriate therapy to treat neonatal and pediatric cardiopulmonary disease (case scenario exam).
4. Apply theoretical concepts of advanced mechanical ventilation to respond to critical abnormalities of the cardiopulmonary system of the neonatal and pediatric patient (case scenario exam).
5. Demonstrate the ability to initiate and manage advanced modes of mechanical ventilation as well as highly invasive therapies (case scenario exam).
6. Prepare for the National Board for Respiratory Care Neonatal/Pediatric Specialty credentialing exam (self-assessment exam).

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)
(proposed)

- Assess patient status and changes in status (3 hours)
- Select, assemble, and troubleshoot equipment (3.75 hours)
- Anticipate care based on condition or disorder (8.5 hours)
- Anticipate care based on laboratory results and nutritional status (1.25 hours)
- Anticipate care based on imaging and reports of imaging (0.75 hours)
- Anticipate effects of pharmacology agents (2.5 hours)
- Manage end-of-life care (0.75 hours)
- Prepare for disasters (0.75 hours)
- Interact with members of an interdisciplinary team (0.75 hours)

- Evaluate patient and family understanding of education (0.75 hours)
- Evaluate pertinent patient information (3 hours)
- Assess and manage airways (3 hours)
- Administer and monitor specialty gases (1.5 hours)
- Manage ventilation and oxygenation (10 hours)
- Prevent ventilator associated pneumonia (1 hour)
- Assist or perform procedures (1.75 hours)
- Deliver pharmacologic agents (1 hour)
- Assist or perform resuscitation (1 hour)

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201608 (Fall) Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 410 c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDEpendent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: (Limit to 30 characters including punctuation and spaces.) Adv. Neo/Ped Clinical Practice

f. College Code: CHP g. Department Code: CRHA h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) x Undergraduate Graduate Professional

m. Grade Method: Check (x) x Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course prepares practitioners for advance clinical practice of the neonatal and pediatric patient. The student will investigate new advances in technology that alter both the diagnostic and therapeutic approaches to neonatal and pediatric critical care.

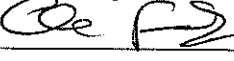
q. Term(s) Offered: Fall r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) RESP 310

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/13/15

Academic Affairs Approval Signature/Date:

_____ 11

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE ____ SCADETL ____ SCARRES ____ SCAPREQ ____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current)

(proposed) RESP

Number (current)

(proposed) 420

LEC ___ LAB ___ SEM ___ (current)

(Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (proposed):

Title (current)

(proposed) CHD and Cardiovascular Support Techniques

Credit Hours (current)

(proposed)

Prerequisites (current)

(proposed) RESP 310

Co-requisite (current)

(proposed)

Course Description (current): (125 words maximum)

(proposed): This course covers advanced in-depth integrated pathophysiology of the cardiovascular and respiratory disease states. Discusses the dynamics, control mechanisms and system interrelationships occurring in the cardiovascular, respiratory and kidney systems when disease is present. Students will apply their knowledge of advanced cardiopulmonary physiology to reflect on clinical management of patients requiring respiratory care services.

Course Outcomes and Assessment Plan (current)

(proposed): The students in this course will be able to:

1. Identify the major infant congenital heart defects and their affect on blood gas physiology (exam)
2. Identify the congenital defects that occur in adults (exam)
3. Understand the surgical and non-surgical interventions to correct cardiac defects (exam)
4. Describe the reasons and methods of utilizing ECMO (exam)
5. Describe the reasons and disease states that LVAD and BiVAD would be utilized in (exam)
6. Understand what patient populations require heart, lung or heart-lung transplants (exam)
7. Describe the care of the patient with CHD and cardiac assist devices (Case Study)

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

- Review infant CHD and their affect on blood gases (6 hours)
- Review adult CHD (6 hours)
- Review the surgical and non-surgical treatment of CHD (6 hours)
- Discuss the use of ECMO, the disease states it's used for and the methods of administering (6 hours)
- Discuss LVAD, BiVAD assist devices and their use in the patient population (6 hours)
- Review of the patient population requiring heart, lung or heart-lung transplants (6 hours)
- Review care of the patient post surgical intervention or on various CP assist devices (3 hours)
- Review in depth case studies of various patient populations with CHD and/or on CP assist devices (6 hours)

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201705 Examples: 201301(Spring), 201305(Summer), 201308(Fall) Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 420 c. Contact Hours LECTure 3 LAB Seminar [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study [Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: CHD & CV Assist Devices (Limit to 30 characters including punctuation and spaces.)

f. College Code:CHP g. Department Code:CRHA h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION - Limit to 125 words - PLEASE BE CONCISE.

This course covers advanced in-depth integrated pathophysiology of the cardiovascular and respiratory disease states. Discusses the dynamics, control mechanisms and system interrelationships occurring in the cardiovascular, respiratory and kidney systems when disease is present. Students will apply their knowledge of advanced cardiopulmonary physiology to reflect on clinical management of patients requiring respiratory care services.

q. Term(s) Offered: Summer r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) RESP 310

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

CE Fed 4/13/15

Academic Affairs Approval Signature/Date:

_____ 11

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE ___ SCADETL ___ SCARRRES ___ SCAPREQ _____

COURSE INFORMATION FORM

FORM E

Rev. May 2013

Complete all items below (New or Current).

Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

Prefix (current) Number (current) LEC ___ LAB ___ SEM ___ (current)
(proposed) RESP (proposed) 450 (Enter Contact Hours per week)
 Title (current) LEC ___ LAB ___ SEM ___ (proposed):

(proposed) Respiratory Therapy Leadership

Credit Hours (current) Prerequisites (current) Co-requisite (current)
(proposed) 3 (proposed) RESP 300 (proposed)

Course Description (current): (125 words maximum)

(proposed): This course prepares the advanced student to be successful in leadership roles in the field of Respiratory Care.

Course Outcomes and Assessment Plan (current)

(proposed):

The students in this course will be able to:

1. Demonstrate best practices in management and leadership (case scenario exam).
2. Demonstrate effective communication skills (Online communication).
3. Develop collaboration skills to help build rapport, form alliances and negotiate effectively (group collaboration project).
4. Utilize critical thinking skills to problem solve (exam).
5. Determine the impacts of financial decisions and formulate sound budgets (budget formulation project).

Course Outline including Time Allocation (current)

Express Time Allocation in one of the following formats for a 3 credit hour course; adjust accordingly:

Weeks (15 weeks)

Hours (45 hours; assuming 3 contact hours per week)

Percentages (100 percent)

(proposed)

- Management and leadership skills (7.5 hours).
- Communication skills (7.5 hours).
- Collaboration skills (7.5 hours).
- Critical thinking skills (7.5 hours).
- Finance skills (7.5 hours).
- Project management skills (7.5 hours).

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201708 (Fall) Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year. The next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix RESP b. Number 450 c. Contact Hours 3 LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Respiratory Care Leadership (Limit to 30 characters including punctuation and spaces.)

f. College Code: CHP g. Department Code: CRHA h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: 3 Minimum Credit Hours j. 3 Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.
This course prepares the advanced student to be successful in leadership roles in the field of Respiratory Care.

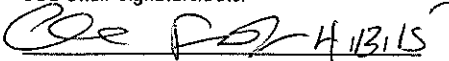
q. Term(s) Offered: Fall r. Max Section Enrollment: 20 Lecture: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) RESP 300

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:



Academic Affairs Approval Signature/Date:

_____ 11

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE ____ SCADETL ____ SCARRES ____ SCAPREQ _____

FORM FIN

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted in the proposal and a copy to the initiator. The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Bachelors of Science in Respiratory Therapy Completion Degree

Initiators: Emily L. Zyla, MS, RRT and Margaret Sue Waters, MAT, RRT

Proposal Contact: Emily L. Zyla, MS, RRT

Date Sent: Department: CRHA

Campus Address: VFS 318

Director of Financial Aid Signature:

Date Returned:

Please check all that apply:

- The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.
- The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.
- The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.
- The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.
- The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.
- The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.
- The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.
- The new program is an Associate's, Bachelor's, Master's, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree:

Revised 4/30/14 sd

Ferris State University
Preliminary Curriculum Approval Form

Directions: This form should be completed using 11-point font or larger, and should be no longer than six pages (excluding the signature/comment pages). For purposes of expediting the preliminary approval process, forms may be forwarded electronically by the initiator and from one administrative level to another.

Name(s) of proposal initiator(s):	Megan C. Dixon, M.S.
Department(s)/College(s):	Clinical Lab/Respiratory Care/Health Administration. College of Health Professions

Type of curriculum change (check one)

<input checked="" type="checkbox"/>	New degree/major
<input type="checkbox"/>	New minor requiring new courses/resources
<input type="checkbox"/>	New concentration in existing degree program
<input type="checkbox"/>	Curricular customization of existing program for off-campus cohort group
<input type="checkbox"/>	New certificate requiring 3 or more new courses and/or new resources
<input type="checkbox"/>	Existing program redirection or shift in emphasis if 3 or more new courses and/or new resources are required

1. Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template.

- The proposed program is a Bachelor of Science degree in Respiratory Care. In addition to the professional coursework, the students will be required to complete the general education requirements for a Bachelor of Science degree and a minimum of 15 credits of additional upper level coursework from Ferris State University. The intention of this degree is to be a degree completion for students who have already completed an associate's degree in Respiratory Care from a Commission on Accreditation of Respiratory Care (CoARC) accredited Respiratory Care program along with successful completion of both levels of credentialing (Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT)) prior to admission.

2. Target date for implementation.

- Fall 2015

3. Briefly explain the rationale for this initiative. If the initiative involves customization of an existing program for delivery to an off-campus cohort group, also explain the nature of the proposed curricular customization.

- The Bachelor of Science in Respiratory Care is an undergraduate degree that prepares students to pursue careers within institutions of healthcare, education and business. The bachelor degree option will open many opportunities for graduates that previously were not available such as supervisory/management opportunities, education opportunities and sales opportunities.
- According to a published article/report from the American Association for Respiratory Care (AARC) the following recommendation regarding respiratory therapy (RT) education was accepted and approved by majority vote:

VPAA MAY 28 2013 PROVOST

- i. 1.01 The sponsoring institution must be a post-secondary academic institution accredited by a regional or national accrediting agency that is recognized by the United States Department of Education and must be authorized under applicable law or other acceptable authority to award graduates of the program a baccalaureate or graduate degree at the completion of the program. Programs accredited prior to 2013 that do not currently offer a baccalaureate or graduate degree must transition to conferring a baccalaureate or graduate degree, which should be awarded by the sponsoring institution, upon all RT students who matriculate into the program after 2020.

4. Are there similar programs at other Michigan universities? If so, where? What is the enrollment in the other programs?

- No, there are no similar programs in the state of Michigan. There is, however, a BS in Applied Science degree program available at Sienna Heights University that is an "inverted major" concept that builds an academic degree program around several health discipline-specific AAS degrees that have already been completed by prospective students. Beyond this, nearby states possess the following:
 - i. The state of Ohio has four bachelor level degree programs.
 - ii. The state of Illinois has one bachelor level degree program.
 - iii. The state of Minnesota has two bachelor level degree programs.

5. Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established FSU or KCAD programs:

- Although the proposed program will utilize many courses already in place within the College of Business, the College of Arts and Sciences, the College of Education and Human Services and the College of Health Professions the intent of the degree is unique. This program will be a degree completion to complement the current Associate in Applied Science in Respiratory Care degree.

6. Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data.

- According to the Bureau of Labor Statistics Occupational Outlook Handbook:
 - i. Respiratory therapists care for patients who have trouble breathing; for example, from a chronic respiratory disease, such as asthma or emphysema. Their patients range from premature infants with undeveloped lungs to elderly patients who have diseased lungs. They also provide emergency care to patients suffering from heart attacks, drowning, or shock.
 - ii. Respiratory therapists need at least an associate's degree, but employers look favorably on applicants who have more education.
 - iii. The median annual wage of respiratory therapists was \$54,280 in May 2010. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$39,990, and the top 10 percent earned more than \$73,410.

- iv. Employment of respiratory therapists is expected to grow by 28 percent from 2010 to 2020, faster than the average for all occupations.
 - v. Respiratory therapists with certification or a bachelor's degree will have the best job prospects.
7. Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data.
- Throughout the past two years there has been both formal and informal discussions conducted regarding the creation of this degree. These discussions have taken place with current clinical sites, current students, alumni, employers and the advisory board for the current A.A.S. in Respiratory Care. The overwhelming consensus is that Ferris State University should begin development of a bachelor's level degree in Respiratory Care.
8. To what extent will this initiative draw new students to FSU or KCAD? To what extent will it draw students from existing programs?
- This program will draw current students of the FSU Associate-level Respiratory Care program, graduates of the FSU Respiratory Care program and graduates of other associate level respiratory care programs throughout the country.
9. Approximately how many students are expected to enroll?
- 15-20 in the first year.
 - 28 each subsequent year.
 - Approximately 70 graduates after three years.
10. At which FSU campuses/regional centers or other sites will the initiative be offered?
- The initiative will be offered through the FSU Big Rapids campus in addition to numerous courses being available through mixed delivery and fully online.
11. Will Internet or other distance learning technology be used for course/program delivery? Describe.
- Yes, to a limited extent. Many of the courses expected to complete the curriculum will be offered on-line as will many of the general education courses. However, there will be many of the professional courses that are offered as mixed delivery, on campus or at various clinical sites.

Complete questions 12, 13, 14 in consultation with department head/chair and/or dean.

12. Provide a rough estimate of the resources needed to implement the initiative:

	Start-up	After Three Years
Supply and expense	\$5,000	\$5,000
Equipment	\$100,000	\$20,000
Full-time faculty	\$170,000	\$181,900
Overload/adjunct faculty	\$7,500	\$8,025
Other (Construction/Renovation)	\$75,000	\$0
Total:	\$357,500	\$214,925

Estimate of Library Resources	X Adequate	Some new resources needed	Significant number of resources needed
-------------------------------	------------	---------------------------	--

13. Project the resources that could come from reallocation within the department or college and the new resources that would be required.

- Initial supply and expenses will be sponsored by the Extended and International Operations Academic Incubator. Support for online instruction will be sought from the College of Arts and Sciences, the College of Business, the College of Education and Human Services and the College of Health Professions.

14. Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary?

- At this time there will not be any new space needs; however, in the future there may be a need for a polysomnography lab (sleep lab) to be constructed in the College of Health Professions building adjacent to the existing Respiratory Care lab.

15. Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be sought, and when? What will be the one-time and ongoing costs of accreditation?

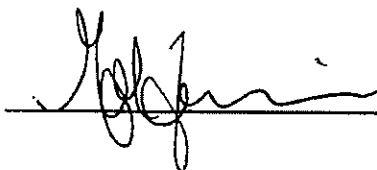
- Yes, there is professional accreditation for the program from the Commission on Accreditation of Respiratory Care. Accreditation is voluntary but will definitely be sought.

Respiratory Care Base Program	Approx. Costs
Letter of Intent Application	\$2,500
Provisional Self-Study	\$2,000
Initial Accreditation Self-Study Report	\$1,000
Continuing Self-Study Report	\$1,000
Annual (single level) ¹	\$1,700
Annual (additional level) ²	\$1,600

16. Has there been preliminary discussion with other departments/colleges that will be involved in course/program delivery? If yes, what was the feedback?

- An initial discussion occurred with the Director of the School of Education. The Director was very supportive of the proposed degree. Insight was also gained regarding the appropriate education coursework for inclusion in the proposed degree.
- An initial discussion was conducted with the Health Care Systems Administration (HCSA) program faculty as the proposed curriculum will incorporate a few of the HCSA courses. The HCSA program supports the development of this degree.

Department Head/Chair's signature: _____



Date 5/13/13

Department Head/Chair's signature: J. Powell Date 5/20/2013

If this is an interdepartmental initiative, include additional Department Head/Chair signatures

Comments:

Dean's signature: Mattew Adyanga Date 5/14/13

Dean's signature: Michelle Johnson Date 5/20/13

- For cross-college initiatives, include additional signature(s) of Dean(s)
- For KCAD initiatives, include KCAD President's signature
- For existing FSU-Big Rapids programs customized for off-campus delivery to a cohort group, include College and UCEL Deans' signatures

Comments:

Vice President for Academic Affairs' signature:

Paul Blake Date 6/6/13
or Chancellor/VP of FSU/GR's signature

Approved Approval indicates permission to develop the full proposal. It does not assure final approval.

Comments and/or suggestions:

See Addendum and email trail to initial questions and responses requested by the Provost's Office to PCAF #1 (this copy).

Not approved

Explanation:

c. Initiator(s)

- Department Head/Chair(s)
- Deans' Council and KCAD President
- FSU University Curriculum Council
- FSU Academic Senate and KCAD Senate
- VPAA or Chancellor/VP of FSU/GR
- FSU Intranet

ADDENDUM

The following supplemental information describes in more detail, the vision of the BS in Respiratory Care degree proposal (Questions 1 & 8).

1. Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template.
 - An informal analysis of key personnel (Program Director and Clinical Coordinator) in respiratory care programs across colleges in Michigan reveals most are at/near retirement age. Soon, a gap will exist in qualified candidates to fill these positions when they do become available. Further, as CoARC accreditation standards require associate degree programs to convert to baccalaureate degree level, the need for qualified faculty will increase. Thus, one track of this BS in Respiratory Care proposed curriculum will be a collaborative effort with the College of Education and Human Services to include course work in education (teaching/learning principles, curriculum, methods, etc.) that may better prepare respiratory clinicians to acclimate to key personnel roles within higher education.
 - Another concentration in this proposed curriculum is a health care management/supervision track. Many respiratory clinicians are provided an opportunity to serve as shift and/or department managers or directors. A planned series of courses in personnel and supervisory practices from a sister program, Health Care Systems Administration, is being planned. This will equip graduates of this program to serve in managerial roles should they choose to grow their career in the clinical practice.
 - Finally, a more stretch goal for a proposed track in this curriculum is sleep study. Advanced course work in this specialty within respiratory care would prepare graduates to function within and manage sleep labs. If this track is to be pursued, it would require substantial investment in laboratory equipment.

8. To what extent will this initiative draw new students to FSU or KCAD? To what extent will it draw students from existing programs?
 - This program will draw current students of the FSU Associate-level Respiratory Care program, graduates of the FSU Respiratory Care program and graduates of other associate level respiratory care programs throughout the country.
 - There are no university-based respiratory care programs in the state of Michigan. While there is one inverted baccalaureate degree in allied health afforded to associate degree graduates of respiratory care, a true bachelor's degree curriculum in respiratory care does not exist in Michigan. Thus, this proposed BS degree in Respiratory Care promises to be a first for Ferris and the state of Michigan.
 - There are no immediate plans to wind down the existing associate degree in respiratory care available at Ferris. The CoARC standards and guidelines will determine viability of entry level practitioners and we will comply in order to maintain good standing and program accreditation.

It seems this could, interestingly, provide unique transfer alternatives for students in each of these programs who may find homes in programs that they may not have considered before. This could be a very important retention factor for FSU students either actively looking for redirection or those who just may find a better fit as a result of the collaboration. Excellent honoree

Email TRAIL



Re: PCAF for Respiratory Care degree program revision 
Matthew O Adeyanju to: Paul Blake

06/05/2013 08:45 AM

History: This message has been replied to.

Thanks, Paul. Furthermore, can you send me a short synopsis of the CEO we discussed last week? I am trying to make arrangement for the possibility of inviting him for our first Victor Spathelf Lecture series in the fall.

Matthew

Matthew Adeyanju PhD, MPH, MCHES, FAAHE, FASHA.
Dean
Ferris State University
College of Health Professions VFS 200B
200 Ferris Drive
Big Rapids, MI 49307
Phone: 231 591 2342
Fax: 231 591 3788
Email: Adeyano@ferris.edu



Paul Blake

This message may contain confidential and/or pr...

06/04/2013 08:19:25 PM

From: Paul Blake/FSU
To: "Matthew O Adeyanju" <MatthewAdeyanju@ferris.edu>,
Date: 06/04/2013 08:19 PM
Subject: Re: PCAF for Respiratory Care degree program revision

I will have it done by the end of the week. No need to resign. Thanks.

