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).

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programs, new undergraduate m oval through the Missouri State c search. All proposals for new pr y a draft of the required CBHE do	ograms requiring CBHE approval show	ing more than 18 credit hours require approval by the CBHE for such programs are processed through the Office of Ild progress through the Missouri State curricular process
Finance & General Busine	ss Department	DateAugust 27, 2013
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		Total Hours <u>N/A</u>
program needs to go throu	VI, SEC 3B(1-4) of Bylaws of the ard <u>three</u> typed, originally signed gh more than one committee/co	Faculty Senate. Attach New Program Resource I forms to <u>one</u> of the following (please mark all that uncil, forward one additional form for each additional
Council	to PEC, CGEIP, or directly to Faculty	
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ttee on General Education and ollegiate Programs	(All general education and multi-col	lege programs)
ecouncil	(All graduate programs)	Date
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		ROUTING	
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		Return one signed copy of final action to the appropriate Department Head.	
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	FS-2006	
	NEW PROGRAM RESOURCE INFORMATION	
rog	ram Title and Degree: Financial Analysis Graduate Certificate	
	artment: Finance and General Business	
ind / Not	ch on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, (3) complete catalog description (including new courses and course changes pending approval). (2) For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and HE form FP will satisfy #2.]	
I.	Is another program being deleted or altered?YesX_No	
2.	If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?	
	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.)	
adop offe	There is increased global emphasis on earning the Chartered Financial Analyst Charter, and otion of International Financial Reporting Standards increases the need for further educational rings in financial analysis. While the certificate requires no new courses, it does arrange the required rses 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 st year3 3 rd year10	
	In five years, how many students must be:	
	 a) declared minors to justify this new minors continuation	
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? YesX_No Additional technology or other supplies? YesX_No	

Х No Yes Additional or remodeled facilities? Yes X No Additional travel funds? No Yes Additional faculty? Ňο Yes Additional support staff? No Yes Х Other additional expenses?

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 <u>N/A</u>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 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: (Undergraduate GPA x 200) + 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 <u>https://polar.missouristate.edu:9080/prod/bwskalog.P_DispLoginNon</u>).

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- 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.
- 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.

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Required Courses:

Prefix	Course Description	Hours
FIN 780 ¹	Advanced Financial Management	3
FIN 785	Investment Management	3
FIN 787	Seminar in Derivatives	3
FIN 682 ²	International Financial Management	0-3
FIN 686 ³	International Financial Statement Analysis	0-3
FIN 699 ⁴	Directed Study for CFA Level I Exam	3
111(0))		12-18

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

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

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

⁴If 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 1 4 2013	Missouri State University Curricular Proposal – New Program (MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)
graduate program, new under graduate or undergraduate), r	ernal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether new minor, new certificate, or new certification program.
as well as approval through th	undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE e Missouri State curricular process. CBHE applications for such programs are processed through the Office of posals for new programs requiring CBHE approval should progress through the Missouri State curricular process required CBHE documentation.
Department Modern and	Classical Languages and English Date 7/1/13
Attach on separate sheets (1) (including new courses and co satisfy #1 and CBHE form FP w	statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description urse changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will ill satisfy #2.]
PROPOSED PROGRAM M	aster of Applied Second Language Acquisition
	lajor Option Minor Certificate Certification Academic Rules Other_X
Degree Applicability Gradua	ite -
General Education Courses F	equired Total Hours ecommended Total Hours
General Education Courses F	ecommendedTotal Hours
Requirements (including Adr	nission) and Limitations for Specific Degree Admission <u>Application with personal-statement, proster</u>
Bachelor's degree awarded a	nd significant experience or coursework in a related field, proof of spoken and written proficiency in
English/French/Spanish (bas	ed on track), GRE general scores, overall GPA of 3.0 in all previous university coursework, general
requirements for admission	o Graduate Study. TESOL track candidates must show intermediate-level proficiency in a language other than
English French and Spanish	rack candidates must show Advanced Proficiency (ACTFL scale) in chosen language
Courses Required in Departn	nent 15 hours required Second Language Acquisition Core courses AND 15 hours of selected language track
(ERNI SPN TESOI) electives	ind 3 hours of supervised degree paper credit (MCL 798) to meet research requirement.
Total Hours <u>33 hours</u>	
	epartments <u>None</u> Total Hours
Prerequisites for Required C	ourses: <u>MCL 798: permission of instructor</u> epartment <u>A) TESOL track: ENG 689, ENG 792, ENG 793, 3 hours any 700-level English course in literature,</u>
Recommended Electives in L	epartment A) 1550L (Jack: ENG 035, ENG 732, ENG 732, ENG 735, G Hours and Social States and Social Sta
	RN 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 <u>15</u>
Recommended Electives in C	ther Departments hold out
	urs of electives selected among referred list for each track. TESOL track: 3 hours any 700-level English course
in literature, composition, or	rhetoric.
	ording to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information ard <u>three</u> typed, originally signed forms to <u>one</u> of the following (please mark all that apply). If the program aan 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 Educati	on Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
Committee on Gener	ral Education and (All general education and multi-college programs) កាលុន
Graduate Council	Date 9/23/13
Signature	

