

Resolution for Faculty Representation on Committees Dealing  
with Disruptive Behavior of Students

Whereas, there is a growing frequency of disruptive students on college campuses that present a danger to students and faculty, and

Whereas it is the faculty's responsibility to provide students a safe and secure learning environment free of bullying and harassment, and

Whereas it is the faculty's responsibility to report aggressive behavior in the classroom, and

Whereas faculty members are being trained to respond to an active shooter,

Be it resolved, that the faculty and the Office of the Provost be substantively represented on committees such as the Behavioral Intervention Team that recommend disciplinary action for students who have displayed disruptive behavior, and

Be it resolved, that the decisions and recommendations of these committees be binding.

A septennial review of the Faculty Handbook is mandated:

*16.2.3.2.2. SEVEN-YEAR REVIEW OF THE FACULTY HANDBOOK*

The Committee shall conduct a complete review and revision of the Faculty Handbook every seven years. In all cases, the Committee shall seek to reach a reasoned consensus. The Committee shall file a report with the Faculty Senate in a timely fashion stating the Committee's recommended action.

The FHRC is obligated to complete its revisions during the current academic year. The “shall seek to reach a reasoned consensus” language in the mandate is normally interpreted as meaning that FHRC will present proposed revisions to the Senate for feedback prior to any final approval process. (FHRC is also seeking feedback from the administration.) In practical terms, the requirement to state the Committee’s recommended action to the Senate “in a timely fashion” means that a final version of the revisions must be presented, at the latest, at the April session of the Faculty Senate (the May session will have a large turnover of Senators). To meet its dual obligations of seeking consensus and presenting a final version of the revisions in a timely fashion, it is essential that dialog about proposed changes be started as soon as possible. It will be necessary for FHRC to present several chapters to Senate at each of the next several meetings so that all revisions may be presented by the March meeting at the latest.

At this point, the FHRC has completed drafts on Chapters 1, 2, 3, and 5 of the Handbook and would like each of these on the agenda for the Faculty Senate’s December meeting. For each, I have included both original versions of each chapter plus a revision document that shows both the original with revision and final versions. For Chapter 1, I have also included an explanatory note.

FHRC has made significant progress on Chapters 4, 6, 7, and 8, and will almost certainly have these chapters complete, along with some additional revisions (Chapters 9 – 11 likely), in time for the January Senate meeting. We should have most of the rest in time for the February meeting, with hopefully a minimal residual for March (also allowing time to revising any seriously contentious revisions).

OCT 14 2013

Missouri State University  
Curricular Proposal – New Program  
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

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

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

Department Finance & General Business Department Date August 27, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Financial Analysis Graduate Certificate

Major  Comprehensive Major  Option  Minor  Certificate  Certification  Academic Rules  Other

Degree Applicability Most of the courses required for this certificate will be applicable to the MBA Program. Admission to the

Financial Analysis Certificate Program does not imply MBA Program admission, and vice versa.

General Education Courses Required NONE Total Hours N/A  
General Education Courses Recommended NONE Total Hours N/A

Requirements (Including Admission) and Limitations for Specific Degree  
(200 X U/G GPA) + GMAT >= 1,250 or 3.50 GPA in FIN 780, 785, and 787

Courses Required in Department FIN 682, 686, 699, 780, 785, 787 Total Hours 18

Courses Required in Other Departments NONE Total Hours N/A

- Prerequisites for Required Courses  
ACC 600 – Accounting Concepts for Managers (typical equivalent is ACC 201 and ACC 211)  
ECO 600 – Fundamentals of Economics (typical equivalent is ECO 155 and ECO 165)  
FIN 600 – Managerial Finance (typical equivalent is FIN 380) with a grade of B- or better  
QBA 600 – Statistical Methods in Business Research (typical equivalent is QBA 237 and 337)

Recommended Electives in Department NONE Total Hours N/A

Recommended Electives in Other Departments NONE Total Hours N/A

Limitations on Electives N/A  
DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature [Signature] Date 8/28/13  
Department Head

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature *[Signature]* Date 10/9/13  
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provost

8. PRESIDENT

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
President

FS-2006

**NEW PROGRAM RESOURCE INFORMATION**Program Title and Degree: Financial Analysis Graduate CertificateDepartment: Finance and General Business

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).  
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered?  Yes  No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?  Yes  No

The program requires no courses in any other department. While some course prerequisites exist in other departments (ACC, ECO, QBA), most undergraduate business majors will have satisfied those prerequisites, or will likely be existing MBA Program participants who would have to satisfy those course prerequisites are part of their MBA Program.

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

There is increased global emphasis on earning the Chartered Financial Analyst Charter, and adoption of International Financial Reporting Standards increases the need for further educational offerings in financial analysis. While the certificate requires no new courses, it does arrange the required courses in a cohesive group to allow students to document their specialized work in financial analysis.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

N/A

5. What are the present/future projected enrollments for this program?

1<sup>st</sup> year 3 3<sup>rd</sup> year 10

In five years, how many students must be:

- a) declared minors to justify this new minors continuation n/a  
 b) declared majors to justify this new majors continuation n/a

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

Additional library holdings?  Yes  No  
 Additional technology or other supplies?  Yes  No

Additional or remodeled facilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional travel funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional faculty?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional support staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other additional expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes     N/A     No     Yes, but cannot ensure availability


8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

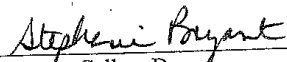
No new courses are required.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

This is virtually a zero cost certificate program to create since all courses already exist, and administration costs will be negligible

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
 \_\_\_\_\_  
 Department Head

  
 \_\_\_\_\_  
 College Dean

**1. Statement of Rationale and Objectives  
Graduate Certificate in Financial Analysis**

The Graduate Certificate in Financial Analysis will consist of a cohesive group of courses that will allow students to document their specialized education in the field of financial analysis, and will better prepare students to pass the Chartered Financial Analyst (CFA) Level I Exam and provide a foundation for the Level II and III exams.

**2. Estimated Costs for the First Five Years  
Graduate Certificate in Financial Analysis**

No new courses or other resources are required, so the cost is virtually zero

### 3. Complete Catalog Description Graduate Certificate in Financial Analysis

#### Contact Information

Dr. Jeff S. Jones, Program Director  
Graduate Certificate in Financial Analysis  
Department of Finance and General Business  
300 Glass Hall  
901 S. National Ave.  
Springfield, MO 65897  
[JeffSJones@MissouriState.edu](mailto:JeffSJones@MissouriState.edu)  
[Http://www.MissouriState.edu/FGB](http://www.MissouriState.edu/FGB)

#### Graduate Certificate in Financial Analysis

*The Graduate Certificate in Financial Analysis is designed for students who wish to pursue a career in financial analysis. The certificate will help prepare students to pass the Level I Chartered Financial Analysis (CFA) Exam and will provide a foundation for further study in preparation for the Level II and Level III CFA Exams.*

#### Admission Requirements

1. The student must hold a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university.
2. A student must meet one of the following criteria for admission to the Graduate Certificate in Financial Analysis program:
  - a) Satisfy the following condition:  $(\text{Undergraduate GPA} \times 200) + \text{GMAT} \geq 1250$
  - b) Achieve an average GPA of at least 3.50 in the following three graduate courses: FIN 780, FIN 785, FIN 787
  - c) The student must submit an application (online at [https://polar.missouristate.edu:9080/prod/bwskalog.P\\_DisLoginNon](https://polar.missouristate.edu:9080/prod/bwskalog.P_DisLoginNon)).