Sent from my iPhone

On Jun 4, 2013, at 5:40 PM, "Matthew O Adeyanju" <MatthewAdeyanju@ferris.edu> wrote:

Paul:

We have addressed your questions with this revision (attached). Kindly look through again and let me know what is the next step. Do we need to resign this again? Thanks.
Matthew

Matthew Adeyanju PhD, MPH.
Dean
Ferris State University
College of Health Professions VFS 200B
200 Ferris Drive
Big Rapids, MI 49307
Phone: 231 591 2342

Fax: 231 591 3788
Email: Adeyano@ferris.edu
<0.328.gif>

----- Forwarded by Matthew O Adeyanju/FSU on 06/04/2013 05:34 PM -----

(See attached file: Form PCAF BSRTrev5.30.13.doc)

NOTE: Addendum is last page of the PCAF

Matthew O Adeyanju---05/28/2013 05:26:26 PM---Paul: Thanks for the comments. We will address them and send our response to you soon. It's always

From: Matthew O Adeyanju/FSU
To: Paul Blake/FSU@FERRIS,
Date: 05/28/2013 05:26 PM
Subject: Re: PCAF

Paul:
Thanks for the comments. We will address them and send our response to you soon. It's always nice seeing you. Take care.
Matthew

Matthew Adeyanju PhD, MPH.
Dean
Ferris State University
College of Health Professions VFS 200B
200 Ferris Drive
Big Rapids, MI 49307
Phone: 231 591 2342
Fax: 231 591 3788
Email: Adeyano@ferris.edu
<0.16EA.gif>

Paul Blake---05/28/2013 04:08:44 PM---Matthew: I just finished reading the PCAF you mentioned earlier to me today. This sounds really in

From: Paul Blake/FSU
To: Matthew O Adeyanju/FSU@FERRIS,
Date: 05/28/2013 04:08 PM
Subject: PCAF

Matthew:

I just finished reading the PCAF you mentioned earlier to me today. This sounds really interesting and unique with so much potential. Could you please, as an addendum to question 1 and/or 8, elaborate as to the nature of the interdepartmental/interdisciplinary collaboration . What will it look like? How will it work? What will the course construction look like?

Thanks in advance. Good to see you today. Hope all is going well.

Paul

Paul Blake | Associate Provost of Academic Operations

<0.233C.jpg Ferris State University | Office of the Provost and Vice President for Academic Affairs
> 1201 S. State St. - CSS 310D | Big Rapids, MI 49307
(231) 591-3030 office · (231) 591-3592 fax | [Academic Affairs website](#)

This message may contain confidential and/or proprietary information and is intended for the person/entity to which it was originally addressed. Any use by others is strictly prohibited.

<Form PCAF BSR Trev5.30.13.doc>

Paula L Hadley-Kennedy

From: Olukemi O Fadayomi
Sent: Thursday, April 16, 2015 9:39 PM
To: Emily L Zyla
Cc: Victor I Piercey; Kristy L Motz; David M Marion; Adnan Dakkuri; Mark A Hutchinson; Brian Holton; John Scott S Gray; Elise M Gramza; Paul Blake; Tracey D Boncher; Paula L Hadley-Kennedy; Olukemi O Fadayomi
Subject: Proposal #15-077

Hi Emily,

Your proposal for a Bachelor of Science in Respiratory therapy – Completion, Proposal #15-077 was approved by the UCC at our meeting Monday, April 13 pending the following administrative clean-ups.

Your proposed checksheet listed Math 115 as College Algebra instead of Intermediate Algebra. We ask that you make the correction and send the updated Form D to Paula Hadley in the Senate Office.

Our committee also noted that some of the action verbs used in your outcomes might be difficult to measure. We recommend that you peruse Appendix D of the UCC Manual for suggestions on action verbs that are both observable and measurable.

Once we receive the requested paperwork, your proposal will be forwarded to the Academic Senate for discussion and approval at the next meeting. So, we ask that a representative attend the Senate meeting on Tuesday, April 28 from 10:00 - 11:00 AM in University Center 202 C to answer questions about this proposal. Congratulations!

Kemi

Olukemi Fadayomi, Ph. D
Professor
Department of Biological Sciences
Chair, University Curriculum Committee
Ferris State University
ASC 2009, 820 Campus Drive
Big Rapids, MI 49307-2225

fadayok@ferris.edu
Phone: (231) 591-5628
Fax: (231) 591-2540

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Desktop Publishing Minor - DELETE

Initiating Individual: Jeff Ek Initiating Department or Unit: Marketing Department

Contact Person's Name: Jeff Ek Email: jeffek@ferris.edu Phone: 231-591-2442

- Group I-A - New Degree, major, concentration, minor, or redirection of a current offering
Group I-B - Deletion of a degree, major, concentration, or minor
Group II-A - New Course, modification of a course, deletion of a course
Group II-B - Minor Curriculum Clean-up
Group III - Certificate (College Credit, Non-credit, New Certificate)
Group IV - Other site location (College Credit, Non-credit)

Table with 4 columns: Role, Name, Date, and Vote/Action * Number Count. Rows include Program Representative, Department/School/Faculty Representative, Department/School Administrator, College Curriculum Committee, UCC Representative, Dean, University Curriculum Committee, Senate, and Academic Affairs.

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale.

** Number Count must be given for all members present and/or voting.

To be completed by Academic Affairs

Date of Implementation: Click here to enter text.

President (Date Approved)

Board of Trustees (Date Approved)

Academic Officers of MI (Date Approved)

1. Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights)
Minor no longer offered. The following courses no longer exist, to complete the minor, PTEC 132, PTEC 153, PTEC 253, NMPP 330, NMPP 410,

2. Summary of Curricular Action (Check all that apply to this proposal)

- Degree Major Minor Concentration Certificate Course
 New Modification Deletion

Name of Degree, Major, etc.: Desktop Publishing Minor

3. Summary of All Course Action Required: Click here to enter text.

A. Newly Created Courses to be Added to the Catalog

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

B. Courses to be Deleted from FSU Catalog

Prefix	Number	Title
PTEC	132	Already Deleted from the Catalog
PTEC	153	Already Deleted from the Catalog
PTEC	253	Already Deleted from the Catalog
NMPP	330	Already Deleted from the Catalog
NMPP	410	Already Deleted from the Catalog

C. Existing Courses to be Modified

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

D. Addition of existing FSU courses to program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

E. Removal of existing FSU courses from program

Prefix	Number	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Department	Date Received & By Whom
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

5. Will External Accreditation be sought? (For new programs or certificates only)

- Yes No

If yes, name the organization involved with accreditation for this program. Click here to enter text.

6. Is a PCAF required? Yes No Is the PCAF approved? Yes No (If yes, supply link on Academic Affairs website where PCAF is posted.

7. Program Checksheets affected by this proposal (Check all that apply to this proposal)

- Add Course Delete Course Modify Course Change Prerequisite Move from required to elective
 Move from elective to required Change Outcomes and Assessment Plan Change Credit hours

8. List all Checksheets affected by this proposal:

College

Department

Program

NO CHECKSHEET AVAILABLE.



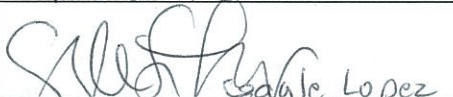
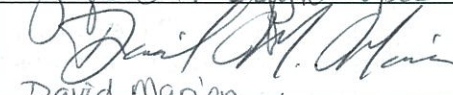
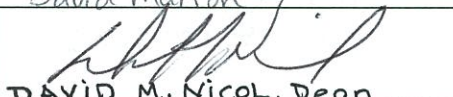
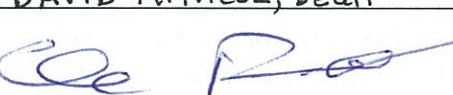
PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Risk Management and Insurance Program Redirection

Initiating Individual: David A. Brown Initiating Department or Unit: Management/COB

Contact Person's Name: Karen Ottobre e-mail: ottobrek@ferris.edu phone: 231-591-2427

- Group I - A – New degree, major, concentration, minor, or redirection of a current offering
- Group I - B – Deletion of a degree, major, concentration, or minor
- Group II - A – New Course, modification of a course, deletion of a course
- Group II - B – Minor curriculum clean-up
- Group III – Certificates (College Credit Non-Credit) New Certificate
- Group IV – Other Site Locations (College Credit Non-Credit)

	Signature Print and sign your name.	Date	Vote/Action * Number count **
Program Representative **	 DAVID A. BROWN	2-2-15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School/Faculty Representative Vote **	 DAVID A. BROWN	2-2-15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School Administrator	 Sadie Lopez	2-5-15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee/Faculty	 David Marion	2-24-15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Dean	 DAVID M. NICOL, Dean	3-3-15	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee **		4/6/15	<input checked="" type="checkbox"/> Support 6-0- <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Senate **			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Academic Affairs			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support

* Support with Concerns or Not Support must include identification of specific concerns with appropriate rationale.

** Number count must be given for all members present and/or voting.

To be completed by Academic Affairs		Date/Term of Implementation: _____
_____ President (Date Approved)	_____ Board of Trustees (Date Approved)	_____ Academic Officers of MI (Date Approved)

Table of Contents

Item Description	Item	Page #
Cover Page		1
Table of Contents		2
Proposal Summary	Form A	3
Proposal Details	Form A Appendix	8
Program Learning Outcomes	Form A Appendix	9
Suggested Course Offering Schedule	Form A Appendix	10
Curriculum Consultation Form – Fleet Management	Form B	11
Curriculum Consultation Form – Marketing	Form B	12
Curriculum Consultation Form – SEHM	Form B	14
Curriculum Consultation Form – AFIS	Form B	16
FLITE Services Consultation Form	Form C	17
Current B.S. (Major) Checksheet	Form D	18
Proposed B.S. (Major) Checksheet	Form D	20
Current Minor Checksheet	Form D	22
Proposed Minor Checksheet	Form D	24
Current Certificate Checksheet	Form D	26
Proposed Certificate Checksheet	Form D	27
Course Information RMIN 200	Form E	28
Course Information RMIN 320	Form E	30
Course Information BLAW 330	Form E	32
Course Information RMIN 252	Form E	34
Course Information RMIN 253	Form E	36
Course Information RMIN 401	Form E	38
Course Information RMIN 454	Form E	40
Course Information RMIN 457	Form E	42
Course Information RMIN 483	Form E	44
Course Information RMIN 489	Form E	46
New Course RMIN 200	Form F	48
New Course RMIN 320	Form F	49
New Course BLAW 330	Form F	50
New Course RMIN 252	Form F	51
New Course RMIN 253	Form F	52
New Course RMIN 401	Form F	53
New Course RMIN 454	Form F	54
New Course RMIN 457	Form F	55
New Course RMIN 483	Form F	56
New Course RMIN 489	Form F	57
Delete Course BLAW 350	Form F	58
Delete Course INSR 243	Form F	59
Delete Course INSR 284	Form F	60
Delete Course INSR 308	Form F	61
Delete Course INSR 338	Form F	62
Delete Course MGMT 357	Form F	63
Financial Aid Consultation	Form FIN	64

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights.)

This program redesign accomplishes multiple objectives which include:

- Rebranding the program with a change of the program name to emphasize the risk management component.
- Align the curriculum with industry professional designations that will give students a professional head-start, and apply course numbering that makes the alignment more recognizable.
- Eliminate some existing redundancy in course content and also fill some significant gaps.
- Enhance practical, experiential education opportunities.
- Extend the scope of the program to provide broader appeal to specialized interests.
- Provide some distinctiveness that differentiates the program.

Details on the aforementioned objectives and the revised learning outcomes for the program are included as an appendix to this Form A.

Olivet College currently offers an insurance and risk management program that includes both Bachelor's and Master's degrees. Current enrollment in the Olivet program is approximately 175 students. Northern Michigan University and Davenport University have also recently launched risk management and insurance programs and although enrollment is unknown, neither institution has the rich history nor successful insurance program graduates which Ferris can boast. Ferris State is the only public university option for risk management and insurance students in the Lower Peninsula of Michigan, and has a rich history of insurance studies dating back to 1935.

Students completing this program will find employment opportunities within NAICS 524 – Insurance carriers and related activities. This industry classification employed 2,398,500 in January, 2014, with a 2.0% unemployment rate (Source: <http://www.bls.gov/iag/tgs/iag524.htm>). Projected job growth (2012-2022) is 10.4% for insurance sales agents, 3.5% for claims adjusters, and 26% for actuaries (Source: http://www.bls.gov/emp/ep_table_108.htm). Ruquet (2013) reports that the insurance industry will need to fill 400,000 positions vacated by retiring [baby] boomers by 2020 (Source: <http://www.propertycasualty360.com>).

The major source of demand and support for the revived FSU risk management and insurance program is coming from the industry itself. Executives from Michigan-based insurance firms have expressed a need for students educated in the industry and have pledged support and promotional assistance to encourage enrollment in this program (Source: FSU Risk Management and Insurance Advisory Board)

2. Summary of Curricular Action (check all that apply to this proposal)

Degree Major Minor Concentration Certificate Course

New Modification Deletion

Name of Degree, Major, etc.: Bachelor of Science Degree in Business - Risk Management and Insurance major, minor, and certificate

3. Summary of All Course Action Required Contact Senate Secretary or UCC Chair if additional spaces are required.

a. Newly Created Courses to be Added to FSU Catalog:

Prefix	Number	Title
RMIN	200	Foundations Risk Mgmt & Insur
RMIN	252	Commercial Insurance
RMIN	253	Personal Insurance
RMIN	320	Insurance Company Operations
BLAW	330	Insurance Law
RMIN	401	Risk and Insurance Technology
RMIN	454	Risk Management
RMIN	457	Enterprise Risk Management
RMIN	483	Insurance Agency Operations
RMIN	489	Risk and Insurance Seminar

b. Courses to be Deleted from FSU Catalog:

Prefix	Number	Title
BLAW	350	Insurance Law
INSR	243	Principles of Risk Management and Insurance
INSR	284	Personal Insurance
INSR	308	Insurance Company Operations
INSR	338	Property-Casualty Insurance
MGMT	357	Risk Management

c. Existing Course(s) to be Modified:

Prefix	Number	Title
--------	--------	-------

d. Addition of existing FSU courses to program

Prefix	Number	Title
MGMT	491	MGMT Internship
STQM	270	Introduction to Data Mining
STQM	342	Data Mining Tools

e. Removal of existing FSU courses from program

Prefix	Number	Title
BLAW	325	Real and Personal Property

Explanatory notes:

1. **RMIN 200 combines and replaces INSR 243 and MGMT 357**
2. **RMIN 320 modifies and replaces INSR 308**
3. **BLAW 330 provides more industry-specific content in lieu of BLAW 325 and BLAW 350, and utilizes industry-aligned CPCU curriculum.**
4. **RMIN 253 modifies and replaces INSR 284**
5. **RMIN 252 and 253 replaces INSR 338**
6. **Some course titles may give the appearance that this proposal is deleting and then re-adding the same content (e.g., “Insurance Company Operations” and “Insurance Law”), however the learning objectives, outcomes, and teaching materials are being updated and aligned with current industry needs in the courses added by this proposal.**
7. **MGMT 338 (Employee Benefits) remains a part of the program as an optional area of emphasis that students may select.**
8. **STQM 360 (Risk Analysis & Strategy) remains a part of the program as an optional area of emphasis that students may select.**

4. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
Fleet Management	1/14/15	Heavy Equipment	1/14/15, Gary Maike
Library	1/14/15	FLITE	1/14/15, David Scott
Marketing	1/14/15	Marketing	1/14/15, Jeff Ek
Sports, Ent. & Hosp. Mgmt.	1/14/15	SEHM	1/14/15, Lianne Briggs
Accounting, Finance, Info Sys	1/20/15	AFIS	1/20/15, Jim Woolen

5. Will External Accreditation be sought? (For new programs or certificates only)

Yes No

If yes, name the organization involved with accreditation for this program.

6. Is a PCAF required? X Yes No Is the PCAF approved? X Yes No

<http://ferris.edu/HTMLS/administration/academicaffairs/vpoffice/PPAF/2014-Risk-Management-And-Insurance-BS-Minor-Certif-major-revision.pdf>

7. Program Checksheets affected by this proposal (check all that apply to this proposal)

Add Course Delete Course Modify Course Change Prerequisite Move from required to elective
 Move from elective to required Change Outcomes and Assessment Plan Change credit hours

8. List all Checksheets affected by this proposal:

College Department Program

Business Management Insurance and Risk Management
 Business Management Business Administration
 Business Hospitality Various – pending changes
 Engineering Heavy Equip. Fleet Management -certificate and minor
 Business Management - Insurance § Risk management certificate
 Business Management Insurance § Risk Management Minor

Form A Appendix

This proposal is intended to improve the relevance, scope, and branding appeal of the insurance program (major, minor, and certificate) within the College of Business Management Department. The highlights and rationale are as follows:

- a) **Identity Change:** "Insurance" often connotes dull and boring to the uninitiated student, and it fails to convey the full range of the program. On the other hand, "risk management" seems to generate more curiosity and interest. This proposal changes the program name to "Risk Management and Insurance" and similarly changes the acronym to RMIN and the course designator from "INSR" to "RMIN." This more accurately reflects the range of the program and recognizes that insurance is just one risk management tool.
- b) **Eliminate Redundancy:** INSR 243 (Principles of Risk Management and Insurance) and MGMT 357 (Risk Management) are redundant courses with considerable overlap. This proposal eliminates MGMT 357 and revises the INSR 243 course description and objectives to encompass a blend of the two courses.
- c) **Align Course Numbers with Industry:** This proposal aligns our course numbers (at least the last two digits) with the RMIN industry's professional designation course numbers which will make it easier for both industry professionals and students to recognize the correlation between our program's course offerings and the equivalent professional designation courses.
- d) **Enhance Commercial Insurance Instruction:** We are offering INSR 284 (Personal Insurance) which aligns with the IIA INS 22/CPCU 553 exam, but we are not offering a commercial insurance course to align with the IIA INS 23/CPCU 552 exam. However, we do offer INSR 338 (Property & Casualty Insurance) which covers both personal and commercial property and casualty coverages. Thus, there is an overlap of material in the personal lines of insurance, and only a portion of a semester devoted to commercial lines of insurance which is arguably the more complex subject matter. This proposal eliminates INSR 338 (Property & Casualty Insurance) and adds a true commercial insurance course (RMIN 252).
- e) **Require Internships:** The program does not currently require an internship experience although we have growing opportunities for internships with Michigan-based insurers and agents as well as risk management departments within a variety of industries. The proposal revises the RMIN program to require an internship for RMIN majors, and recommend it for minors.
- f) **Offer CPCU and SCIC Waivers/Credit:** The value of our program can be enhanced by providing students with the opportunity to graduate with waivers/credit toward certain professional designations (e.g., Chartered Property and Casualty Underwriter-CPCU). By aligning our curriculum with industry professional designations, a Ferris RMIN major could graduate with four of the eight required CPCU exams either waived or completed. We are already providing this benefit to students who successfully complete INSR 308, and this proposal extends that to several other courses in the program.
- g) **Extend Scope and Change Degree Requirements:** We must offer a program that is both relevant to the industry and yet distinctive. There are additional subject matter areas that we should offer to students to afford them the opportunity to emphasize areas of particular interest, and which also create program distinctiveness. This proposal accomplishes this by developing/adding course offerings for common industry technology systems, analytics, insurance agency operations, negotiation skills, (pure) risk management, and enterprise risk management.

PROGRAM LEARNING OUTCOMES (Major)

Outcome 1: Achieve tangible progress toward recognized insurance industry professional designations.

Assessment method: Measure students eligible for CPCU examination waivers, completed AINS examinations, and producer licensing.

Success criterion: 80% students eligible for at least two CPCU examination waivers or have successfully completed one or more AINS examinations or have obtained an insurance producer license before degree conferment.

Outcome 2: Apply the six-step risk management process to a case and formulate appropriate risk assessment, risk control, and risk financing measures.

Assessment method: Students will be given case studies in required course RMIN 489 as a specific assignment and/or embedded in tests. Students will be required to evaluate the case studies with respect to each of the six risk management process steps.

Success criterion: 80% students achieving medium or high level performance on the cases.

Outcome 3: Design and execute a viable strategy for insurance company operations.

Assessment method: Student participation in an insurance company operations simulation project as part of required course RMIN 320.

Success criterion: 80% students achieving medium or high level performance on the simulation project.

Outcome 4: Evaluate and recommend appropriate insurance solutions for a range of property, casualty, life, and health loss exposure cases.

Assessment method: Students will be given cases in required course RMIN 489 as specific assignments and/or embedded in tests, and required to recommend and defend appropriate insurance solutions for each case.

Success criterion: 80% students achieving medium or high level performance on the cases.

PROGRAM LEARNING OUTCOMES (Minor)

Outcome 1: Apply the six-step risk management process to a case and formulate appropriate risk assessment, risk control, and risk financing measures.

Assessment method: Students will be given case studies in required course RMIN 200 as a specific assignment and/or embedded in tests. Students will be required to evaluate the case studies with respect to each of the six risk management process steps.

Success criterion: 80% students achieving medium or high level performance on the cases.

Outcome 2: Design and execute a viable strategy for insurance company operations.

