

Graduate Council  
September 21, 2017  
Library 6th Floor Conference Room 603

Meeting called to order 3:00 pm by Dr. Drake

Likes to run the meeting by everyone already having read them. Discuss and approve by block. Led introductions.

1. Approval of April 13, 2017 Minutes
  - a. Motion: Gil Fowler. Second: John Mello. Pass
2. Graduate Faculty Status Requests
  - a. Temporary
    - i. Motion to consider as a group: Gil Fowler. Second: Fabricio Medina Bolivar.
    - ii. 2017G\_NC01\_Temp\_Fac\_Anna-Doty-no-signatures
    - iii. 2017G\_NC02\_Temp\_Fac\_Cheryl-Nichols
    - iv. Passed and approved
  - b. Regular
    - i. No requests submitted
3. Graduate Faculty Status Guidelines
  - i. None submitted.
4. Course Proposals
  - a. 2017G\_BU01\_LON3\_MBA-Marketing-Concentration-8212017
    - i. Discussion:
      1. Thilla Sivakumaran asked if this will be offered online.
        - a. John Mello thought it would be online. Karen Wheeler indicated that the LON says it will not be offered online. She also recommend that if there is a chance that it will be online, just go ahead and say yes, so that the state will have that recorded. Otherwise you have to go through this process again to put it online.
        - b. Council tabled proposal awaiting clarification for offering online.

Graduate Council  
September 21, 2017  
Library 6th Floor Conference Room 603

- i. On September 28<sup>th</sup>, the Graduate Council voted by email and passed the revised copy of BU01. (2017G\_BU01\_LON3\_MBA-Marketing-Concentration-8212017-REVISION1)
  - b. 2017G\_BU02\_LON10\_MBA-Marketing-Certificate-LON10-8212017
    - i. Council approved by acclamation.
  - c. 2017G\_BU03\_BC\_MKTG-Grad-Course-Name-Simplify
    - i. Motion to approve: Steve Green. Second: Fabricio Medina Bolivar. Pass
  - d. All Nursing and Health Professions proposals considered together
    - i. 2017G\_NHP01\_PMED\_Aging-Studies-Cert
    - ii. 2017G\_NHP02\_PMED\_Health-Studies-Edu-Cert
    - iii. 2017G\_NHP03\_PMED\_Health-Care-Mgmt-Cert
    - iv. 2017G\_NHP04\_PMED\_MSHS
    - v. Council approved by acclamation.
  - e. 2017G\_SM01\_NC\_BIO-5813-Curation-of-Collections\_31MAR2017
    - i. Mistakenly included on agenda. Approved by council 5/30/17 by email vote.
  - f. SM02 and SM03 considered together
    - i. 2017G\_SM02\_BC\_2017-Sp-nonthesis-comp-rule
    - ii. 2017G\_SM03\_BC\_2017-Sp-summer-comp-change
    - iii. Council approved by acclamation.
  - g. 2017G\_SM04\_NC\_STAT-6433-Time-Series-Analysis
    - i. Discussion:
      - 1. Steve Green noted that there were no Program Level Outcomes. Summer DeProw indicated that it had been done last year and was in favor of the proposal with the University Outcomes blank.
    - ii. Council approved by acclamation.
- 5. Election of A-State Assessment Committee representative – Dr. Summer DeProw

Graduate Council  
September 21, 2017  
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- a. Summer DeProw explained that a representative from Graduate Council was needed for the committee and explained that AAC charged with developing assessment plan for outcomes, handbook, Senior Exit Survey, etc.
  - i. Debbie Shelton volunteered. All in favor.
6. Creation of Policy Group – Dr. Karen Wheeler
  - a. Dr. Wheeler explained that the Provost asked her to take a look at grad school policies. There are issues with exceptions and with Graduate Faculty Status. Would like to put together a small group of 3-5 people to meet this semester to clarify contradictory policies, to tighten them up, and to have more clear guidelines. Then the group would come back to GC to share information prior to going to shared governance.
    - i. Shawn Drake, John Mello, Gil Fowler, and Amanda Wheeler volunteered for Policy Group.
    - ii. Karen Wheeler will coordinate meetings and get materials out.
    - iii. John Mello asked for clarification on the feeling towards standardized tests as far as graduate acceptances, and if there are issues with backing off on GMAT, etc.
      1. Karen Wheeler hadn't heard problems with that. Several programs have done this. It is a program by program decision.
7. Subcommittee Discussion – Dr. Karen Wheeler and Alyssa Simpson
  - a. Alyssa Simpson explained the subcommittee assignment process for UCC to gauge the Council's interest in adopting a similar process.
    - i. The Council agreed not to implement a subcommittee process, but to leave the option open. Alyssa Simpson will develop a standard subcommittee membership list. If there is a meeting with a large number of proposals, the chair of the council will assign proposals to the subcommittees.
8. Updates to Proposal Directions and other supplementary documents – Alyssa Simpson
  - a. Alyssa Simpson updated the committee on changes to curricular forms and process documents on the website. Specifically: CIP & Department Codes, making Yes/No more prominent and to the left side of the question, numbers 4.1.a., 4.1.b., 11.1, and 11.2 in the Course Revision Form.
  - b. Council discussed adding an Assessment signature line to the forms, and decided to put the topic on the upcoming meeting agenda for further discussion.
9. Voting on Chair for Graduate Council

Graduate Council  
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- a. Motion to nominate Shawn Drake to continue serving as chair: John Mello.  
Second: Steve Green. Approved.

Meeting adjourned at 3:45 pm.

To access graduate faculty status applications:  
<http://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/graduate-council/noncurricular>

Password: **Grad\_Faculty**

To access curricular proposals  
<https://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/graduate-council/current-documents.dot>

**Standard Subcommittee Memberships**

Subcommittee 1	Subcommittee 2	Subcommittee 3
Deborah Chappel Traylor	David Jeong	Debbie Shelton
Gil Fowler	Steve Green	Shawn Drake
Lauren Schack Clark	Amanda Wheeler	Fabricio Medina Bolivar
Lauri Umansky	Steve Bounds	Hideya Koizumi
John Mello	Ashley Schulz	Rokib Hasan
Can review: AET, EBS, NHP, SM	Can review: BU, LAC, NHP, SM	Can review: AET, BU, EBS, LAC

## New Emphasis, Concentration or Option Proposal Form

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Michelle Li	8/23/2017
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**Department Curriculum Committee Chair**

**COPE Chair (if applicable)**

Melodie Philhours	8/24/2017
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**Department Chair:**

**Head of Unitb (If applicable)**

John Mello	9/5/2017
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**College Curriculum Committee Chair**

**Undergraduate Curriculum Council Chair**

C. William Roe	9/6/2017
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**College Dean**

**Graduate Curriculum Committee Chair**

**General Education Committee Chair (If applicable)**

**Vice Chancellor for Academic Affairs**

**i. Proposed Program Title**

MBA with a Concentration in Marketing

**ii. Contact Person** (Name, Email Address, Phone Number)

Dr. Melodie Philhours    [mphil@astate.edu](mailto:mphil@astate.edu)    870-680-8148

**iii. Proposed Starting Date**

1/1/2018


## Bulletin Changes

### Instructions

Please visit <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*)

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Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.

Page 63:

The MBA with Concentration in MIS program is designed to allow graduate business students the ability to select in-depth coverage of the core components of today's IT field while furthering their business administration academic career. Students will complete the 27 hours within the MBA core (which includes two graduate level MIS course) and 9 additional hours of graduate level MIS coursework.

The MBA with a Concentration in Marketing program is designed to allow students to complement their studies in business administration with in-depth coverage of the core components of marketing theory as applied in today's marketing environment. Students will complete the 27 hours within the MBA core (which includes one graduate level marketing course) and 9 additional hours of graduate level marketing coursework.

The MBA with a Concentration in Supply Chain Management program is designed to allow students to complement their studies in business administration with in-depth coverage of the core components of the supply chain functions of business as they relate to firms operating in a dynamic

Between pages 69 and 70:

<b>University Requirements:</b>	
See Graduate School Degree Policies for additional information (p. 35)	
<b>College of Business MBA Core Courses:</b>	Sem. Hrs.
(See College of Business MBA Core Courses section)	27
<b>Concentration (Marketing)</b>	
MKTG 6263 Seminar in Contemporary Marketing Issues	3
<b>Select two of the following:</b>	
GSCM 6283 Global Supply Chain Management	
MGMT 6463 Leadership Development	
MKTG 6213 Healthcare Marketing	
MKTG 6233 Promotional Strategy	
MKTG 6243 Services Marketing Strategy	
MKTG 670V Marketing Internship	
<b>Sub-total</b>	6
<b>Total Required Hours:</b>	36

## EMPHASIS ASSESSMENT

### University Goals

1. Please indicate the university-level student learning outcomes for which this new emphasis will contribute. Check all that apply.

- a.  Global Awareness    b.  Thinking Critically    c.  Information Literacy

### Emphasis Goals

2. Justification for the introduction of the new emphasis. Must include:

- a. Academic rationale (how will this emphasis fit into the mission established by the department for the curriculum?)

The mission statement of the College of Business:

*We will produce career-ready undergraduate, MBA, and MAcc graduates prepared to face challenges and opportunities in Northeast Arkansas, the Delta, and beyond by emphasizing experiential learning opportunities, leadership, technology, a global perspective, and social responsibility/ethics. Toward this end, we will provide quality teaching, conduct applicable scholarly research, and contribute to the local community through service and to the economic development of the region through consulting and our Economic Development Center (including the SBTDC).*

The proposed MBA, Concentration in Marketing degree program fits well within this mission specifically to produce career-ready MBA graduates. According the Bureau of Labor Statistics, Occupational Employment Statistics, marketing jobs are projected to grow 9% (faster than average) from 2014-2024 and the mean salary nationally for marketing managers is \$144,140 and in Arkansas, the mean is \$134,570. Graduates of this program will be well-positioned to enter a growing field at relatively high salaries. (<https://www.bls.gov/oes/current/oes112021.htm#nat>) Components of many of the classes will include economic development and consulting opportunities that will provide students with marketing experience as well as fulfill the CoB mission to support economic development in our region.

- b. List emphasis goals (faculty or curricular goals, specific to the emphasis.)

The MBA program has a fully developed assessment plan to include the following student learning outcomes. Students will

- demonstrate an ability to communicate effectively in writing
- demonstrate an ability to deliver effective oral presentations
- demonstrate an ability to lead and productively participate in group situations
- understand the role of business ethics when solving problems and making decisions
- apply quantitative and qualitative knowledge to solve problems and make decisions

The concentration in marketing will contribute to all of these outcomes and will specifically develop students' knowledge application/problem solving skills, oral presentation skills, and leadership/group participation skills.

- d. Student population served.

MBA students

### Emphasis Student Learning Outcomes

3. Please fill out the following table to develop a continuous improvement assessment process for this emphasis.



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.

**Note: Best practices suggest an emphasis would have 1 to 3 outcomes.**

<b>Outcome 1</b>	Students will apply quantitative and qualitative knowledge to solve problems and make decisions.
Assessment Procedure Criterion	Final projects will be evaluated by the course instructor to specifically assess the manner in which both quantitative and qualitative data were used to design a marketing plan or solve a marketing problem in case analysis or for a business client.
Which courses are responsible for this outcome?	MKTG 6223 Strategic Marketing
Assessment Timetable	Fall 2019 and every two years going forward
Who is responsible for assessing and reporting on the results?	Professor of MKTG 6223 Strategic Marketing and CoB Graduate Programs Committee
<b>Outcome 2</b>	Students will demonstrate the ability to effectively deliver oral presentations.
Assessment Procedure Criterion	Final project presentations will be evaluated to specifically assess students' presentation skills using the MBA Oral Communication Rubric.
Which courses are responsible for this outcome?	MKTG 6223 Strategic Marketing
Assessment Timetable	Fall 2020 and every two years going forward
Who is responsible for assessing and reporting on the results?	Professor of MKTG 6223 Strategic Marketing and CoB Graduate Programs Committee
<b>Outcome 3</b>	Students will demonstrate the ability to lead and productively participate in group situations.
Assessment Procedure Criterion	Students work in groups for the final project and presentation. Peer evaluations are required from each individual student. Peer rating of less than 80% contribution will be considered unacceptable.
Which courses are responsible for this outcome?	MKTG 6223 Strategic Marketing
Assessment Timetable	Fall 2021 and every two years going forward
Who is responsible for assessing and reporting on the results?	Professor of MKTG 6223 Strategic Marketing and CoB Graduate Programs Committee

*Please repeat as necessary.*

## LETTER OF NOTIFICATION – 3 NEW OPTION, CONCENTRATION, EMPHASIS

(Maximum 18 semester credit hours of new theory courses and 6 credit hours of new practicum courses)