	ROUTING	
1. COLL	EGE COUNCIL (ART VI, SEC 3B)	
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	next committee level for approval	
	DISAPPROVED Return one signed copy of final action to the appropriate Department Head.	
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Comment(s)		
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Signature	Chairperson	
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Signature	Dean of the College	
	ESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)	
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Signature		
	Chairperson	
	COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)	
4.	COMMITTEE ON GENERAL EDUCATION AND INTERCONSISTENT to the Secretary of the Faculty for APPROVED Forward two signed copies of final action to the Secretary of the Faculty for approval.	
	APPROVED Forward two signed copies of final action to the Section for the level for approval. disposition, or forward three signed copies to next committee level for approval.	
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Comment(S)		
	Date	
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Signature 5. GRAI Comment(S) Signature 6. FAC Comment(S) Signature 7. PRO Comment(S) Signature 8. PRE	Date Chairperson NUATE 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. DUATE (ART VI, SEC 9) Date APPROVED Date Chairperson Date Chairperson Date Chairperson Date Chairperson Date VOST (ART I, SEC 6; ART VI, SEC 9) RECOMMENDED TO PRESIDENT NOT RECOMMENDED TO PRESIDENT Date Date	
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	FS-2006	
	NEW PROGRAM RESOURCE INFORMATION	
Prog	gram Title and Degree:Master of Applied Second Language Acquisition	
Dep	artment:Modern and Classical Languages Department and English Department	
and INot	ich on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, (3) complete catalog description (including new courses and course changes pending approval). te: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and HE form FP will satisfy #2.]	
1.	Is another program being deleted or altered?YesNo	
2.	If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?YesNo	
	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 st year6 3 rd year10	

In five years, how many students must be:

6.

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a) declared minors to justify this new minors continuationb) declared majors to justify this new majors continuation

____n/a_____13, all tracks combined

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	xNo No
Additional technology or other supplies?		x No
Additional or remodeled facilities?	Yes	
Additional travel funds?	Yes	xNo
Additional faculty?	x_Yes	No
Additional support staff?	Yes	xNo
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.

artment He

College Dean

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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

Dr. W. D. Blackmon, English Department Head

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

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;
- 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:

- 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

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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

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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	
	1	Foreign Language Teaching	•
5.	ENG 605	Methods in TESOL	3 hours
	or MCL 700*	Advanced Teaching Methods and Technology	· ·

*Candidates pursing 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:	
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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	3 hours	ı.
	(if topic different from ENG 793 above)		
ENG 792	Linguistics in Rhetoric and Composition	3 hours	
ENG 689	Studies in Linguistics	3 hours	
Any 700-lev	el ENG course in literature, composition, or rhetoric	3 hours	
(approved b	y the advisor)		

B. French

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1. Complete each of the following:

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MCL 724	Seminar in Linguistics for Foreign Languages	
FRN 725	Seminar in Francophone Literature and Culture	
FRN 735	Advanced French Proficiency	3 hours
Complete 6	hours in electives from among the following:	
	Sociolinguistics for Language Teaching	3 hours
ENG 688	boologinguistice for mangaage reasoning	
ENG 688 MCL 650	Advanced Study Abroad	3-6 hours
	0 0 0	3-6 hours
MCL 650	Advanced Study Abroad	

C. Spanish

2.