Assessment method: Student participation in an insurance company operations simulation project as part of required course RMIN 320.

Success criterion: 80% students achieving medium or high level performance on the simulation project.

Outcome 3: Evaluate and recommend appropriate insurance solutions for a range of property, casualty, life, and health loss exposure cases.

Assessment method: Students will be given cases in required courses RMIN 252 and RMIN 253 as specific assignments and/or embedded in tests, and required to recommend and defend appropriate insurance solutions for each case.

Success criterion: 80% students achieving medium or high level performance on the cases.

PROGRAM LEARNING OUTCOMES (Certificate)

Outcome 1: Apply the six-step risk management process to a case and formulate appropriate risk assessment, risk control, and risk financing measures.

Assessment method: Students will be given case studies in required course RMIN 200 as a specific assignment and/or embedded in tests. Students will be required to evaluate the case studies with respect to each of the six risk management process steps.

Success criterion: 80% students achieving medium or high level performance on the cases.

Outcome 2: Evaluate and recommend appropriate insurance solutions for a range of property, casualty, life, and health loss exposure cases.

Assessment method: Students will be given cases in required courses RMIN 252 and RMIN 253 as specific assignments and/or embedded in tests, and required to recommend and defend appropriate insurance solutions for each case.

Success criterion: 80% students achieving medium or high level performance on the cases.

RMIN Suggested Course Offering Schedule

<u>Course</u>	<u>Course Title</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	<u>Prerequisites</u>	<u>Faculty</u>
RMIN 200	Foundations Risk Mgmt. & Insur	X	X			RMIN
RMIN 320	Insurance Company Operations	X	X		RMIN 200	RMIN
BLAW 330	Insurance Law	X			RMIN 200	BLAW
RMIN 252	Commercial Insurance	X			RMIN 200	RMIN
RMIN 253	Personal Insurance		X		RMIN 200	RMIN
RMIN 401	Risk and Insurance Technology		X		RMIN 200	RMIN
RMIN 454	Risk Management	X			RMIN 200	RMIN
RMIN 457	Enterprise Risk Management		X		RMIN 200	RMIN
RMIN 483	Insurance Agency Operations	X			RMIN 200	RMIN
RMIN 489	Risk and Insurance Seminar		X		RMIN 320 and RMIN 252	RMIN

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title **Risk Management and Insurance Program Redirection**

Initiator(s): David A. Brown


Proposal Contact: Karen Ottobre Date Sent: _____

Department: College of Business – Management Dept. Campus Address: BUS 212
(Please type)

Responding Department: Heavy Equipment

Administrator: Gary Maike Date Received: 1/14/15 Date Returned: 1/15/15

Based upon department faculty review on 1/15 (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.
- 

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title **Risk Management and Insurance Program Redirection**

Initiator(s): David A. Brown

Proposal Contact: Karen Ottobre Date Sent: 1/14/15

Department: College of Business – Marketing Department Campus Address: BUS 212
(Please type)

Responding Department: Marketing Department

Administrator: Jeff Ek Date Received: 1/14/15 Date Returned: 1/20/15

Based upon department faculty review on 1/20/15(date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

- Concerns:
 - The Statistics Faculty would of liked to be consulted regarding the STATS classes.
 - STAT 360 is now an elective class when it was modified to fit this program.
 - STAT 270 has pre-requisites requiring a student to take multiple classes.
 - FINC 300 and STATS 285 are very similar classes, maybe duplicating.

Memorandum

Date: February 4, 2015

To: Jeff Ek, Marketing Department Chair

From: David Brown, Coordinator of Risk Management and Insurance Programs

Re: Curriculum Proposal Form B

Thank you for your Form B response. Upon receipt of your response indicating “support... with modifications and concerns” I met with faculty Mike Cooper on January 22, and spoke with faculty Elies Kouider by phone on January 23. As a result of the concerns expressed and the aforementioned conversations I offer the following:

I apologize for neglecting to consult specifically with the Statistics faculty earlier in the proposal formation process. The aforementioned conversations yielded some minor changes to enhance the proposal, and I regret that these discussions didn't occur earlier.

STAT 360 remains a valid option for some RMIN students but there was not room for it as part of the seven core courses in the major as the risk and insurance industry views mandatory internships and a proposal dynamics/negotiation course as being more universally applicable for RMIN students.

I recognize the prerequisites that accompany STQM 270 and it is my intent to allow students to use elective and directed elective courses to form an area of emphasis that suits their interests and aptitudes beyond the core RMIN major. One possible area of interest might be a focus on quantitative and/or analytics skills. Students with such interests might be advised to take the STQM 270 prerequisites, STQM 270, and perhaps other courses such as STQM 342, 380, 322, 360.

Relying on Elies characterization of STQM 285 as more of a pre-calculus course, I am removing that option from the proposed checksheet for the RMIN major. The courses mentioned in the previous paragraph offer a better array of choices for RMIN students with quantitative and/or analytics interests. However, I have decided to retain FINC 300 as an option for RMIN students who may pursue a sales/agency operations area of emphasis. The FINC 300 course appears to offer content that would be relevant and helpful to aspiring insurance agents.

Following my conversations with Mike and Elies, I have changed the proposed checksheet (Form D) for the RMIN major to clarify the core RMIN major courses and the broader array of course choices for the area of emphasis that the student wishes to pursue. I am also in the process of creating a document of advising recommendations to codify the optimal coursework recommendations for various areas of emphasis that students might commonly pursue.

I hope that this adequately addresses all concerns.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title **Risk Management and Insurance Program Redirection**

Initiator(s): David A. Brown

Proposal Contact: Karen Ottobre Date Sent: 1/14/15

Department: College of Business -- Management Dept. Campus Address: BUS 212
(Please type)

Responding Department: **Sports, Entertainment, and Hospitality Management**

Administrator: Lianne Briggs Date Received: 1/14/15 Date Returned: 1/27/15

Based upon department faculty review on 1/27/15 (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

Hospitality Management has a new degree in the final stages of curriculum approval and anticipates having it in place for students entering Fall 2015. The MGMT 357 Risk Management course is on this new check sheet under the Event Management Concentration. The Hospitality faculty have reviewed the RMIN 200 Foundations Risk Management & Insurance and it looks like a good match with the needs of the Event Management students. Hospitality will continue to use the MGMT 357 course as long as it offered. Once the Risk Management and Insurance proposal is approved, they will do a curriculum proposal to remove the MGMT 357 from the Hospitality Management check sheet and replace it with the RMIN 200 course. In the interim, they will be doing substitutions of RMIN 200 for MGMT 357 once it is no longer offered. The Hospitality faculty also want to be sure that Event Management students have been taken into consideration when projecting the number of sections of RMIN 200 needed each year.

Memorandum

Date: February 4, 2015

To: Lianne Briggs, SEHM Department Chair

From: David Brown, Coordinator of Risk Management and Insurance Programs

Re: Curriculum Proposal Form B

Thank you for your Form B response. I appreciate your department's willingness to utilize the course substitution process for the proposed RMIN 200 course which will be replacing MGMT 357 under the proposal for an interim period of time. I acknowledge the need to offer sufficient RMIN 200 sections to accommodate the students in your programs and I have been assured by Management Department Chair Gayle Lopez that the course will be offered at least once each academic year. The RMIN 200 is also the starting point for many future RMIN students and will also be utilized by the Fleet Management program, thus ensuring that it will be offered consistently.

I hope that this adequately addresses all concerns.

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.
2. The department must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the Initiator.

The department must acknowledge receipt of this form and the proposal in writing to the initiator.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Risk Management and Insurance Program Redirection

Initiator(s): David A. Brown

Proposal Contact: Karen Ottobre Date Sent: 1/20/15

Department: COB-Management Campus Address: Bus 212
(Please type)

Responding Department: Accounting, Finance and Information Systems

Administrator: Jim Woolen *JW* Date Received: _____ Date Returned: 2/3/15

Based upon department faculty review on via email, we

- Support the above proposal.
 Support the above proposal with the modifications
and concerns listed below. Do not support the
proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary.

SUGGESTION: consider using cyber security as part of the risk management perspective.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Risk Management and Insurance Program Redirection

Projected number of students per year affected by proposed change: 5-15

Initiator(s): David A. Brown	
Proposal Contact: Karen Ottobre Date Sent:	
Department: College of Business – Management Dept. (Please type)	Campus Address: BUS 212

Liaison Librarian Signature: <u>David A. Scott</u>	Date Received: <u>1-15-15</u>
Dean of FLITE Signature: <u>[Signature]</u>	Date Returned: <u>1/16/15</u>

Based upon our review on 1-15-15 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$ _____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary.

**Ferris State University - College of Business
BACHELOR OF SCIENCE DEGREE IN BUSINESS – INSURANCE & RISK MANAGEMENT - 121/122 credits**

NAME: _____ **ID#:** _____

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
COMMUNICATION COMPETENCE - 15 Credits Required				
Communication Competence Category Satisfied with Related Course Requirements				
COMM 121	Fundamentals of Public Speaking (None)	3		
ENGL 150	English 1 (ENGL 074 w/ a C- or better or a minimum score of 14 on ACT)	3		
ENGL 250	English 2 (ENGL 150 w/a grade of C- or better)	3		
ENGL 325	Advanced Business Writing – (ENGL 250 or 211 both w/ C or better)	3		
SCIENTIFIC UNDERSTANDING – 7-8 Credits Required				
Consult the Ferris website: www.ferris.edu/units/academics/gened/scourses.html for approved courses.				
	Scientific Understanding with Lab	4		
	Scientific Understanding	3-4		
QUANTITATIVE SKILLS – 3 Credits Required				
Choose One:	MATH 115 Intermediate Algebra OR MATH 116 Intermediate Algebra-Num Trig (Both -MATH 110 w/C- or better, or 19 on ACT or 460 on SAT) if MATH ACT score is 24+, substitute a general education elective.	3-4		
CULTURAL ENRICHMENT – 9 Credits Required*				
Consult the Ferris website: www.ferris.edu/units/academics/gened/courses.html for approved courses.				
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective (200-level or above)	3		
SOCIAL AWARENESS – 9 Credits Required*				
Consult the FSU Website: www.ferris.edu/units/academics/gened/scourses.html for approved courses.				
ECON 221	Principles of Macroeconomics (MATH 110 w/a C- or better or ACT of 19 or SAT of 460)	3		
ECON 222	Principles of Microeconomics (ECON 221)	3		
	Social Awareness Elective	3		
COLLEGE OF BUSINESS ADDITIONAL GENERAL EDUCATION ELECTIVES – 9 Credits Required*				
Consult the Ferris website: www.ferris.edu/units/academics/gened/gened.html for approved courses.				
COMM	Choose one: COMM 251, 332 or 336 (All but COMM 221 have COMM 121)	3		
	General Education Elective	3		
	General Education Elective	3		
BUSINESS CORE – 30 Credits Required				
ACCT 201	Principles of Accounting 1 (MATH 110 w/C- or better or 19 ACT or 460 SAT)	3		
ACCT 202	Principles of Accounting 2 (ACCT 201 with a grade of C- or better)	3		
BLAW 321	Contracts and Sales (None)	3		
BUSN 499	Integrating Experience (FINC 322, MGMT 370, MKTG 370, Sr status)	3		
FINC 322	Financial Mgmt 1 (ACCT 202, Math 115, 116 or 117 or MATH ACT 24)	3		
ISYS 321	Business Information Systems (ACCT 202, MKTG 321, MGMT 301)	3		
MGMT 301	Applied Management (None)	3		
MGMT 370	Quality/Operations Management (Soph Standing or Instructor Permit)	3		
MKTG 321	Principles of Marketing (Sophomore standing)	3		
STQM 260	Intro to Statistics (MATH 115 or 116, w/C- or 24 ACT or 580 SAT)	3		

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
INSURANCE & RISK MANAGEMENT MAJOR COURSES – 36 Credits Required				
BLAW 325	Real & Personal Property (BLAW 321 or 221)	3		
BLAW 350	Insurance Law (None)	3		
INSR 243	Principles of Risk Management & Insurance (None)	3		
INSR 284	Personal Insurance (None)	3		
INSR 308	Insurance Company Operations (INSR 243 & 284)	3		
INSR 338	Property & Casualty Insurance (INSR 243 & 284)	3		
MGMT 338	Employee Benefits (INSR 243 & 284)	3		
STQM 360	Risk Analysis & Strategy (STQM 260)	3		
SELECT FOUR CLASSES FROM THE LIST BELOW – 12 Credits Required				
FINC 300	Mathematics of Finance (MATH 115)	3		
MGMT 302	Team Dynamics & Organizational Behavior (Sophomore Status)	3		
MGMT 315	Entrepreneurship Strategies & Planning (None)	3		
MGMT 350	Tools for Decision Making (None)	3		
MGMT 373	Human Resource Management (Sophomore status)	3		
MGMT 375	Negotiations (Junior Standing)	3		
MGMT 491	Management Internship (Completion of 60 semester hours and department approval)	3		
	Directed Elective - Prior approval of advisor required.	3		
	Directed Elective - Prior approval of advisor required.	3		
	Directed Elective – Prior approval of advisor required.	3		
Additional – 6 Credits Required				
ISYS 105	Introduction to Microcomputer Systems & Software (None)	3		
	Free Elective	3		

Advising notes:

FSUS 100 requirement satisfied by _____
Global Consciousness requirement satisfied by _____
Race, Ethnicity, Gender requirement satisfied by _____

Effective: 201208

INSURANCE & RISK MANAGEMENT - SUGGESTED SEMESTER COURSE COMPLETION

FIRST YEAR

Fall Semester	CrHrs	Grade
COMM 121	3	
Fundamentals of Public Speaking		
Cultural Enrichment Elective	3	
ENGL 150	3	
English 1		
ISYS 105	3	
Introduction Microcomputer Systems & Software		
Choose One:	3	
MATH 115 Intermediate Algebra OR MATH 116 Intermediate Algebra-Num Trig		
TOTAL	15	

SECOND YEAR

Fall Semester	CrHrs	Grade
ACCT 201	3	
Principles of Accounting 1		
COMM	3	
Choose One: COMM 251, 332 or 336		
ECON 221	3	
Principles of Macroeconomics		
INSR 243	3	
Principles of Risk Management & Insurance		
Scientific Elective	3/4	
TOTAL	15/16	

THIRD YEAR

Fall Semester	CrHrs	Grade
MGMT 301	3	
Applied Management		
FINC 322	3	
Financial Management		
INSR 308	3	
Insurance Company Operations		
MGMT 370	3	
Quality/Operations Management		
MKTG 321	3	
Principles of Marketing		
TOTAL	15	

FOURTH YEAR

Fall Semester	CrHrs	Grade
BLAW 350	3	
Insurance Law		
Free Elective	3	
ISYS 321	3	
Business Information Systems		
MGMT 338	3	
Employee Benefits		
STQM 360	3	
Risk Analysis & Strategy		
TOTAL	15	

ADDITIONAL INFORMATION: See front of sheet for notations regarding - prerequisites and specific course requirements.

* Global consciousness requirement must be met either through Cultural Enrichment, Social Awareness, General Education or major courses.

Note: A 2.00 cumulative GPA is required in the major, concentration, business core and overall for completion of the Risk Management & Insurance Degree.

FIRST YEAR

Spring Semester	CrHrs	Grade
ENGL 250	3	
English 2		
Cultural Enrichment Elective	3	
General Education Elective	3	
Lab Science Elective	4	
STQM 260	3	
Introduction to Statistics		
TOTAL	16	

SECOND YEAR

Spring Semester	CrHrs	Grade
ACCT 202	3	
Principles of Accounting 2		
BLAW 321	3	
Contracts and Sales		
ECON 222	3	
Principles of Microeconomics		
INSR 284	3	
Personal Insurance		
Social Awareness Elective	3	
TOTAL	15	

THIRD YEAR

Spring Semester	CrHrs	Grade
BLAW 325	3	
Real & Personal Property		
ENGL 325	3	
Advanced Writing for Business		
INSR 338	3	
Property & Casualty Insurance		
Major Class Selection or Directed Elective	3	
Major Class Selection or Directed Elective	3	
TOTAL	15	

FOURTH YEAR

Spring Semester	CrHrs	Grade
BUSN 499	3	
Integrating Experience		
Cultural Enrichment Elective 200 Level or Above	3	
General Education Elective	3	
Major Class Selection or Directed Elective	3	
Major Class Selection or Directed Elective	3	
TOTAL	15	

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

[PROPOSED Form D] Ferris State University - College of Business
BACHELOR OF SCIENCE DEGREE IN BUSINESS – RISK MANAGEMENT & INSURANCE - 121/122 credits
NAME: _____ ID#: _____

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
COMMUNICATION COMPETENCE - 12 Credits Required Communication Competence Category Satisfied with Related Course Requirements				
COMM 121	Fundamentals of Public Speaking (None)	3		
ENGL 150	English 1 (ENGL 074 w/a C- or better or a minimum score of 14 on ACT)	3		
ENGL 250	English 2 (ENGL 150 w/a grade of C- or better)	3		
ENGL 325	Advanced Business Writing – (ENGL 250 or 211 both w/C or better)	3		
SCIENTIFIC UNDERSTANDING – 7-8 Credits Required Consult the Ferris website: www.ferris.edu/htmls/academics/gened/sc/courses.html for approved courses.				
	Scientific Understanding with Lab	4		
	Scientific Understanding	3-4		
QUANTITATIVE SKILLS – 3 Credits Required				
Choose One:	MATH 115 Intermediate Algebra OR MATH 116 Intermediate Algebra-Num Trig (Both -MATH 110 w/C- or better, or 19 on ACT or 460 on SAT) If MATH ACT score is 24+, substitute a general education elective.	3-4		
CULTURAL ENRICHMENT – 9 Credits Required* Consult the Ferris website: www.ferris.edu/htmls/academics/gened/cult/courses.html for approved courses.				
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective (200-level or above)	3		
SOCIAL AWARENESS – 9 Credits Required* Consult the FSU Website: www.ferris.edu/htmls/academics/gened/soc/courses.html for approved course.				
ECON 221	Principles of Macroeconomics (MATH 110 w/a C- or better or ACT of 19 or SAT of 460)	3		
ECON 222	Principles of Microeconomics (ECON 221)	3		
	Social Awareness Elective	3		
COLLEGE OF BUSINESS ADDITIONAL GENERAL EDUCATION ELECTIVES – 9 Credits Required* Consult the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html for approved courses.				
COMM	Choose one: COMM 251, 332 or 336 (All but COMM 221 have COMM 121)	3		
	General Education Elective	3		
	General Education Elective	3		
BUSINESS CORE – 30 Credits Required				
ACCT 201	Principles of Accounting 1 (MATH 110 w/C- or better or 19 ACT or 460 SAT)	3		
ACCT 202	Principles of Accounting 2 (ACCT 201 with a grade of C- or better)	3		
BLAW 321	Contracts and Sales (None)	3		
BUSN 499	Integrating Experience (FINC 322, MGMT 370, MKTG 321, Sr status)	3		
FINC 322	Financial Mgmt 1 (ACCT 202, Math 115, 116 or 117 or MATH ACT 24)	3		
ISYS 321	Business Information Systems (ACCT 202, MKTG 321, MGMT 301)	3		
MGMT 301	Applied Management (None)	3		
MGMT 370	Quality/Operations Management (Soph Standing or Instructor Permit)	3		
MKTG 321	Principles of Marketing (Sophomore standing)	3		
STQM 280	Intro to Statistics (MATH 115 or 116, w/C- or 24 ACT or 560 SAT)	3		

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
RISK MANAGEMENT & INSURANCE MAJOR COURSES – 36 Credits Required Complete all of the following courses (21 credits required)				
RMIN 200	Foundations Risk Mgmt & Insur	3		
RMIN 252	Commercial Insurance (RMIN 200)	3		
RMIN 253	Personal Insurance (RMIN 200)	3		
RMIN 320	Insurance Company Operations (RMIN 200)	3		
BLAW 330	Insurance Law (RMIN 200 or permission of instructor)	3		
RMIN 489	Risk and Insurance Seminar (RMIN 200, RMIN 252)	3		
MGMT 491	Management Internship (Completion of 60 semester hours and department approval)	3		
RISK MANAGEMENT & INSURANCE AREA OF EMPHASIS				
SELECT FIVE CLASSES FROM THE LIST BELOW (Consult your academic advisor) – 15 Credits Required				
MGMT 338	Employee Benefits	3		
RMIN 401	Risk and Insurance Technology (RMIN 200)	3		
RMIN 454	Risk Management (RMIN 200)	3		
RMIN 457	Enterprise Risk Management (RMIN 200)	3		
RMIN 483	Insurance Agency Operations (RMIN 200)	3		
STQM 360	Risk Analysis & Strategy (STQM 260)	3		
FINC 300	Mathematics of Finance (MATH 115)	3		
MGMT 302	Team Dynamics & Organizational Behavior (Sophomore Status)	3		
MGMT 310	Small Business Management (Sophomore Status)	3		
MGMT 350	Tools for Decision Making (None)	3		
MGMT 373	Human Resource Management (Sophomore status)	3		
	Directed Elective - Prior approval of advisor required.	3		
	Directed Elective - Prior approval of advisor required.	3		
	Directed Elective - Prior approval of advisor required.	3		
	Directed Elective - Prior approval of advisor required.	3		
	Directed Elective - Prior approval of advisor required.	3		
Additional – 6 Credits Required				
ISYS 105	Introduction to Microcomputer Systems & Software (None)	3		
	Free Elective	3		

Advising notes:

FSUS 100 requirement satisfied by _____
 Global Consciousness requirement satisfied by _____
 Race, Ethnicity, Gender requirement satisfied by _____

Effective: 201601

RISK MANAGEMENT & INSURANCE - SUGGESTED SEMESTER COURSE COMPLETION

FIRST YEAR

Fall Semester	CrHrs	Grade
COMM 121	3	Fundamentals of Public Speaking
	3	Cultural Enrichment Elective
ENGL 150	3	English 1
ISYS 105	3	Introduction Microcomputer Systems & Software
Choose One:	3	MATH 115 Intermediate Algebra OR MATH 116 Intermediate Algebra-Num Trig
TOTAL	15	

SECOND YEAR

Fall Semester	CrHrs	Grade
ACCT 201	3	Principles of Accounting 1
COMM	3	Choose One: COMM 251, 332 or 336
ECON 221	3	Principles of Macroeconomics
RMIN 200	3	Foundations Risk Mgmt & Insur
	3/4	Scientific Elective
TOTAL	15/16	

THIRD YEAR

Fall Semester	CrHrs	Grade
MGMT 301	3	Applied Management
FINC 322	3	Financial Management
RMIN 252	3	Commercial Insurance
MKTG 321	3	Principles of Marketing
	3	Area of Emphasis Course
TOTAL	15	

FOURTH YEAR

Fall Semester	CrHrs	Grade
BLAW 330	3	Insurance Law
	3	Free Elective
	3	Area of Emphasis Course
	3	Area of Emphasis Course
MGMT 491	3	Internship (recommended for summer preceding 4 th year)
TOTAL	15	

ADDITIONAL INFORMATION: See front of sheet for notations regarding - prerequisites and specific course requirements.
 * Global consciousness requirement must be met either through Cultural Enrichment, Social Awareness, General Education or major courses.