## d) Application Fee

- For first-time degree-seeking graduate students, pay the \$35 non-refundable graduate application fee.
- Students applying online will be prompted to pay the fee by credit card or electronic check.
- Applicants are not required to pay the application fee if they have completed classes at Missouri State University as a graduate student.
- NOTE: applications will not be processed if the graduate application fee has not been paid

## e) Transcripts

- Submit to the Graduate College one (1) official transcript showing all course work for the bachelor's degree and any graduate-level work. At minimum, the bachelor's transcript must show grades for the last 60 hours of course work. Missouri State University transcripts do not need to be requested.
- NOTE: Transcripts are not considered official unless they are received directly from the institution where the coursework was completed. A transcript that is hand-delivered by a student is considered unofficial even if it does have a seal from the institution or received in an unopened envelope. In addition, students sending transcripts while coursework for a bachelor's degree is in progress will need to send another official copy showing that they have been awarded a bachelor's degree.

4. Acceptance into this certificate program does not imply acceptance into any other Missouri State University masters or doctoral program.

The following foundation courses (or their equivalents) are considered prerequisite courses for the Graduate Certificate in Financial Analysis program:

ACC 600 – Accounting Concepts for Managers (typical equivalent is ACC 201 and ACC 211)

ECO 600 – Fundamentals of Economics (typical equivalent is ECO 155 and ECO 165)

FIN 600 – Managerial Finance (typical equivalent is FIN 380) with a grade of B- or better

QBA 600 – Statistical Methods in Business Research (typical equivalent is QBA 237 and 337)

A student that has completed an undergraduate degree in finance or a related field will generally have satisfied most or all of the prerequisite course requirements.

**Required Courses:**

<b>Prefix</b>	<b>Course Description</b>	<b>Hours</b>
FIN 780 <sup>1</sup>	Advanced Financial Management	3
FIN 785	Investment Management	3
FIN 787	Seminar in Derivatives	3
FIN 682 <sup>2</sup>	International Financial Management	0-3
FIN 686 <sup>3</sup>	International Financial Statement Analysis	0-3
FIN 699 <sup>4</sup>	Directed Study for CFA Level I Exam	3
		12-18

<sup>1</sup> If the student has already taken FIN 390 and FIN 480, QBA 775 must be taken in place of FIN 780.

<sup>2</sup> Can be waived if the student achieved a grade of B- or higher in FIN 582.

<sup>3</sup> Can be waived if the student has a grade of B- or higher in FIN 586 or ACCT 504/604.

<sup>4</sup> If the student has already taken FIN 599, then they must substitute FIN 796 in place of FIN 699. FIN 796 must include completion of an independent study project in consultation with the Graduate Certificate in Financial Analysis Program Director.

A 3.0 GPA or higher is required in the student's 12 – 18 hour certificate program of study.

NOV 14 2013

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

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

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

Department Modern and Classical Languages and English Date 7/1/13

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Master of Applied Second Language Acquisition

Major Comprehensive Major Option Minor Certificate Certification Academic Rules Other X

Degree Applicability Graduate

General Education Courses Required n/a Total Hours

General Education Courses Recommended n/a Total Hours

Requirements (including Admission) and Limitations for Specific Degree Admission Application with personal statement, proof of Bachelor's degree awarded and significant experience or coursework in a related field, proof of spoken and written proficiency in English/French/Spanish (based on track), GRE general scores, overall GPA of 3.0 in all previous university coursework, general requirements for admission to Graduate Study. TESOL track candidates must show intermediate-level proficiency in a language other than English. French and Spanish track candidates must show Advanced Proficiency (ACTFL scale) in chosen language

Courses Required in Department 15 hours required Second Language Acquisition Core courses AND 15 hours of selected language track (FRN, SPN, TESOL) electives and 3 hours of supervised degree paper credit (MCL 798) to meet research requirement.

Total Hours 33 hours

Courses Required in Other Departments None Total Hours

Prerequisites for Required Courses: MCL 798: permission of instructor

Recommended Electives in Department A) TESOL track: ENG 689, ENG 792, ENG 793, 3 hours any 700-level English course in literature, composition, or rhetoric. B) FRN track: ENG 688, MCL 650, MCL 697, MCL 701, RDG 660. C) SPN track: ENG 688, RDG 660, LLT 696, MCL 650, MCL 697, MCL 701 Total Hours 15

Recommended Electives in Other Departments RDG 660 Total Hours 3

Limitations on Electives 6 hours of electives selected among referred list for each track. TESOL track: 3 hours any 700-level English course in literature, composition, or rhetoric.

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)

Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)

Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)

Graduate Council (All graduate programs)

Signature [Handwritten Signature] Department Head (Routing on Reverse Side)

Date 9/23/13

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_  
Signature B. Smith Date 11/13/13  
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED  
 DISAPPROVED

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT  
 NOT RECOMMENDED TO PRESIDENT

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provost

8. PRESIDENT

APPROVED  
 DISAPPROVED

Comment(s) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
President

FS-2006

**NEW PROGRAM RESOURCE INFORMATION**

Program Title and Degree: \_\_\_\_\_ Master of Applied Second Language Acquisition

Department: \_\_\_\_\_ Modern and Classical Languages Department and English Department \_\_\_\_\_

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).  
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? \_\_\_\_\_ Yes  No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?  Yes \_\_\_\_\_ No

The program itself directly involves 2 departments, Modern and Classical Languages and English. The elaboration of the program structure, including the required courses, and electives, was completed with considerable consultation and discussion between the departments, including both faculty and department heads.

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

This program is being proposed to restore our current academic offerings to include a Master's degree, in response to various initiatives put forward by the State to increase the number of graduate degrees awarded in critical fields, and in underserved areas. In addition, the discussions for the joint Master's with the English Department started several years ago, because we recognized the intersecting principles of Applied Second Language Acquisition, and we wanted to put the cumulative knowledge of our respective faculty to the service of the students. Lastly, we are proposing this program to respond to trends in Language Studies in this country, which have turned their focus to language as the product, rather than simply the vehicle for literature. (For further explanation and justification, please refer to the Statement of Rationale and Benefits and other documents that are part of this package.)

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

A TESOL graduate certificate track exists within the English dept, with a verified existing demand based on current enrollments. The curriculum proposed here is a new format to recognize the shared pool of academic knowledge and practices around Second Language Acquisition. The French and Spanish tracks are being developed after positive response from regional K-12 teachers and recent MCL bachelor's degree recipients on the need for just such a program. (See MDHE form SE for further information regarding demand and enrollment projections.)

5. What are the present/future projected enrollments for this program?

1<sup>st</sup> year 6 3<sup>rd</sup> year 10

In five years, how many students must be:

- a) declared minors to justify this new minors continuation       n/a
- b) declared majors to justify this new majors continuation       13, all tracks combined

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

- Additional library holdings?        Yes       x       No
- Additional technology or other supplies?       x       Yes        No
- Additional or remodeled facilities?        Yes       x       No
- Additional travel funds?        Yes       x       No
- Additional faculty?       x       Yes        No
- Additional support staff?        Yes       x       No
- Other additional expenses?        Yes       x       No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

- x       Yes        No        Yes, but cannot ensure availability

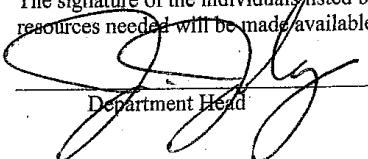
8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

Current faculty within the English and Modern and Classical Languages departments possess both the knowledge and experience to teach these courses; in addition, they hold Graduate Faculty status. The courses in English are currently being taught, so the initial increase in class size will not be consequential. When the initial cohorts increase, further demands of faculty resources may need to be revisited. As for the MCL faculty resources, the undergraduate enrollments can be managed to allocate faculty for the timely delivery of the graduate courses, since they will often be in the evenings or online. Graduate Assistantships will also be part of the program and, after training in the first semester (where per-course instructors will be hired), GTAs will teach beginning language courses, so that full-time faculty may be reassigned.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