1. Institution submitting request:  
Arkansas State University
2. Contact person/title:  
Dr. Melodie Philhours
3. Phone number/e-mail address:  
870-680-8148 mphil@astate.edu
4. Proposed effective date:  
1/1/2018
5. Title of degree program: (Indicate if the degree listed above is approved for distance delivery)  
MBA
6. CIP Code:  
52.0201
7. Degree Code:  
5580
8. Proposed name of new option/concentration/emphasis:  
MBA with a Concentration in Marketing
9. Reason for proposed action:  
*This concentration will offer students a marketing specialization within the general MBA degree providing the opportunity for relatively lucrative careers in marketing management. The proposed MBA, Concentration in Marketing degree program fits well within the CoB mission specifically to produce career-ready MBA graduates. According the Bureau of Labor Statistics, Occupational Employment Statistics, marketing jobs are projected to grow 9% (faster than average) from 2014-2024 and the mean salary nationally for marketing managers is \$144,140 and in Arkansas, the mean is \$134,570. Graduates of this program will be well-positioned to enter a growing field at relatively high salaries. (<https://www.bls.gov/oes/current/oes112021.htm#nat>) Furthermore, mid-career general MBA salaries average \$104,000. Mid-career salaries with an MBA/Marketing Concentration average \$113,000. ([www.monster.com/career-advice/article/best-paying-mbas](http://www.monster.com/career-advice/article/best-paying-mbas)) Components of many of the classes will include economic development and consulting opportunities that will provide students with marketing experience as well as fulfill the CoB mission to support economic development in our region.*
10. New option/emphasis/concentration objective:  

The objective of the Concentration in Marketing is to prepare graduates for a career in marketing management in all industries locally, regionally, nationally and internationally. The curriculum is designed to complement the existing MBA curriculum and to provide specialization for marketing students. As a concentration area of the MBA degree, students will graduate with a solid foundation in all areas of business both quantitative and qualitative through the MBA core curriculum with additional study in strategic-level marketing. Specifically adding the rigorous study of strategic marketing planning to this foundation will uniquely equip students to meet the opportunities presented in this high growth career field.
11. Provide the following:

- a. Curriculum outline - List of courses in new option/concentration/emphasis – Underline required courses

MKTG 6223 Strategic Marketing (MBA Core)  
MKTG 6263 Seminar in Contemporary Marketing Issues

Select Two:

MKTG 6243 Services Marketing Strategy  
 MKTG 6213 Healthcare Marketing  
 MKTG 6233 Promotional Strategy  
 MKTG 670V Marketing Internship  
 MGMT 6463 Leadership Development  
 GSCM 6283 Global Supply Chain Management

- b. Provide degree plan that includes new option/emphasis/concentration

College of Business MBA Core Courses	27*
Concentration in Marketing	
MKTG 6223 Strategic Marketing*	
MKTG 6263 Seminar in Contemporary Marketing	
Select Two:	
MKTG 6213 Healthcare Marketing	
MKTG 6233 Promotional Strategy	
MKTG 6243 Services Marketing Strategy	
MKTG 670V Marketing Internship	
MGMT 6463 Leadership Development	
GSCM 6283 Global Supply Chain Management	9
Total Hours	36
*included in MBA Core	

- c. Total semester credit hours required for option/emphasis/concentration  
 (Option range: 9–24 semester credit hours)

12

- d. New courses and new course descriptions  
 None
- e. Goals and objectives of program option

The MBA program has a fully developed assessment plan to include the following student learning outcomes. Students will

- demonstrate an ability to communicate effectively in writing
- demonstrate an ability to deliver effective oral presentations
- demonstrate an ability to lead and productively participate in group situations
- understand the role of business ethics when solving problems and making decisions
- apply quantitative and qualitative knowledge to solve problems and make decisions

The concentration in marketing will contribute to all of these outcomes and will specifically develop students' knowledge application/problem solving skills, oral presentation skills, and leadership/group participation skills.

- f. Expected student learning outcomes

The concentration in marketing will contribute to all of these outcomes and will specifically develop students' knowledge application/problem solving skills, oral presentation skills, and leadership/group participation skills.

g. Documentation that program option meets employer needs

According to the Bureau of Labor Statistics, Occupational Employment Statistics, marketing jobs are projected to grow 9% (faster than average) from 2014-2024 and the mean salary nationally for marketing managers is \$144,140 and in Arkansas, the mean is \$134,570. Graduates of this program will be well-positioned to enter a growing field at relatively high salaries. (<https://www.bls.gov/oes/current/oes112021.htm#nat>) Furthermore, mid-career general MBA salaries average \$104,000. Mid-career salaries with an MBA/Marketing Concentration average \$113,000. ([www.monster.com/career-advice/article/best-paying-mbas](http://www.monster.com/career-advice/article/best-paying-mbas))

Employer surveys indicate significant demand for MBA with a marketing concentration in positions of marketing management and sales management. Specifically mentioned skills include analytical thinking and data-driven knowledge application, strategic content creation and vision, strong communication and leadership skills, all of which this program is designed to deliver.

h. Student demand (projected enrollment) for program option

25

i. Name of institutions offering similar program or program option and the institution(s) used as a model to develop the proposed program option  
Northwestern University, Duke University, University of Tampa, University of Chicago

12. Institutional curriculum committee review/approval date:

13. Will the new option/emphasis/concentration be offered via distance delivery? Yes  
If yes, indicate mode of distance delivery:  
Online

14. Explain in detail the distance delivery procedures to be used:  
The new concentration will be offered online in the same manner in which the current MBA is offered. The same faculty will teach courses face-to-face and online in the same semesters. We have found this to be a strength of the current MBA program. The same standards of student-to-student, student-to-faculty, and student-to-content interaction will be maintained in the required courses for the concentration as are in the current online MBA.

15. Specify the amount of additional costs required for program implementation, the source of funds, and how funds will be used.  
No additional funds needed. Program will be supported by existing faculty.

16. Provide additional program information if requested by ADHE staff.

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President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic officer: \_\_\_\_\_

Date:

Name (printed):

Code #

## Letter of Notifications

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Michelle Li	8/23/2017		<input type="text" value="ENTER DATE"/>
<b>Department Curriculum Committee Chair</b>		<b>COPE Chair (if applicable)</b>	
Melodie Philhours	8/24/2017		<input type="text" value="ENTER DATE"/>
<b>Department Chair:</b>		<b>Head of Unit (If applicable)</b>	
John Mello	9/5/2017		<input type="text" value="ENTER DATE"/>
<b>College Curriculum Committee Chair</b>		<b>Undergraduate Curriculum Council Chair</b>	
C. William Roe	9/6/2017		<input type="text" value="ENTER DATE"/>
<b>College Dean</b>		<b>Graduate Curriculum Committee Chair</b>	
	<input type="text" value="ENTER DATE"/>		<input type="text" value="ENTER DATE"/>
<b>General Education Committee Chair (If applicable)</b>		<b>Vice Chancellor for Academic Affairs</b>	

If you require to fill out a Letter of Notification, please email [curriculum@astate.edu](mailto:curriculum@astate.edu) or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.

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

Dr. Melodie Philhours

[mphil@astate.edu](mailto:mphil@astate.edu)

870-680-8148

### Guide to ADHE Letter of Notifications

All documentation to be sent to ADHE must be submitted by the Office of Academic Affairs and Research (AAR), and must go through regular curriculum process. Please see the following specific curriculum forms created for changes requiring:

	Established form
LON 3 - NEW OPTION, CONCENTRATION, EMPHASIS	New_Emphasis_Concentration_or_Option_Proposal_Form
LON 5 - DELETION (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit)	Program_Emphasis_or_Minor_Deletion_Proposal_Form
LON 11 - RECONFIGURATION OF EXISTING DEGREE PROGRAMS (Consolidation or Separation of Degrees to Create New Degree)	Reconfig_Program_Proposal_Form
For all other LONs, please utilize this form. All other LONs are included in the following pages. A guide for LON selection is available below. Please select the one you require and delete the others, and submit this form through the regular curriculum process.	

	Guide to LON Selection	IMPORTANT NOTES
LON 1	NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION OR ORGANIZATIONAL UNIT (No change in program curriculum, option/emphasis/concentration or organizational structure)	
LON 1-C	CIP CODE CHANGE REQUEST (No change in program curriculum)	Contact AAR prior to completing this paperwork.
LON 2	ESTABLISHMENT OF ADMINISTRATIVE UNIT (Center, Division or Institute not offering primary faculty appointments or certificate/degree programs)	Contact AAR prior to completing this paperwork.
LON 3	NEW OPTION, EMPHASIS or CONCENTRATION	Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form.
LON 4	ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT (Instruction, Research or Service Institute/Center fully supported by non-state funds)	Contact AAR prior to completing this paperwork.
LON 5	DELETION (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit)	Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form.
LON 6	Inactive/Reactivate Program	Contact AAR prior to completing this paperwork.
LON 7	REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS	Contact AAR prior to completing this paperwork.
LON 8	UNDERGRADUATE CERTIFICATE PROGRAM (6-21 semester credit hours)	
LON 9	UNDERGRADUATE CERTIFICATE PROGRAM (21-45 semester credit hours)  (75 percent of the coursework currently offered in existing associate or bachelor's degree program)	
LON 10	GRADUATE CERTIFICATE PROGRAM (12-21 semester credit hours)	
LON 11	RECONFIGURATION OF EXISTING DEGREE PROGRAMS (Consolidation or Separation of Degrees to Create New Degree)	Please fill out the appropriate Curriculum Proposal Form as

		outlined above. The LON is attached to this form.
LON 11A	RECONFIGURATION OF EXISTING ASSOCIATE DEGREE PROGRAM (Associate of Arts/Associate of Science changed to Associate of Applied Science) [separate form required for each degree reconfiguration]	Contact AAR prior to completing this paperwork.
LON 11C	CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM	
LON 11D	PROGRAM RECONFIGURATION Existing Certificate/Degree Reconfigured To Create New Certificate/Degree Offered on Campus and/or by Distance Technology	
LON 11M	RECONFIGURATION OF EXISTING DEGREE PROGRAMS Modification to Create New Degree (75% of coursework from existing degree)	
LON 11R	REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM (Act 747)	
LON 11T	RECONFIGURATION OF EXISTING DEGREE PROGRAMS FOR TRANSFER PURPOSES Associate of Arts (AA) or Associate of Applied Science (AAS) Reconfigured to create Associate of Science (AS) in designated field of study [A separate form is required for each degree reconfiguration]	Contact AAR prior to completing this paperwork.
LON 12	EXISTING CERTIFICATE or DEGREE PROGRAM OFFERED AT OFF-CAMPUS LOCATION	
LON 13	EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY	




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Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.

Page 63:

**The MBA with a Concentration in Supply Chain Management** program is designed to allow students to complement their studies in business administration with in-depth coverage of the core components of the supply chain functions of business as they relate to firms operating in a dynamic global business environment. Students will complete the 27 hours of the MBA core and 12 additional hours of graduate level courses in logistics.

**The MBA with a Concentration in Finance** program is designed to allow students to complement their studies in business administration with in-depth coverage of the core components of finance, including corporate finance, financial markets and institutions, and investments. Students will complete the 27 hours within the MBA core and 9 additional hours of graduate level finance coursework.

**The Graduate Certificate in Marketing** is designed for individuals who want to develop the skills needed to effectively work in today's complex marketing environment. The program provides students with in-depth coverage of the core components of marketing theory as applied in a dynamic, data-driven, digital world. Students in the program acquire the techniques and tools necessary to analyze marketing situations and develop effective integrated strategic marketing plans.

**UNCONDITIONAL ADMISSION** Applicants for the Master of Business Administration (M

### Graduate Certificate in Marketing

<b>University Requirements:</b>	
See Graduate School Degree Policies for additional information (p. 35)	
<b>Core Requirements:</b>	Sem. Hrs.
MKTG 6223 Strategic Marketing	3
MKTG 6263 Seminar in Contemporary Marketing Issues	3
<b>Select two of the following:</b>	
GSCM 6283 Global Supply Chain Management	
MGMT 6463 Leadership Development	
MKTG 6213 Healthcare Marketing	
MKTG 6233 Promotional Strategy	
MKTG 6243 Services Marketing Strategy	
MKTG 670V Marketing Internship	
<b>Sub-total</b>	<b>6</b>
<b>Total Required Hours:</b>	<b>12</b>

## LETTER OF NOTIFICATION - 10

### GRADUATE CERTIFICATE PROGRAM

(12-21 SEMESTER CREDIT HOURS)

1. Institution submitting request:
2. Contact person/title: Dr. Melodie Philhours, Chair, Department of Management & marketing
3. Phone number/e-mail address: 870-680-8148, [mphil@astate.edu](mailto:mphil@astate.edu)
4. Proposed effective date: January 1, 2018
5. Name of proposed Graduate Certificate Program (Program must consist of 12-21 semester credit hours from existing graduate courses).

Graduate Certificate in Marketing

6. Proposed CIP Code: 52.1401
7. Reason for proposed program implementation:

The purpose of this program is to offer an opportunity for individuals seeking promotion within an organization or to move outside the organization to increase skill in marketing. Furthermore, this program offers access to graduate business study for those hesitant to commit to the complete MBA program.

The proposed Graduate Certificate in Marketing program fits well within the mission of the A-State College of Business specifically to produce career-ready individuals. According the Bureau of Labor Statistics, Occupational Employment Statistics, marketing jobs are projected to grow 9% (faster than average) from 2014-2024 and the mean salary nationally for marketing managers is \$144,140 and in Arkansas, the mean is \$134,570. Individuals who complete this program will be well-positioned to enter a growing field at relatively high salaries.