_____ Mandatory 3-credit MGMT 491 Internship related to risk management and insurance is recommended during the summer between years three and four.

FIRST YEAR

Spring Semester	CrHrs	Grade
ENGL 250	3	English 2
	3	Cultural Enrichment Elective
	3	General Education Elective
	4	Lab Science Elective
STQM 260	3	Introduction to Statistics
TOTAL	16	

SECOND YEAR

Spring Semester	CrHrs	Grade
ACCT 202	3	Principles of Accounting 2
BLAW 321	3	Contracts and Sales
ECON 222	3	Principles of Microeconomics
RMIN 320	3	Insurance Company Operations
	3	Social Awareness Elective
TOTAL	15	

THIRD YEAR

Spring Semester	CrHrs	Grade
ENGL 325	3	Advanced Writing for Business
RMIN 253	3	Personal Insurance
MGMT 370	3	Quality/Operations Management
ISYS 321	3	Business Information Systems
	3	Area of Emphasis Course
TOTAL	15	

FOURTH YEAR

Spring Semester	CrHrs	Grade
BUSN 499	3	Integrating Experience
	3	Cultural Enrichment Elective 200 Level or Above
	3	General Education Elective
RMIN 489	3	Risk and Insurance Seminar
	3	Area of Emphasis Course
TOTAL	15	

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Note: A 2.00 cumulative GPA is required in the major, concentration, business core and overall for completion of the Risk Management & Insurance Degree.

[CURRENT Form D – Minor]

**Ferris State University
Management Department**

INSURANCE & RISK MANAGEMENT – 18 Credits

REQUIRED	COURSE TITLE – PREREQUISITES SHOWN IN BRACKETS ()		S.H.	GRADE
REQUIRED COURSES – 18 Credits Required				
BLAW	325	Real & Personal Property (INSR 243; INSR 284)	3	
INSR	243	Principles of Risk Management & Insurance (None)	3	
INSR	284	Personal Insurance (None)	3	
INSR	308	Insurance Company Operations (INSR 243)	3	
INSR	338	Property & Casualty Insurance (INSR 243)	3	
MGMT	338	Employee Benefits (None)	3	
PROCEDURES				

1. In consultation with the Insurance Program Advisor, the student will complete an Insurance & Risk Management minor checksheet, indicating the courses he/she plans to complete. Signatures of the student and program advisor are required.
2. The completed Insurance & Risk Management Minor checksheet will be forwarded to the Management Department Chair for approval. The approved checksheet will then be forwarded to Student Records in the College of Business.
3. Grades of the completed courses for the Insurance & Risk Management minor will be posted on the student's checksheet.
4. A term prior to completion of the Insurance & Risk Management minor program, the student will notify the Graduation Secretary in the College of Business, BUS 200. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the risk management & insurance minor on the student's official transcript.

NOTE: No more than 50% of the credits in this minor may be transferred from another institution. A maximum of 1/3 of the credits, but no more than 7 credits, in a minor may overlap with the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of the Insurance & Risk Management Minor.

Declaration Form on Reverse Side

Effective: 201208/Updated 201408

FERRIS STATE UNIVERSITY
ACADEMIC MINOR DECLARATION FORM

Name: _____ Student Number: _____
 College: _____ Major: _____
 Requirements for minor in: **Insurance & Risk Management** Effective Semester: _____

Management

A minimum of 18 semester hours of credit in the minor are required, with an overall 2.0 grade point average for the courses in the minor. The following courses are required for certification of the minor.

Required Courses	Date Completed	Required Courses	Date Completed
INSR 243		MGMT 338	
INSR 284		BLAW 325	
INSR 308			
INSR 338			

Scheduling for the major takes the precedent over scheduling for courses in the minor. The University 'does' not guarantee that courses required for the minor will be offered each semester. Certification that the student has met the requirements of the academic minor will not be entered in the academic record until the student has been certified for a bachelor's degree.

PROCEDURE:

1. A declaration by a student to pursue an academic minor requires the student, in consultation with the minor advisor in the department offering the minor, to complete the top portion and declaration signature section of this form
2. This completed form will be submitted by the student to the department head for approval. Upon approval, the form will be forwarded to the dean's office of the college offering the minor. One copy of the form will be sent to the student's dean's office, another to the Registrar's Office, and a final copy provided to the student

Declaration Of Minor	Student	Date
	Minor Advisor	Date
	Department Head	Date

Clearance Of Minor	Minor Advisor	Date
	Department Head	Date
	Dean (College Offering Minor)	Date

[PROPOSED Form D – Minor]

Ferris State University Management Department

RISK MANAGEMENT & INSURANCE – 18 Credits

REQUIRED	COURSE TITLE – PREREQUISITES SHOWN IN BRACKETS ()	S.H.	GRADE
REQUIRED COURSES – 18 Credits Required			
RMIN	200	Foundations Risk Mgmt & Insur	3
RMIN	252	Commercial Insurance (RMIN 200)	3
RMIN	253	Personal Insurance (RMIN 200)	3
RMIN	320	Insurance Company Operations (RMIN 200)	3
BLAW	330	Insurance Law (RMIN 200 or permission of instructor)	3
		Select one from the following: MGMT 338, MGMT 491, RMIN 401, RMIN 454, RMIN 457, RMIN 483, RMIN 489, STQM 360, or Directed Elective	3
PROCEDURES			

5. In consultation with the Insurance Program Advisor, the student will complete a Risk Management & Insurance minor checksheet indicating the courses he/she plans to complete. Signatures of the student and program advisor are required.
6. The completed Risk Management & Insurance Minor checksheet will be forwarded to the Management Department Chair for approval. The approved checksheet will then be forwarded to Student Records in the College of Business.
7. Grades of the completed courses for the Risk Management & Insurance minor will be posted on the student's checksheet.
8. A term prior to completion of the Risk Management & Insurance minor program, the student will notify the Graduation Secretary in the College of Business, BUS 200. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the Risk Management & Insurance minor on the student's official transcript.

NOTE: No more than 50% of the credits in this minor may be transferred from another institution. A maximum of 1/3 of the credits, but no more than 7 credits, in a minor may overlap with the student's major.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 GPA is required for completion of the Risk Management & Insurance Minor.

Declaration Form on Reverse Side

Effective: 201601

FERRIS STATE UNIVERSITY
ACADEMIC MINOR DECLARATION FORM

Name: _____ Student Number: _____
 College: _____ Major: _____
 Requirements for minor in: **Risk Management** Effective Semester: _____

& Management

A minimum of 18 semester hours of credit in the minor are required, with an overall 2.0 grade point average for the courses in the minor. The following courses are required for certification of the minor.

Required Courses	Date Completed	Required Courses	Date Completed
RMIN 200		BLAW 330	
RMIN 252		Choose one:	
RMIN 253			
RMIN 320			

Scheduling for the major takes the precedent over scheduling for courses in the minor. The University does not guarantee that courses required for the minor will be offered each semester. Certification that the student has met the requirements of the academic minor will not be entered in the academic record until the student has been certified for a bachelor's degree.

PROCEDURE:

3. A declaration by a student to pursue an academic minor requires the student, in consultation with the minor advisor in the department offering the minor, to complete the top portion and declaration signature section of this form.
4. This completed form will be submitted by the student to the department head for approval. Upon approval, the form will be forwarded to the dean's office of the college offering the minor. One copy of the form will be sent to the student's dean's office, another to the Registrar's Office, and a final copy provided to the student.

Declaration Of Minor	Student	Date
	Minor Advisor	Date
	Department Head	Date

Clearance Of Minor	Minor Advisor	Date
	Department Head	Date
	Dean (College Offering Minor)	Date

[CURRENT Form D – Certificate]

**Ferris State University
College of Business
Management Department**

INSURANCE & RISK MANAGEMENT CERTIFICATE - 12 Credits

Name: _____ ID#: _____

Required		Course Title Prerequisites Shown in Brackets ()	S.H.	Grade	Gr. Pts.
INSR	243	Principles of Risk Management & Insurance (None)	3		
INSR	284	Personal Insurance (None)	3		
INSR	308	Insurance Company Operations (INSR 243)	3		
INSR	338	Property & Casualty Insurance (INSR243)	3		

- Note: 1. This Certificate may be completed at the main campus or at our off-campus sites.
2. No more than 50% of the credits in this certificate may be transferred from another Institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the program.

For more information, please contact the Management Department (231) 591-2427.

Notice Regarding Withdrawal, Re-admission and Interruption of Studies
Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: a 2.00 cumulative GPA is required for completion of the Insurance & Risk Management Certificate.

Student: _____ **Date:** _____

Program Advisor: _____ **Date:** _____

Management Dept. Head: _____ **Date:** _____

(To receive this certificate, you must complete a certificate clearance in the College of Business-Room 200)

Effective: 201208

[PROPOSED Form D – Certificate]

**Ferris State University
College of Business
Management Department**

RISK MANAGEMENT & INSURANCE CERTIFICATE - 12 Credits

Name: _____ ID#: _____

Required		Course Title Prerequisites Shown in Brackets ()	S.H.	Grade	Gr. Pts.
RMIN	200	Foundations Risk Mgmt & Insur	3		
RMIN	252	Commercial Insurance (RMIN 200)	3		
RMIN	253	Personal Insurance (RMIN 200)	3		
RMIN	320	Insurance Company Operations (RMIN 200)	3		

- Note: 1. This Certificate may be completed at the main campus or at our off-campus sites.
2. No more than 50% of the credits in this certificate may be transferred from another Institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the program.

For more information, please contact the Management Department (231) 591-2427.

Notice Regarding Withdrawal, Re-admission and Interruption of Studies

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: a 2.00 cumulative GPA is required for completion of the Risk Management & Insurance Certificate.

Student: _____ **Date:** _____

Program Advisor: _____ **Date:** _____

Management Dept. Head: _____ **Date:** _____

(To receive this certificate, you must complete a certificate clearance in the College of Business-Room 200)

Effective: 201601

BACHELOR OF SCIENCE DEGREE IN BUSINESS – BUSINESS ADMINISTRATION with Concentrations - 121/127 Credits

NAME:

ID#:

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
COMMUNICATION COMPETENCE - 12 Credits Required				
COMM 121	Fundamentals of Public Speaking (None)	3		
ENGL 150	English 1 (ENGL 074 w/ a C- or better or a minimum score of 14 on ACT)	3		
ENGL 250	English 2 (ENGL 150 w/a grade of C- or better)	3		
ENGL 325	Advanced Business Writing – (ENGL 250 or 211 both w/ C or better)	3		
Consult the Ferris website: www.ferris.edu/humans/academics/signed/courses.html for approved courses.				
	Scientific Understanding with Lab	4		
	Scientific Understanding	3-4		
QUANTITATIVE SKILLS – 3 Credits Required				
MATH 115	Intermediate Algebra (MATH 110 w/C- or better, or 19 on ACT or 460 on SAT) if MATH ACT score is 24+, substitute a general education elective.	3		
Consult the Ferris website: www.ferris.edu/humans/academics/signed/courses.html for approved courses.				
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective (200-level or above)	3		
SOCIAL AWARENESS – 9 Credits Required*				
ECON 221	Principles of Macroeconomics (MATH 110 w/a C- or better or ACT of 19 or SAT of 460)	3		
ECON 222	Principles of Microeconomics (ECON 221)	3		
	Social Awareness Elective	3		
COLLEGE OF BUSINESS ADDITIONAL GENERAL EDUCATION ELECTIVES – 9 Credits Required*				
Consult the Ferris website: www.ferris.edu/humans/academics/signed/courses.html for approved courses.				
COMM 251, 332, or 338 (COMM 121)	Choose one:	3		
	General Education Elective	3		
	General Education Elective	3		
BUSINESS CORE – 30 Credits Required				
ACCT 201	Principles of Accounting 1 (MATH 110 w/C- or better or 19 ACT or 460 SAT)	3		
ACCT 202	Principles of Accounting 2 (ACCT 201 with a grade of C- or better)	3		
BLAW 321	Contracts and Sales (None)	3		
BUSN 499	Integrating Experience (FINC 322, MGMT 370, MKTG 321, Sr. status)	3		
FINC 322	Financial Mgmt 1 (ACCT 202, Math 115, 116 or 117 or MATH ACT 24)	3		
ISYS 321	Business Information Systems (ACCT 202, MKTG 321, MGMT 301)	3		
MGMT 301	Applied Management (None)	3		
MGMT 370	Quality/Operations Management (Soph Standing or Instructor Permit)	3		
MKTG 321	Principles of Marketing (Sophomore standing)	3		
STOM 260	Intro to Statistics (MATH 115 or 116, w/ C- or 24 ACT or 560 SAT)	3		

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
BUSINESS ADMINISTRATION MAJOR COURSES – 30 Credits Required				
	Choose an Accounting, Finance, or Statistics Elective or MGMT 350	3		
INTB	Choose One: INTB 310 International Business Systems or INTB 335 Cross Cultural Business (Both have none)	3		
ISYS 105	Introduction Microcomputer Systems & Software (None)	3		
MGMT 302	Team Dynamics & Organizational Behavior (Sophomore status)	3		
MGMT 373	Human Resource Management (Sophomore status)	3		
MGMT 447	Business Ethics and Social Responsibility (Senior status)	3		
MGMT 488	Advanced Mgmt Cases & Problems (FINC 322, MGMT 370, MKTG 321)	3		
	Directed Elective or related course toward concentration – see advisor	3		
	Directed Elective or related course toward concentration – see advisor	3		
MGMT 491	Internship (HIGHLY RECOMMENDED) OR COB Directed Elective	3		

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
SELECT ONE OF THE CONCENTRATIONS BELOW OR ANOTHER College of Business CONCENTRATION. MUST BE 12 CREDITS OR MORE				
FLEET MANAGEMENT				
HECT 200	Planned Maintenance Systems (None)	2		
HSECT 302	Fleet Management (None)	4		
MGMT 350	MGMT Metrics & Decision Making (None)	3		
MGMT 357	Risk Management (MGMT 301 or instructor permit)	3		
BLAW 321 & MGMT 301 are both covered in the core section.				
HUMAN RESOURCE MANAGEMENT				
BLAW 421	Employment Law (Junior Standing or instructor permit)	3		
MGMT 375	Negotiations (Junior Standing)	3		
MGMT 472	Compensation (MGMT 373 or instructor approval)	3		
Choose two: COMM 301, ECON 331, MGMT 338, MGMT 385, PSYC 326 or SOCY 340				
MGMT 373 is taken in the major to complete the requirements.				
INTERNATIONAL BUSINESS MANAGEMENT				
INTB 320	International Logistics (None)	3		
INTB 335	Cross Cultural Business (None)	3		
INTB 440	International Finance (Junior standing or permission of instructor)	3		
MKTG 441	International Marketing (MKTG 321 & Senior status)	3		
MGMT 301 is taken in the core & INTB 310 is taken in the major to complete the requirements.				
INSURANCE AND RISK MANAGEMENT				
BLAW 325	Real & Personal Property (INSR 243 & INSR 284)	3		
INSR 284	Personal Insurance (None)	3		
INSR 308	Insurance Company Operations (INSR 243)	3		
INSR 338	Property-Casualty Insurance (INSR 243)	3		
MGMT 338	Employee Benefits (None)	3		
MGMT 357	Risk Management (MGMT 301 or instructor approval)	3		
LEAN SYSTEMS				
MGMT 402	Six Sigma Business Processes (MGMT 492 or MFG 354 & Junior standing)	3		
MGMT 412	Lean Culture & Skills Development (MGMT 492 or MFG 354 & Junior standing)	3		
MGMT 422	Cost Management for Lean Systems (MGMT 492 or MFG 354 & Junior standing)	3		
Choose One:				
	MGMT 492 Lean Service Enterprise & Leadership (Junior standing) OR MFG 354 Lean Manufacturing (Junior status)	3		
Choose Two:				
	MGMT 305, MGMT 491, MKTG 472 or STOM 351	3		
LEADERSHIP AND PROJECT MANAGEMENT				
MGMT 305	Managerial Leadership (Second Semester sophomore)	3		
MGMT 350	MGMT Metrics & Decision Making (None)	3		
MGMT 492	Lean Service Enterprise & Leadership (Junior Standing)	3		
PROJ 320	Project Management Fundamentals (Sophomore standing)	3		
PROJ 350	Project Schedule, Cost and Risk Management (PROJ 320)	3		
PROJ 420	Managing the Procurement Process & Preparing for Certification (PROJ 320 & PROJ 350)	3		
OPERATIONS & SUPPLY MANAGEMENT				
MFG 351	Introduction to Industrial Engineering (None)	3		
Choose One:				
	MFG 354 Lean Manufacturing: Concepts & Practices (Jr. status) OR MGMT 492 Lean Service Enterprise & Leadership (MGMT 305 or Junior standing)	3		
MKTG 466	Purchasing (MKTG 321 or instructor approval)	3		
MKTG 472	Supply Chain Management (MKTG 321)	3		
STOM 351	Quality Control for Management (STOM 260)	3		
SMALL BUSINESS & ENTREPRENEURSHIP				
MGMT 315	Entrepreneurship Strategies & Planning (None)	3		
MGMT 320	Growing the Small Business (None)	3		
MGMT 350	MGMT Metrics & Decision Making (None)	3		
MGMT 411	Small Business Systems & Operations (None)	3		
MGMT 415	Capitalizing on Entrepreneurial Opportunities (ACCT 201, ACCT 202, MGMT 350)	3		
MGMT 491	Management Internship (Junior standing & dept. approval) (Small Bus. Specific)	3		

BUSINESS ADMINISTRATION with Concentrations - SUGGESTED SEMESTER COURSE COMPLETION

FIRST YEAR

Fall Semester	Spring Semester	CrHrs	Grade
COMM 121	Fundamentals of Public Speaking	3	
	Cultural Enrichment Elective	3	
ENGL 150	English 1	3	
ISYS 105	Introduction Microcomputer Systems & Software	3	
MATH 115	Intermediate Algebra	3	
	TOTAL	15	

FIRST YEAR

Fall Semester	Spring Semester	CrHrs	Grade
	ENGL 250	3	
	English 2		
	Cultural Enrichment Elective	3	
	General Education Elective	3	
	Lab Science Elective	4	
	STQM 260	3	
	Introduction to Statistics		
	TOTAL	16	

SECOND YEAR

Fall Semester	Spring Semester	CrHrs	Grade
ACCT 201	Principles of Accounting 1	3	
COMM	Choose One: COMM 251, 332 or 336	3	
ECON 221	Principles of Macroeconomics	3	
MGMT 301	Applied Management	3	
	Scientific Elective	3/4	
	TOTAL	15/16	

SECOND YEAR

Fall Semester	Spring Semester	CrHrs	Grade
	ACCT 202	3	
	Principles of Accounting 2		
	BLAW 321	3	
	Contracts and Sales		
	ECON 222	3	
	Principles of Microeconomics		
	MGMT 302	3	
	Team Dynamics & Organizational Behavior		
	Social Awareness Elective	3	
	TOTAL	15	

THIRD YEAR

Fall Semester	Spring Semester	CrHrs	Grade
FINC 322	Directed Elective (Towards concentration)	3	
Choose One:	Financial Management	3	
	INTB 310 International Business Systems or	3	
	INTB 335 Cross Cultural Business		
MGMT 370	Quality/Operations Management	3	
MKTG 321	Principles of Marketing	3	
	TOTAL	15	

THIRD YEAR

Fall Semester	Spring Semester	CrHrs	Grade
	ACCT/FINC/STAT Elective or MGMT 350	3	
	Directed Elective (Towards concentration)	3	
ENGL 325	Advanced Writing for Business	3	
MGMT 373	Human Resource Management	3	
MGMT 491	Management Internship or COB Directed Elective	3	
	TOTAL	15	

FOURTH YEAR

Fall Semester	Spring Semester	CrHrs	Grade
ISYS 321	Business Information Systems	3	
	Directed Elective (Towards concentration)	3	
	Directed Elective 300-400 Level (Towards concentration)	3	
MGMT 447	Business Ethics & Social Responsibility	3	
MGMT 488	Advanced Management Cases & Problems	3	
	TOTAL	15	

FOURTH YEAR

Fall Semester	Spring Semester	CrHrs	Grade
	BUSN 499	3	
	Integrating Experience		
	Cultural Enrichment Elective 200 Level or Above	3	
	Directed Elective 300-400 Level (Towards concentration)	3	
	Directed Elective (Towards minor or concentration)	3	
	General Education Elective	3	
	TOTAL	15	

ADDITIONAL INFORMATION: See front of sheet for notations regarding - prerequisites and specific course requirements.