The English courses within this degree program are already being offered regularly in that department, with current faculty. The Modern Language courses will be offered most frequently outside of traditional schedules, since many of the enrollees are projected to be in full-time work already as K-12 teachers. The courses themselves will also be offered frequently in an online or blended format. With the success of the program, it may be necessary at a later date to add a faculty member in Applied Linguistics. This need has been addressed in an MCL hiring plan submitted to the COAL dean and to the Provost.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
 \_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 College Dean

- **Complete Catalog Description**

### **Master of Applied Second Language Acquisition**

**Dr. Jason Jolley, Modern and Classical Languages Department Head**

Siceluff Hall, Room 223, Phone (417) 836-5122

[jasonjolley@MissouriState.edu](mailto:jasonjolley@MissouriState.edu)

**Dr. W. D. Blackmon, English Department Head**

Siceluff Hall, Room 215, Phone (417) 836-5107

[WDBlackmon@MissouriState.edu](mailto:WDBlackmon@MissouriState.edu)

#### **Program Description**

The Master of Applied Second Language Acquisition (MASLA) is a flexible degree program that combines training in topics pertinent to second language acquisition theory and practice, including linguistics, research and teaching methods, and materials and assessment design, with advanced discipline-specific coursework focused on the areas of TESOL, Spanish, and French. It is designed for anyone with an interest in teaching one of these languages, including currently certified teachers. MASLA Graduates will be well qualified to teach languages in a variety of settings, both in the United States and abroad.

#### **Admission Requirements**

In addition to the general requirements outlined in the Admission to Graduate Study section of the Graduate Catalog, applicants for admission to the MASLA program must fulfill the following requirements:

1. Hold a bachelor's degree in English, French, or Spanish, or a bachelor's degree in another field and significant coursework and/or experience relating to the focus areas of this program (linguistics, language teaching, foreign language proficiency, etc.);
2. Have a minimum overall GPA of 3.00 in all previous university-level coursework;
3. Provide Graduate Record Examination (GRE) general scores (verbal, quantitative, and analytical sections);
4. Submit a completed Missouri State University Application for Graduate Admission.
5. Candidates wishing to pursue the TESOL track must submit the following to the English Department:
  - a. Submit a Graduate Assistantship Application if the prospective student would like to be considered for this award;
  - b. A personal statement (a 200- to 250-word description of the reasons and goals behind the applicant's interest in graduate studies in TESOL);
  - c. At least two letters of recommendation from individuals able to speak of the applicant's academic achievements and potential;
  - d. A writing sample (a 10-12 page academic paper written in English).
6. Candidates wishing to pursue the French track must submit the following to the Modern and Classical Languages Department:

- a. Submit a Graduate Assistantship Application if the prospective student would like to be considered for this award;
  - b. A personal statement (a 200- to 250-word description of the reasons and goals behind the applicant's interest in graduate studies in French);
  - c. At least two letters of recommendation from individuals able to speak of the applicant's academic achievements and potential;
  - d. Evidence of written proficiency in French consistent with the ACTFL Advanced Level (an official ACTFL Writing Proficiency Test score dated within the past three years or a 5-10 page academic paper written in French);
  - e. An official ACTFL Oral Proficiency Interview score of at least Advanced Low dated within the past three years.
7. Candidates wishing to pursue the Spanish track must submit the following to the Modern and Classical Languages Department:
- a. Submit a Graduate Assistantship Application if the prospective student would like to be considered for this award;
  - b. A personal statement (a 200- to 250-word description of the reasons and goals behind the applicant's interest in graduate studies in Spanish);
  - c. At least two letters of recommendation from individuals able to speak of the applicant's academic achievements and potential;
  - d. Evidence of written proficiency in Spanish consistent with the ACTFL Advanced Level (an official ACTFL Writing Proficiency Test score dated within the past three years or a 5-10 page academic paper written in Spanish);
  - e. An official ACTFL Oral Proficiency Interview score of at least Advanced Low dated within the past three years.

Applicants will be notified once their application is complete. Students who do not meet 2 and 3 above but who show high promise may be admitted conditionally. As conditions of admission, they may be required to take extra courses to make up deficiencies (including weaknesses in writing) or they may have other requirements stipulated.

#### **Transferred Courses**

Candidates may transfer up to nine hours in coursework taken at other regionally accredited institutions into the MASLA program. However, any decision regarding credit for transferred courses is subject to the terms of the Transfer Credit policy outlined in the Graduate Catalog.

#### **Double Counting of Coursework**

TESOL track MASLA students may double count toward the MASLA all 15 hours of coursework taken as part of the Graduate Certificate in TESOL. Up to nine hours of coursework may double count toward the MASLA and the M.A. in English or Writing.

#### **Teacher Certification/ TESOL Endorsement**

The MASLA is not a teacher certification program and does not contain a certification or endorsement option. One of the purposes of the program is to allow presently certified foreign language teachers to pursue a master's degree in their fields. Prospective MASLA candidates who are not certified to teach in Missouri but



who wish to seek certification in Spanish or French or to add a TESOL endorsement to an existing certification should speak with an advisor in the Department of English or in the Department of Modern and Classical Languages. They should also contact the Teacher Certification Office for additional information on certification options for post-baccalaureate students.

### **Degree Requirements**

#### **Curriculum**

In consultation with program directors and faculty advisors, all degree candidates complete the 15-hour Second Language Acquisition Core and one of the three 15-hour language tracks, for a total of 30 hours of coursework. The course associated with the research requirement brings the total hours for the program to 33.

**Second Language Acquisition Core.** All candidates must complete the following 15-hour core:

- |    |             |   |         |
|----|-------------|---|---------|
| 1. | ENG 691     | Linguistic Theory                                     | 3 hours |
| 2. | ENG 695     | Principles of Second Language Acquisition             | 3 hours |
| 3. | ENG 700     | Introduction to Research Methods in English           | 3 hours |
|    | or MCL 710* | Advanced Research in the Discipline                   |         |
| 4. | ENG 696     | Materials and Assessment in TESOL                     | 3 hours |
|    | or MCL 696* | Materials and Assessment in Foreign Language Teaching |         |
| 5. | ENG 605     | Methods in TESOL                                      | 3 hours |
|    | or MCL 700* | Advanced Teaching Methods and Technology              |         |

\*Candidates pursuing the TESOL track are encouraged to enroll in the ENG classes to fulfill requirements 3-5, whereas those pursuing tracks in French or Spanish should enroll in the MCL classes. However, with advisor approval, candidates may take either ENG or MCL classes to fulfill requirements 3-5, regardless of track.