<https://www.bls.gov/oes/current/oes112021.htm#nat>

8. Provide the following:
  - a. Curriculum outline - List of courses in new program – Underline required courses

MKTG 6223 Strategic Marketing

MKTG 6263 Seminar in Contemporary Marketing Issues

Select Two:

MKTG 6243 Services Marketing Strategy

MKTG 6213 Healthcare Marketing

MKTG 6233 Promotional Strategy

MKTG 670V Marketing Internship

GSCM 6283 Global Supply Chain Management

- b. Total semester credit hours required (Program range: 12-21 graduate semester credit hours)

12

- c. New courses and course descriptions

No new courses are needed.

d. Program goals and objectives

This certificate will be considered a sub-segment of the MBA program. The MBA program has a fully developed assessment plan to include the following student learning outcomes.

Students will

- demonstrate an ability to communicate effectively in writing
- demonstrate an ability to deliver effective oral presentations
- demonstrate an ability to lead and productively participate in group situations
- understand the role of business ethics when solving problems and making decisions
- apply quantitative and qualitative knowledge to solve problems and make decisions

The Graduate Certificate in Marketing will contribute to all of these outcomes and will specifically develop students' knowledge application/problem solving skills, oral presentation skills, and leadership/group participation skills.

e. Expected student learning outcomes

The Graduate Certificate in Marketing will specifically develop students' knowledge application/problem solving skills, oral presentation skills, and leadership/group participation skills.

f. Documentation that program meets employer needs

According to the Bureau of Labor Statistics, Occupational Employment Statistics, marketing jobs are projected to grow 9% (faster than average) from 2014-2024 and the mean salary nationally for marketing managers is \$144,140 and in Arkansas, the mean is \$134,570. Graduates of this program will be well-positioned to enter a growing field at relatively high salaries. (<https://www.bls.gov/oes/current/oes112021.htm#nat>) Furthermore, mid-career general MBA salaries average \$104,000. Mid-career salaries with an MBA/Marketing Concentration average \$113,000. ([www.monster.com/career-advice/article/best-paying-mbas](http://www.monster.com/career-advice/article/best-paying-mbas))

Employer surveys indicate significant demand for MBA with a marketing concentration in positions of marketing management and sales management. Specifically mentioned skills include analytical thinking and data-driven knowledge application, strategic content creation and vision, strong communication and leadership skills, all of which this program is designed to deliver.

g. Student demand (projected enrollment) for program

30

h. Name of institutions offering similar program and the institution(s) used as a model to develop the proposed program

Northwestern University, Duke University, University of Tampa, University of Chicago

i. Scheduled program review date (within 10 years of program implementation)

2022

9. Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (A graduate certificate offered for teacher/educator administrator licensure must be reviewed/approved by the Arkansas Department of Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form must be submitted to ADHE along with the Letter of Notification.)

10. Institutional curriculum committee review/approval date:

11. Will this program be offered on-campus, off-campus or via distance delivery? If yes, indicate mode of distance delivery.

No

12. Identify off-campus location. Provide a copy of e-mail notification to other institutions in the area of the proposed off-campus program offering.

13. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer:

Date:

## Bulletin / Banner Change Transmittal Form

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Michelle Li	8/23/2017	<input type="text" value="ENTER DATE"/>
<b>Department Curriculum Committee Chair</b>		<b>COPE Chair (if applicable)</b>
Melodie Philhours	8/24/2017	<input type="text" value="ENTER DATE"/>
<b>Department Chair:</b>		<b>Head of Unit (If applicable)</b>
John Mello	9/5/2017	<input type="text" value="ENTER DATE"/>
<b>College Curriculum Committee Chair</b>		<b>Undergraduate Curriculum Council Chair</b>
C. William Roe	9/21/2017	<input type="text" value="ENTER DATE"/>
<b>College Dean</b>		<b>Graduate Curriculum Committee Chair</b>
<input type="text" value="ENTER DATE"/>	<input type="text" value="ENTER DATE"/>	<input type="text" value="ENTER DATE"/>
<b>General Education Committee Chair (If applicable)</b>		<b>Vice Chancellor for Academic Affairs</b>

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

Dr. Melodie Philhours  
[mphil@astate.edu](mailto:mphil@astate.edu)  
 870-680-8148

### 2.Proposed Change

Delete "Development" from the title of the course MKTG 6243 Services Marketing Strategy Development.  
 Delete "Planning" from the title of the course MKTG 6233 Promotional Strategy Planning.

### 3.Effective Date

1/1/2018

### 4.Justification – Please provide details as to why this change is necessary.

Simplify and shorten the names of these courses for ease of identification and discussion.

**Please note – any change to course number or course prefix should utilize the 'Course Deletion' form.**




## Bulletin Changes

### Instructions

Please visit <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 →  **Format Painter**, and selecting the text you would like to apply the change to.

Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.

Page 303:

**Marketing (MKTG) MKTG 6093. Directed Individual Study** Detailed individual research directed by graduate faculty, resulting in a paper and presentation. Consent of instructor and approval of prospectus by graduate business programs director required.

**MKTG 6213. Healthcare Marketing Management** of the interface between healthcare providers and the external environment to promote and position healthcare organizations.

**MKTG 6223. Strategic Marketing** Examines the concepts and processes for gaining competitive advantage in the marketplace. Students will investigate and develop strategies relating to the escalating importance of providing customer satisfaction, responses to diversity in the marketplace, development of new products, and recognition of the challenges from global competition.

**MKTG 6233. Promotional Strategy Planning** Planning and analysis of the promotion mix in the areas of advertising, public relations, personal selling, and sales promotion with particular emphasis upon the marketing implications and future direction of such issues. The focus is on current readings, case analyses, guest speakers, and development of promotional strategy plans.

**MKTG 6243. Services Marketing Strategy Development** Approaches for establishing distinctive marketing strategies in for-profit/not-for-profit firms relative to service demanded by customers are developed. Included will be analysis of various service providers competing successfully for customers in the global market.

**Please note – any change to course number or course prefix should utilize the 'Course Deletion' form.**



Code #

## Program, Minor, or Emphasis Deletion Proposal Form

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Stacy E. Walz	6/8/2017
---------------	----------

**Department Curriculum Committee Chair**

**COPE Chair (if applicable)**

Stacy E. Walz	6/8/2017
---------------	----------

**Department Chair:**

**Head of Unit (If applicable)**

Deanna Barymon	9/1/2017
----------------	----------

**College Curriculum Committee Chair**

**Undergraduate Curriculum Council Chair**

Susan Hanrahan	9/1/2017
----------------	----------

**College Dean**

**Graduate Curriculum Committee Chair**

**General Education Committee Chair (If applicable)**

**Vice Chancellor for Academic Affairs**

**1. Title of Program, Minor, or Emphasis**

Graduate Certificate in Aging Studies

**2. Contact Person** (Name, Email Address, Phone Number)

Stacy Walz, [swalz@astate.edu](mailto:swalz@astate.edu), 972-2514

**3. Last semester program/minor/emphasis will be offered**

Spring 2017

Please clarify by selecting one of the following:

- a.  Remove Program from bulletin for Fall of 2017
- b.  Other -

#### **4. Student Population**

- a. The Program was initially created for what student population?  
Working healthcare professionals wishing to earn a graduate certificate on its own, or as a track of the MSHS, to become eligible for advancement and/or expanded positions within their field.
- b. How will deletion of this Program affect those students?  
They will have to consider other options for a graduate degree. Most of our healthcare programs have their own discipline-specific graduate degrees, and there are options available in other colleges on campus, such as the School of Business and the School of Education.

#### **College, Departmental, or Program Changes**

5. a. How will this affect the college, department, and/or program?  
Several courses will no longer be offered, but since there were no faculty specifically designated to teach these courses, it will not impact the College of Nursing & Health Professions in any negative way.
  - b. Does this program/minor/emphasis affect another department? No  
If yes, please provide contact information from the Dean, Department Head, and/ or Program Director whose area this affects.
  - c. Please provide a short justification for why this program/minor/emphasis is being deleted from program.  
Diminishing student interest; other options available for graduate degrees in our college and at ASU-Jonesboro.
- 6. Is there currently a program/minor/emphasis listed in the bulletin which is equivalent to this one? No**  
If yes, which program/minor/emphasis(s)?
- 7. Will this current program/minor/emphasis be equivalent to a new program/minor/emphasis? No**  
If yes, what program/minor/emphasis?


## Bulletin Changes

### Instructions

Please visit <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.**

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Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.

Pg. 211

The College of Nursing and Health Professions offers a number of graduate level programs: ~~the Graduate Certificate in Aging Studies~~, the Graduate Certificate in Health Sciences Education, the Graduate Certificate in Healthcare Emergency Management, the Graduate Certificate in Healthcare Management, the Graduate Certificate in Addiction Studies, the Master of Communication Disorders (M.C.D.), the Doctor of Physical Therapy (D.P.T.), the Doctor of Occupational Therapy (OTD), the Master of Science in Health Sciences (M.S.H.S.), ~~the Master of Science in Nursing (M.S.N.), the Master of Science in Nursing in Nurse Anesthesia (M.S.N.) the Master of Science in Disaster Preparedness and Emergency Management (M.S.), the Master of Social Work (M.S.W.) and the Doctorate of Nursing Practice (D.N.P.).~~

Pg 245

### ~~Graduate Certificate in Aging Studies~~

~~The goal of this program is to provide the foundation and interdisciplinary framework necessary for understanding aging processes and issues. The program enhances the development of an understanding and appreciation for the aging processes through knowledge of physical, psychological and social aspects of aging.~~

#### ~~OBJECTIVES~~

- ~~• Understand the variety of contexts in which aging can be examined and their implications for practice;~~
- ~~• Identify how older persons are affected by the person-environment interaction;~~
- ~~• Identify and describe bio/psycho/social concepts and theories used to study aging;~~
- ~~• Recognize the influence of theories of aging on policies and procedures in practice;~~

- Understand the challenges and opportunities facing individuals, families and societies as members age chronologically and functionally;
- Recognize the relevance of age-related differences and changes over time in processes associated with aging within the context of applied research;
- Understand the ethical, legal, legislative, leisure and educational dimensions important in the field of aging;
- Understand critical thinking, problem-solving, and effective communication techniques relative to life-span development that affect personal awareness and behavior.

#### ADMISSION REQUIREMENTS

Applicants must meet the admission requirements of Graduate Admissions. To apply, obtain an application form from Graduate Admissions. Send completed application form, required application fee, and official transcripts of all undergraduate and graduate course work to Graduate Admissions.

#### Aging Studies

##### Graduate Certificate

##### University Requirements:

See Graduate Degree Policies for additional information (p. 35)

##### Core Requirements: Sem. Hrs.

HP 5233, Issues in Aging 3

HP 6013, Interdisciplinary Capstone—Aging Studies 3

HP 6233, Aging in Community 3

HP 6333, Enrichment in Aging 3

NURS 5013, Health and Aging 3

Sub-total 15

Total Required Hours: 15

## LETTER OF NOTIFICATION – 5

### DELETION

(Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit)

1. Institution submitting request: *Arkansas State University- Jonesboro*
2. Contact person/title: *Stacy Walz, Department Chair of CLS, Assistant Dean for Special Projects, College of Nursing & Health Professions*
3. Phone number/e-mail address: *(870) 972-2514, [swalz@astate.edu](mailto:swalz@astate.edu)*
4. Proposed effective date: *Immediately*
5. Title of certificate, degree program, option/emphasis/concentration, or organizational unit: *Graduate Certificate in Aging Studies*
6. CIP Code:
7. Degree Code:
8. Reason for deletion: *Diminishing student interest; other options for graduate degrees available to these students.*
9. Number of students still enrolled in program: *12 pursuing the MSHS, 1 seeking the Aging Studies certificate*
10. Expected graduation date of last student: *Spring 2019*
11. Name of courses that will be deleted as a result of this action: *After all remaining students have successfully completed the courses required for the degree, the following courses will be deleted: HP 660V Internship in Health Sciences, HP 670V Thesis in Health Sciences, HP 6013 Interdisciplinary Capstone in Aging Studies, HP 6022 Clinical Education Methods, HP 6023 Health Policy & Economic Issues, HP 620V Independent Study in Health Sciences.*
12. How will students in the deleted program be accommodated? *A teach-out plan was developed such that the remaining student will be able to complete the curriculum, and the individualized plan was communicated to that student.*
13. Provide documentation of written notification to students currently enrolled in program.

*Email sent to enrolled students as soon as the announcement was made:*

**From:** Edwin Wallace

**Sent:** Monday, February 27, 2017 3:20 PM

**To:** Edwin Wallace <[ewallace@astate.edu](mailto:ewallace@astate.edu)>  
**Cc:** Stacy Walz <[swalz@astate.edu](mailto:swalz@astate.edu)>  
**Subject:** MSHS Degree Information

Good afternoon,

As you may know, the College of Nursing & Health Professions recently completed a review of the MSHS Degree Program. After reviewing the results, it has been determined that the MSHS Degree will be phased out. As of Spring 2017, new students will not be admitted into the degree program. I assure you that those who are actively seeking the degree will be able to finish the degree. However, this will require some planning and dedication to ensure that you are able to graduate. I have been informed that the last semester for MSHS graduation will be Spring 2019. Once the University course schedule is published March 8, 2017, I will develop a Degree Completion Plan for each student actively seeking the degree. I must emphasize that students will need to adhere to the plan in order to complete the degree, as some courses will be offered for the last time as early as Summer 2017. I apologize for the inconvenience related to this development, but, again, assure you that I will do my best to keep you on track for graduation. My goal is to have a tentative plan for each student by Friday, March 10. I will work with each of you individually to determine the best course of action for degree completion. In the meantime, you can direct any questions or concerns to me or Dr. Walz at [swalz@astate.edu](mailto:swalz@astate.edu).