* Global consciousness requirement must be met either through Cultural Enrichment, Social Awareness, General Education or major courses.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES
Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Note: A 2.00 cumulative GPA is required in the major, concentration, business core and overall for completion of the Business Administration degree.

Advising notes:

FSUS 100 requirement satisfied by _____
Global Consciousness requirement satisfied by _____
Race, Ethnicity, Gender requirement satisfied by _____

FORM D

Ferris State University - College of Business

Proposed

BACHELOR OF SCIENCE DEGREE IN BUSINESS – BUSINESS ADMINISTRATION with Concentrations - 121/127 Credits

NAME: _____

ID#: _____

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
COMMUNICATION COMPETENCE - 12 Credits Required				
Communication Competence Category Satisfied with Related Course Requirements				
COMM 121	Fundamentals of Public Speaking (None)	3		
ENGL 150	English 1 (ENGL 074 w/ a C- or better or a minimum score of 14 on ACT)	3		
ENGL 250	English 2 (ENGL 150 w/ a grade of C- or better)	3		
ENGL 325	Advanced Business Writing – (ENGL 250 or 211 both w/ C or better)	3		
SCIENTIFIC UNDERSTANDING – 7-8 Credits Required				
Consult the Ferris website: www.ferris.edu/hmis/academics/igened/scourses.html for approved courses.				
	Scientific Understanding with Lab	4		
	Scientific Understanding	3-4		
QUANTITATIVE SKILLS – 3 Credits Required				
MATH 115	Intermediate Algebra (MATH 110 w/C- or better, or 19 on ACT or 460 on SAT) if MATH ACT score is 24+, substitute a general education elective.	3		
CULTURAL ENRICHMENT – 9 Credits Required*				
Consult the Ferris website: www.ferris.edu/hmis/academics/igened/cultcourses.html for approved courses.				
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective	3		
	Cultural Enrichment Elective (200-level or above)	3		
SOCIAL AWARENESS – 9 Credits Required*				
Consult the FSU Website: www.ferris.edu/hmis/academics/igened/socourses.html for approved course.				
ECON 221	Principles of Macroeconomics (MATH 110 w/a C- or better or ACT of 19 or SAT of 460)	3		
ECON 222	Principles of Microeconomics (ECON 221)	3		
	Social Awareness Elective	3		
COLLEGE OF BUSINESS ADDITIONAL GENERAL EDUCATION ELECTIVES – 9 Credits Required*				
Consult the Ferris website: www.ferris.edu/hmis/academics/igened/igened.html for approved courses				
COMM	Choose one: COMM 291, 332, or 335 (COMM 121)	3		
	General Education Elective	3		
	General Education Elective	3		
BUSINESS CORE – 30 Credits Required				
ACCT 201	Principles of Accounting 1 (MATH 110 w/C- or better or 19 ACT or 460 SAT)	3		
ACCT 302	Principles of Accounting 2 (ACCT 201 with a grade of C- or better)	3		
BLAW 321	Contracts and Sales (None)	3		
BUSN 499	Integrating Experience (FINC 322, MGMT 370, MKTG 321, Sr status)	3		
FINC 322	Financial Mgmt 1 (ACCT 202, Math 115, 116 or 117 or MATH ACT 24)	3		
ISYS 321	Business Information Systems (ACCT 202, MKTG 321, MGMT 301)	3		
MGMT 301	Applied Management (None)	3		
MGMT 370	Quality/Operations Management (Soph Standing or Instructor Permit)	3		
MKTG 321	Principles of Marketing (Sophomore standing)	3		
STQM 260	Intro to Statistics (MATH 115 or 116, w/ C- or 24 ACT or 560 SAT)	3		

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
BUSINESS ADMINISTRATION MAJOR COURSES – 30 Credits Required				
	Choose an Accounting, Finance, or Statistics Elective or MGMT 350	3		
INTB	Choose One: INTB 310 International Business Systems or INTB 335 Cross Cultural Business (Both have none)	3		
ISYS 105	Introduction Microcomputer Systems & Software (None)	3		
MGMT 302	Team Dynamics & Organizational Behavior (Sophomore status)	3		
MGMT 373	Human Resource Management (Sophomore status)	3		
MGMT 447	Business Ethics and Social Responsibility (Senior status)	3		
MGMT 488	Advanced Mgmt Cases & Problems (FINC 322, MGMT 370, MKTG 321)	3		
	Directed Elective or related course toward concentration – see advisor	3		
	Directed Elective or related course toward concentration – see advisor	3		
MGMT 491	Internship (HIGHLY RECOMMENDED) OR COB Directed Elective	3		

Required	Course Title - Prerequisites Shown in Brackets ()	Crs	Gr	Gr Pt
SELECT ONE OF THE CONCENTRATIONS BELOW OR ANOTHER College of Business CONCENTRATION. MUST BE 12 CREDITS OR MORE				
FLEET MANAGEMENT				
HEQT 200	Planned Maintenance Systems (None)	2		
HSET 302	Fleet Management (None)	4		
MGMT 350	MGMT Metrics & Decision Making (None)	3		
MGMT 357	Risk Management (MGMT 301 or instructor permit)	3		
BLAW 321 & MGMT 301 are both covered in the core section.				
HUMAN RESOURCE MANAGEMENT				
BLAW 421	Employment Law (Junior Standing or instructor permit)	3		
MGMT 375	Negotiations (Junior Standing)	3		
MGMT 472	Compensation (MGMT 373 or instructor approval)	3		
Choose two: COMM 301, ECON 331, MGMT 338, MGMT 385, PSYC 326 or SOCY 340				
MGMT 373 is taken in the major to complete the requirements.				
INTERNATIONAL BUSINESS MANAGEMENT				
INTB 320	International Logistics (None)	3		
INTB 335	Cross Cultural Business (None)	3		
INTB 440	International Finance (Junior standing or permission of instructor)	3		
MKTG 441	International Marketing (MKTG 321 & Senior status)	3		
MGMT 301 is taken in the core & INTB 310 is taken in the major to complete the requirements.				
RISK MANAGEMENT AND INSURANCE				
BLAW 330	Insurance Law ((RMIN 200 or permission of instructor)	3		
RMIN 200	Foundations of Risk Mgmt & Insur (None)	3		
RMIN 252	Commercial Insurance (RMIN 200)	3		
RMIN 283	Personal Insurance (RMIN 200)	3		
RMIN 320	Insurance Company Operations (RMIN 200)	3		
Select One: MGMT 338, MGMT 491, RMIN 401, RMIN 454, RMIN 457, RMIN 463, RMIN 469, STOM 360, or Directed Elective				
LEAN SYSTEMS				
MGMT 402	Six Sigma Business Processes (MGMT 492 or MFGE 354 & Junior standing)	3		
MGMT 412	Lean Culture & Skills Development (MGMT 492 or MFGE 354 & Junior standing)	3		
MGMT 422	Cost Management for Lean Systems (MGMT 492 or MFGE 354 & Junior standing)	3		
Choose One: MGMT 492 Lean Service Enterprise & Leadership (Junior standing) OR MFGE 354 Lean Manufacturing (Junior status)				
Choose Two: MGMT 305, MGMT 491, MKTG 472 or STQM 351				
LEADERSHIP AND PROJECT MANAGEMENT				
MGMT 305	Managerial Leadership (Second Semester sophomore)	3		
MGMT 350	MGMT Metrics & Decision Making (None)	3		
MGMT 492	Lean Service Enterprise & Leadership (Junior Standing)	3		
PROJ 320	Project Management Fundamentals (Sophomore standing)	3		
PROJ 350	Project Schedule, Cost and Risk Management (PROJ 320)	3		
PROJ 420	Managing the Procurement Process & Preparing for Certification (PROJ 320 & PROJ 350)	3		
OPERATIONS & SUPPLY MANAGEMENT				
MFGE 351	Introduction to Industrial Engineering (None)	3		
Choose One: MFGE 354 Lean Manufacturing: Concepts & Practices (Jr status) OR MGMT 492 Lean Service Enterprise & Leadership (MGMT 305 or Junior standing)				
MKTG 466	Purchasing (MKTG 321 or instructor approval)	3		
MKTG 472	Supply Chain Management (MKTG 321)	3		
STQM 351	Quality Control for Management (STQM 260)	3		
SMALL BUSINESS & ENTREPRENEURSHIP				
MGMT 315	Entrepreneurship Strategies & Planning (None)	3		
MGMT 320	Growing the Small Business (None)	3		
MGMT 350	MGMT Metrics & Decision Making (None)	3		
MGMT 411	Small Business Systems & Operations (None)	3		
MGMT 415	Capitalizing on Entrepreneurial Opportunities (ACCT 201, ACCT 202, MGMT 350)	3		

BUSINESS ADMINISTRATION with Concentrations - SUGGESTED SEMESTER COURSE COMPLETION

FIRST YEAR

Fall Semester	CrHrs	Grade
COMM 121	3	Fundamentals of Public Speaking
	3	Cultural Enrichment Elective
ENGL 150	3	English 1
ISYS 105	3	Introduction Microcomputer Systems & Software
MATH 115	3	Intermediate Algebra
TOTAL	15	

SECOND YEAR

Fall Semester	CrHrs	Grade
ACCT 201	3	Principles of Accounting 1
COMM	3	Choose One: COMM 251, 332 or 336
ECON 221	3	Principles of Macroeconomics
MGMT 301	3	Applied Management
	3/4	Scientific Elective
TOTAL	15/16	

THIRD YEAR

Fall Semester	CrHrs	Grade
FINC 322	3	Directed Elective (Towards concentration)
Choose One:	3	Financial Management
	3	INTB 310 International Business Systems or
	3	INTB 335 Cross Cultural Business
MGMT 370	3	Quality/Operations Management
MKTG 321	3	Principles of Marketing
TOTAL	15	

FOURTH YEAR

Fall Semester	CrHrs	Grade
ISYS 321	3	Business Information Systems
	3	Directed Elective (Towards concentration)
	3	Directed Elective 300-400 Level (Towards concentration)
MGMT 447	3	Business Ethics & Social Responsibility
MGMT 488	3	Advanced Management Cases & Problems
TOTAL	15	

ADDITIONAL INFORMATION: See front of sheet for notations regarding - prerequisites and specific course requirements.

* Global consciousness requirement must be met either through Cultural Enrichment, Social Awareness, General Education or major courses.

Advising notes:
 FSUS 100 requirement satisfied by _____
 Global Consciousness requirement satisfied by _____
 Race, Ethnicity, Gender requirement satisfied by _____

FIRST YEAR

Spring Semester	CrHrs	Grade
ENGL 250	3	English 2
	3	Cultural Enrichment Elective
	3	General Education Elective
	4	Lab Science Elective
STQM 260	3	Introduction to Statistics
TOTAL	16	

SECOND YEAR

Spring Semester	CrHrs	Grade
ACCT 202	3	Principles of Accounting 2
BLAW 321	3	Contracts and Sales
ECON 222	3	Principles of Microeconomics
MGMT 302	3	Team Dynamics & Organizational Behavior
	3	Social Awareness Elective
TOTAL	15	

THIRD YEAR

Spring Semester	CrHrs	Grade
	3	ACCT/FINC/STAT Elective or MGMT 350
	3	Directed Elective (Towards concentration)
ENGL 325	3	Advanced Writing for Business
MGMT 373	3	Human Resource Management
MGMT 491	3	Management Internship or COB Directed Elective
TOTAL	15	

FOURTH YEAR

Spring Semester	CrHrs	Grade
BUSN 499	3	Integrating Experience
	3	Cultural Enrichment Elective 200 Level or Above
	3	Directed Elective 300-400 Level (Towards concentration)
	3	Directed Elective (Towards minor or concentration)
	3	General Education Elective
TOTAL	15	

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES:
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Note: A 2.00 cumulative GPA is required in the major, concentration, business core and overall for completion of the Business Administration degree.

Form D **Ferris State University** **Current**
College of Business & College of Engineering Technology
Management Department

FLEET MANAGEMENT CERTIFICATE - 12 Credits

Name: _____ ID#: _____ Major: _____

Required		Course Title Prerequisites Shown in Brackets ()	S.H.	Grade	Gr. Pts.
HEQT	200	Planned Maintenance Systems (None)	2		
HSET	302	Fleet Management (None)	4		
MGMT	301	Applied Management (None)	3		
MGMT	357	Risk Management (MGMT 301 or Instructor Approval)	3		

- Note: 1. This certificate may be completed at the main campus or at our off-campus sites.
 2. No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the program.

For more information, please contact Professor Tower (231) 591-3163 or the Heavy Equipment Department (231) 591-2810 or the Management Department (231) 591-2427.

Notice Regarding Withdrawal, Re-admission and Interruption of Studies
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: a 2.00 cumulative GPA is required for completion of the Fleet Management Certificate.

Student: _____ Date: _____

Fleet Management Advisor: _____ Date: _____

Management Dept. Head: _____ Date: _____

(To receive this certificate, you must complete a certificate clearance.)

Form D

Ferris State University
College of Business & College of Engineering Technology
Management Department

Proposed

FLEET MANAGEMENT CERTIFICATE - 12 Credits

Name: _____ ID#: _____ Major: _____

Required		Course Title Prerequisites Shown in Brackets ()	S.H.	Grade	Gr. Pts.
HEQT	200	Planned Maintenance Systems (None)	2		
HSET	302	Fleet Management (None)	4		
MGMT	301	Applied Management (None)	3		
RMIN	200	Foundations Risk Mgmt. & Insur (None)	3		

- Note: 1. This certificate may be completed at the main campus or at our off-campus sites.
 2. No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the program.

For more information, please contact Professor Tower (231) 591-3163 or the Heavy Equipment Department (231) 591-2810 or the Management Department (231) 591-2427.

Notice Regarding Withdrawal, Re-admission and Interruption of Studies
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: a 2.00 cumulative GPA is required for completion of the Fleet Management Certificate.

Student: _____ Date: _____

Fleet Management Advisor: _____ Date: _____

Management Dept. Head: _____ Date: _____

(To receive this certificate, you must complete a certificate clearance.)

ADVANCED FLEET MANAGEMENT Minor – 18 Credits

Required		Course Title – Prerequisites Shown in Brackets ()	S.H.	GRADE	GR. PTS.
REQUIRED COURSES – 18 CREDITS					
HEQT	200	Planned Maintenance Systems (None)	2		
HSET	302	Fleet Management (None)	4		
MGMT	350	Mgmt Metrics & Decision Making (None)	3		
MGMT	357	Risk Management (MGMT 301 or Instructor Approval)	3		
MGMT	301	Applied Management (None)	3		
Select one of the Following:					
BLAW	301	Legal Environment of Business (None)	3		
BLAW	321	Contract and Sales (None)	3		
PROCEDURES					

1. In consultation with either Spence Tower, (231) 591-3169 or a professor at Heavy Equipment (231) 591-2810, the student will complete a Fleet Management Minor checksheet, indicating the courses he/she plans to complete. Signatures of the student and the advisor are required.
2. The completed Fleet Management Minor checksheet will be forwarded to the Management Department Head for approval. The approved checksheet will then be forwarded to Student Records in the College of Business.
3. Grades of the completed courses for the Fleet Management Minor will be posted on the student's checksheet.
4. A term prior to completion of the Fleet Management Minor program, the student will make an appointment with the Graduation Secretary in the College of Business, BUS 200. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the Fleet Management Minor on the student's official transcript.

NOTE: No more than 50% of the credits in this minor may be transferred from another institution. A maximum of 1/3 of the credits, but no more than 7 credits, in a minor may overlap with the student's major.

For more information, please contact Professor Tower (231) 591-3163 or the Management Department at (231) 591-2427 or the Heavy Equipment Department at (231) 591-2810

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES
 Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the minor which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 cumulative GPA is required for completion of the Advanced Fleet Management Minor.

Declaration Form on Reverse Side

FERRIS STATE UNIVERSITY

ACADEMIC MINOR DECLARATION FORM

Name: _____ Student Number: _____

College: _____ Major: _____

Requirements for minor in: **Fleet Management** Effective Semester: _____

A minimum of 18 semester hours of credit in the minor are required, with an overall 2.0 grade point average for the courses in the minor. The following courses are required for certification of the minor.

Required Courses	Date Completed	Elective Courses	Date Completed
HEQT 200		BLAW 301	
HSET 302		BLAW 321	
MGMT 301			
MGMT 350			
MGMT 357			

Scheduling for the major takes the precedent over scheduling for courses in the minor. The University 'does' not guarantee that courses required for the minor will be offered each semester. Certification that the student has met the requirements of the academic minor will not be entered in the academic record until the student has been certified for a bachelor's degree.

PROCEDURE

1. A declaration by a student to pursue an academic minor requires the student, in consultation with the minor advisor in the department offering the minor, to complete the top portion and declaration signature section of this form
2. This completed form will be submitted by the student to the department head for approval. Upon approval, the form will be forwarded to the dean's office of the college offering the minor. One copy of the form will be sent to the student's dean's office, another to the Registrar's Office, and a final copy provided to the student

Declaration Of Minor	Student	Date
	Minor Advisor	Date
	Department Head	Date

Clearance Of Minor	Minor Advisor	Date
	Department Head	Date
	Dean (College Offering Minor)	Date

ADVANCED FLEET MANAGEMENT Minor – 18 Credits

Required	Course Title – Prerequisites Shown in Brackets ()	S.H.	GRADE	GR. PTS.
REQUIRED COURSES – 18 CREDITS				
HEQT	200	Planned Maintenance Systems (None)	2	
HSET	302	Fleet Management (None)	4	
MGMT	350	Mgmt Metrics & Decision Making (None)	3	
MGMT	301	Applied Management (None)	3	
RMIN	200	Foundations Risk Mgmt & Insur (None)	3	
Select one of the Following:				
BLAW	301	Legal Environment of Business (None)	3	
BLAW	321	Contract and Sales (None)	3	
PROCEDURES				

1. In consultation with either Spence Tower, (231) 591-3169 or a professor at Heavy Equipment (231) 591-2810, the student will complete a Fleet Management Minor checksheet, indicating the courses he/she plans to complete. Signatures of the student and the advisor are required.
2. The completed Fleet Management Minor checksheet will be forwarded to the Management Department Head for approval. The approved checksheet will then be forwarded to Student Records in the College of Business.
3. Grades of the completed courses for the Fleet Management Minor will be posted on the student's checksheet.
4. A term prior to completion of the Fleet Management Minor program, the student will make an appointment with the Graduation Secretary in the College of Business, BUS 200. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the Fleet Management Minor on the student's official transcript.