**Language Track.** All candidates must complete one of the following 15-hour language tracks:

#### **A. Teaching English to Speakers of Other Languages (TESOL)**

1. Complete each of the following:

ENG 688	Sociolinguistics for Language Teaching	3 hours
ENG 690	Grammatical Analysis	3 hours
ENG 793	Seminar in Linguistics	3 hours

2. Complete 6 hours in electives from among the following:

ENG 793	Seminar in Linguistics (if topic different from ENG 793 above)	3 hours
ENG 792	Linguistics in Rhetoric and Composition	3 hours
ENG 689	Studies in Linguistics	3 hours
	Any 700-level ENG course in literature, composition, or rhetoric (approved by the advisor)	3 hours

#### **B. French**

1. Complete each of the following:

MCL 724	Seminar in Linguistics for Foreign Languages	3 hours
FRN 725	Seminar in Francophone Literature and Culture	3 hours
FRN 735	Advanced French Proficiency	3 hours

2. Complete 6 hours in electives from among the following:

ENG 688	Sociolinguistics for Language Teaching	3 hours
MCL 650	Advanced Study Abroad	3-6 hours
MCL 697	Topics for Teachers of Foreign Languages	1-6 hours
MCL 701	Applied Foreign Language Practicum	1-3 hours
RDG 660	Diversity Issues in Literacy and Content Area Instruction	2 hours

**C. Spanish**

1. Complete each of the following:

MCL 724	Seminar in Linguistics for Foreign Languages	3 hours
SPN 725	Seminar in Hispanic Literature and Culture	3 hours
SPN 735	Advanced Spanish Proficiency	3 hours

2. Complete 6 hours in electives from among the following:

ENG 688	Sociolinguistics for Language Teaching	3 hours
LLT 696	Hispanic Literature in Translation	3 hours
MCL 650	Advanced Study Abroad	3-6 hours
MCL 697	Topics for Teachers of Foreign Languages	1-6 hours
MCL 701	Applied Foreign Language Practicum	1-3 hours
RDG 660	Diversity Issues in Literacy and Content Area Instruction	2 hours
SPN 610	Advanced Translation	3 hours

**Research Requirement**

Candidates must enroll in three hours of MCL 798 and complete two degree papers. Under the supervision of a faculty advisor, candidates will revise and expand two papers or other projects previously submitted in conjunction with two different courses in the program. Candidates can enroll in MCL 798 only upon completion of 18 hours of MASLA coursework.

**Examination Requirement**

During the last semester of coursework or later, all candidates will take two written examinations, one focused on issues related to second language acquisition theory and practice and another relating to their chosen language track.

**Language Proficiency Requirement**

**TESOL Track Candidates.** TESOL track candidates must provide evidence of intermediate-level proficiency in a language other than English. The language proficiency requirement may be met through one of the following options: (a) completion of 12 hours of undergraduate course work in a foreign language with at least a C average; (b) completion of the second intermediate foreign language college course with a grade of C

or higher; or (c) passing a reading competency test equivalent to the level of the second intermediate foreign language college course administered by the Department of Modern and Classical Languages. A TESOL track candidate whose native language is not English will be considered to have met the language requirement.

**French and Spanish Track Candidates.** As noted in the Admission Requirements section above, French and Spanish track candidates must demonstrate speaking and writing proficiency consistent with the Advanced level on the ACTFL scale. If such proficiency is not clearly evidenced, additional proficiency assessments may be administered at the discretion of program faculty.

**New Courses and Course Changes Pending Approval**

New Course Proposals	Course Change Proposals
MCL 696 – Materials and Assessment in Foreign Language Teaching	MCL 710 – Change number of existing MCL 610 to MCL 710; update description
MCL 724 – Seminar in Linguistics for Foreign Languages	SPN 725 – Change number of existing SPN 625 to SPN 725; change name to Seminar in Hispanic Literature and Culture; update description and remove references to SPN 525; delete SPN 525.
MCL 701 – Applied Foreign Language Practicum	SPN 735 – Change number of existing SPN 635 to SPN 735; Change name to Advanced Spanish Proficiency; update description and remove references to SPN 535; delete SPN 535
MCL 798 – Degree Paper	FRN 725 – Change number of existing FRN 625 to FRN 725; change name to Seminar in Francophone Literature and Culture; update description and remove references to FRN 525; delete FRN 525
	FRN 735 – Change number of existing FRN 635 to FRN 735; Change name to Advanced Spanish Proficiency; update description and remove references to FRN 535; delete FRN 535

**New Courses Descriptions**

**MCL 696 Materials and Assessment in Foreign Language Teaching:** Practical and theoretical perspectives in specific areas in foreign language teaching and learning, including speaking, grammar, composition, and critical reading. Consideration of materials design and student assessment with an emphasis on literacy and proficiency development. 3(3-0) D

**MCL 724 Seminar in Linguistics for Foreign Languages.** Focused exploration of topics in linguistics, phonetics and phonology, semantics, grammar and syntax, language history, language variation and change, and language acquisition as they pertain to French and/or Spanish. May be repeated, as content changes, to a maximum of 6 hours. 1-6 D.

**MCL 701 Applied Foreign Language Practicum.** Prerequisite: permission of instructor. An independent studies option designed to allow students to work closely with a graduate faculty mentor to develop and implement a project that integrates principles and/or practices pertinent to second language acquisition or applied linguistics. Variable content course. May be repeated, as content changes, to a maximum of 6 hours. 1-6 D

**MCL 798 Degree Paper.** Prerequisites: Permission of the Graduate Director or Department Head. Not open to students writing theses to satisfy the Master's research requirement (MCL 799 or ENG 799). Independent research and writing toward completion of two 25- to 30-page degree papers. Degree papers are equivalent in rigor, scope, and length to articles in academic journals. Although these projects develop out of seminars, students typically do much of their research and writing after these courses have concluded, requiring a considerable amount of independent work in order to develop and refine the scope of these projects, and bring them to completion. Consultation with a designated MCL Graduate Faculty Member and approval from the Graduate Director or the Department Head are required. May not be repeated. 1(1-0) D

- **Executive Summary: About This Program**

The Master of Applied Second Language Acquisition at Missouri State University, with its three language tracks, will emphasize the processes of language-learning and proficiency development, integrating both the formal and the cultural aspects inherent in languages. Its candidates will already possess personal experience in language-learning, but the program will train them to be leaders whose knowledge of Second Language Acquisition and related attitudes exhibit cultural competence and community engagement.

These students reinforce verbal skills and gain vocabulary in their native languages based on their knowledge of the target language; they also learn new structures, new attitudes, new tastes and new perspectives. Their language study allowed them to develop an acute sense of place and symbol as part of a culture. Language Professionals have the responsibility and the opportunity to present symbols and values of the target culture at their true weight, which leads students to a golden opportunity for critical thinking and analysis of the symbols and values of their home culture. The discovery of such parallels often brings students closer to understanding how societies form and establish their cohesiveness. Oftentimes, language plays a key role in assimilation and representation. It also makes them more conscious of how certain populations can be marginalized in the absence of a common will or protective structure. The cross-disciplinary aspect of the process, and the program, seems evident, as students will be looking at architecture, artistic creations, and geographic sites of worldwide cultural value and significance, and determining how each category contributes to or reflects linguistic elements that they have studied.

The faculty in this program is multi-national, with a wealth of cross-cultural experience in languages, migration, and integration. Several of the faculty have taught in other countries, either a second language or their native language to international groups, either in the state educational system, or in the private sector. Student research will undoubtedly draw on such professional experiences in its articulation, but may well be applied or developed to serve diverse populations locally or nationally. These Language professionals may accept positions in local schools; they may also choose to work anywhere second language training is required—in business, in government, in non-governmental organizations. They may equally decide to go on to a PhD program in Second Language Acquisition or the individual language. The originality and strength of this program rests in its collaborative and multi-faceted nature, since it will provide students with a unique environment in which to explore and understand the individual complexities involved in a specific language, and the collective commonalities of second language acquisition.

NOV 14 2013

**Missouri State University**  
**Curricular Proposal – New Program**  
**(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)**

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

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate. Contact the Graduate College, CARR 306, for a copy of the CBHE policies and information concerning proposal development. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department PsychologyDate October 22, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

**PROPOSED PROGRAM** <sup>MS</sup> Master's Degree in Applied Behavior AnalysisMajor  Comprehensive Major  Option  Minor  Certificate  Certification  Academic Rules  Other Degree Applicability Graduate program for meeting standards for professional certification in behavior analysisGeneral Education Courses Required Not applicable – graduate program Total Hours \_\_\_\_\_General Education Courses Recommended Not applicable – graduate program Total Hours \_\_\_\_\_Requirements (including Admission) and Limitations for Specific Degree See Appendix A

(NOTE: This is a collaborative program between two departments. See Appendix B for the full course listing.)