**Edwin Wallace**

*Health Professions Academic Advisor  
College of Nursing & Health Professions*

Arkansas State University - Jonesboro  
P.O. Box 910 | State University, AR 72467

Office: (870) 972-3073 | Direct Line: (870) 972-3713 | Fax: (870) 972-3485

[ewallace@astate.edu](mailto:ewallace@astate.edu) | <http://www.astate.edu>

*Email sent to an enrolled student; a teach-out plan using the template below was attached:*

**From:** Edwin Wallace  
**Sent:** Tuesday, March 21, 2017 3:10 PM  
**To:** 'elizabeth.mcdermott@smail.astate.edu' <[elizabeth.mcdermott@smail.astate.edu](mailto:elizabeth.mcdermott@smail.astate.edu)>  
**Subject:** MSHS Degree Completion Plan

Good afternoon,

Dr. Walz and I have been working on the plan for several days. I think that we have developed a plan for completion for your degree. Given the history of course offerings, you will be able to graduate during Spring 2019. Some of the courses that we have recommended for Summer of Fall of this year, may not appear in the Banner System, as we have decided to add some more courses. If you have any questions please let me know.

Edwin



**Edwin Wallace**

*Health Professions Academic Advisor  
College of Nursing & Health Professions*

Arkansas State University - Jonesboro  
P.O. Box 910 | State University, AR 72467

Office: (870) 972-3073 | Direct Line: (870) 972-3713 | Fax: (870) 972-3485

[ewallace@astate.edu](mailto:ewallace@astate.edu) | <http://www.astate.edu>

**MASTER OF SCIENCE IN HEALTH SCIENCE DEGREE CHECKSHEET**

Student ID \_\_\_\_\_ Name \_\_\_\_\_

Core (15 credits)			Other: (6 credits)		
HP 6113	U.S. Health Care		HP 6701-6	Thesis	
NURS 6103	Research Design & Methodology		- or -		
HP 6033	Data Analysis in Health Professions		HP 6601-6	Internship	
NURS 6843	Ethics of Health Care				
NURS 6303	Health Care Issues/Policy				

For completion of the MSHS degree, students are required to take the MSHS core courses and complete either a thesis (6 hrs.) or an internship (6 hrs.). In addition to the core courses, students must complete the requirements for at least one graduate certificate. Graduate certificate options are Aging Studies (21 hrs.), Health Sciences Education (21 hrs.), Addiction Studies (21 hrs.), or Health Care Management (21 hrs.).

Certificate Only

**Graduate Certificate Options**

Graduate Certificates may be taken as a 21 credit certificate program or in combination with the MSHS degree.

Graduate Certificate in Health Sciences Education (21 credits)		
Required:		
ELCI 6533	Theories of Instruction	
HP 6053	The Professorate	
HP 6043	Measurements and Evaluation in Health Science	
ELFN 6763	Philosophies of Education	
NURS 6623	Curriculum Development in Health Professions	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	
HP 6022	Clinical Education Methods	
HP 6201-3	Independent Study	

Graduate Certificate in Aging Studies (21 credits)		
Required:		
NURS 5013	Physical Health and Aging	
HP 5233	Issues in Aging	
HP 6233	Aging in the Community	
HP 6333	Enrichment in Aging	
HP 6013	Interdisciplinary Capstone-Aging Studies	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	

Graduate Certificate in Health Care Management (21 credits)		
Required:		
HP 6313	Topics in Healthcare Management	
HP 6323	Healthcare Law and Quality Improvement	
NURS 687V	Healthcare Management Seminar	
MGMT 6003	Organizational Behavior in Healthcare Organizations	
MIS 6513	Healthcare Informatics	
NURS 6353	Budgeting and Financial Management	
Electives: (3 credits)		
MKTG 6213	Healthcare Marketing	
MGMT 6013	Human Resource Management for Healthcare Organizations	

Graduate Certificate in Addiction Studies (21 credits)		
Required:		
SW 6003	Psychopathology for Social Workers	
SW 5323	Substance Abuse and Dependence Intervention	
SW 6053	Clinical Practice with Groups	
SW 6033	Clinical Practice with Individuals	
SW 6323	Clinical Interventions with Substance Abuse	
Electives: (6 credits)		
SW 6803	Full-Time Advanced Field I	
SW 6813	Full-Time Advanced Field II	
- or -		
SW 6821	Part-Time Advanced Field I	
SW 6822	Part-Time Advanced Field II	
SW 6831	Part-Time Advanced Field III	
SW 6832	Part-Time Advanced Field IV	

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

14. Indicate the amount of program funds available for reallocation: *No funding was specifically tied to this program*



15. Provide additional program information if requested by ADHE staff.

---

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic officer: \_\_\_\_\_

Date:

Name (printed):

## Program, Minor, or Emphasis Deletion Proposal Form

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Stacy E. Walz	6/8/2017
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**Department Curriculum Committee Chair**

**COPE Chair (if applicable)**

Stacy E. Walz	6/8/2017
---------------	----------

**Department Chair:**

**Head of Unit (If applicable)**

Deanna Barymon	9/1/2017
----------------	----------

**College Curriculum Committee Chair**

**Undergraduate Curriculum Council Chair**

Susan Hanrahan	9/1/2017
----------------	----------

**College Dean**

**Graduate Curriculum Committee Chair**

**General Education Committee Chair (If applicable)**

**Vice Chancellor for Academic Affairs**

**1. Title of Program, Minor, or Emphasis**

Graduate Certificate in Health Sciences Education

**2. Contact Person** (Name, Email Address, Phone Number)

Stacy Walz, [swalz@astate.edu](mailto:swalz@astate.edu), 972-2514

**3. Last semester program/minor/emphasis will be offered**

Spring 2017

Please clarify by selecting one of the following:

- a.  Remove Program from bulletin for Fall of 2017
- b.  Other -

#### **4. Student Population**

- a. The Program was initially created for what student population?  
Working healthcare professionals wishing to earn a graduate certificate on its own, or as a track of the MSHS, to become eligible for advancement and/or expanded positions within their field.
- b. How will deletion of this Program affect those students?  
They will have to consider other options for a graduate degree. Most of our healthcare programs have their own discipline-specific graduate degrees, and there are options available in other colleges on campus, such as the School of Business and the School of Education.

#### **College, Departmental, or Program Changes**

5. a. How will this affect the college, department, and/or program?  
Several courses will no longer be offered, but since there were no faculty specifically designated to teach these courses, it will not impact the College of Nursing & Health Professions in any negative way.
  - b. Does this program/minor/emphasis affect another department? No  
If yes, please provide contact information from the Dean, Department Head, and/ or Program Director whose area this affects.
  - c. Please provide a short justification for why this program/minor/emphasis is being deleted from program.  
Diminishing student interest; other options available for graduate degrees in our college and at ASU-Jonesboro.
- 6. Is there currently a program/minor/emphasis listed in the bulletin which is equivalent to this one? No**  
If yes, which program/minor/emphasis(s)?
- 7. Will this current program/minor/emphasis be equivalent to a new program/minor/emphasis? No**  
If yes, what program/minor/emphasis?


## Bulletin Changes

### Instructions

Please visit <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 →  **Format Painter**, and selecting the text you would like to apply the change to.

Please visit <https://youtu.be/yjdL2n4IZm4> for more detailed instructions.

Pg. 211

The College of Nursing and Health Professions offers a number of graduate level programs: the Graduate Certificate in Aging Studies, ~~the Graduate Certificate in Health Sciences Education~~, the Graduate Certificate in Healthcare Emergency Management, the Graduate Certificate in Healthcare Management, the Graduate Certificate in Addiction Studies, the Master of Communication Disorders (M.C.D.), the Doctor of Physical Therapy (D.P.T.), the Doctor of Occupational Therapy (OTD), the Master of Science in Health Sciences (M.S.H.S.), ~~the Master of Science in Nursing (M.S.N.), the Master of Science in Nursing in Nurse Anesthesia (M.S.N.) the Master of Science in Disaster Preparedness and Emergency Management (M.S.), the Master of Social Work (M.S.W.) and the Doctorate of Nursing Practice (D.N.P.).~~

Pg 243

~~Graduate Certificate in Health Sciences Education~~

~~Health Sciences Education~~

~~Graduate Certificate~~

~~University Requirements:~~

~~See Graduate Degree Policies for additional information (p. 35)~~

~~Core Requirements: Sem. Hrs:~~

~~ELCI 6533, Theories of Instruction 3~~

~~ELFN 6763, Philosophies of Education 3~~

~~HP 6043, Measurement and Evaluation in Health Sciences 3~~

~~HP 6053, The Professorate 3~~

~~NURS 6623, Curriculum Development in Health Professions 3~~

~~Sub-total 15~~

~~Electives: Sem. Hrs.~~

~~Select six hours from the following:~~

~~HP 5103, Patient Education: Teaching and Learning in Health Professions~~

~~HP 5113, Leadership in Health Professions~~

~~HP 6022, Clinical Education Methods~~

~~HP 620V, Independent Study~~

~~NURS 6001, Health Care Information Resources~~

~~NURS 6833, American Health Care Systems: Historical Perspectives~~

~~6~~

~~Total Required Hours: 21~~

## LETTER OF NOTIFICATION – 5

### DELETION

(Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit)

1. Institution submitting request: *Arkansas State University- Jonesboro*
2. Contact person/title: *Stacy Walz, Department Chair of CLS, Assistant Dean for Special Projects, College of Nursing & Health Professions*
3. Phone number/e-mail address: *(870) 972-2514, [swalz@astate.edu](mailto:swalz@astate.edu)*
4. Proposed effective date: *Immediately*
5. Title of certificate, degree program, option/emphasis/concentration, or organizational unit: *Graduate Certificate in Health Sciences Education*
6. CIP Code:
7. Degree Code:
8. Reason for deletion: *Diminishing student interest; other options for graduate degrees available to these students.*
9. Number of students still enrolled in program: *12 pursuing the MSHS, 5 of whom are seeking the Health Sciences Education certificate for their chosen MSHS track*
10. Expected graduation date of last student: *Spring 2019*
11. Name of courses that will be deleted as a result of this action: *After all remaining students have successfully completed the courses required for the degree, the following courses will be deleted: HP 660V Internship in Health Sciences, HP 670V Thesis in Health Sciences, HP 6013 Interdisciplinary Capstone in Aging Studies, HP 6022 Clinical Education Methods, HP 6023 Health Policy & Economic Issues, HP 620V Independent Study in Health Sciences.*
12. How will students in the deleted program be accommodated? *A teach-out plan was developed such that the remaining 5 students will be able to complete the curriculum for the MSHS with Health Sciences Education track, and the individualized plans were communicated to each student.*
13. Provide documentation of written notification to students currently enrolled in program.

*Email sent to enrolled students as soon as the announcement was made:*

**From:** Edwin Wallace  
**Sent:** Monday, February 27, 2017 3:20 PM  
**To:** Edwin Wallace <[ewallace@astate.edu](mailto:ewallace@astate.edu)>  
**Cc:** Stacy Walz <[swalz@astate.edu](mailto:swalz@astate.edu)>  
**Subject:** MSHS Degree Information

Good afternoon,

As you may know, the College of Nursing & Health Professions recently completed a review of the MSHS Degree Program. After reviewing the results, it has been determined that the MSHS Degree will be phased out. As of Spring 2017, new students will not be admitted into the degree program. I assure you that those who are actively seeking the degree will be able to finish the degree. However, this will require some planning and dedication to ensure that you are able to graduate. I have been informed that the last semester for MSHS graduation will be Spring 2019. Once the University course schedule is published March 8, 2017, I will develop a Degree Completion Plan for each student actively seeking the degree. I must emphasize that students will need to adhere to the plan in order to complete the degree, as some courses will be offered for the last time as early as Summer 2017. I apologize for the inconvenience related to this development, but, again, assure you that I will do my best to keep you on track for graduation. My goal is to have a tentative plan for each student by Friday, March 10. I will work with each of you individually to determine the best course of action for degree completion. In the meantime, you can direct any questions or concerns to me or Dr. Walz at [swalz@astate.edu](mailto:swalz@astate.edu).



**Edwin Wallace**  
*Health Professions Academic Advisor*  
*College of Nursing & Health Professions*

Arkansas State University - Jonesboro  
P.O. Box 910 | State University, AR 72467

Office: (870) 972-3073 | Direct Line: (870) 972-3713 | Fax: (870) 972-3485

[ewallace@astate.edu](mailto:ewallace@astate.edu) | <http://www.astate.edu>

*Email sent to an enrolled student; a teach-out plan using the template below was attached:*

**From:** Edwin Wallace  
**Sent:** Tuesday, March 21, 2017 3:10 PM

**To:** 'elizabeth.mcdermott@smail.astate.edu' <[elizabeth.mcdermott@smail.astate.edu](mailto:elizabeth.mcdermott@smail.astate.edu)>

**Subject:** MSHS Degree Completion Plan

Good afternoon,

Dr. Walz and I have been working on the plan for several days. I think that we have developed a plan for completion for your degree. Given the history of course offerings, you will be able to graduate during Spring 2019. Some of the courses that we have recommended for Summer of Fall of this year, may not appear in the Banner System, as we have decided to add some more courses. If you have any questions please let me know.