NOTE: No more than 50% of the credits in this minor may be transferred from another institution. A maximum of 1/3 of the credits, but no more than 7 credits, in a minor may overlap with the student's major.

For more information, please contact Professor Tower (231) 591-3163 or the Management Department at (231) 591-2427 or the Heavy Equipment Department at (231) 591-2810

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the minor which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: A 2.00 cumulative GPA is required for completion of the Advanced Fleet Management Minor.

Declaration Form on Reverse Side

FERRIS STATE UNIVERSITY
ACADEMIC MINOR DECLARATION FORM

Name: _____ Student Number: _____

College: _____ Major: _____

Requirements for minor in: Fleet Management Effective Semester: _____

A minimum of 18 semester hours of credit in the minor are required, with an overall 2.0 grade point average for the courses in the minor. The following courses are required for certification of the minor.

Required Courses	Date Completed	Elective Courses	Date Completed
HEQT 200		BLAW 301	
HSET 302		BLAW 321	
MGMT 301			
MGMT 350			
RMIN 200			

Scheduling for the major takes the precedent over scheduling for courses in the minor. The University 'does' not guarantee that courses required for the minor will be offered each semester. Certification that the student has met the requirements of the academic minor will not be entered in the academic record until the student has been certified for a bachelor's degree.

PROCEDURE

1. A declaration by a student to pursue an academic minor requires the student, in consultation with the minor advisor in the department offering the minor, to complete the top portion and declaration signature section of this form
2. This completed form will be submitted by the student to the department head for approval. Upon approval, the form will be forwarded to the dean's office of the college offering the minor. One copy of the form will be sent to the student's dean's office, another to the Registrar's Office, and a final copy provided to the student

Declaration Of Minor	Student	Date
	Minor Advisor	Date
	Department Head	Date

Clearance Of Minor	Minor Advisor	Date
	Department Head	Date
	Dean (College Offering Minor)	Date

FORM D

Hospitality Programs

The Hospitality Proposal has the changes in it
for this curriculum change also.

NEW COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 200 **Title:** Foundations Risk Mgmt. & Insur **Credit Hours:** 3

Course Description:

This course introduces students to the basic principles and concepts of risk management as it relates to everyday personal and business life. Different forms of risk and risk management are examined. Processes for identifying, assessing, controlling, and financing risk exposures are explored. Insurance, as one of the more common risk financing techniques, is studied including the topics of common insurance policy concepts and insurance policy analysis. This is the introductory course for students pursuing a risk management and insurance education. The course is aligned with CPCU 500 allowing successful students to apply for a CPCU exam waiver.

Assessment of RMIN 200: Foundations of Risk Management & Insurance

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Distinguish classifications of risk, loss exposures, and the fundamental elements of the risk management process.	X		X	X
Learning Outcome 2: Differentiate the principles and methods of risk assessment, risk control, and risk financing.	X		X	X
Learning Outcome 3: Evaluate the types of risks that are insurable and how insurance serves as a beneficial risk financing technique.	X		X	X
Learning Outcome 4: Analyze the characteristics, structure, and interpretation of insurance policies.	X	X	X	X
Learning Outcome 5: Examine common insurance policy concepts.	X		X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Risk Classifications and Consequences	5%
---------------------------------------	----

Risk Management Process	5%
Loss Exposures and Risk Assessment	10%
Risk Control Techniques	10%
Risk Financing	10%
Enterprise-wide Risk Management	10%
Insurance	10%
Insurability of Loss Exposures	5%
Insurance Policy Structure and Characteristics	10%
Insurance Policy Provisions	10%
Insurance Policy Analysis	5%
Insurance Policy Common Concepts	10%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E

Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 320 **Title:** Insurance Company Operations **Credit Hours:** 3

Course Description:

An overview of the operations of an insurance company and associated entities. This course also explores the regulations that apply to the insurance industry. Students will study major insurance company functions including marketing, distribution, underwriting, risk control, premium auditing, claims, actuarial, reinsurance, and strategic management. The course is aligned with CPCU 520 allowing successful students to apply for a CPCU exam waiver.

Assessment of RMIN 320: Insurance Company Operations

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Diagram and appraise the core and supporting functions commonly found in an insurance company.	X	X	X	X
Learning Outcome 2: Analyze regulatory constraints and issues faced by the insurance industry.	X		X	X
Learning Outcome 3: Devise insurance terms for a given risk through the application of underwriting concepts.	X	X	X	X
Learning Outcome 4: Compare and contrast aspects of the claim function and its investigative process.	X	X	X	X
Learning Outcome 5: Differentiate the major components of insurance marketing, distribution, risk control, reinsurance, and actuarial operations.	X		X	X
Learning Outcome 6: Appraise insurer strategic management options and levels.	X	X	X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Insurer Core and Supporting Functions	10%
---------------------------------------	-----

Insurance Regulation	10%
Insurance Marketing and Distribution	10%
Underwriting Function	10%
Underwriting Property and Liability Insurance	10%
Risk Control	5%
Premium Auditing	5%
Claim Function	10%
Adjusting Property and Liability Claims	10%
Actuarial Operations	5%
Reinsurance	5%
Insurer Strategic Management	10%

Total Hours 45

Associate Provost's Signature: _____ Date _____

COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: BLAW

Number: 330

Title: Insurance Law

Credit Hours: 3

Course Description:

Students will learn how to apply relevant principles of United States law to the business of insurance and risk management. This course examines both contract and agency law, particularly how it applies to insurance applications. Students are also introduced to insurance relevant concepts of commercial, property, and tort law, and the international legal environment. The course is aligned with CPCU 530 allowing successful students to apply for a CPCU exam waiver.

Assessment of BLAW 330: Insurance Law

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Compare and contrast U.S. civil-law and common-law systems, the inherent rules and procedures, and various alternative dispute resolution procedures.	X	X	X	X
Learning Outcome 2: Analyze the characteristics of insurance contracts.	X		X	X
Learning Outcome 3: Given a case, evaluate the elements of negligence, intentional torts, and defenses against such claims.	X	X	X	X
Learning Outcome 4: Examine the principal-agent relationship as it relates to insurance in terms of authority, duties, and remedies.	X	X	X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

U.S. Legal System	6%
U.S. Civil Trial Procedures	3%
Alternative Dispute Resolution	4%
Types of Contracts	5%
Contract Offer, Acceptance, Consideration	3%
Contract Enforceability and Interpretation	3%

Insurance Contract Characteristics	10%
Sales Contracts	3%
Consumer Protection Laws	3%
Bailee's and Bailor's Rights and Duties	3%
Real Property Ownership, Sales, & Security	4%
Negligence and Negligence Defenses	7%
Intentional Torts	3%
Product Liability	6%
Agency Creation, Duties, and Remedies	5%
Insurance Agents and Brokers	10%
Insurance Producers Authority, Duties, & Liabilities	5%
Employment at Will	3%
Employee Welfare Laws	7%
International Legal Systems	7%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 252 **Title:** Commercial Insurance **Credit Hours:** 3

Course Description:

This course provides students an overview of commercial insurance, premium determination, and legal liability. Insurance coverages studied include commercial general liability, business auto, garage and motor carrier, commercial property, business income, workers compensation, excess liability, professional liability, cyber risk, terrorism, inland marine, crime, and surety bonds. The course is aligned with CPCU 552 allowing successful students to apply for a CPCU exam waiver.

Assessment of RMIN 252: Commercial Insurance

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Differentiate the purpose of and exposures addressed by each of the various lines of commercial insurance.	X	X	X	X
Learning Outcome 2: Given a case, calculate the extent of coverage afforded by the Commercial General Liability Form.	X	X	X	X
Learning Outcome 3: Examine causes of loss, conditions, limits of insurance, and categories of property covered under the Commercial Property Coverage Form.	X		X	X
Learning Outcome 4: Distinguish the coverage provided by Workers Compensation and Employers Liability insurance and relate it to employer fulfillment of statutory obligations.	X		X	X
Learning Outcome 5: Illustrate how excess and umbrella insurance can be used in a layered liability insurance program, and describe the problems that may occur.	X	X	X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Lines of Commercial Insurance	5%
ISO Commercial Package Policy	3%
Insurance Premium Determination	3%
Legal Liability Concepts	5%
Commercial General Liability Coverage Form	8%
Commercial General Liability Claims-Made	3%
Business Auto Insurance	8%
Garage and Motor Carrier Insurance	5%
Commercial Property Coverage Form	8%
Commercial Property Causes of Loss	5%
Commercial Property Conditions & Endorsements	5%
Business Income Insurance	5%
Workers Compensation	8%
Employers Liability	3%
Management Liability Loss Exposures	3%
Excess and Umbrella Liability Insurance	8%
Cyber Risk	3%
Terrorism Risk	3%
Inland Marine Insurance	3%
Crime Insurance	3%
Surety Bonds	3%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E

Rev. May 2013

Course Identification

Prefix: RMIN

Number: 253

Title: Personal Insurance

Credit Hours: 3

Course Description:

This course explores aspects of personal risk management, and the common personal lines insurance products used to address such risks. Personal automobile, homeowners, and other residential insurance products are covered. Also addressed in this course are personal liability, life and health insurance products, disability, and retirement planning. The course is aligned with CPCU 553 allowing successful students to apply for a CPCU exam waiver.

Assessment of RMIN 253: Personal Insurance

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Examine property and liability loss exposures faced by individuals and families.	X	X	X	X
Learning Outcome 2: Given a case, determine coverage afforded by the Personal Auto Policy.	X	X	X	X
Learning Outcome 3: Given a scenario, determine coverage under the Homeowners property and liability coverage sections.	X	X	X	X
Learning Outcome 4: Given a family scenario, recommend an appropriate life insurance product and method for determining the amount of life insurance needed.	X	X	X	X
Learning Outcome 5: Compare the plans and products that can be used to address the disability, health, and retirement loss exposures.	X		X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Personal/Family Loss Exposures	5%
Personal Risk Management and Insurance	5%
Auto Insurance and Society	8%
Personal Auto Policy	8%
Personal Auto Physical Damage	8%
Homeowners Property Insurance	8%
Homeowners Liability Insurance	7%
Homeowners Conditions, Coverage Forms, & Endorsements	3%
Dwelling Insurance	3%
Flood Insurance	3%
FAIR Plans	3%
Inland Marine Floaters	4%
Personal Watercraft Insurance	3%
Personal Umbrella Liability Insurance	5%
Life Insurance Products	5%
Life Insurance Needs Analysis	5%
Retirement Planning	7%
Disability Insurance	3%
Health Insurance	7%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 401 **Title:** Risk and Insurance Technology **Credit Hours:** 3

Course Description:

Explores the information needs and a variety of applications of technology within the risk and insurance industry. This course examines current technological trends as they relate to risk management and insurance including the marketing of insurance products on the Internet, predictive analytics, information security, cyber risks, and project management. The course will survey current software systems including agency management systems, risk management information systems, carrier interfaces, underwriting systems, and claims administration systems. Hands-on learning opportunities are an integral component of this course.

Assessment of RMIN 401: Risk and Insurance Technology

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Examine the information needs of the risk management profession and insurance industry.	X		X	X
Learning Outcome 2: Given a case, demonstrate proficiency using an agency management system.	X	X	X	X
Learning Outcome 3: Given a case, demonstrate proficiency using a risk management information system.	X	X	X	X
Learning Outcome 4: Given a case, demonstrate proficiency using an insurance carrier interface system.	X	X	X	X
Learning Outcome 5: Distinguish the purpose and major functions of automated underwriting and claims administration systems.	X		X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Overview of Information Technology	5%
------------------------------------	----

Information Needs in Risk Management and Insurance	4%
Information Technology Uses in Risk and Insurance	4%
Technology Trends	4%
Insurance Marketing and Servicing Online	4%
Predictive Analytics	4%
Information Security and Cyber Risks	4%
Project Management	4%
Risk Management Information Systems	13%
Agency Management Systems	13%
Insurance Carrier Interface Systems	13%
Insurance Carrier Policy Management Systems	13%
Expert Systems	5%
Automated Underwriting Systems	5%
Claims Administration Systems	5%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 454 **Title:** Risk Management **Credit Hours:** 3

Course Description:

Students will become fluent in the principles and practices of risk management as they study the standards and guidelines followed by professional risk managers. This course examines the nature of hazard, operational, financial, and strategic risks, and the risk management process and framework. Students will learn the fundamentals of risk identification, analysis, treatment, monitoring, and reporting, including the areas of financial statement and capital investment risk analysis.

Assessment of RMIN 454: Risk Management

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Distinguish between hazard, operational, financial, and strategic risks.	X	X	X	X
Learning Outcome 2: Construct a risk identification process using risk registers and risk maps.	X	X	X	X
Learning Outcome 3: Analyze risks using probability distributions, regression analysis, and decision trees.	X	X	X	X
Learning Outcome 4: Distinguish various risk treatment techniques, including risk financing.	X		X	X
Learning Outcome 5: Devise a plan to effectively monitor and measure the performance of a risk management program.	X	X	X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Benefits of Risk Management	3%
Classifications of Risk	3%
Risk Management Standards & Guidelines	7%
Hazard Risk	7%
Operational Risk	5%

Financial Risk	5%
Strategic Risk	5%
Risk Management Framework & Process	8%
Risk and Loss Exposure Identification	6%
Risk Registers	3%
Risk Maps	3%
Risk Analysis	3%
Probability Distributions	2%
Regression Analysis	2%
Decision and Event Tree Analysis	2%
Risk Treatment	3%
Risk Financing	3%
Financial Statements Overview	5%
Trend Analysis	2%
Ratio Analysis	2%
Capital Investment Risk Analysis	6%
Net Present Value	4%
Risk Management Oversight	4%
Risk Monitoring & Internal Controls	4%
Risk Management Reports	3%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 457 **Title:** Enterprise Risk Management **Credit Hours:** 3

Course Description:

Explores the broader scope of enterprise-wide risk management and its implications for the strategic planning process. This course provides knowledge of the enterprise risk management framework and process, and how it can be implemented in an organization. Major areas of instruction include risk oversight, risk-based performance management, internal audit, regulatory compliance, risk modeling, risk-based capital allocation, and the risk management culture.

Assessment of RMIN 457: Enterprise Risk Management

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Contrast the principles of enterprise risk management and traditional risk management.	X		X	X
Learning Outcome 2: Formulate an enterprise risk management implementation plan.	X		X	X
Learning Outcome 3: Evaluate the roles of internal audits, controls, and regulatory compliance in an enterprise risk management program.	X		X	X
Learning Outcome 4: Compare the various risk identification techniques and demonstrate proper application of risk registers and risk maps.	X	X	X	X
Learning Outcome 5: Evaluate the methods and limitations of risk modeling.	X		X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Enterprise Risk Management (ERM) Definitions & Theory	5%
ERM Value Proposition	3%
ERM Implementation Approaches	4%

Risk Maturity Model	3%
Implementing ERM Framework and Process	5%
ISO 31000 Risk Management Principles	3%
COSO ERM Framework	3%
Corporate Governance and Risk Oversight	5%
Risk Leadership	3%
Strategic Risk Management and Business Strategy	5%
Key Risk Indicators	3%
Business Process Management	3%
Internal Audit and Control	5%
Risk-Based Auditing	3%
Regulatory Compliance	3%
NAIC Own Risk and Solvency Assessment (ORSA)	3%
Compliance Program Development	3%
Risk Registers	3%
Risk Maps	3%
Risk Treatment	3%
Project Risk Management	3%
Risk Modeling	5%
Influence Diagrams	3%
Correlation and Covariance	2%
Portfolio Theory	2%
Risk-Based Capital Allocation	5%
Risk Management Environment	3%
Organizational Culture Influences on ERM	3%
ERM Ethical and Social Responsibilities	3%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 483 **Title:** Insurance Agency Operations **Credit Hours:** 3

Course Description:

Examines the basic principles of insurance agency formation and operational environment including principles of organizational management, sales management, and production plans. Agency marketing considerations are addressed including insurance carrier relationships, public image, agency growth, customer communications, and insurance market segmentation. This course also explores the role of information technology (particularly regarding agency/carrier interfaces), agency financial management, and customer service.

Assessment of RMIN 483: Insurance Agency Operations

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Defend the use of sales management systems and personal production plans in an insurance agency.	X	X	X	X
Learning Outcome 2: Conduct an agency evaluation of insurance carriers to represent and vice versa.	X		X	X
Learning Outcome 3: Recommend the use of advertising, customer communications, public relations, prospecting, and market segmentation in pursuit of both internal and external agency growth.	X	X	X	X
Learning Outcome 4: Compare the purposes of insurance agency information technology and the role of agency/carrier interface.	X	X	X	X
Learning Outcome 5: Justify various aspects of customer service and financial management to support insurance agency growth and fiscal health.	X		X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Agency Formation and Environment	6%
Producer Licensing & Regulation	3%
Insurance Agency Contracts	3%
Organizational Management Principles	6%
Agency Sales Management	7%
Personal Production Plans	7%
Agent-Insurer Relations	7%
Public Image of the Agency	5%
Advertising	4%
Agency Growth	7%
Customer Communications	6%
Market Segmentation	7%
Agency Information Technology	5%
Agency/Company Interface	3%
Agency Management Systems	3%
Customer Service Management	7%
Agency Financial Management	5%
Revenue Control	3%
Expense Control	3%
Agency Valuation	3%

Total Hours 45

Associate Provost's Signature: _____ Date _____

NEW COURSE INFORMATION FORM

FORM E
Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 489 **Title:** Risk and Insurance Seminar **Credit Hours:** 3

Course Description:

Employing a high degree of practical activity, role plays, and interaction, this course teaches the aspects of information gathering, evaluation, analysis, and proposal development which are common to the risk management and insurance field. Students are provided practical experience working as a part of a team to create and present persuasive proposals (both written and oral) that reflect real-world risk and insurance scenarios. The course also examines and practices ethical and effective communication, persuasion, and negotiating techniques that are common in the insurance industry.

Assessment of RMIN 489: Risk and Insurance Seminar

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Given a case, apply the risk management process to formulate appropriate risk assessment, risk control, and risk financing measures.	X	X	X	X
Learning Outcome 2: Construct and execute an information gathering strategy given a limited set of risk management information.	X	X	X	X
Learning Outcome 3: Prepare and present a professional proposal given a risk management and insurance case that includes a range of property, casualty, life, and health loss exposures.	X	X	X	X
Learning Outcome 4: Formulate a strategy and conduct ethical negotiations given a risk management and insurance case.	X	X	X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

Ethics in Risk Management and Insurance	10%
Risk Management and Insurance Relationships & Roles	5%
Persuasion	10%

Collaboration	5%
Client Research (including Data Gathering & Evaluation)	10%
Data Presentation	5%
Sales Presentation	5%
Risk Management and Insurance Proposals	5%
Negotiation Principles	15%
Insurance Pricing	5%
Insurance Negotiations	10%
Extemporaneous Skills	5%
Insurance Presentations	10%

Total Hours 45

Associate Provost's Signature: _____ Date _____

CREATE NEW COURSE

Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201601 Examples: 201301(Spring), 201305(Summer), 201308(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **200** c. Contact Hours 45 X LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Foundations Risk Mgmt & Insur** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **INSR** Number **243** and **MGMT 357**

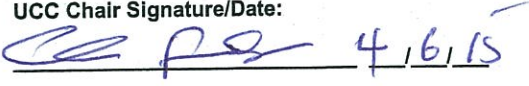
p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course introduces students to the basic principles and concepts of risk management as it relates to everyday personal and business life. Different forms of risk and risk management are examined. Processes for identifying, assessing, controlling, and financing risk exposures are explored. Insurance, as one of the more common risk financing techniques, is studied including the topics of common insurance policy concepts and insurance policy analysis. This is the introductory course for students wishing to pursue a risk management and insurance education. The course is aligned with CPCU 500 allowing successful students to apply for a CPCU exam waiver.

q. Term(s) Offered: **Fall, Spring** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:  **Academic Affairs Approval Signature/Date:** _____

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _____ SCADETL _____ SCARRES _____ SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201601 Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **320** c. Contact Hours 45 X LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Insurance Company Operations** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **INSR** Number **308**

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

An overview of the operations of an insurance company and associated entities. This course also explores the regulations that apply to the insurance industry. Students will study major insurance company functions including marketing, distribution, underwriting, risk control, premium auditing, claims, actuarial, reinsurance, and strategic management. The course is aligned with CPCU 520 allowing successful students to apply for a CPCU exam waiver.

q. Term(s) Offered: **Fall, Spring** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/16/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): **201601** Examples: 201301(Spring), 201305(Summer), 201308(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **BLAW** b. Number **330** c. Contact Hours 45 X LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Insurance Law** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

Students will learn how to apply relevant principles of United States law to the business of insurance and risk management. This course examines both contract and agency law, particularly how it applies to insurance applications. Students are also introduced to insurance relevant concepts of commercial, property, and tort law, and the international legal environment. The course is aligned with CPCU 530 allowing successful students to apply for a CPCU exam waiver.

q. Term(s) Offered: **Fall** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200 or permission of instructor**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/6/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _____ SCADETL _____ SCARRES _____ SCAPREQ _____

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): **201601** Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **252** c. Contact Hours 45 X LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Commercial Insurance** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

This course provides students an overview of commercial insurance, premium determination, and legal liability. Insurance coverages studied include commercial general liability, business auto, garage and motor carrier, commercial property, business income, workers compensation, excess liability, professional liability, cyber risk, terrorism, inland marine, crime, and surety bonds. The course is aligned with CPCU 552 allowing successful students to apply for a CPCU exam waiver.

q. Term(s) Offered: **Fall** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/6/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): **201601** Examples: 201301(Spring), 201305(Summer), 201308(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **253** c. Contact Hours 45 X LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: **Personal Insurance** (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix **INSR** Number **284**

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This course explores aspects of personal risk management, and the common personal lines insurance products used to address such risks. Personal automobile, homeowners, and other residential insurance products are covered. Also addressed in this course are personal liability, life and health insurance products, disability, and retirement planning. The course is aligned with CPCU 553 allowing successful students to apply for a CPCU exam waiver.

q. Term(s) Offered: **Spring** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/16/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE __ SCADTL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201601 Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **401** c. Contact Hours **45 X** LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INdependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Risk and Insurance Technology (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

Explores the information needs and a variety of applications of technology within the risk and insurance industry. This course examines current technological trends as they relate to risk management and insurance including the marketing of insurance products on the Internet, predictive analytics, information security, cyber risks, and project management. The course will survey current software systems including agency management systems, risk management information systems, carrier interfaces, underwriting systems, and claims administration systems. Hands-on learning opportunities are an integral component of this course.