Courses Required in Department See Appendix C for Psychology coursesTotal Hours 12-27Courses Required in Other Departments See Appendix D for Special Education CoursesTotal Hours 6-15Prerequisites for Required Courses For PSY 77, enrollment is limited to students admitted to the ABA programRecommended Electives in Department See Appendix E for Psychology ElectivesTotal Hours 0-6Recommended Electives in Other Departments See Appendix F for Special Education ElectivesTotal Hours 0-6Limitations on Electives Students are required to complete 6 hours of electives.

**DEPARTMENT** Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)

Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)

Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)

Graduate Council (All graduate programs)

Signature A. O. Rest

Department Head

(Routing on Reverse Side)

Date 10-22-13

FS New Program – 9-2010

**ROUTING**

1. COLLEGE COUNCIL (ART VI, SEC 3B)

**APPROVED** After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

**REVIEWED** Return to College Council Chair within ten days of receipt for disposition.

Comment(s) \_\_\_\_\_

Signature *Julen Reed* Date 10-22-13  
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

**APPROVED** Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

**APPROVED** Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

**APPROVED** Forward two signed copies of final action to the Secretary of the Faculty for disposition.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature *Paula Grant* Date 11/13/13  
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

**APPROVED**

**DISAPPROVED**

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

**RECOMMENDED TO PRESIDENT**

**NOT RECOMMENDED TO PRESIDENT**

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provost

8. PRESIDENT

**APPROVED**

**DISAPPROVED**

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President



FS-2006

***NEW PROGRAM RESOURCE INFORMATION***Program Title and Degree: Applied Behavior Analysis, M.S.Department: Psychology

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).  
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered?  Yes  No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?  Yes  No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

See attached MDHE proposal for full review of ABA and employment opportunities.

In addition to the above, there is current opportunity for graduates of this program to gain certification as an Applied Behavior Analyst, and to further gain licensure within the state of Missouri. The February 2013 autism and autism coverage report to the Missouri Legislature by the Department of Insurance, Financial Institutions and Professional Registration reported that since state licenses for behavior analysts were first issued in December of 2010, 162 people had obtained licensure at the master's level. Although this is a positive sign of growth and contributes to the services for several individuals in need, many counties, particularly those in rural and Southwest Missouri do not have a single licensed behavior analyst to provide services. As a result, despite insurance of treatment, many still cannot access care. And, as 2014 approaches and the Affordable Care Act mandates that individual and small group policies also provide coverage for treatment, the need will increase further.

The Missouri Department of Mental Health noted that "The lack of licensed behavior analysts is causing delays in developing individual support plans and providing care and treatment." As such, the DMH, in the 2013 Caring for Missourians report, recommended that efforts be made to increase the number of licensed behavior analysts practicing in Missouri. Within Greene County there are less than 15 licensed analysts to provide services, and many surrounding counties have no licensed practicing professionals.

It is our belief that the proposed program will produce graduates who will meet a need within our community.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

5. What are the present/future projected enrollments for this program?

1<sup>st</sup> year 5 students                      3<sup>rd</sup> year 18 students

In five years, how many students must be:

- a) declared minors to justify this new minors continuation                      N/A
- b) declared majors to justify this new majors continuation                      N/A

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

- Additional library holdings?                      X Yes                             No
- Additional technology or other supplies?                      X Yes                             No
- Additional or remodeled facilities?                             Yes                      X No
- Additional travel funds?                      X Yes                             No
- Additional faculty?                      X Yes                             No
- Additional support staff?                             Yes                      X No
- Other additional expenses?                      X Yes                             No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

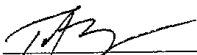
  X   Yes                             No                             Yes, but cannot ensure availability

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

The costs related to the proposed program are managed through the College of Health and Human Services. In addition, an application for additional funding through the 'Caring for Missourians-Mental Health Care' will be submitted for review.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
 \_\_\_\_\_  
 Department Head

  
 \_\_\_\_\_  
 College Dean

**Appendix A**

**To gain admission into the Applied Behavior Analysis Program, students must meet the following requirements:**

1. Completion of a bachelor's degree from a regionally accredited undergraduate Psychology program or Education program with an emphasis in special education.
2. Maintained a cumulative grade point average (GPA) of 3.0 in undergraduate and graduate work and a 3.25 in major field.
3. Applicants with a Psychology major must have maintained a 3.25 in all psychology coursework and completed at least 20 semester hours or 30 quarter hours of psychology, including coursework in statistics and research methods.
4. Applicants with an Education major with an emphasis in Special Education must have maintained a 3.25 GPA in the professional education courses and the certificate subject area of Special Education.
5. The following Graduate Record Exam (GRE) scores are recommended as minimum scores for consideration of applicants: A Verbal Reasoning score of 151 or higher, a Quantitative Reasoning score of 142 or higher, and an Analytical Writing score of 3.5.
6. All applications to the graduate program will be required to complete a Family Care Safety Registry background check. If you are a Missouri resident and have not completed the Family Care and Safety Registry (FCSR) form, please do so by following this link;  
<http://education.missouristate.edu/services/efe/fcsr.htm>.

### Appendix B

#### Required Courses

Course ID	Course	Title	Credits
PSY 614		Introduction to Applied Behavior Analysis	3
SPE 618		Applications of Applied Behavior Analysis and Interventions for Teachers in Applied Settings	3
SPE 626		Applied Behavior Analysis for Developmental Disabilities and Autism in Applied Settings	3
PSY 747		<i>(New Course)</i> Single Subject Research Design in Applied Behavior Analysis	3
PSY 777		<i>(New Course)</i> Conceptual Foundations of Applied Behavioral Science	3
PSY 761		Ethical and Professional Issues	3
PSY 797 or SPE 710		Directed Research (for PSY); Problems in Special Education (for SPE)	3
PSY 796 or SPE 791		Practicum (for PSY); Clinical Practicum for Special Needs Populations (for SPE)	6
PSY 799 or SPE 799		Thesis	6

#### Elective Courses: select two of the following courses (6 hours of electives)

PSY 602	Learning Theories	3
SPE 625	Introduction to Teaching and Assessing Students With Autism Spectrum Disorders	3
PSY 629	Psychological Tests and Measurements	3
PSY 695	Specialized Topics in Psychology	3
PSY 745	Statistics and Research Design	3
PSY 767	Behavior Disorders of Childhood	3
SPE 780	Contemporary Issues in Special Education	3

#### Thesis Project Requirements

A 6 credit hour experimental thesis is required. Experimental thesis here implies a research project that involves a manipulation in an applied or experimental lab setting that employs a Single-Subject design experiment (e.g., ABAB, Multiple Baseline, or Changing Criterion) and appropriate subsequent data analysis.

**Appendix C****Required Courses in Psychology**

<b>Course ID</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>
PSY 614		Introduction to Applied Behavior Analysis	3
PSY 747		<i>(New Course)</i> Single-Subject Research Design in Applied Behavior Analysis	3
PSY 777		<i>(New Course)</i> Conceptual Foundations of Applied Behavioral Science	3
PSY 761		Ethical and Professional Issues	3
PSY 797 (or SPE 710)		Directed Research	3
PSY 796 (or SPE 791)		Practicum	6
PSY 799 (or SPE 799)		Thesis	6

NOV 14 2013

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

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

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

Department Department of Management Date September 19, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Graduate Certificate in International Business

Major \_\_\_ Comprehensive Major \_\_\_ Option \_\_\_ Minor \_\_\_ Certificate [X] Certification [O] Academic Rules \_\_\_ Other \_\_\_

Degree Applicability: Can be used as electives for core course requirements.