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.

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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

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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

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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.

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TROV 1 4 2013 (MAJ	Missouri State Univ Curricular Proposal – No or, option, minor, certificati	ew Program
graduate program, new undergraduate m	ri State approval of any proposal for a new ajor (whether comprehensive or non-com new certificate, or new certification progra	v program involving two or more courses, including any new prehensive), new option within an existing program (whether m.
as well as approval through the Missouri S Graduate College, regardless of whether t	tate curricular process. CBHE applications he program is graduate or undergraduate. proposal development. All proposals for r	ving more than 18 credit hours require approval by the CBHE for such programs are processed through the Office of the Contact the Graduate College, CARR 306, for a copy of the new programs requiring CBHE approval should progress d CBHE documentation.
Department Psychology		Date_October 22, 2013
(including new courses and course changes satisfy #1 and CBHE form FP will satisfy #2.	pending approval). [Note: For new prog	ests for first five years, and (3) complete catalog description rams requiring CBHE approval, CBHE forms NP, PS, and PG will
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Major_X Comprehensive Major O	ption Minor Certificate (Certification Academic Rules Other_
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(NOTE: This is a collaborative program	between two departments. See Appen	ndix B for the full course listing.
ourses Required in Department <u>See A</u>	ppendix C for Psychology courses	
		Total Hours <u>12-27</u>
ourses Required in Other Departments	See Appendix D for Special Educatio	n Courses
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FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree:

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.]

Applied Behavior Analysis, M.S.

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?
- 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 with 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 st year <u>5 students</u> 3 rd year <u>18 students</u>	
	In five years, how many students must be:	
	 a) declared minors to justify this new minors continuation 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 travel funds? X Yes No	
	Additional faculty? Yes No Additional support staff? Yes No Other additional expenses? Yes No	
7.	Additional support staff?	

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

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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. ;

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Appendix B

Required Courses

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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.

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	Appendix C	
	Required Courses in Psychology	
Course ID Course	Title	redits
PSY 614	Introduction to Applied Behavior Analysis	3
PSY 747	(New Course) Single-Subject Research Design in Applied Behavior Analysis	3
PSY 777	(New Course) Conceptual Foundations of Applied Behavioral Science	1 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

	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 & Certification_	1
	Degree Applicability: Can be used as electives for core course requirements.	
	Total Hours0	
	General Education Courses Recommended <u>None</u> Total Hours 0	
	General Education Courses Recommended_Rene Requirements (Including Admission) and Limitations for Specific Degree See attachment A	
	Courses Required in Department MGT 747 Total Hours3	
	Courses Required in Other Departments	
	Prerequisites for Required Courses Completion of prerequisite courses and admitted (or admittable) to the MBA program	
	Recommended Electives in Department: MGT 790, MGT 796	
	Recommended Electives in Other Departments- Choose 3 courses from: MKT 764, FIN 686, MKT 774, FIN 682 Total Hours9	
	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 <u>three</u> typed, originally signed forms to <u>one</u> 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 (All general education and multi-college programs) Intercollegiate Programs	
	XGraduate Council /// / / / (All graduate programs)	
•	Signature NILLE A Date 92013	

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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.

No

Yes

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.

ent Head

ollege 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.

REOUIRED 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.