Edwin



**Edwin Wallace**

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**MASTER OF SCIENCE IN HEALTH SCIENCE DEGREE CHECKSHEET**

Student ID \_\_\_\_\_ Name \_\_\_\_\_

Core (15 credits)			Other: (6 credits)		
HP 6113	U.S. Health Care		HP 6701-6	Thesis	
NURS 6103	Research Design & Methodology		- or -		
HP 6033	Data Analysis in Health Professions		HP 6601-6	Internship	
NURS 6843	Ethics of Health Care				
NURS 6303	Health Care Issues/Policy				

For completion of the MSHS degree, students are required to take the MSHS core courses and complete either a thesis (6 hrs.) or an internship (6 hrs.). In addition to the core courses, students must complete the requirements for at least one graduate certificate. Graduate certificate options are Aging Studies (21 hrs.), Health Sciences Education (21 hrs.), Addiction Studies (21 hrs.), or Health Care Management (21 hrs.).

Certificate Only

**Graduate Certificate Options**

Graduate Certificates may be taken as a 21 credit certificate program or in combination with the MSHS degree.

Graduate Certificate in Health Sciences Education (21 credits)		
Required:		
ELCI 6533	Theories of Instruction	
HP 6053	The Professorate	
HP 6043	Measurements and Evaluation in Health Science	
ELFN 6763	Philosophies of Education	
NURS 6623	Curriculum Development in Health Professions	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	
HP 6022	Clinical Education Methods	
HP 6201-3	Independent Study	

Graduate Certificate in Aging Studies (21 credits)		
Required:		
NURS 5013	Physical Health and Aging	
HP 5233	Issues in Aging	
HP 6233	Aging in the Community	
HP 6333	Enrichment in Aging	
HP 6013	Interdisciplinary Capstone-Aging Studies	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	

Graduate Certificate in Health Care Management (21 credits)		
Required:		
HP 6313	Topics in Healthcare Management	
HP 6323	Healthcare Law and Quality Improvement	
NURS 687V	Healthcare Management Seminar	
MGMT 6003	Organizational Behavior in Healthcare Organizations	
MIS 6513	Healthcare Informatics	
NURS 6353	Budgeting and Financial Management	
Electives: (3 credits)		
MKTG 6213	Healthcare Marketing	
MGMT 6013	Human Resource Management for Healthcare Organizations	

Graduate Certificate in Addiction Studies (21 credits)		
Required:		
SW 6003	Psychopathology for Social Workers	
SW 5323	Substance Abuse and Dependence Intervention	
SW 6053	Clinical Practice with Groups	
SW 6033	Clinical Practice with Individuals	
SW 6323	Clinical Interventions with Substance Abuse	
Electives: (6 credits)		
SW 6803	Full-Time Advanced Field I	
SW 6813	Full-Time Advanced Field II	
- or -		
SW 6821	Part-Time Advanced Field I	
SW 6822	Part-Time Advanced Field II	
SW 6831	Part-Time Advanced Field III	
SW 6832	Part-Time Advanced Field IV	

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

14. Indicate the amount of program funds available for reallocation: *No funding was specifically tied to this program*

15. Provide additional program information if requested by ADHE staff.

---

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic officer: \_\_\_\_\_

Date:

Name (printed):

Code #

## Program, Minor, or Emphasis Deletion Proposal Form

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Stacy E. Walz	6/8/2017
---------------	----------

**Department Curriculum Committee Chair**

**COPE Chair (if applicable)**

Stacy E. Walz	6/8/2017
---------------	----------

**Department Chair:**

**Head of Unit (If applicable)**

Deanna Barymon	9/1/2017
----------------	----------

**College Curriculum Committee Chair**

**Undergraduate Curriculum Council Chair**

Susan Hanrahan	9/1/2017
----------------	----------

**College Dean**

**Graduate Curriculum Committee Chair**

**General Education Committee Chair (If applicable)**

**Vice Chancellor for Academic Affairs**

**1. Title of Program, Minor, or Emphasis**

Graduate Certificate in Health Care Management

**2. Contact Person** (Name, Email Address, Phone Number)

Stacy Walz, [swalz@astate.edu](mailto:swalz@astate.edu), 972-2514

**3. Last semester program/minor/emphasis will be offered**

Spring 2017

Please clarify by selecting one of the following:

- a.  Remove Program from bulletin for Fall of 2017
- b.  Other -

#### **4. Student Population**

- a. The Program was initially created for what student population?  
Working healthcare professionals wishing to earn a graduate certificate on its own, or as a track of the MSHS, to become eligible for advancement and/or expanded positions within their field.
- b. How will deletion of this Program affect those students?  
They will have to consider other options for a graduate degree. Most of our healthcare programs have their own discipline-specific graduate degrees, and there are options available in other colleges on campus, such as the School of Business and the School of Education.

#### **College, Departmental, or Program Changes**

5. a. How will this affect the college, department, and/or program?  
Several courses will no longer be offered, but since there were no faculty specifically designated to teach these courses, it will not impact the College of Nursing & Health Professions in any negative way.
  - b. Does this program/minor/emphasis affect another department? No  
If yes, please provide contact information from the Dean, Department Head, and/ or Program Director whose area this affects.
  - c. Please provide a short justification for why this program/minor/emphasis is being deleted from program.  
Diminishing student interest; other options available for graduate degrees in our college and at ASU-Jonesboro.
- 6. Is there currently a program/minor/emphasis listed in the bulletin which is equivalent to this one? No**  
If yes, which program/minor/emphasis(s)?
- 7. Will this current program/minor/emphasis be equivalent to a new program/minor/emphasis? No**  
If yes, what program/minor/emphasis?


## Bulletin Changes

### Instructions

Please visit <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 →  **Format Painter**, and selecting the text you would like to apply the change to.

Please visit <https://youtu.be/yjdL2n4IZm4> for more detailed instructions.

Pg. 211

The College of Nursing and Health Professions offers a number of graduate level programs: the Graduate Certificate in Aging Studies, the Graduate Certificate in Health Sciences Education, the Graduate Certificate in Healthcare Emergency Management, ~~the Graduate Certificate in Healthcare Management,~~ the Graduate Certificate in Addiction Studies, the Master of Communication Disorders (M.C.D.), the Doctor of Physical Therapy (D.P.T.), the Doctor of Occupational Therapy (OTD), the Master of Science in Health Sciences (M.S.H.S.), ~~the Master of Science in Nursing (M.S.N.),~~ the Master of Science in Nursing in Nurse Anesthesia (M.S.N.) the Master of Science in Disaster Preparedness and Emergency Management (M.S.), the Master of Social Work (M.S.W.) and the Doctorate of Nursing Practice (D.N.P.).

Pg 244

### ~~Graduate Certificate in Health Care Management~~

~~The goal of this program is:~~

- ~~• To provide students with knowledge of the critical issues and concepts for effective management of health care organizations.~~
- ~~• To facilitate integration of key elements of effective health care management and how they work jointly to enhance the quality of healthcare and the performance of health care managers, and thus, the overall performance of the health care organization itself.~~
- ~~• To emphasize the importance of all aspects of health care management and their relationship in achieving and maintaining professionalism in internal/external customer relationships.~~
- ~~• To facilitate effective decision making in the day to day operations of the management of health care organizations.~~

~~• To provide the understanding of health care management processes and practices as they apply to diverse health care settings in such a way that they support long-term advancement and career opportunities in health care management.~~

~~Health Care Management~~

~~Graduate Certificate~~

~~University Requirements:~~

~~See Graduate Degree Policies for additional information (p. 35)~~

~~Core Requirements: Sem. Hrs.~~

~~FIN 6813, Healthcare Finance 3~~

~~HP 6313, Topics in Healthcare Management 3~~

~~HP 6323, Healthcare Law and Quality Improvement 3~~

~~MGMT 6003, Organizational Behavior in Healthcare Organizations 3~~

~~MIS 6513, Healthcare Informatics 3~~

~~NURS 680V, Healthcare Management Seminar 3~~

~~Sub-total 18~~

~~Electives: Sem. Hrs.~~

~~MGMT 6013, Human Resource Management for Health Care Organizations OR~~

~~MKTG 6213, Healthcare Marketing~~

~~3~~

~~Total Required Hours: 21~~

## LETTER OF NOTIFICATION – 5

### DELETION

(Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit)

1. Institution submitting request: *Arkansas State University- Jonesboro*
2. Contact person/title: *Stacy Walz, Department Chair of CLS, Assistant Dean for Special Projects, College of Nursing & Health Professions*
3. Phone number/e-mail address: *(870) 972-2514, [swalz@astate.edu](mailto:swalz@astate.edu)*
4. Proposed effective date: *Immediately*
5. Title of certificate, degree program, option/emphasis/concentration, or organizational unit: *Graduate Certificate in Health Care Management*
6. CIP Code:
7. Degree Code:
8. Reason for deletion: *Diminishing student interest; other options for graduate degrees available to these students.*
9. Number of students still enrolled in program: *12 pursuing the MSHS, 6 of whom are seeking the Health Care Management certificate for their chosen MSHS track*
10. Expected graduation date of last student: *Spring 2019*
11. Name of courses that will be deleted as a result of this action: *After all remaining students have successfully completed the courses required for the degree, the following courses will be deleted: HP 660V Internship in Health Sciences, HP 670V Thesis in Health Sciences, HP 6013 Interdisciplinary Capstone in Aging Studies, HP 6022 Clinical Education Methods, HP 6023 Health Policy & Economic Issues, HP 620V Independent Study in Health Sciences.*
12. How will students in the deleted program be accommodated? *A teach-out plan was developed such that the remaining 6 students will be able to complete the curriculum for the MSHS with Health Care Management track, and the individualized plans were communicated to each student.*
13. Provide documentation of written notification to students currently enrolled in program.

*Email sent to enrolled students as soon as the announcement was made:*

**From:** Edwin Wallace  
**Sent:** Monday, February 27, 2017 3:20 PM  
**To:** Edwin Wallace <[ewallace@astate.edu](mailto:ewallace@astate.edu)>  
**Cc:** Stacy Walz <[swalz@astate.edu](mailto:swalz@astate.edu)>  
**Subject:** MSHS Degree Information

Good afternoon,

As you may know, the College of Nursing & Health Professions recently completed a review of the MSHS Degree Program. After reviewing the results, it has been determined that the MSHS Degree will be phased out. As of Spring 2017, new students will not be admitted into the degree program. I assure you that those who are actively seeking the degree will be able to finish the degree. However, this will require some planning and dedication to ensure that you are able to graduate. I have been informed that the last semester for MSHS graduation will be Spring 2019. Once the University course schedule is published March 8, 2017, I will develop a Degree Completion Plan for each student actively seeking the degree. I must emphasize that students will need to adhere to the plan in order to complete the degree, as some courses will be offered for the last time as early as Summer 2017. I apologize for the inconvenience related to this development, but, again, assure you that I will do my best to keep you on track for graduation. My goal is to have a tentative plan for each student by Friday, March 10. I will work with each of you individually to determine the best course of action for degree completion. In the meantime, you can direct any questions or concerns to me or Dr. Walz at [swalz@astate.edu](mailto:swalz@astate.edu).



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*College of Nursing & Health Professions*

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**Subject:** MSHS Degree Completion Plan

Good afternoon,

Dr. Walz and I have been working on the plan for several days. I think that we have developed a plan for completion for your degree. Given the history of course offerings, you will be able to graduate during Spring 2019. Some of the courses that we have recommended for Summer of Fall of this year, may not appear in the Banner System, as we have decided to add some more courses. If you have any questions please let me know.

Edwin



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College of Nursing & Health Professions*

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[ewallace@astate.edu](mailto:ewallace@astate.edu) | <http://www.astate.edu>

**MASTER OF SCIENCE IN HEALTH SCIENCE DEGREE CHECKSHEET**

Student ID \_\_\_\_\_ Name \_\_\_\_\_

Core (15 credits)			Other: (6 credits)		
HP 6113	U.S. Health Care		HP 6701-6	Thesis	
NURS 6103	Research Design & Methodology		- or -		
HP 6033	Data Analysis in Health Professions		HP 6601-6	Internship	
NURS 6843	Ethics of Health Care				
NURS 6303	Health Care Issues/Policy				

For completion of the MSHS degree, students are required to take the MSHS core courses and complete either a thesis (6 hrs.) or an internship (6 hrs.). In addition to the core courses, students must complete the requirements for at least one graduate certificate. Graduate certificate options are Aging Studies (21 hrs.), Health Sciences Education (21 hrs.), Addiction Studies (21 hrs.), or Health Care Management (21 hrs.).