General Education Courses Required None Total Hours 0

General Education Courses Recommended None Total Hours 0

Requirements (Including Admission) and Limitations for Specific Degree See attachment A

Courses Required in Department MGT 747 Total Hours 3

Courses Required in Other Departments Total Hours

Prerequisites for Required Courses Completion of prerequisite courses and admitted (or admissible) to the MBA program

Recommended Electives in Department: MGT 790, MGT 796 Total Hours

Recommended Electives in Other Departments- Choose 3 courses from: MKT 764, FIN 686, MKT 774, FIN 682 Total Hours 9

Limitations on Electives

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)

Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)

Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)

[X] Graduate Council (All graduate programs)

Signature [Signature] Department Head (Routing on Reverse Side)

Date 9/20/13

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment (s) \_\_\_\_\_

Signature Stephoni Bryant Date 10/1/13  
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) \_\_\_\_\_

Signature B. G. [Signature] Date 11/13/13  
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment (s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment (s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provost

8. PRESIDENT

APPROVED

DISAPPROVED

Comment (s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President

FS-2006

**NEW PROGRAM RESOURCE INFORMATION**

Program Title and Degree: Graduate Certificate Program in International Business

Department: Management \_\_\_\_\_

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).  
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered?  Yes  No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?  Yes  No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)  
 The MSU MBA Program currently offers students an opportunity to "concentrate" in a certain area by completing 9 hours of electives (a seminar course and two other elective courses). The Graduate Certificate allows students to officially document their area of expertise if they decide to complete a specific area of concentration.
4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.
5. What are the present/future projected enrollments for this program?  
 1<sup>st</sup> year 10 3<sup>rd</sup> year 20  
 In five years, how many students must be:  
 a) declared minors to justify this new minors continuation n/a  
 b) declared majors to justify this new majors continuation n/a
6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.
 

Additional library holdings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional technology or other supplies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional or remodeled facilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional travel funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional faculty?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional support staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other additional expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?



Yes     No     Yes, but cannot ensure availability

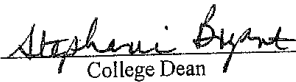
8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

Faculty are currently teaching these courses as part of the MBA program. See Question 9.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.  
We will increase class size slightly, if necessary.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
College Dean

**Attachment A  
Curricular Proposal – New Program  
Graduate Certificate in International Business**

**Statement of Rationale**

The purpose of this certificate program is to provide skills to working professionals in graduate study. The program will include learning activities and experiences that will provide students as much significant international business background as possible within four courses.

**Statement of Costs for First Five Years**

There will be no incremental cost since all of the courses are currently being taught as part of the MBA program.

**Complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]**

**INTERNATIONAL BUSINESS GRADUATE  
CERTIFICATE PROGRAM**

**PROGRAM DESCRIPTION**

The International Business Graduate Certificate Program provides a 12 hour graduate-level experience in the international business field. The program involves in depth study of international business, including issues related to management, marketing and finance. Contact the MBA Director or program coordinator for additional information.

**ENTRANCE CRITERIA**

Candidates for the certificate program must be admitted to the University as a graduate student. The candidate should have a bachelor's degree and meet minimum admission criteria for the Master of Business Administration program. All course work must be approved by the MBA Program Director.

**REQUIRED COURSES 12 hours**

MGT 747 International Management

*Select three from the following:*

MKT 764 International Logistics & Global SCM

FIN 686 International Financial Statement Analysis

MGT 790 Seminar in Management

MGT 796 Independent Study

MKT 774 International Marketing

FIN 682 International Financial Management

**GPA Requirements.** Students must have a B or better grade on each course.

NOV 14 2013

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

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

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

Department Department of Management Date September 19, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Graduate Certificate in Entrepreneurship

Major Comprehensive Major Option Minor Certificate Certification Academic Rules Other

Degree Applicability: Can be used as electives for core course requirements.

General Education Courses Required None Total Hours 0

General Education Courses Recommended None Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree See attachment A

Courses Required in Department: MGT 643, MGT 790, MGT 671 Total Hours 9

Courses Required in Other Departments Total Hours

Prerequisites for Required Courses Completion of prerequisite courses and admitted (or admittable) to the MBA program

May select One from any of the following Electives:

Recommended Electives in Department: MGT 760, MGT 770, MGT 796 Total Hours

Recommended Electives in Other Departments- MKT 790, FIN 790, CIS 790 Total Hours 3

Limitations on Electives

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
X Graduate Council (All graduate programs)

Signature [Handwritten Signature] Department Head (Routing on Reverse Side)

Date 9/20/13

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) \_\_\_\_\_

Signature Stephen Bryant Date 10/11/13

Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature [Signature] Date 11/13/13

Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Provost

8. PRESIDENT

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

President

FS-2006

**NEW PROGRAM RESOURCE INFORMATION**

Program Title and Degree: Graduate Certificate Program in Entrepreneurship

Department: Management \_\_\_\_\_

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered?  Yes  No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?  Yes  No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)  
 The MSU MBA Program currently offers students an opportunity to "concentrate" in a certain area by completing 9 hours of electives (a seminar course and two other elective courses). The Graduate Certificate allows students to officially document their area of expertise if they decide to complete a specific area of concentration.
4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.
5. What are the present/future projected enrollments for this program?  
 1<sup>st</sup> year 10 3<sup>rd</sup> year 20  
 In five years, how many students must be:  
 a) declared minors to justify this new minors continuation n/a  
 b) declared majors to justify this new majors continuation n/a
6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.
 

Additional library holdings?	Yes	<input checked="" type="checkbox"/> No
Additional technology or other supplies?	Yes	<input checked="" type="checkbox"/> No
Additional or remodeled facilities?	Yes	<input checked="" type="checkbox"/> No
Additional travel funds?	Yes	<input checked="" type="checkbox"/> No
Additional faculty?	Yes	<input checked="" type="checkbox"/> No
Additional support staff?	Yes	<input checked="" type="checkbox"/> No
Other additional expenses?	Yes	<input checked="" type="checkbox"/> No
7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes     No     Yes, but cannot ensure availability

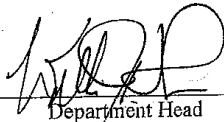
8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

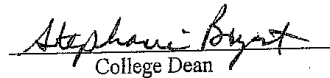
Faculty are currently teaching these courses as part of the MBA program. See Question 9.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

We will increase class size slightly, if necessary.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
Department Head

  
College Dean

**Attachment A  
Curricular Proposal – New Program  
Graduate Certificate in Entrepreneurship**

**Statement of Rationale**

The purpose of this certificate is to provide skills to working professionals in graduate study. The program will include learning activities and experiences that will provide students as much significant entrepreneurship background as possible within four courses.

**Statement of Costs for First Five Years**

There will be no incremental cost since all of the courses are currently being taught as part of the MBA program.

**Complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]**

**ENTREPRENEURSHIP GRADUATE  
CERTIFICATE PROGRAM**

**PROGRAM DESCRIPTION**

The Entrepreneurship Graduate Certificate Program provides a 12 hour graduate-level experience in the entrepreneurship field. The program involves in depth study of new venture management, sources of capital, and growth management. Students will gain first-hand experience in assessing operations of existing entrepreneurial firms. Contact the MBA Director or program coordinator for additional information.

**ENTRANCE CRITERIA**

Candidates for the certificate program must be admitted to the University as a graduate student. The candidate should have a bachelor's degree and meet minimum admission criteria for the Master of Business Administration program. All course work must be approved by the MBA Program Director.