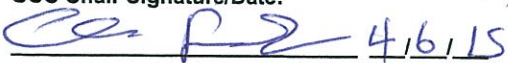
q. Term(s) Offered: Spring r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/6/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE __ SCADTL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): **201601** Examples: 201301(Spring), 201305(Summer), 201308(Fall)
 Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **454** c. Contact Hours 45 X LECTure LAB Seminar
 [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
 [Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Risk Management (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
 If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

Students will become fluent in the principles and practices of risk management as they study the standards and guidelines followed by professional risk managers. This course examines the nature of hazard, operational, financial, and strategic risks, and the risk management process and framework. Students will learn the fundamentals of risk identification, analysis, treatment, monitoring, and reporting, including the areas of financial statement and capital investment risk analysis.

q. Term(s) Offered: **Fall** r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:  4/16/15 Academic Affairs Approval Signature/Date: _____

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201601 Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **457** c. Contact Hours 45 X LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Enterprise Risk Management (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

Explores the broader scope of enterprise-wide risk management and its implications for the strategic planning process. This course provides knowledge of the enterprise risk management framework and process, and how it can be implemented in an organization. Major areas of instruction include risk oversight, risk-based performance management, internal audit, regulatory compliance, risk modeling, risk-based capital allocation, and the risk management culture.

q. Term(s) Offered: Spring r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/16/15

Academic Affairs Approval Signature/Date:

_____/____/____

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE

Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201601 Examples: 201301(Spring), 201305(Summer), 201308(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **483** c. Contact Hours 45 X LECTure LAB Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Insurance Agency Operations (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

Examines the basic principles of insurance agency formation and operational environment including principles of organizational management, sales management, and production plans. Agency marketing considerations are addressed including insurance carrier relationships, public image, agency growth, customer communications, and insurance market segmentation. This course also explores the role of information technology (particularly regarding agency/carrier interfaces), agency financial management, and customer service.

q. Term(s) Offered: Fall r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 200**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/16/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

CREATE NEW COURSE

Course Data Entry Form

FORM F

Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201601 Examples: 201301(Spring), 201305(Summer), 201308(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix **RMIN** b. Number **489** c. Contact Hours 45 LECTure LAB X Seminar
[Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]

d. Practicum INDependent Study
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Risk and Insurance Seminar (Limit to 30 characters including punctuation and spaces.)

f. College Code: **BU** g. Department Code: **MGMT** h. Credit Hours: Check (x) type Variable Fixed

i. Enter number in box: **3** Minimum Credit Hours j. **3** Maximum Credit Hours

k. May Be Repeated for Added Credit: Check (x) Yes No
If yes, Max Times or Max Credits Awarded

l. Levels: Check (x) Undergraduate Graduate Professional

m. Grade Method: Check (x) Normal Grading Credit/No Credit (Pass/Fail)

n. Does proposed new course replace an equivalent course? Check (x) Yes No

o. Equivalent course: Prefix Number

p. **CATALOG DESCRIPTION** – Limit to 125 words – PLEASE BE CONCISE.

Employing a high degree of practical activity, role plays, and interaction, this course teaches the aspects of information gathering, evaluation, analysis, and proposal development which are common to the risk management and insurance field. Students are provided practical experience working as a part of a team to create and present persuasive proposals (both written and oral) that reflect real-world risk and insurance scenarios. The course also examines and practices ethical and effective communication, persuasion, and negotiating techniques that are common in the insurance industry.

q. Term(s) Offered: Spring r. Max Section Enrollment: **25** s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.) **RMIN 320 and RMIN 252**

t. Co-requisites: courses must be taken concurrently (if none, leave blank. Limit to 100 characters including punctuation and spaces.)

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

UCC Chair Signature/Date:

 4/6/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

Delete a Course
Course Data Entry Form

FORM F
Rev. September 2012

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix **BLAW** b. Number **350** c. Enter Contact Hours per week in boxes.
LECTure X LAB Seminar
d. INDependent Study Practicum: [Check (x) box as appropriate. See definitions in Appendix E.]
e. Full Course Title: **Insurance Law**

UCC Chair Signature/Date:

Academic Affairs Approval Signature/Date:

 4/6/15

_____ / /

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

Delete a Course
Course Data Entry Form

FORM F
Rev. September 2012

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
INSR **243** LECTure X LAB Seminar
d. INDependent Study Practicum: [Check (x) box as appropriate. See definitions in Appendix E.]
e. Full Course Title: **Prin of Risk Mgmt-Insurance**

UCC Chair Signature/Date:

 4/16/15

Academic Affairs Approval Signature/Date:

_____ 1/1

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

Delete a Course
Course Data Entry Form

FORM F
Rev. September 2012

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix **INSR** b. Number **284** c. Enter Contact Hours per week in boxes.
LECTure X LAB Seminar
d. INDependent Study Practicum: [Check (x) box as appropriate. See definitions in Appendix E.]
e. Full Course Title: **Personal Insurance**

UCC Chair Signature/Date:

 4/16/15

Academic Affairs Approval Signature/Date:

_____ 1/1

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

Delete a Course
Course Data Entry Form

FORM F
Rev. September 2012

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
INSR **308** LECTure X LAB Seminar
d. INDependent Study Practicum: [Check (x) box as appropriate. See definitions in Appendix E.)
e. Full Course Title: **Insurance Company Operations**

UCC Chair Signature/Date:  4/16/15 Academic Affairs Approval Signature/Date: _____

Office of the Registrar use ONLY			
Date Rec'd: _____	Date Completed: _____	Entered: SCACRSE __	SCADETL __
		SCARRES __	SCAPREQ __

Delete a Course
Course Data Entry Form

FORM F
Rev. September 2012

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
INSR 338 LECTure X LAB Seminar
d. INDependent Study Practicum: [Check (x) box as appropriate. See definitions in Appendix E.]
e. Full Course Title: **Property-Casualty Insurance**

UCC Chair Signature/Date:

 4/16/15

Academic Affairs Approval Signature/Date:

_____ / /

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

Delete a Course
Course Data Entry Form

FORM F
Rev. September 2012

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

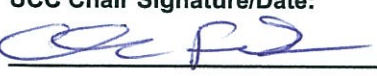
The course listed below will be removed from the Ferris State University Catalog.
(See Appendix E Instructions for Completing Forms.)

a. Desired Term Effective: Term Spring Year 2017

II. CURRENT COURSE TO BE DELETED FROM CATALOG:

a. Course Prefix **MGMT** b. Number **357** c. Enter Contact Hours per week in boxes.
d. INdependent Study Practicum: LECTure X LAB Seminar
[Check (x) box as appropriate. See definitions in Appendix E.]

e. Full Course Title: **Risk Management**

UCC Chair Signature/Date:  4/16/15 Academic Affairs Approval Signature/Date: _____

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

FORM FIN

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted in the proposal and a copy to the initiator. The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: **Risk Management and Insurance Program Redirection**

Initiators: David A. Brown

Proposal Contact: Karen Ottobre

Date Sent:

Department: Management/COB

Campus

Address:

Director of Financial Aid Signature: 

Date 3-10-15

Returned: Please check all that apply:

The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.

The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.

The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.

The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.

The new program is an Associate's, Bachelor's, Master's, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree:

12 for certificate, 120 for Bachelor's

Revised 4/30/14 sd

Ferris State University
Preliminary Curriculum Approval Form

Directions: This form should be completed using 11-point font or larger, and should be no longer than six pages (excluding the signature/comment pages and references). For purposes of expediting the preliminary approval process, forms may be forwarded electronically by the initiator and from one administrative level to another.

Name(s) of proposal Initiator(s):	Dr. David A. Brown
Department(s)/College(s):	Management/College of Business

Type of curriculum change (check one)

<input type="checkbox"/>	New degree/major
<input type="checkbox"/>	New minor requiring new courses/resources
<input type="checkbox"/>	New concentration in existing degree program
<input type="checkbox"/>	Curricular customization of existing program for off-campus cohort group
<input type="checkbox"/>	New certificate requiring 3 or more new courses and/or new resources
<input checked="" type="checkbox"/>	Existing program redirection or shift in emphasis if 3 or more new courses and/or new resources are required

1. Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template.

Bachelor of Science Degree in Business - Risk Management and Insurance major, minor, and certificate. Overview of the proposed program re-design follows:

- a) **Identify Change:** "Insurance" often connotes dull and boring to the uninitiated student. On the other hand, "risk management" seems to generate more curiosity and interest. This proposal changes the program name from "Insurance and Risk Management" to "Risk Management and Insurance" and similarly changes the acronym to RMIN and the course prefix from "INSR" to "RMIN."
- b) **Eliminate Redundancy:** INSR 243 (Principles of Risk Management and Insurance) and MGMT 357 (Risk Management) are redundant. **Action:** Eliminate MGMT 357 and revise the INSR 243 course description and objectives to encompass a blend of the two courses.
- c) **Align Course Numbers with Industry:** By aligning our course numbers (at least the last two digits) with the industry's professional designation course numbers we make it easier for industry professionals and students to recognize the connection.
- d) **Articulation Agreement:** We should pursue an articulation agreement with The Institutes, the primary insurance industry education and certification organization. Ferris should accept Institutes transcripts and the successful completion of Institute exams for credit toward Ferris courses. This will help us to appeal to workers in the industry who may have completed some of these industry exams but never completed a four-year degree and now wish to do so. *part of proposal?*
- e) **Enhance Commercial Insurance Instruction:** We are offering INSR 284 (Personal Insurance) which aligns with the IIA INS 22/CPCU 553 exam, but we are not offering a commercial insurance course to align with the IIA INS 23/CPCU 552 exam. However, we do offer INSR 338 (Property & Casualty Insurance) which covers both personal and commercial property and casualty coverages. Thus, there is an overlap of material in the personal lines of insurance, and only a "half-semester" devoted to commercial lines of insurance which is arguably the more complex subject matter. **Action:** Eliminate INSR 338 (Property & Casualty Insurance) and add a "Commercial Insurance" course (RMIN 352).

- f) **Require Internships:** The program does not currently require an internship experience although we have growing opportunities for internships with Michigan-based insurers and agents as well as risk management departments within a variety of industries. **Action:** Require an internship for IRM majors, and recommend it for minors. (L/M)
- g) **Offer CPCU and SCIC Waivers/Credit:** The value of our program can be enhanced by providing students with the opportunity to graduate with waivers/credit toward certain professional designations (e.g., CPCU). By aligning our curriculum with industry professional designations, a Ferris RMIN major could graduate with four of the ten required CPCU exams either waived or completed. **Action:** Pursue relationships with IIA/CPCU for exam waivers earned from certain courses (e.g., CPCU 520 exam waived for successful completion of RMIN 320, formerly known as INSR 308), and also with SCIC to provide UACIC and UACRM designations.
- h) **Extend Scope and Change Degree Requirements:** We must offer a program that is both relevant to the industry and yet distinctive. Some of the aforementioned ideas suggest changes to the degree requirements that better align with certain industry credentialing programs, eliminate redundancy, and close gaps. There are also subject matter areas that we should offer to students affording them the opportunity to emphasize areas of particular interest, and which also create program distinctiveness. **Action:** Develop course offerings for common industry technology systems, analytics, insurance agency operations, negotiation skills, (pure) risk management, and enterprise risk management.

Proposed RMIN Major

RMIN 300 (fka INSR 243)	Principles of Risk Management & Insurance (INS 21/CPCU 500)
RMIN 320 (fka INSR 308)	Insurance Company Operations (CPCU 520)
*RMIN 330	Business Law for Insurance (CPCU 530)
*RMIN 352	Commercial Insurance (INS 23/CPCU 552)
RMIN 353 (fka INSR 284)	Personal Insurance (INS 22/CPCU 553)
MGMT 491	Mandatory Internship
RMIN emphasis course	Student selects from the list of "emphasis" courses
RMIN emphasis course	Student selects from the list of "emphasis" courses

RMIN Emphasis Courses

MGMT 338	Employee Benefits
MGMT 497	Risk Management and Insurance Capstone Project
*RMIN 370	Risk Management and Insurance Technology Systems
*RMIN 401	Insurance Proposal Dynamics Seminar
*RMIN 454	Risk Management (ARM 54/UACRM)
*RMIN 457	Enterprise Risk Management (ERM 57/CPCU elective)
*RMIN 483	Agency Operations (AAI 83/UACIC/CPCU elective)
STQM 270	Introduction to Data Mining
STQM 285	Foundations for Business Analytics
STQM 342	Data Mining Tools
STQM 360	Risk Analysis & Strategy

Proposed RMIN Minor

RMIN 300 (fka INSR 243)	Principles of Risk Management & Insurance (INS 21/CPCU 500)
RMIN 320 (fka INSR 308)	Insurance Company Operations (CPCU 520)
*RMIN 330	Business Law for Insurance (CPCU 530)
*RMIN 352	Commercial Insurance (INS 23/CPCU 552)
RMIN 353 (fka INSR 284)	Personal Insurance (INS 22/CPCU 553)
RMIN emphasis course	Student selects from the list of "emphasis" courses

Proposed RMIN Certificate

RMIN 300 (fka INSR 243)	Principles of Risk Management & Insurance (INS 21/CPCU 500)
RMIN 320 (fka INSR 308)	Insurance Company Operations (CPCU 520)
*RMIN 352	Commercial Insurance (INS 23/CPCU 552)
RMIN 353 (fka INSR 284)	Personal Insurance (INS 22/CPCU 553)

(* denotes a new course, fka = formerly known as)

2. Target date for implementation. Fall, 2014 *Impossible for Fall 2014 → Spring 2015 at earliest; probably F'15.*
3. Briefly explain the rationale for this initiative. If the initiative involves customization of an existing program for delivery to an off-campus cohort group, also explain the nature of the proposed curricular customization.

This program redesign accomplishes multiple objectives which include:

- Rebranding the program with a reversal of the program name to emphasize the risk management component.
- Align the curriculum with industry professional designations that will give students a professional head-start, and apply course numbering that makes the alignment more recognizable.
- Eliminate some existing redundancy in course content and also fill some significant gaps.
- Enhance practical, real-world education opportunities.
- Extend the scope of the program to provide broader appeal to specialized interests.
- Provide some distinctiveness that differentiates the program.

4. Are there similar programs at other Michigan universities? If so, where? What is the enrollment in the other programs? Olivet College currently offers an Insurance and risk management program that includes both Bachelor's and Master's degrees. Current enrollment in the Olivet program is approximately 175 students. Northern Michigan University has also initiated an Insurance program, with an enrollment of approximately 10 students. Davenport University also recently launched a risk management and insurance program with an estimated 12-15 students.
5. Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established FSU or KCAD programs: This proposal is a redesign of the existing (and recently revived) FSU risk management and insurance program. No other similar programs exist at FSU or KCAD to my knowledge.
6. Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data. Students completing this program will find employment opportunities within NAICS 524 -- Insurance carriers and related activities. This industry classification employed 2,398,500 in January, 2014, with a 2.0% unemployment rate (Source: <http://www.bls.gov/iag/tgs/iag524.htm>). Projected job growth (2012-2022) is 10.4% for insurance sales agents, 3.5% for claims adjusters, and 26% for actuaries (Source: http://www.bls.gov/emp/ep_table_108.htm). Ruquet (2013) reports that the insurance industry will need to fill 400,000 positions vacated by retiring [baby] boomers by 2020 (Source: <http://www.propertycasualty360.com>).
7. Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data. Evidence of student demand for this program is anecdotal. In fact, the major source of demand and support for the revived FSU risk management and insurance program is coming from the industry itself. Executives from Michigan-based insurance firms have expressed a need for students educated in the industry and have pledged support and promotional assistance to encourage enrollment in this program (Source: FSU Risk Management and Insurance Advisory Board).
8. To what extent will this initiative draw new students to FSU or KCAD? To what extent will it draw students from existing programs? FSU once had a renowned and respected insurance program that produced graduates who now occupy executive positions in the insurance industry, including the current Chairman and CEO of Auto-

Owners Insurance Company. This revived and redesigned risk management and insurance program can once again become a unique and attractive program that draws students to FSU. The program may draw some students from the "undecided" ranks, but it is not expected to draw a significant number of students away from other programs. It is more likely to attract incoming business students with an interest in or previous exposure to the insurance industry. Ferris will be the only public university option for those students in the Lower Peninsula of Michigan.

9. Approximately how many students are expected to enroll?

 10 in the first year? 40 after three years?

10. At which FSU campuses/regional centers or other sites will the initiative be offered? The program will be offered at the Big Rapids FSU campus, though most of the courses will be delivered either fully online or in a blended delivery format.

11. Will Internet or other distance learning technology be used for course/program delivery? Describe. Yes, the courses will be fully online or blended delivery. This is strategic to accommodate expected demand for "degree completion" students who are employed full-time in the industry and wish to finish a previously incomplete degree.

Complete questions 12, 13, 14 in consultation with department administrator and/or dean.

12. Provide a rough estimate of the resources needed to implement the initiative:

	Start-up	After Three Years
Supply and expense	\$	\$
Equipment	\$	\$
Full-time faculty	\$	\$
Overload/adjunct faculty	\$	\$25,000
Other		

Estimate of Library Resources	Adequate	<input checked="" type="checkbox"/> Some new resources needed (e.g., IRMI Online subscriptions) Potential Funding Sources: Industry sponsors and supporters of the program.	Significant number of resources needed Potential Funding Sources: _____
-------------------------------	----------	--	--

13. Project the resources that could come from reallocation within the department or college and the new resources that would be required. Dr. David A. Brown could be dedicated to the program's courses (four or more courses per semester), and overload/adjunct instructors could be used in many of the courses that align with industry professional designation courses. With program growth, additional full-time faculty can be hired as justified.

14. Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary? No additional space needs are anticipated given the predominant online delivery of courses.

15. Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be sought, and when? What will be the one-time and ongoing costs of accreditation? There is no program-level professional accreditation, but with our curriculum alignment to industry professional designations, students will be able to earn exam waivers and exam preparation for valuable professional designations as they complete their degree.

16. Has there been preliminary discussion with other departments/colleges that will be involved in course/program delivery? If yes, what was the feedback? No

Department Administrator's signature: *[Signature]* Date 06 Mar 2014
If this is an interdepartmental initiative, include additional Department Administrator signatures

Comments:

Dean's signature: *[Signature]* Date 3/7/14

- For cross-college initiatives, include additional signature(s) of Dean(s)
- For existing programs customized for off-campus delivery to a cohort group, include College and EIO Deans' signatures

Comments:

Provost's Signature: *Pace Blake* Date 3/10/14

Approved Approval indicates permission to develop the full proposal. It does not assure final approval.