Certificate Only

**Graduate Certificate Options**

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Graduate Certificate in Health Sciences Education (21 credits)		
Required:		
ELCI 6533	Theories of Instruction	
HP 6053	The Professorate	
HP 6043	Measurements and Evaluation in Health Science	
ELFN 6763	Philosophies of Education	
NURS 6623	Curriculum Development in Health Professions	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	
HP 6022	Clinical Education Methods	
HP 6201-3	Independent Study	

Graduate Certificate in Aging Studies (21 credits)		
Required:		
NURS 5013	Physical Health and Aging	
HP 5233	Issues in Aging	
HP 6233	Aging in the Community	
HP 6333	Enrichment in Aging	
HP 6013	Interdisciplinary Capstone-Aging Studies	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	

Graduate Certificate in Health Care Management (21 credits)		
Required:		
HP 6313	Topics in Healthcare Management	
HP 6323	Healthcare Law and Quality Improvement	
NURS 687V	Healthcare Management Seminar	
MGMT 6003	Organizational Behavior in Healthcare Organizations	
MIS 6513	Healthcare Informatics	
NURS 6353	Budgeting and Financial Management	
Electives: (3 credits)		
MKTG 6213	Healthcare Marketing	
MGMT 6013	Human Resource Management for Healthcare Organizations	

Graduate Certificate in Addiction Studies (21 credits)		
Required:		
SW 6003	Psychopathology for Social Workers	
SW 5323	Substance Abuse and Dependence Intervention	
SW 6053	Clinical Practice with Groups	
SW 6033	Clinical Practice with Individuals	
SW 6323	Clinical Interventions with Substance Abuse	
Electives: (6 credits)		
SW 6803	Full-Time Advanced Field I	
SW 6813	Full-Time Advanced Field II	
- or -		
SW 6821	Part-Time Advanced Field I	
SW 6822	Part-Time Advanced Field II	
SW 6831	Part-Time Advanced Field III	
SW 6832	Part-Time Advanced Field IV	

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

14. Indicate the amount of program funds available for reallocation: *No funding was specifically tied to this program*

15. Provide additional program information if requested by ADHE staff.

---

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic officer: \_\_\_\_\_

Date:

Name (printed):

## Program, Minor, or Emphasis Deletion Proposal Form

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Stacy E. Walz	6/8/2017
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**Department Curriculum Committee Chair**

**COPE Chair (if applicable)**

Stacy E. Walz	6/8/2017
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**Department Chair:**

**Head of Unit (If applicable)**

Deanna Barymon	9/1/2017
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**College Curriculum Committee Chair**

**Undergraduate Curriculum Council Chair**

Susan Hanrahan	9/1/2017
----------------	----------

**College Dean**

**Graduate Curriculum Committee Chair**

**General Education Committee Chair (If applicable)**

**Vice Chancellor for Academic Affairs**

**1. Title of Program, Minor, or Emphasis**

Master of Science in Health Sciences

**2. Contact Person** (Name, Email Address, Phone Number)

Stacy Walz, [swalz@astate.edu](mailto:swalz@astate.edu), 972-2514

**3. Last semester program/minor/emphasis will be offered**

Spring 2017 admissions were halted, all currently enrolled students will complete the degree on or before May 2019

Please clarify by selecting one of the following:

- a.  Remove Program from bulletin for Fall of 2017
- b.  Other -

#### **4. Student Population**

- a. The Program was initially created for what student population?  
Working healthcare professionals wishing to earn a master's degree to become eligible for advancement and/or expanded positions within their field.
- b. How will deletion of this Program affect those students?  
They will have to consider other options for a graduate degree. Most of our healthcare programs have their own discipline-specific graduate degrees, and there are options available in other colleges on campus, such as the College of Business and the College of Education & Behavioral Science.

#### **College, Departmental, or Program Changes**

5. a. How will this affect the college, department, and/or program?  
Several courses will no longer be offered, but since there were no faculty specifically designated to teach these courses, it will not impact the College of Nursing & Health Professions in any negative way.
  - b. Does this program/minor/emphasis affect another department? No  
If yes, please provide contact information from the Dean, Department Head, and/ or Program Director whose area this affects.
  - c. Please provide a short justification for why this program/minor/emphasis is being deleted from program.  
Diminishing student interest; other graduate degree options available to these students.
- 6. Is there currently a program/minor/emphasis listed in the bulletin which is equivalent to this one? No**  
If yes, which program/minor/emphasis(s)?
- 7. Will this current program/minor/emphasis be equivalent to a new program/minor/emphasis? No**  
If yes, what program/minor/emphasis?


## Bulletin Changes

### Instructions

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**\*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.**

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- New credit hours and text changes should be listed in blue using enlarged font (**blue using enlarged font**).
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You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the 'format painter' icon →  **Format Painter**, and selecting the text you would like to apply the change to.

Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.

Pg. 211

The College of Nursing and Health Professions offers a number of graduate level programs: the Graduate Certificate in Aging Studies, the Graduate Certificate in Health Sciences Education, the Graduate Certificate in Healthcare Emergency Management, the Graduate Certificate in Healthcare Management, the Graduate Certificate in Addiction Studies, the Master of Communication Disorders (M.C.D.), the Doctor of Physical Therapy (D.P.T.), the Doctor of Occupational Therapy (OTD), ~~the Master of Science in Health Sciences (M.S.H.S.)~~, the Master of Science in Nursing (M.S.N.), the Master of Science in Nursing in Nurse Anesthesia (M.S.N.) the Master of Science in Disaster Preparedness and Emergency Management (M.S.), the Master of Social Work (M.S.W.) and the Doctorate of Nursing Practice (D.N.P.).

Pg 225

### ~~Program of Study for the Master of Science in Health Sciences Degree~~

~~The Master of Science in Health Sciences is a generic degree that allows prospective students who are members of the healthcare workforce to advance their education. This is necessary to assure that leadership and educational positions such as lab managers, health systems analysts, college professors, department heads, etc. are filled by individuals with the requisite skills and knowledge for those positions. Graduates of this program will have a foundation in understanding the health care delivery system and in research and management principles to function in those roles. The healthcare workforce will be enhanced with a more sophisticated professional and in a complex medical marketplace, this is necessary. Students are increasingly seeking advanced degrees to make an investment for the future. Graduates are employed in both the public and private sectors.~~

### ~~ADMISSION REQUIREMENTS~~

~~Applicants must meet the admission requirements of Graduate Admissions. To apply, obtain an application form from Graduate Admissions. Send completed application form, required application fee,~~

~~and official transcripts of all undergraduate and graduate course work to Graduate Admissions.~~

### ~~COURSE REQUIREMENTS~~

~~The Master of Science in Health Sciences degree consists of a minimum core of 21 semester hours beyond the Bachelor's degree and a 21 semester hour graduate certificate option (Health Sciences Education or Health Care Management) or 18 semester hour graduate certificate option plus 3 approved elective hours appropriate to the discipline (Addiction Studies) or 15 semester hour graduate certificate options plus 6 approved elective hours appropriate to the discipline (Aging Studies).~~

Pg 226

~~Health Sciences~~

~~Master of Science~~

~~University Requirements:~~

~~See Graduate Degree Policies for additional information (p. 35)~~

~~Program Requirements: Sem. Hrs:~~

~~HP 6023, Health Policy and Economic Issues 3~~

~~HP 6033, Data Analysis in Health Professions 3~~

~~HP 6113, U.S. Health Care 3~~

~~NURS 6103, Research Design and Methodology 3~~

~~NURS 6843, Ethics of Health Care 3~~

~~Approved electives 0-6~~

~~Sub-total 15-21~~

~~Internship/Thesis: Sem. Hrs.~~

~~Internship/Thesis (select one of the following):~~

~~HP 660V, Internship~~

~~HP 670V, Thesis~~

~~6~~

~~Graduate Certificate: Sem. Hrs.~~

~~Graduate Certificate 15-21~~

~~Total Required Hours: 42~~

## LETTER OF NOTIFICATION – 5

### DELETION

(Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit)

1. Institution submitting request: *Arkansas State University- Jonesboro*
2. Contact person/title: *Stacy Walz, Department Chair of CLS, Assistant Dean for Special Projects, College of Nursing & Health Professions*
3. Phone number/e-mail address: *(870) 972-2514, [swalz@astate.edu](mailto:swalz@astate.edu)*
4. Proposed effective date: *Immediately*
5. Title of certificate, degree program, option/emphasis/concentration, or organizational unit: *Master of Science in Health Sciences*
6. CIP Code:
7. Degree Code:
8. Reason for deletion: *Diminishing student interest; other options for graduate degrees available to these students.*
9. Number of students still enrolled in program: *12*
10. Expected graduation date of last student: *Spring 2019*
11. Name of courses that will be deleted as a result of this action: *After all remaining students have successfully completed the courses required for the degree, the following courses will be deleted: HP 660V Internship in Health Sciences, HP 670V Thesis in Health Sciences, HP 6013 Interdisciplinary Capstone in Aging Studies, HP 6022 Clinical Education Methods, HP 6023 Health Policy & Economic Issues, HP 620V Independent Study in Health Sciences.*
12. How will students in the deleted program be accommodated? *A teach-out plan was developed such that the remaining 12 students will be able to complete the curriculum, and the individualized plans were communicated to each student.*
13. Provide documentation of written notification to students currently enrolled in program.

*Email sent to enrolled students as soon as the announcement was made:*

**From:** Edwin Wallace

**Sent:** Monday, February 27, 2017 3:20 PM

**To:** Edwin Wallace <[ewallace@astate.edu](mailto:ewallace@astate.edu)>



**Cc:** Stacy Walz <[swalz@astate.edu](mailto:swalz@astate.edu)>

**Subject:** MSHS Degree Information

Good afternoon,

As you may know, the College of Nursing & Health Professions recently completed a review of the MSHS Degree Program. After reviewing the results, it has been determined that the MSHS Degree will be phased out. As of Spring 2017, new students will not be admitted into the degree program. I assure you that those who are actively seeking the degree will be able to finish the degree. However, this will require some planning and dedication to ensure that you are able to graduate. I have been informed that the last semester for MSHS graduation will be Spring 2019. Once the University course schedule is published March 8, 2017, I will develop a Degree Completion Plan for each student actively seeking the degree. I must emphasize that students will need to adhere to the plan in order to complete the degree, as some courses will be offered for the last time as early as Summer 2017. I apologize for the inconvenience related to this development, but, again, assure you that I will do my best to keep you on track for graduation. My goal is to have a tentative plan for each student by Friday, March 10. I will work with each of you individually to determine the best course of action for degree completion. In the meantime, you can direct any questions or concerns to me or Dr. Walz at [swalz@astate.edu](mailto:swalz@astate.edu).



**Edwin Wallace**

*Health Professions Academic Advisor  
College of Nursing & Health Professions*

Arkansas State University - Jonesboro  
P.O. Box 910 | State University, AR 72467

Office: (870) 972-3073 | Direct Line: (870) 972-3713 | Fax: (870) 972-3485

[ewallace@astate.edu](mailto:ewallace@astate.edu) | <http://www.astate.edu>

*Email sent to an enrolled student; a teach-out plan using the template below was attached:*

**From:** Edwin Wallace

**Sent:** Tuesday, March 21, 2017 3:10 PM

**To:** 'elizabeth.mcdermott@smail.astate.edu' <[elizabeth.mcdermott@smail.astate.edu](mailto:elizabeth.mcdermott@smail.astate.edu)>

**Subject:** MSHS Degree Completion Plan

Good afternoon,

Dr. Walz and I have been working on the plan for several days. I think that we have developed a plan for completion for your degree. Given the history of course offerings, you will be able to graduate during Spring 2019. Some of the courses that we have recommended for Summer of Fall of this year, may not appear in the Banner System, as we have decided to add some more courses. If you have any questions please let me know.

Edwin



**Edwin Wallace**

*Health Professions Academic Advisor  
College of Nursing & Health Professions*

Arkansas State University - Jonesboro  
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Office: (870) 972-3073 | Direct Line: (870) 972-3713 | Fax: (870) 972-3485

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**MASTER OF SCIENCE IN HEALTH SCIENCE DEGREE CHECKSHEET**

Student ID \_\_\_\_\_ Name \_\_\_\_\_

Core (15 credits)			Other: (6 credits)		
HP 6113	U.S. Health Care		HP 6701-6	Thesis	
NURS 6103	Research Design & Methodology		- or -		
HP 6033	Data Analysis in Health Professions		HP 6601-6	Internship	
NURS 6843	Ethics of Health Care				
NURS 6303	Health Care Issues/Policy				

For completion of the MSHS degree, students are required to take the MSHS core courses and complete either a thesis (6 hrs.) or an internship (6 hrs.). In addition to the core courses, students must complete the requirements for at least one graduate certificate. Graduate certificate options are Aging Studies (21 hrs.), Health Sciences Education (21 hrs.), Addiction Studies (21 hrs.), or Health Care Management (21 hrs.).

Certificate Only

**Graduate Certificate Options**

Graduate Certificates may be taken as a 21 credit certificate program or in combination with the MSHS degree.