**REQUIRED COURSES 9 hours**

MGT 643: New Venture Management  
MGT 790: Seminar in Management  
MGT 671: Practicum in Small Business

Select one elective from:

MGT 760: Selected Topics in Management  
MGT 770: Leadership Development  
MGT 796: Independent Study  
MKT 790: Seminar in Marketing  
FIN 790: Seminar in Finance  
CIS 790: Seminar in Management Info Systems

**GPA Requirements.** Students must have a B or better grade on each course.

NOV 14 2013

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

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

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

Department Department of Management Date September 25, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Graduate Certificate in Management

Major \_\_\_ Comprehensive Major \_\_\_ Option \_\_\_ Minor \_\_\_ Certificate X Certification Academic Rules \_\_\_ Other \_\_\_

Degree Applicability: Can be used as electives for core course requirements.

General Education Courses Required None Total Hours 0

General Education Courses Recommended None Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree See attachment A

Courses Required in Department: MGT 747, MGT 764, MGT 767 Total Hours 9

Courses Required in Other Departments Total Hours

Prerequisites for Required Courses Completion of prerequisite courses and admitted (or admissible) to the MBA program

Recommended Electives in Department: MGT 643, MGT 646, MGT 671, MGT 675, MGT 701, MGT762, MGT 770, MGT 790, MGT 796 Total Hours 3

Recommended Electives in Other Departments- none Total Hours

Limitations on Electives

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
X Graduate Council (All graduate programs)

Signature [Handwritten Signature] Department Head

Date 9/27/13



**ROUTING**

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.  
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.  
 Comment(s) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.  
 Comment(s) \_\_\_\_\_  
 Signature Stephoni Bryant Date 10/1/13  
 Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.  
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.  
 Comment(s) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.  
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.  
 Comment(s) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.  
 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.  
 Comment(s) \_\_\_\_\_  
 Signature [Signature] Date 11/13/13  
 Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED  
 DISAPPROVED  
 Comment(s) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT  
 NOT RECOMMENDED TO PRESIDENT  
 Comment(s) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Provost

8. PRESIDENT

APPROVED  
 DISAPPROVED  
 Comment(s) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 President

FS-2006

**NEW PROGRAM RESOURCE INFORMATION**

Program Title and Degree: Graduate Certificate in Management

Department: Management \_\_\_\_\_

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).  
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered?  Yes  No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?  Yes  No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)  
 The MSU MBA Program currently offers students an opportunity to "concentrate" in a certain area by completing 9 hours of electives (a seminar course and two other elective courses). The Graduate Certificate allows students to officially document their area of expertise if they decide to complete a specific area of concentration.
4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.
5. What are the present/future projected enrollments for this program?  
 1<sup>st</sup> year   10                        3<sup>rd</sup> year   20    
 In five years, how many students must be:  
 a) declared minors to justify this new minors continuation   n/a    
 b) declared majors to justify this new majors continuation   n/a
6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.  

Additional library holdings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Additional technology or other supplies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Additional or remodeled facilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Additional travel funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Additional faculty?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Additional support staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Other additional expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes     No     Yes, but cannot ensure availability

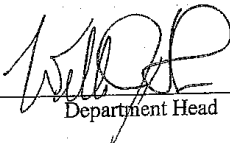
8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

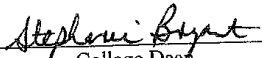
Faculty are currently teaching these courses as part of the MBA program. See Question 9.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

We will increase class size slightly, if necessary.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
College Dean

**Attachment A  
Curricular Proposal – New Program  
Graduate Certificate in Management**

**Statement of Rationale**

The purpose of this certificate is to provide skills to working professionals in graduate study. The program will include learning activities and experiences that will provide students as much significant management background as possible within four courses.

**Statement of Costs for First Five Years**

There will be no incremental cost since all of the courses are currently being taught as part of the MBA program.

**Complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]**

**MANAGEMENT GRADUATE  
CERTIFICATE PROGRAM**

**PROGRAM DESCRIPTION**

The Management Graduate Certificate Program provides a 12 hour graduate-level experience in the management field. The program involves in depth study of current management research, international, human resource, and operations management issues. Contact the MBA Director or program coordinator for additional information.

**ENTRANCE CRITERIA**

Candidates for the certificate program must be admitted to the University as a graduate student. The candidate should have a bachelor's degree and meet minimum admission criteria for the Master of Business Administration program. All course work must be approved by the MBA Program Director.

**REQUIRED COURSES 12 hours**

MGT 747: International Management  
MGT 764: Organizational Behavior  
MGT 767: Organization Strategy and Policy

Select one elective from:

MGT 643: New Venture management  
MGT 646: Direct Compensation Sys MGT  
MGT 671: Practicum in Small Business Op.  
MGT 675: Advance OM: Bus Process MGT  
MGT 701: Health Services Organization  
MGT 762: Problems in Human Resources Management and Industrial Relations  
MGT 770: Leadership Development  
MGT 790: Seminar in Management  
MGT 796: Independent Study

**GPA Requirements.** Students must have a B or better grade on each course.

NOV 14 2013

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

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

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

Department Department of Management Date September 25, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Graduate Certificate in Leadership

Major \_\_\_ Comprehensive Major \_\_\_ Option \_\_\_ Minor \_\_\_ Certificate [X] Certification [ ] Academic Rules \_\_\_ Other \_\_\_

Degree Applicability: Can be used as electives for core course requirements.

General Education Courses Required None Total Hours 0

General Education Courses Recommended None Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree See attachment A

Courses Required in Department: MGT 764, MGT 767, MGT 770 Total Hours 9

Courses Required in Other Departments Total Hours

Prerequisites for Required Courses Completion of prerequisite courses and admitted (or admissible) to the MBA program

Recommended Electives in Department: MGT 796 Total Hours 3

Recommended Electives in Other Departments: LAW 632, LAW 650 Total Hours

Limitations on Electives

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
Professional Education Committee (All proposals affecting BS and MS In Education and Educational Specialist degrees)
Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
[X] Graduate Council (All graduate programs)

Signature [Signature] Department Head (Routing on Reverse Side)

Date 9/27/13

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)
 

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson
2. DEAN OF THE COLLEGE (ART VI, SEC 5)
 

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) \_\_\_\_\_

Signature Stephani Bryant Date 10/1/13

Dean of the College
3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)
 

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson
4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)
 

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson
5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)
 

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature [Signature] Date 11/13/13

Chairperson
6. FACULTY SENATE (ART VI, SEC 9)
 

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson
7. PROVOST (ART I, SEC 6; ART VI, SEC 9)
 

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Provost
8. PRESIDENT
 

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

President

FS-2006

**NEW PROGRAM RESOURCE INFORMATION**

Program Title and Degree: Graduate Certificate Program in Leadership

Department: Management \_\_\_\_\_

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).

[Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered?  Yes  No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?  Yes  No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)  
 The MSU MBA Program currently offers students an opportunity to "concentrate" in a certain area by completing 9 hours of electives (a seminar course and two other elective courses). The Graduate Certificate allows students to officially document their area of expertise if they decide to complete a specific area of concentration.
4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.
5. What are the present/future projected enrollments for this program?  
 1<sup>st</sup> year 10 3<sup>rd</sup> year 20  
 In five years, how many students must be:  
 a) declared minors to justify this new minors continuation n/a  
 b) declared majors to justify this new majors continuation n/a
6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.
 