Comments and/or suggestions:

Not approved

Explanation:

- c. Initiator(s)
Department Administrator(s)
Deans' Council University Curriculum Council
Academic Senate
VPEIO
Provost
FSU Intranet

Paula L Hadley-Kennedy

From: Olukemi O Fadayomi
Sent: Tuesday, March 24, 2015 12:47 PM
To: Karen M Ottobre
Cc: Adnan Dakkuri; Brian Holton; David M Marion; Elise M Gramza; John Scott S Gray; Kristy L Motz; Mark A Hutchinson; Olukemi O Fadayomi; Paul Blake; Paula L Hadley-Kennedy; Tracey D Boncher; Victor I Piercey
Subject: Proposal #15-050

Hi David,

Your proposal – Risk Management and Insurance Program Redirection, #15-050 was reviewed on Monday and we are holding it pending corrections and receipt of additional information.

RMIN 320 prerequisites needs correction in the checksheet (p20) so that it matches the information entered in Form F.

Contact hours on Form F is 3 not 45.

UCC would like to see a brief description of a transition plan for graduating students who are currently enrolled in the program.

Please forward your response directly to Paula Hardley in the Senate Office. You may also contact David Marion, your college representative on UCC for additional information and assistance.

Additionally, the Registrar's office require some information to properly code the redirected program in Banner. We recommend that you contact Elise Gramza in the Registrar's office regarding this aspect of your proposal.

As always, do not hesitate to contact me if I can be of further assistance.

Kemi

Olukemi Fadayomi, Ph. D
Professor
Department of Biological Sciences
Ferris State University
ASC 2009, 820 Campus Drive
Big Rapids, MI 49307-2225

fadayok@ferris.edu
Phone: (231) 591-5628
Fax: (231) 591-2540

Memorandum

Date: March 27, 2015
To: University Curriculum Committee
From: David A. Brown, Coordinator of Insurance and Risk Management Programs
Re: BLAW 330 Form E

This information is provided in response to the concern expressed in regard to the first learning objective of the proposed Form E for BLAW 330. The proposed learning objective was as follows:

Learning Outcome 1: Compare and contrast U.S. civil-law and common-law systems, the inherent rules and procedures, and various alternative dispute resolution procedures.

As I understand it, the expressed UCC concern was with the specific reference to "U.S. civil-law" as the United States follows the common law system with the exception of Louisiana.

A major underpinning of this curriculum proposal is the alignment of many courses with the insurance industry's highly valued Chartered Property and Casualty Underwriter (CPCU) credential. Our students will be eligible for exam waivers toward earning their CPCU designation as long as we maintain academic alignment with the CPCU content. This particular learning objective is a synthesis of the educational objectives from CPCU curriculum dealing with introductory and international law topics as they relate to the business of insurance. Among these CPCU educational objectives is an understanding and differentiation of civil-law and common-law systems.

The fact that the U.S. operates largely under the common-law system does not negate the need to understand the history and current use (in Louisiana and internationally) of the civil-law system. I have attached excerpts from the CPCU textbook showing the table of contents and the educational objectives of the first chapter. It is from this first chapter that the first learning objective for BLAW 330 was synthesized. It should also be noted from the table of contents that the course does include a chapter on international legal systems because insurance truly is an international business.

The revised learning objective removes the "U.S." to clarify that students will still learn the history behind civil-law and common-law systems, as well as how both are relevant to the international business of insurance. This removes the unintended connotation that the civil-law system is prevalent in the United States. The revised learning objective will read as follows:

Learning Outcome 1: Compare and contrast civil-law and common-law systems, the inherent rules and procedures, and various alternative dispute resolution procedures.

I hope that this adequately addresses all concerns.

CPCU 530 Text

"Business Law for Insurance Professionals"

Contents

Assignment 1			
Introduction to U.S. Law	1.1	Insurance as Third-Party Beneficiary Contract	3.17
The U.S. Legal System	1.3	Representations and Warranties in Insurance	3.21
Sources of U.S. Law	1.8	Waiver, Estoppel, and Election	3.27
Civil Trial Procedures	1.16	Nonwaiver Agreements and Reservation of Rights Letters	3.34
Alternative Dispute Resolution	1.23	Summary	3.36
Administrative Agency Procedures	1.25		
Summary	1.31		
Assignment 2		Assignment 4	
Contract Law	2.1	Commercial Law	4.1
Types of Contracts	2.3	Sales Contracts	4.3
Requirements of an Offer	2.5	Negotiable Instruments	4.13
Requirements of a Valid Acceptance	2.10	Documents of Title	4.18
Capacity to Contract	2.13	Secured Transactions	4.21
Consideration	2.18	Consumer Protection Laws	4.27
Legal Purpose of a Contract	2.23	Summary	4.36
Enforceability of a Contract	2.29		
Contract Interpretation	2.38	Assignment 5	
Third-Party Contractual Rights	2.42	Property Law	5.1
Termination of a Contract	2.46	Ownership and Possession of Personal Property	5.3
Breach of Contract	2.52	Bailee's and Bailor's Rights and Duties	5.7
Contracts Case Study	2.58	Real Property Ownership	5.10
Summary	2.64	Real Property Sales	5.14
		Real Property Security Interests and Liens	5.17
Assignment 3		Incidental Real Property Rights	5.21
Contract Law: Insurance Applications	3.1	Land Use Restrictions	5.24
Special Characteristics of Insurance Contracts	3.3	The Landlord and Tenant Relationship	5.27
Insurance Contract Formation	3.9	Summary	5.30

15 Week Semester

Unit 1: Chapters 1-3 100

Unit 2: Chapters 4-6 100

Unit 3: Chapters 7-10 100

Optional Comprehensive Final



Assignment 6		Assignment 9	
Tort Law	6.1	Employment Law and Business Entities	9.1
Negligence	6.3	Employment at Will	9.3
Defenses Against Negligence Claims	6.10	Antidiscrimination Laws	9.5
Liability of Landowners or Occupiers of Land	6.17	Labor-Management Relations	9.13
Intentional Torts: Part 1 of 2	6.21	Employee Welfare Laws	9.17
Intentional Torts: Part 2 of 2	6.28	Corporations: Formation	9.24
Liability in Extraordinary Circumstances	6.37	Corporations: Duties and Obligations	9.34
Products Liability	6.39	Corporations: Mergers, Dissolution, and Reorganization	9.40
Damages in Tort Suits	6.45	Partnerships	9.45
Liability Concepts Affecting Tort Claims	6.47	Unincorporated Associations	9.54
Summary	6.53	Summary	9.60
Assignment 7		Assignment 10	
Agency Law	7.1	The International Legal Environment	10.1
Agency Creation	7.3	Methods of Engaging in International Business	10.3
Agent's Authority	7.6	Legal Systems	10.11
Agent's Duties and Remedies	7.7	International Law	10.17
Agency Termination	7.13	Multinational Organizations and Agreements	10.19
Contractual Rights and Liabilities	7.16	United States Laws Affecting International Business	10.26
Tort Liability of Principal and Agent	7.20	Financial Considerations in International Business	10.29
Summary	7.23	Non-Legal Factors Affecting International Business	10.36
Assignment 8		Summary	10.39
Agency Law: Insurance Applications	8.1		
Insurance Producer Classifications	8.3		
Producers' Authority	8.4		
Extent of Producers' Authority	8.7		
Termination of Producer Authority	8.14		
Producers' Duties and Liabilities	8.15		
Summary	8.31		





Introduction to U.S. Law

Educational Objectives

After learning the content of this assignment, you should be able to:

- ▶ Describe the U.S. civil-law and common-law systems and classifications.
- ▶ Describe the role and usual characteristics of each of the following sources of U.S. law:
 - Constitutions
 - Legislative bodies
 - Courts
 - Executive branches
 - Administrative agencies
- ▶ Describe the steps, motions, rules, and other concepts involved in pretrial procedures, trial procedures, and appeals.
- ▶ Describe each of these alternative dispute resolution procedures:
 - Arbitration
 - Mediation
 - Negotiation
- ▶ Describe these aspects of administrative agency procedures:
 - Rulemaking function
 - Adjudicatory function
 - Investigative powers
 - Judicial review

Outline

The U.S. Legal System

Sources of U.S. Law

Civil Trial Procedures

Alternative Dispute Resolution

Administrative Agency Procedures

Summary

Introduction to U.S. Law

1

THE U.S. LEGAL SYSTEM

Insurance and risk management professionals must be familiar with legal principles of insurance, as well as general legal principles. Understanding the prevailing type of legal system in the United States and the common ways of classifying the U.S. legal system is a logical starting point for the study of legal principles.

Ever since ancient people first gathered in groups, people have adopted rules to govern their relations with one another. These rules were handed down orally to succeeding generations and eventually recorded in writing. In Europe, two basic legal systems developed over hundreds of years: the Roman Empire's civil-law system, adopted by continental European countries, and Great Britain's common-law system.

These two systems differ significantly in origin and in form, and both systems exist in the United States. The common-law system is the foundation of the U.S. legal system, although Louisiana bases its law on the civil-law system.

Civil-Law System

The civil-law system, one of the two basic western legal systems, is the foundation of law in continental Europe, Latin America, Scotland, the state of Louisiana, and some other parts of the world. Civil-law systems, such as the French Code of Napoleon, have comprehensive codes of written laws, or statutes, that apply to all legal questions. These systems rely on scholarly interpretations of their codes and constitutions rather than on court decisions, the basis of the common-law system.

Video content on Civil law system?

Common-Law System

The common-law system is the body of law derived from court decisions as opposed to statutes or constitutions. Beginning as unwritten customs that eventually came to be recognized and enforced by local courts, the common-law system arose in England after the Norman Conquest in 1066. The "law common to all England" developed out of a constantly expanding number of disputes, or cases, settled by English royal courts and tribunals. Over time, the English legal system expanded to include written laws as well as written court cases.

Doctrine of stare decisis

The principle that lower courts must follow precedents set by higher courts.

The English common law, brought by English colonists to North America, became the foundation for U.S. law. Today, U.S. law consists of that common-law foundation, the written laws passed by Congress and state legislatures, and the decisions resulting from thousands of U.S. court cases.

The U.S. common-law system relies on prior case rulings, or precedents. Using this method of resolution, the doctrine of *stare decisis* ("to stand by things decided"), courts follow earlier court decisions when the same issues arise again in lawsuits. This common-law doctrine gives a degree of certainty to the law on which citizens can rely in conducting their affairs. Courts do not necessarily decide all similar cases exactly the same as previous courts have, but they must provide strong reasons to depart from precedents.

In common-law countries, solving a new legal problem in a current case often involves a process called synthesis. The process combines the rulings from several legal authorities into a new rule of law that is applied to the new legal problem. The authorities typically consider relevant statutes, prior cases that interpret the statutes, and prior cases that establish common-law precedents.

When developing a new rule of law using synthesis, courts analyze the reasoning and facts of the relevant prior cases as controlled by the language of a governing statute, if any, and compare the facts of the prior cases to those of the current case. This example illustrates how the common law can evolve through the process of synthesis: If an insured sues an insurer in a state court over a disagreement about a policy provision's meaning, the court analyzes prior cases in which courts have ruled on the meaning of the same or similar provisions. The court first seeks similar cases in its own state or province; if no such cases apply, the court then seeks similar cases in other states or provinces. If no cases on point are found, the court might analyze general contractual principles and court rulings in somewhat similar cases.

Courts often encounter situations for which they can find no prior case or previous law that directly applies. Such unprecedented situations are called "threshold cases" because they present new legal questions. When encountering threshold cases, judges summon all applicable law in an attempt to arrive at fair decisions.

Judicial Influence on Common Law

Methods of selecting judges, as well as individual judges' views and values, can influence judicial decisions. Judicial selection methods include election and appointment, and they vary by state. In some states judges are elected, while in other states elected officials either appoint judges or choose other officials to appoint them.

Although courts strive for objectivity in their decisions, individual judges' political beliefs, views, values, and biases can affect decisions. Newly elected judges can change the direction of a court. Appointed judges can reflect the positions of the political party in power, and court composition can change when the party in power changes. However, some judicial appointments,



particularly at the federal level, are for life. For example, U.S. Supreme Court justices are appointed by the president for life terms. Through judicial appointments, a president can influence the law for many years into the future.

The legal system has built-in controls for promoting fair outcomes in disputes. For example, a party that loses in trial court may have grounds to appeal the decision to a higher court, in some cases all the way to the U.S. Supreme Court. Because the Supreme Court is the country's highest court, the views of the court's justices have a profound influence on the law, particularly when justices decide threshold questions.

The Evolution of Common Law

The common law is not an absolute; it reflects the evolution of society's values and attitudes. What was acceptable law in the U.S. a century ago can, in many instances, be unacceptable today. A court can find a prior decision clearly wrong and discard it as precedent.

Courts generally do not follow precedent when the earlier rule of law has lost its usefulness or when the original reasons for the rule no longer exist. Absent those reasons, courts may overrule prior decisions only for sound judicial reasons. This approach helps prevent legal capriciousness and gives stability to society and business. The U.S. Congress or a state legislature can pass new legislation that changes a common-law principle.

The common law also changes through landmark decisions, historic court rulings that significantly change or add to prior law with far-reaching societal effects. One of the most well-known examples is the U.S. Supreme Court decision in *Brown v. Board of Education*,¹ which overruled previous cases condoning racial segregation in schools. Another example is *Miranda v. Arizona*,² which requires police to inform suspects in criminal cases of their constitutional right against self-incrimination before questioning them.

The Supreme Court made a landmark decision in 1869 affecting insurance regulation. *Paul v. Virginia*³ established that insurance is a contract delivered locally and governed by state law rather than federal law. That decision was modified by another landmark insurance decision in 1944, the South-Eastern Underwriters case,⁴ in which the Supreme Court ruled that federal law applies to insurance in some cases.

Equity

Common-law courts historically determined legal rights and remedies and awarded money damages. Courts of equity arose in England because of the failure of courts of law to provide adequate remedies in some cases. Courts of equity complemented law courts by recognizing many rights that common law courts did not recognize.

Equity

Fairness, or a body of principles constituting what is fair and right.



Equitable remedies seek fair solutions beyond what traditional legal remedies can offer. For example, the usual legal remedy for breach of a contract for the sale of a unique item, such as a one-of-a-kind antique, would be money damages. However, a court of equity would consider money damages inadequate as a remedy because the item, being unique, cannot be replaced. A court of equity might order the breaching party to perform the contract by transferring the antique to the injured party.

Although some states still have separate law and equity courts, many states have unified them into a single system. In some states, one court might sit as a court of equity on one occasion and as a court of law on another. In the federal system and some state systems, the same courts provide both equitable and legal remedies. In civil cases before federal courts, parties are entitled to a trial by jury on questions with which the court is operating as a court of law, but equity court decisions are made by judges.

Classifications of U.S. Law

The U.S. legal system of civil law and common law is subject to classification based on several other factors. Three of the most common ways to classify U.S. law, which can overlap, are these:

- Classification as either criminal or civil law
- Classification by subject matter
- Classification as either substantive or procedural law

Classification as Criminal or Civil Law

Criminal law applies to acts that society deems so harmful to the public welfare that government is responsible for prosecuting and punishing the perpetrators. This body of law defines offenses; regulates investigating, charging, and trying accused offenders; and establishes punishments for convicted offenders.

Criminal law covers offenses ranging from major crimes, such as murder, to minor offenses, such as traffic violations. A felony is a major crime involving long-term punishment. A misdemeanor is a minor crime punishable by a fine or short-term imprisonment. Summary offenses are crimes that are neither felonies nor misdemeanors under state law; they usually result in fines but not imprisonment. Written laws, such as statutes and ordinances (local laws), specify the nature of crimes and their punishments, whether imprisonment or fines or both. In criminal law; the government acts as the prosecutor, representing the public.

Civil law applies to legal matters that are not governed by criminal law. Civil law basically protects rights and provides remedies for breaches of duties owed to others. The term "civil law" is not, within this classification context, the same as the civil-law system discussed previously.

Criminal law

The branch of the law that imposes penalties for wrongs against society.

Civil law

A classification of law that applies to legal matters not governed by criminal law and that protects rights and provides remedies for breaches of duties owed to others.



COURSE INFORMATION FORM

FORM E

Rev. May 2013

Course Identification

Prefix: RMIN **Number:** 330 **Title:** Business Law for Insurance **Credit Hours:** 3

Course Description:

Students will learn how to apply relevant principles of United States law to the business of insurance and risk management. This course examines both contract and agency law, particularly how it applies to insurance applications. Students are also introduced to insurance relevant concepts of commercial, property, and tort law, and the international legal environment. The course is aligned with CPCU 530 allowing successful students to apply for a CPCU exam waiver.

Assessment of RMIN 330: Business Law for Insurance

Course Outcomes	Discussion: Student postings & peer responses	Application Projects	Written Projects	Exams, Tests, and Quizzes
Learning Outcome 1: Compare and contrast civil-law and common-law systems, the inherent rules and procedures, and various alternative dispute resolution procedures.	X	X	X	X
Learning Outcome 2: Analyze the characteristics of insurance contracts.	X		X	X
Learning Outcome 3: Given a case, evaluate the elements of negligence, intentional torts, and defenses against such claims.	X	X	X	X
Learning Outcome 4: Examine the principal-agent relationship as it relates to insurance in terms of authority, duties, and remedies.	X	X	X	X

Course Outline including Time Allocation:

Identify the course information and the time allotted for each area. The total time should equal 45 hours.

U.S. Legal System	6%
U.S. Civil Trial Procedures	3%
Alternative Dispute Resolution	4%
Types of Contracts	5%
Contract Offer, Acceptance, Consideration	3%
Contract Enforceability and Interpretation	3%
Insurance Contract Characteristics	10%
Sales Contracts	3%

Consumer Protection Laws	3%
Bailee's and Bailor's Rights and Duties	3%
Real Property Ownership, Sales, & Security	4%
Negligence and Negligence Defenses	7%
Intentional Torts	3%
Product Liability	6%
Agency Creation, Duties, and Remedies	5%
Insurance Agents and Brokers	10%
Insurance Producers Authority, Duties, & Liabilities	5%
Employment at Will	3%
Employee Welfare Laws	7%
International Legal Systems	7%

Total Hours 45

Associate Provost's Signature: _____ Date _____

Paula L Hadley-Kennedy

From: Olukemi O Fadayomi
Sent: Monday, April 06, 2015 4:59 PM
To: Paula L Hadley-Kennedy
Subject: FW: Proposal #15-061

FYI!

Kemi

Olukemi Fadayomi, Ph. D
Professor
Department of Biological Sciences
Ferris State University
ASC 2009, 820 Campus Drive
Big Rapids, MI 49307-2225

fadayok@ferris.edu
Phone: (231) 591-5628
Fax: (231) 591-2540

From: Olukemi O Fadayomi
Sent: Monday, April 06, 2015 4:57 PM
To: 'ottobrek@ferris.edu'
Subject: Proposal #15-061

Hi David,

Your proposal – Risk Management and Insurance Program Redirection, #15-061 was approved by the UCC at our meeting Monday, April 6.

Your proposal has been forwarded to the Academic Senate for discussion and approval at the next meeting. So, the next step is for you to have a representative attend the Senate meeting on Tuesday, April 28 from 10:00 - 11:00 AM in University Center 202 C to answer questions about this proposal. Congratulations!

Kemi

Olukemi Fadayomi, Ph. D
Professor
Department of Biological Sciences
Ferris State University
ASC 2009, 820 Campus Drive
Big Rapids, MI 49307-2225

fadayok@ferris.edu
Phone: (231) 591-5628
Fax: (231) 591-2540

Ferris State University Library Historical/Archival Committee

Mission: To further the Ferris Library (FLITE) and University Archives as participants and partners in the University's teaching/learning, scholarship and service opportunities.

Objectives:

The committee shall:

Facilitate communication between LHAC and the College/units represented.

Identify opportunities for collaboration between College/units and FLITE for further integration of information discovery/access, responsible information use and services into the curriculum and into faculty, staff and student intellectual development.

Advise the Library on information resources, physical and virtual learning space use, learning material/modules, technologies and service needs to ensure all users irrespective of on-campus or off-campus/online experience the same quality and relevant information access opportunities.

Promote the development, collection and preservation of the College/unit's intellectual and creative expression for inclusion in the Ferris Institutional Repository (FIR) for sharing knowledge with other researchers.

Advise the University Archives on programmatic and outreach activities.

Work to enable FLITE to satisfy program-specific as well as general accreditation standards and expectations.

04/14/15 LHAC approved