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| For Academic Affairs and Research Use Only |
| CIP Code:  |  |
| Degree Code: |  |

**Course Revision Proposal Form**

**[x] Undergraduate Curriculum Council**

**[ ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (If applicable)**   |
| J Kim Pittcock 10/17/2019**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Donald Kennedy 10/17/2019**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (If applicable)**   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

**Mark Jordan,** **mjordan@astate.edu****, (870) 972-3942**

**GwanSeon Kim,** **gkim@astate.edu****, (870) 972-2263**

2. Proposed Starting Term and Bulletin Year for Change to Take Effect

**Fall 2020**

3. Current Course Prefix and Number

**AGEC 3013**

3.1 – **[NO]** Request for Course Prefix and Number change

 If yes, include new course Prefix and Number below. *(Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. Proposed number for experimental course is 9. )*

 Enter text...

3.2 – **Yes / No** If yes, has it been confirmed that this course number is available for use?

 *If no: Contact Registrar’s Office for assistance.*

4. Current Course Title

**Agricultural Records**

 4.1 – **[YES]** Request for Course Title Change

 If yes, include new Course Title Below.

 **Decision Tools for Agribusiness**

1. If title is more than 30 characters (including spaces), provide short title to be used on transcripts.

**Decision Tools**

1. Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Enter text...

5. – **[YES ]** Request for Course Description Change.

 If yes, please include brief course description (40 words or fewer) as it should appear in the bulletin.

 **Selection of appropriate systems for farm records and agribusiness applications, data analysis, spreadsheets and decision aids, and word processing applications for reports and communication.**

6. – [**NO** ] Request for prerequisites and major restrictions change.

*(If yes, indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).*

1. **Yes / No** Are there any prerequisites?
	1. If yes, which ones?

Enter text...

* 1. Why or why not?

 Enter text...

1. **Yes / No** Is this course restricted to a specific major?
	1. If yes, which major? Enter text...

7. – [**YES** ] Request for Course Frequency Change(e.g. Fall, Spring, Summer).

 a. If yes, please indicate current and new frequency:

 **Current = Spring** **New = Fall, Spring**

8. – [**NO** Request for Class Mode Change.

*If yes, indicate if this course will be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please* *indicate the current and choose one.*

 Enter text...

9. – [**NO**] Request for grade type change.

*If yes, what is the current and the new grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])*

 Enter text...

10. [**NO**] Is this course dual listed (undergraduate/graduate)?

 a. If yes, indicate course prefix, number and title of dual listed course.

 Enter text...

11. NO Is this course cross listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross listed course.)*

**11.1** – If yes, please list the prefix and course number of cross listed course.

 Enter text...

**11.2** – **Yes / No** Are these courses offered for equivalent credit?

 Please explain. Enter text...

12. NO Is this course change in support of a new program?

a. If yes, what program?

 Enter text...

13. NO Does this course replace a course being deleted?

a. If yes, what course?

Enter text...

14. NO Will this course be equivalent to a deleted course or the previous version of the course?

a. If yes, which course?

Enter text...

15. NO Does this course affect another program?

If yes, provide confirmation of acceptance/approval of changes from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

16. Does this course require course fees?

 *If yes: Please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Revision Details**

17. Please outline the proposed revisions to the course.

*Include information as to any changes to course outline, special features, required resources, or in academic rationale and goals for the course.*

**Changes to the course outline will be minimal. The primary difference going forward from how this course has been taught previously will be to emphasize and expound more on the diverse functionality of spreadsheet software and applications as an analytic tool as opposed to a primary focus on farm record-keeping and using spreadsheets as a method of analyzing financial/accounting documents. One other important change will be to add a Fall section of the course to expand student access to it. No other changes are proposed.**

18. Please provide justification to the proposed changes to the course.

**Through both internal observations and feedback from area employers serving as industry partners, we’ve determined that our students need much better training in spreadsheet functionality and use to better prepare them for likely career paths in the agribusiness field. Course material and focus has already been expanded to meet this need. Renaming the course to “Decision Tools for Agribusiness” is merely a recognition of that expanded focus on functionality and data analysis over simple record-keeping. Adding a Fall section of the course will also expand the number of students who are able to develop skills in this very important area. Additionally, for this course we are restricted to using a computer lab with only 26 available seats. That’s an insufficient number to have access to the course only on a once-per-year basis given the number of students needing it to graduate.**

19. No Do these revisions result in a change to the assessment plan?

 *\*If yes: Please complete the Assessment section of the proposal on the next page.*

 *\*If no: Skip to Bulletin Changes section of the proposal.*

***\*See question 19 before completing the Assessment portion of this proposal.***

**Assessment**

**Relationship with Current Program-Level Assessment Process**

20. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Enter text...

21. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #23)** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Assessment Measure | Please include direct and indirect assessment measure for outcome.  |
| Assessment Timetable | What semesters, and how often, is the outcome assessed? |
| Who is responsible for assessing and reporting on the results? | Who (person, position title, or internal committee) is responsible for assessing, evaluating, and analyzing results, and developing action plans? |

 *(Repeat if this new course will support additional program-level outcomes)*

 **Course-Level Outcomes**

22. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Which learning activities are responsible for this outcome? | List learning activities. |
| Assessment Measure  | What will be your assessment measure for this outcome?  |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.* *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

**\*change affects page 103 in the course bulletin**

AGEC 3003, Agricultural Marketing

AGEC 3013, ~~Agricultural Records~~ Decision Tools for Agribusiness

AGEC 3063, Agricultural Sales and Services

**\*change affects page 108 in the course bulletin**

*Select one of the following:*

 AGEC 3013, ~~Agricultural Records~~ Decision Tools for Agribusiness

 AGST 3503, Geospatial Data Applications

**\*change affects page 113 in the course bulletin**

Major Requirements:

 AGEC 3013, ~~Agricultural Records~~ Decision Tools for Agribusiness OR

 CIT 1503, Microcomputer Applications

**\*change affects page 114 in the course bulletin**

Major Requirements:

 AGEC 3013, ~~Agricultural Records~~ Decision Tools for Agribusiness OR

 CIT 1503, Microcomputer Applications

**\*change affects page 115 in the course bulletin**

AGEC 3003, Agricultural Marketing

AGEC 3013, ~~Agricultural Records~~ Decision Tools for Agribusiness

AGEC 4033, Agricultural Law

**\*change affects page 419 in the course bulletin**

AGEC 3003. Agricultural Marketing Present and alternative systems of marketing farm products. The principles, functions, channels, and agencies involved are described. Emphasis is on measurement of demand, costs, and efficiencies. Prerequisite, AGEC 1003 or ECON 2313 or ECON 2323. Fall.

AGEC 3013. ~~Agricultural Records~~ Decision Tools for Agribusiness Selection of appropriate systems for farm records and agribusiness applications, ~~computerized business accounting~~ data analysis, spreadsheets and decision aids, and word processing applications for reports and communication. Prerequisite, AGEC 1003 or ECON 2313 or ECON 2323. Fall, Spring.

AGEC 3023. Cooperatives Organization, capitalization, and management of cooperative businesses. Operational practices and problems. Role of cooperative organizations in agricultural business. Prerequisite, AGEC 1003 or ECON 2313 or ECON 2323. Spring.