Graduate Certificate in Health Sciences Education (21 credits)		
Required:		
ELCI 6533	Theories of Instruction	
HP 6053	The Professorate	
HP 6043	Measurements and Evaluation in Health Science	
ELFN 6763	Philosophies of Education	
NURS 6623	Curriculum Development in Health Professions	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	
HP 6022	Clinical Education Methods	
HP 6201-3	Independent Study	

Graduate Certificate in Aging Studies (21 credits)		
Required:		
NURS 5013	Physical Health and Aging	
HP 5233	Issues in Aging	
HP 6233	Aging in the Community	
HP 6333	Enrichment in Aging	
HP 6013	Interdisciplinary Capstone-Aging Studies	
Electives: (6 credits)		
HP 5103	Patient Education: Teaching and Learning in Health Professions	
HP 5113	Leadership in the Health Professions	

Graduate Certificate in Health Care Management (21 credits)		
Required:		
HP 6313	Topics in Healthcare Management	
HP 6323	Healthcare Law and Quality Improvement	
NURS 687V	Healthcare Management Seminar	
MGMT 6003	Organizational Behavior in Healthcare Organizations	
MIS 6513	Healthcare Informatics	
NURS 6353	Budgeting and Financial Management	
Electives: (3 credits)		
MKTG 6213	Healthcare Marketing	
MGMT 6013	Human Resource Management for Healthcare Organizations	

Graduate Certificate in Addiction Studies (21 credits)		
Required:		
SW 6003	Psychopathology for Social Workers	
SW 5323	Substance Abuse and Dependence Intervention	
SW 6053	Clinical Practice with Groups	
SW 6033	Clinical Practice with Individuals	
SW 6323	Clinical Interventions with Substance Abuse	
Electives: (6 credits)		
SW 6803	Full-Time Advanced Field I	
SW 6813	Full-Time Advanced Field II	
- or -		
SW 6821	Part-Time Advanced Field I	
SW 6822	Part-Time Advanced Field II	
SW 6831	Part-Time Advanced Field III	
SW 6832	Part-Time Advanced Field IV	

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

14. Indicate the amount of program funds available for reallocation: *No funding was specifically tied to this program?*
15. Provide additional program information if requested by ADHE staff.

---

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic officer: \_\_\_\_\_

Date:

Name (printed):

## New Course Proposal Form

Undergraduate Curriculum Council

Graduate Council

New Course or  Experimental Course (1-time offering) (Check one box)

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

David F. Gilmore 4/6/2017  
**Department Curriculum Committee Chair**

	ENTER DATE...
<b>COPE Chair (if applicable)</b>	

Thomas Risch 4/11/2017  
**Department Chair:**

	ENTER DATE...
<b>Head of Unit (If applicable)</b>	

David F. Gilmore 4/11/2017  
**College Curriculum Committee Chair**

	ENTER DATE...
<b>Undergraduate Curriculum Council Chair</b>	

John M. Pratte 4/11/2017  
**College Dean**

	ENTER DATE...
<b>Graduate Curriculum Committee Chair</b>	

**General Education Committee Chair (If applicable)**

	ENTER DATE...
<b>Vice Chancellor for Academic Affairs</b>	

1. Contact Person (Name, Email Address, Phone Number)  
 Travis Marsico; [tmarsico@astate.edu](mailto:tmarsico@astate.edu); 870-680-8191

2. Proposed Starting Term and Bulletin Year  
 Fall 2017; 2017 – 2018 Bulletin

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9.*)  
 BIO 5813

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Curation of Collections

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

Current, appropriate museum-quality specimen curation for a range of taxa including the collection and preservation of specimens of vascular plants, fungi, mussels, fish, reptiles and amphibians, and mammals.

6. Prerequisites and major restrictions. (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).

a. Are there any prerequisites? Yes

a. If yes, which ones?

Undergraduate coursework in plant/animal taxonomy or with the instructor's permission

b. Why or why not?

The introduction portion of this course requires prior knowledge of plant and animal biology in order to complete the desired course outcomes and learning objectives.

b. Is this course restricted to a specific major? No

a. If yes, which major?

7. Course frequency (e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

8. Will this course 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 choose one.

Lecture and activity...there are elements of introducing topics through lecture and discussion, but in this course there are also hands-on components of working in the natural history collections of the Arkansas Center for Biodiversity Collections.

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])  
Standard letter

10. Is this course dual listed (undergraduate/graduate)?

Yes

11. Is this course cross listed? (If it is, all course entries must be identical including course descriptions. It is important to check the course description of an existing course when adding a new cross listed course.)

No

a. If yes, please list the prefix and course number of cross listed course.

b. Are these courses offered for equivalent credit?

Please explain.

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

a. If yes, what program?

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

a. If yes, what course?

14. Will this course be equivalent to a deleted course? No

a. If yes, which course?

15. Has it been confirmed that this course number is available for use? Yes

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

16. Does this course affect another program? No

If yes, provide contact information from the Dean, Department Head, and/or Program Director whose area this affects.

## Course Details

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

DATE	LECTURE TOPIC
WEEK 1	INTRODUCTION TO PURPOSE AND SCOPE OF BIOLOGICAL COLLECTIONS AND SPECIMEN CURATION
WEEK 2	RULES OF ENGAGEMENT FOR VASCULAR PLANT SPECIMEN COLLECTION AND CURATION
WEEK 3	MAKING DATA AVAILABLE FROM COLLECTIONS
WEEK 4	MUSSEL AND FISHES COLLECTIONS
WEEK 5	INSECT COLLECTIONS
WEEK 6	AQUATIC INVERTEBRATE COLLECTIONS
WEEK 7	FISHES/PAPER
WEEK 8	HERPETOLOGICAL COLLECTIONS
WEEK 9	RUNNING A MUSEUM
WEEK 10	ALGAL COLLECTIONS
WEEK 11	MAMMAL AND AVIAN COLLECTIONS
WEEK 12	NO CLASS
WEEK 13	WRAP-UP DISCUSSION
WEEK 14	THANKSGIVING BREAK
WEEK 15	FINAL PAPERS DUE BY 11:59 PM CDT

18. Special features (e.g. labs, exhibits, site visitations, etc.)

This course includes guest lectures from A-State biologists and museum staff to provide expertise and insight into each collections topic.

19. Department staffing and classroom/lab resources

A regular classroom and resources associated with the Arkansas Center for Biodiversity Collections will be used.

a. Will this require additional faculty, supplies, etc.?

No.

20. Does this course require course fees? No

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

### Course Justification

21. Justification for course being included in program. Must include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

This course may be used to fulfill three hours in the graduate curriculum. Also, field biologists of all types (and other types of science majors, too) might benefit from knowing about biodiversity collections. Goals for the course include



understanding of museum curation techniques, understanding how to gather remote biological collections data, collecting and labeling proper herbarium specimens, protecting specimens for long-term preservation, archiving collections and making data available to the scientific community and the public.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

For an MS degree in Biology, one of the programmatic outcomes is to “Acquire the skills and knowledge needed for employment or advanced graduate study in discipline-related areas.” This course directly addresses this programmatic outcome by providing skills-based training for students that will prepare them for the natural history museum workforce, an important sector in the generation of new biological knowledge. Fundamental textbook knowledge in evolution, adaptation, diversity, structure, and function has been discovered using biological collections, and this course addresses the techniques used in specimen curation.

For students in EVS program, this course will address two programmatic outcomes: 1) Advanced knowledge of the field: students will be able to demonstrate competency in the multi-disciplinary field through coursework and field/laboratory studies. This course will provide specific training in a branch of science important in the environmental sciences, biodiversity collections management. 2) Thorough understanding of rules, regulations, and policies pertaining to research: Students will be able to (a) explain and relate responsible conduct in research and (b) laboratory/animal care/bio safety rules, regulations and protocols. Natural history collections curation is a rules, regulations, and policy field of study designed to acquire and maintain biological collections and their data permanently with standards transferable across institutions. Students learning up-to-date standards for the field is a core outcome of this course.

c. Student population served.

This course will primarily serve graduate students in biological sciences and environmental science. This course is designed to teach students how to effectively and appropriately collect and preserve biological vouchers. Therefore, the course has components of what would traditionally be considered academic and practical pursuits.

d. Rationale for the level of the course (lower, upper, or graduate).

This course covers material that requires a high level of skill and specialization in biodiversity. Therefore, it is designated as a graduate level course. Individuals interested in curation or museum careers will greatly benefit from taking this course, and it covers material typically not covered in undergraduate biology curricula. This course differs from the undergraduate section of the course in the following ways: 1) graduate students will function as organizational team leaders for group projects in the course, 2) graduate students will be expected to present a lecture and/or lead a paper discussion of the relevant collections topic, and 3) graduate students will be primary demonstrators / assistants when introducing a curatorial technique or topic.

## Assessment

### University Outcomes

22. Please indicate the university-level student learning outcomes for which this new course will contribute. Check all that apply.

- a.  Global Awareness      b.  Thinking Critically      c.  Information Literacy

### Relationship with Current Program-Level Assessment Process

23. 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?

The program-level learning outcome for the course is: Students will be able to discuss the relevance of evolution to diversity. Because natural history collections are the way that scientists document Earth’s biological diversity outcomes, scientists who work in these collections are concerned with understanding the evolutionary processes that resulted in those outcomes. This course will reinforce this program-level outcome, and add to assessment reporting for this outcome.

24. 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.*

<b>Program-Level Outcome 1 (from question #23)</b>	
Assessment Measure	Students will be able to discuss the relevance of evolution to diversity.
Assessment Timetable	This program-level outcome will be assessed each time the course is taught.
Who is responsible for assessing and reporting on the results?	The instructor will assess the outcome and report the results to the Department Assessment Committee Chair.

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

### Course-Level Outcomes

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

<b>Outcome 1</b>	Compare museum curation techniques.
Which learning activities are responsible for this outcome?	Reading and lecture material and hands on activities in the collections.
Assessment Measure	Participation in weekly discussions based upon presentations from museum curators/directors and assigned readings of relevant peer-reviewed literature
<b>Outcome 2</b>	Construct and evaluate plans for curation of specimen collections.
Which learning activities are responsible for this outcome?	Reading and lecture material and team project
Assessment Measure	Writing a curation standard operating procedure (SOP) for a taxonomic group most interesting to the student.


## Bulletin Changes

### Instructions

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You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the 'format painter' icon →  **Format Painter**, and selecting the text you would like to apply the change to.

Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.

**BIO 5633. Environmental Toxicology: Mechanisms and Impacts** Understanding the basic principles behind the study of impacts and the mechanisms of physiological disturbances associated with environmental toxicant exposure to natural systems. Prerequisites: BIO 4131, BIO 4133 and CHEM 4232 or permission of professor. Lecture three hours per week.

**BIO 5684. Biological Data Analyses** Use of statistical tests and models (regression, ANOVA, generalized linear models, and mixed-effect models, PCA) to analyze ecological/biological data. Applications using a free statistical program. Prerequisite: Applied Statistics or equivalent.

**BIO 5704. Plant Systematics** A study of the systematics, nomenclature, morphology, and identification terminology for vascular plants with an emphasis on dichotomous key-based identification of flowering plants of Arkansas.

**BIO 5714. Dendrology** A study of the systematics, nomenclature, morphology, phenology, geographic range, and natural history of woody plants with an emphasis on field recognition throughout the year.

***BIO 5813. Curation of Collections*** *Current, appropriate museum-quality specimen curation for a range of taxa including the collection and preservation of specimens of vascular plants, fungi, mussels, fish, reptiles and amphibians, and mammals. Dual listed with BIO 4813. Prerequisites, BIO 1301, BIO 1303, BIO 1501 and BIO 1503 or with the instructor's permission.*

**BIO 6001. Biological Seminar** Required of all graduate students.

**BIO 6003. Scientific Methods and Research Design** A focus on the understanding and development of the scientific method as it pertains to research. Required of the graduate life sciences major, including students studying within the Biology, Botany, Wildlife Management and Zoology emphasis.

**BIO 6013. Evolutionary Biology** A summary of current theories concerned with evolution of biological organisms. An elective course particularly directed to the needs of biological science majors including students of Biology, Botany, Zoology, and Wildlife Management. (Fall of even years)

**BIO 6113. Advanced Cell Biology** Study of recent advances in cell biology through critical analysis of current literature. Focusing on eukaryotic cell structure and function, topics may include, but not be restricted to, cellular structures and organelles; cell cycling; signal transduction; gene regulation; and intracellular trafficking. Prerequisites: A course in cell biology or permission of the professor.

**BIO 6123. Specialized Biochemistry** An advanced study of biochemical pathways leading to specialized biologically active metabolites. Emphasis will be on specialized pathways in plants and their counterparts in animals, and microorganisms.

**BIO 6143. Introduction to Biotechnology & Research Design** Study of molecular biological techniques and experimental designs through oral and written review of scientific literature. Career preparation by construction of curriculum vitae and work portfolios. Prerequisites: Students must be graduate students in a biological field of science.

**BIO 6196. Internship in Biotechnology** Participation in an internship with a private business, research center or public agency in the field of biotechnology. Included is a minimum of 300 work hours. Internship may be a volunteer or paid position. Included is the completion and approval of a synthesis paper covering methods and applications of molecular tools used during this internship. Prerequisite: BIO 6144, BIO 6154.

**BIO 6301. Aquatic Biology** The collection, identification, and study of aquatic invertebrate and vertebrate animals with emphasis on life history, ecology, and importance to man. Lecture one hour per week. Prerequisites: BIO 1503, 1501,1303,1301.