Additional library holdings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional technology or other supplies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional or remodeled facilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional travel funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional faculty?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional support staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other additional expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes     No     Yes, but cannot ensure availability

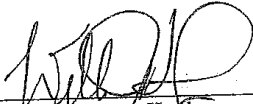
8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

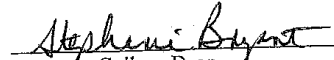
Faculty are currently teaching these courses as part of the MBA program. See Question 9.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

We will increase class size slightly, if necessary.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
Department Head

  
College Dean



**Attachment A  
Curricular Proposal – New Program  
Graduate Certificate in Leadership**

**Statement of Rationale**

The purpose of this certificate is to provide skills to working professionals in graduate study. The program will include learning activities and experiences that will provide students as much significant leadership background as possible within four courses.

**Statement of Costs for First Five Years**

There will be no incremental cost since all of the courses are currently being taught as part of the MBA program.

**Complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]**

**LEADERSHIP GRADUATE  
CERTIFICATE PROGRAM**

**PROGRAM DESCRIPTION**

The Leadership Graduate Certificate Program provides a 12 hour graduate-level experience in the leadership area. The program involves in depth study of leadership skills, theory, research, and self-assessment. Contact the MBA Director or program coordinator for additional information.

**ENTRANCE CRITERIA**

Candidates for the certificate program must be admitted to the University as a graduate student. The candidate should have a bachelor's degree and meet minimum admission criteria for the Master of Business Administration program. All course work must be approved by the MBA Program Director.

**REQUIRED COURSES: 12 hours**

MGT 764: Organizational Behavior  
MGT 770: Leadership Development  
MGT 767: Organizational Strategy and Policy

Select one elective from:

MGT 796: Independent Study  
LAW 632: Legal Environment of Business Organizations for Professionals  
LAW 650: Negotiation, Mediation, and Arbitration in Business

**GPA Requirements.** Students must have a B or better grade in each course.

NOV 14 2013

Missouri State University  
Curricular Proposal – New Program  
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

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

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

Department Defense and Strategic Studies Date October 18, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Graduate Certificate in Countering Weapons of Mass Destruction (CWMD)

Major  Comprehensive Major  Option  Minor  Certificate  Certification  Academic Rules  Other

Degree Applicability \_\_\_\_\_

General Education Courses Required \_\_\_\_\_ Total Hours \_\_\_\_\_

General Education Courses Recommended \_\_\_\_\_ Total Hours \_\_\_\_\_

Requirements (including Admission) and Limitations for Specific Degree: The candidate must have a baccalaureate degree, be admitted to the MSU graduate program, and have enrollment for each course approved by its professor.

Courses Required in Department: DSS 601, DSS 723, DSS 722 or 725, DSS 727 or 827, and DSS 798 (for NDU Fellows only) or DSS 710 (for all other CWMD Certificate students)

Total Hours: 15

Courses Required in Other Departments \_\_\_\_\_ Total Hours \_\_\_\_\_

Prerequisites for Required Courses \_\_\_\_\_

Recommended Electives in Department \_\_\_\_\_ Total Hours \_\_\_\_\_

Recommended Electives in Other Departments \_\_\_\_\_ Total Hours \_\_\_\_\_

Limitations on Electives \_\_\_\_\_

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature *Keith Payne*  
Department Head  
(Routing on Reverse Side)

Date 10/18/2013

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

**APPROVED** After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

**REVIEWED** Return to College Council Chair within ten days of receipt for disposition.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

**APPROVED** Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

**APPROVED** Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

**APPROVED** Forward two signed copies of final action to the Secretary of the Faculty for disposition.

**DISAPPROVED** Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature *[Handwritten Signature]* Date 11/13/13  
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

**APPROVED**

**DISAPPROVED**

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

**RECOMMENDED TO PRESIDENT**

**NOT RECOMMENDED TO PRESIDENT**

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provost

8. PRESIDENT

**APPROVED**

**DISAPPROVED**

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President

FS-2006

**NEW PROGRAM RESOURCE INFORMATION**

Program Title and Degree: Graduate Certificate in Countering Weapons of Mass Destruction (CWMD)

Department: Department of Defense and Strategic Studies

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).  
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered?        Yes   x   No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?   NA          Yes        No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

This graduate certificate program is proposed to meet the significant demand for mid-career graduate education in this discipline in the Washington, D.C. area.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

The Department is aware of the demand due to the professional experience of the faculty, and the existence of similar programs at competing institutions.

5. What are the present/future projected enrollments for this program?

1<sup>st</sup> year   1-3                        3<sup>rd</sup> year   3-5  

In five years, how many students must be:

- a) declared minors to justify this new minors continuation          N/A
- b) declared majors to justify this new majors continuation          N/A

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

- |  |                   |                 |
|--|-------------------|-----------------|
| Additional library holdings?             | <u>      </u> Yes | <u>  x  </u> No |
| Additional technology or other supplies? | <u>      </u> Yes | <u>  x  </u> No |
| Additional or remodeled facilities?      | <u>      </u> Yes | <u>  x  </u> No |
| Additional travel funds?                 | <u>      </u> Yes | <u>  x  </u> No |
| Additional faculty?                      | <u>      </u> Yes | <u>  x  </u> No |
| Additional support staff?                | <u>      </u> Yes | <u>  x  </u> No |
| Other additional expenses?               | <u>      </u> Yes | <u>  x  </u> No |

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes     No     Yes, but cannot ensure availability

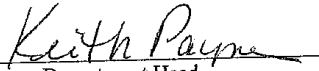
8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

There is sufficient capacity within the current faculty to teach the courses required for this program.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

The courses are currently offered as part of the DSS M.S. Program: additional sections are not anticipated as a result of this program.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

  
Department Head

\_\_\_\_\_  
College Dean

**(1) Rationale and Objective:****Rationale:**

The creation of this certificate program permits the Department of Defense and Strategic Studies to address the significant demand for advanced graduate education in Defense and Strategic Studies in the Washington, D.C. area. The certificate program will serve as an alternate option to the CWMD Masters degree program.

**Objective:**

The objective is to introduce students to the key concepts and issues that concern the discipline by requiring a significant course load (5 seminar courses for 15 hours).

**(2) Statement of Costs for First Five Years****Estimated Cost for Five Years:**

No additional costs are anticipated.

**(3) Complete Catalog Description****Department of Defense and Strategic Studies Graduate Certificate  
Program in Countering Weapons of Mass Destruction (CWMD)**

This program operates in Fairfax, Virginia, and is certified by the State Council of Higher Education for Virginia (SCHEV)

**Program Description**

The Department of Defense and Strategic Studies offers a Graduate Certificate in Defense and Strategic Studies designed for mid-career professionals. The Certificate in Defense and Strategic Studies is intended for those who have a defined but compressed period of time for their education, yet desire advanced study of major defense and strategic issues to further their career. Prospective students may enroll in the fall, spring, or summer semester. Once admitted, they must complete the required 15 credit hours from the list below in order to receive the Certificate. Students may attend full-time (3 seminars per semester) or part-time (1 or 2 seminars per semester.)

**Entrance Requirements**

The candidate must have a bachelors degree and be admitted to the Missouri State University Graduate CWMD Certificate Program. Enrollment for each course must be approved by the professor.

**Coursework to total 15 hours**

- DSS 601 Seminar on Nuclear Strategy and Arms Control
- DSS 723 Counterproliferation
- DSS 725 Instruments of State Power OR DSS 722 Emerging Strategic Challenges
- DSS 727 Chemical and Biological Warfare OR DSS 827 Advanced Chemical and Biological Warfare
- DSS 798 Seminar on Contemporary Defense Issues: CWMD Graduate Fellows Colloquium (for NDJ Fellows only) OR DSS 710 (for all other CWMD Certificate students)