**BIO 6302. Laboratory for Aquatic Biology** Four hours per week. To be taken concurrently with BIO 6301. (Course fee, \$20)

**BIO 6311. Laboratory for Medical and Veterinary Entomology** Two hours per week. To be taken concurrently with BIO 6313. (Course fee, \$20)

**BIO 6313. Medical and Veterinary Entomology** A study of the taxonomy, biology and control of arthropods associated with human and animal diseases. Lecture three hours per week. Corequisite: BIO 6311.

## Bulletin / Banner Change Transmittal Form

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

E. T. Hammerand	3/30/2017
-----------------	-----------

**Department Curriculum Committee Chair**

**COPE Chair (if applicable)**

Hung-Chi Su

**Department Chair:** 3/30/2017

**Head of Unit (If applicable)**

David F. Gilmore

**College Curriculum Committee Chair** 4/11/2017

**Undergraduate Curriculum Council Chair**

John M. Pratte

**College Dean** 4/11/2017

**Graduate Curriculum Committee Chair**

**General Education Committee Chair (If applicable)**

**Vice Chancellor for Academic Affairs**

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

E. T. Hammerand, [hammerand@astate.edu](mailto:hammerand@astate.edu), 680.8109

**2.Proposed Change**

Require students to wait until graduating semester to take comprehensive exams.

**3.Effective Date**

Fall 2017

**4.Justification** – Please provide details as to why this change is necessary.

Experience has shown that students taking exams earlier than the graduating semester perform at a significantly lower level.

**Please note – any change to course number or course prefix should utilize the ‘Course Deletion’ form.**


## Bulletin Changes

### Instructions

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*Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.*

2016 – 2017 Graduate Bulletin, page 278:

From:

Program Requirements: Minimum of eighteen hours of 6000 level Computer Science and approved Mathematics and/or Statistics coursework inclusive of thesis

To:

Program Requirements: Minimum of eighteen hours of 6000 level Computer Science and approved Mathematics and/or Statistics coursework inclusive of thesis

**Students completing the MS non-thesis option must pass a comprehensive exam in the last semester of study.**

**Please note – any change to course number or course prefix should utilize the 'Course Deletion' form.**

## Bulletin / Banner Change Transmittal Form

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.

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E. T. Hammerand	3/30/2017
-----------------	-----------

**Department Curriculum Committee Chair**

ENTER DATE

**COPE Chair (if applicable)**

Hung-Chi Su	3/30/2017
-------------	-----------

**Department Chair:**

ENTER DATE

**Head of Unit (If applicable)**

David F. Gilmore	4/11/2017
------------------	-----------

**College Curriculum Committee Chair**

ENTER DATE

**Undergraduate Curriculum Council Chair**

John M. Pratte	4/11/2017
----------------	-----------

**College Dean**

ENTER DATE

**Graduate Curriculum Committee Chair**

<div style="background-color: #cccccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">ENTER DATE</div>
---	--

**General Education Committee Chair (If applicable)**

<div style="background-color: #cccccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">ENTER DATE</div>
---	--

**Vice Chancellor for Academic Affairs**

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

E. T. Hammerand, [hammerand@astate.edu](mailto:hammerand@astate.edu), 680.8109

**2.Proposed Change**

Change summer offering of comprehensive exams to being done at department's discretion.

**3.Effective Date**

Fall 2017

**4.Justification** – Please provide details as to why this change is necessary.

A department with a relatively small number of faculty may not offer summer courses; Computer Science, for example, has gone back and forth with this. When no classes are being offered in the summer, no student can graduate and should not be expecting to sit for the exams.

**Please note – any change to course number or course prefix should utilize the 'Course Deletion' form.**






## Bulletin Changes

### Instructions

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*Please visit <https://youtu.be/yjdL2n4lZm4> for more detailed instructions.*

2016 – 2017 Graduate Bulletin, page 35:

From:

An examination period is scheduled by each department during each full semester (Fall and Spring) and once in the Summer.

To:

An examination period is scheduled by each department during each full semester (Fall and Spring) and once in the Summer **at the department's discretion.**

**Please note – any change to course number or course prefix should utilize the 'Course Deletion' form.**

Code #

# New Course Proposal Form

Undergraduate Curriculum Council

Graduate Council

New Course or  Experimental Course (1-time offering) (Check one box)

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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

Suzanne Melescue 3/30/2017  
Department Curriculum Committee Chair

COPE Chair (if applicable)

Jie Miao 3/30/2017  
Department Chair:

Head of Unit (If applicable)

David F. Gilmore 4/11/2017  
College Curriculum Committee Chair

Undergraduate Curriculum Council Chair

John M. Pratte 4/11/2017  
College Dean

Graduate Curriculum Committee Chair

General Education Committee Chair (If applicable)

Vice Chancellor for Academic Affairs

1. Contact Person (Name, Email Address, Phone Number)  
[Ferebee Tunno, ftunno@astate, x8135](mailto:ftunno@astate.edu)

2. Proposed Starting Term and Bulletin Year  
[Spring 2018](#)

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9.*)  
[STAT 6433](#)

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Time Series Analysis

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

Topics include stochastic processes, stationarity, autocovariance and autocorrelation, filtering and smoothing, ARMA processes, and spectral analysis.

6. Prerequisites and major restrictions. (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).

a. Are there any prerequisites? Yes

a. If yes, which ones?

STAT 4453 (Probability & Statistics I) and MATH 3243 (Linear Algebra)

b. Why or why not?

After having had these two courses, students will have both the statistical maturity and the exposure to matrices needed to succeed in this course.

b. Is this course restricted to a specific major? No

a. If yes, which major?

7. Course frequency (e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

8. Will this course 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 choose one.

Lecture only.

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard letter.

10. Is this course dual listed (undergraduate/graduate)?

No.

11. Is this course cross listed? (If it is, all course entries must be identical including course descriptions. It is important to check the course description of an existing course when adding a new cross listed course.)

No

a. If yes, please list the prefix and course number of cross listed course.

b. Are these courses offered for equivalent credit?

Please explain.

12. Is this course in support of a new program? Yes

a. If yes, what program?

M.S. in Statistics (in development stage)

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

a. If yes, what course?

14. Will this course be equivalent to a deleted course? No

a. If yes, which course?

15. Has it been confirmed that this course number is available for use? **Yes**

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

16. Does this course affect another program? **No**

If yes, provide contact information from the Dean, Department Head, and/or Program Director whose area this affects.

## Course Details

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Week 1: Random variables, expectation, and variance. Week 2: Covariance and Projection Theorem. Week 3: Matrix review and Central Limit Theorem. Week 4: First of three R tutorials, and random walks. Week 5: Stationarity and autocovariance. Week 6: Autocorrelation and backwards shifts. Week 7: Differencing, filtering and smoothing. Week 8: Linear Predictors and second of three R tutorials. Week 9: AR(1) processes. Week 10: Innovations and AR(p) processes. Week 11: AR(p) processes (continued). Week 12: MA(q) processes. Week 13: ARMA(p,q) processes. Week 14: ARMA(p,q) processes (continued) and third of three R tutorials. Week 15: Spectral analysis.

18. Special features (e.g. labs, exhibits, site visitations, etc.)

**None.**

19. Department staffing and classroom/lab resources

**None.**

a. Will this require additional faculty, supplies, etc.?

20. Does this course require course fees? **No**

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

### **Course Justification**

21. Justification for course being included in program. Must include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

This course will add more variety to the already existing set of graduate level statistics courses our department offers and will help facilitate the M.S. in Statistics degree that is in the works. After taking this course, students will have a good exposure to how certain stochastic processes work and also how to use the statistical software package R.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

This course fits in well with our department's mission of providing a "robust mathematical experience where students gain valuable skills in problem solving, critical thinking, and effective communication of mathematical concepts and models." In particular, it serves our graduate students seeking a Masters degree (math or stats) and prepares them "for a variety of future endeavors and careers in business, industry, government, research, and academia." Time series analysis can specifically be applied to econometrics, climatology, and signal processing. (Quotations taken from department webpage.)

c. Student population served.

Graduate students seeking M.S. in Mathematics and also those (ultimately) seeking M.S. in Statistics.

d. Rationale for the level of the course (lower, upper, or graduate).

The advanced nature of the subject demands that it be graduate level. All other universities that offer Time Series Analysis make it a graduate course as well.

## Assessment

### University Outcomes

22. Please indicate the university-level student learning outcomes for which this new course will contribute. Check all that apply.

- a.  Global Awareness      b.  Thinking Critically      c.  Information Literacy

### Relationship with Current Program-Level Assessment Process

23. 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?

24. 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.*

<b>Program-Level Outcome 1 (from question #23)</b>	
Assessment Measure	
Assessment Timetable	
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

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


<b>Outcome 1</b>	Students who complete this course should be able to define, explain, and utilize the basic properties of a stochastic process, of which a time series is one example.
Which learning activities are	In-class lectures and homework problems.

responsible for this outcome?	
Assessment Measure	A rubric will be used to score student solutions to both homework exercises and test problems.

<b>Outcome 2</b>	Students who complete this course should be able to compare and contrast various ARMA processes.
Which learning activities are responsible for this outcome?	In-class lectures and homework problems.
Assessment Measure	A rubric will be used to score student solutions to both homework exercises and test problems.

<b>Outcome 3</b>	Students who complete this course should be able to make use of a statistical software package (such as R or SAS) to analyze, model and simulate various time series phenomena.
Which learning activities are responsible for this outcome?	In-class demonstrations and homework problems.
Assessment Measure	A rubric will be used to score student solutions to both homework exercises and test problems.

## Bulletin Changes

Instructions
<p><b>Please visit <a href="http://www.astate.edu/a/registrar/students/bulletins/index.dot">http://www.astate.edu/a/registrar/students/bulletins/index.dot</a> 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.</b></p> <p><b>*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.</b></p> <ul style="list-style-type: none"> <li>- Deleted courses/credit hours should be marked with a red strike-through (<del>red strikethrough</del>)</li> <li>- New credit hours and text changes should be listed in blue using enlarged font (<b>blue using enlarged font</b>).</li> <li>- Any new courses should be listed in blue bold italics using enlarged font (<b><i>blue bold italics using enlarged font</i></b>)</li> </ul> <p><i>You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the 'format painter' icon →  Format Painter, and selecting the text you would like to apply the change to.</i></p> <p style="text-align: center;"><i>Please visit <a href="https://youtu.be/yjdL2n4lZm4">https://youtu.be/yjdL2n4lZm4</a> for more detailed instructions.</i></p>

**STAT 5463. Probability and Statistics II** Point and interval estimation, testing hypotheses, standard statistical tests, correlation and regression, and non-parametric methods. Prerequisite: STAT 5453.

**STAT 6433. Time Series Analysis** Topics include stochastic processes, stationarity, autocovariance and autocorrelation, filtering and smoothing, ARMA processes, and spectral analysis. Prerequisites: STAT 4453, MATH 3243, or equivalent.

**STAT 6613. Nonparametric Statistics** Topics include hypothesis testing using data from unknown distributions, tests of independence, tests of goodness-of-fit, rank correlation, and simple linear regression. Prerequisite: STAT 3233 or equivalent.

**STAT 6623. Statistical Methods with SAS Programming** Point estimation, interval estimation, and tests of significance for comparing two population means and proportions. Power analysis and choosing sample size. Nonparametric methods and Chi-square tests. Linear regression, analysis of variance and multiple comparison procedures. Other topics as time permits. Prerequisite: STAT 3233 or equivalent.

**STAT 6643. Multivariate Analysis** Topics include the bivariate normal distribution, multiple and partial correlation, canonical correlation, discriminate analysis, multivariate analysis of variance (MANOVA), and factor analysis. Prerequisite: STAT 3233, MATH 3243, or equivalent.

**STAT 6653. Data Analysis I: Regression Analysis** Simple and multiple linear regression, related estimation and hypothesis testing, model selection, examination of residuals, multicollinearity diagnostics, outliers and influence, qualitative predictor variables, logistic regression. Prerequisite: STAT 3233 or equivalent.

**STAT 6663. Data Analysis II: Analysis of Variance (ANOVA)** Single-factor, two-factor, and multifactor analysis of variance (ANOVA), related estimation and hypothesis testing, multiple comparison procedures, random effects models, analysis of covariance, ANOVA in some standard experimental designs. Prerequisite: STAT 6653 or permission of instructor.

**STAT 6673. Design of Experiments** Replication, randomization, and blocking, analysis of variance, full and factorial experiments at two and three levels, effect aliasing, design resolution and minimum aberration criteria, nonregular designs and complex aliasing, introduction to response surface methodology. Prerequisite: STAT 3233 or equivalent.

**STAT 6703. Statistical Analysis I** Applications of elementary statistics. Advanced principles including statistical study, data gathering, variance and covariance. Prerequisite : STAT 4453 or equivalent.

**STAT 6713. Statistical Analysis II** A continuation of STAT 6703.

**STAT 6723. Probability** Abstract probability spaces, random variables, conditional probability, independence, types of convergence, sums of independent random variable, stochastic processes. Prerequisite: MATH 4553.

**STAT 6833. Biostatistics** Applications of advanced statistical techniques to the Life and Health Sciences. Topics include estimation and hypothesis testing, single and multiway analysis of variance (ANOVA), linear regression, correlation and frequency analysis. Prerequisite: an introductory level statistics course.