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Requirements (including Admission) and L	imitations for Specific Degree See attachmen	t A	
Courses Required in Department: MGT 64	3, MGT 790, MGT 671	Total Hours	
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Comment (s)	DISAPPROVED Return one signed copy of final action to the appropriate Department Head.	
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41	Enhani Brunt Date 10/1/13	
Signature	Dean of the College	
3, PROFESSI	9 ONAL EDUCATION COMMITTEE (ART III, SEC 9)	
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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.

partment Head

Yes

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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 1 4 2013	Missouri State U Curricular Proposal - (MAJOR, OPTION, MINOR, CERTIFICATH	New Program	
graduate program, new undergrad	Missouri State approval of any proposal for a new luate major (whether comprehensive or non-comp minor, new certificate, or new certification progra	v program involving two or more courses, including any new orehensive), new option within an existing program (whethe m.	r èr
as well as approval through the Mis	ssouri State curricular process. CBHE applications Is for new programs requiring CBHE approval shot	ving more than 18 credit hours require approval by the CBHi for such programs are processed through the Office of uld progress through the Missouri State curricular process	E
Department Department	of Management Date	September 25, 2013	
Attach on separate sheets (1) state (including new courses and course of satisfy #1 and CBHE form FP will sat	changes pending approval). [Note: For new prog	sts for first five years, and (3) complete catalog description rams requiring CBHE approval, CBHE forms NP, PS, and PG w	vill
PROPOSED PROGRAM Gradua	te Certificate in Management		
Major Comprehensive Major_	Option Minor Certificate_X	Certification_ 👰 Academic Rules Other	
	ed as electives for core course requirements.		2.1
General Education Courses Requ	uired None	Total Hours0	
	ommended <u>None</u>		
		attachment A	
Courses Required in Department	:: MGT 747, MGT 764, MGT 767		•
		Total Hours9	t = 1
Courses Required in Other Depar	rtments		
		Total Hours	
Prerequisites for Required Course	es Completion of prerequisite courses and a	dmitted (or admittable) to the MBA program	
		675, MGT 701, MGT762, MGT 770, MGT 790, MGT	
	,,		
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mitations on Electives EPARTMENT Route according formation form (FS-302a/06) ar oply). If the program needs to g	g to ART VI, SEC 3B(1-4) of Bylaws of the Fac nd forward <u>three</u> typed, originally signed fo go through more than one committee/coun	culty Senate. Attach New Program Resource rms to <u>one</u> of the following (please mark all that cil, forward one additional form for each additional	
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FS-2006

NEW PROGRAM RESOURCE INFORMATION

	ogram Title and Degree:	Graduate Certificate in Management
De	partment:	Management
and [No	(3) complete catalog desci	statement of rationale and objectives, (2) estimated costs for first five years, ription (including new courses and course changes pending approval). uiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and 2.]
1.	Is another program being	g deleted or altered?YesX_No
2.	If this program affects of been attached to the prop	ther departments or colleges, has a memo showing how it will affect themYesX_No
3.	certification or licensing The MSU MBA Progra	am currently offers students an opportunity to "concentrate in a certain irs of electives (a seminar course and two other elective courses). The ws students to officially document their area of expertise if they decide to
4.	If your response to #3 ref undertaken to estimate or	fers to existing or potential student demand, please indicate the activities r verify the potential or existing demand for this new program.
5.	What are the present/futu	re projected enrollments for this program?
	1 st year10	3 rd year20
	T Charles have been and	
	In five years, now many s	students must be:
	a) declared minors to just	students must be: tify this new minors continuation
õ.	 a) declared minors to just b) declared majors to just 	tify this new minors continuation

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.

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 Dea

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.

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.

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NOV 1 4 2013 (MA)	Curricul or, option, min	ar Proposal or, certifica'	- New Program E, OR CERTIFICATI	1 ON)	· ·
This form is to be used for internal Missou graduate program, new undergraduate m graduate or undergraduate), new minor, r	ew certificate, or new	w certification prog	am.		
New graduate programs, new undergradu as well as approval through the Missouri S Institutional Research. All proposals for m accompanied by a draft of the required CE	tate curricular proces	g CBHE approval sh	ould progress through t	he Missouri State curricula	r process
Department Department of Mar				13	
Attach on separate sheets (1) statement o (including new courses and course change satisfy #1 and CBHE form FP will satisfy #2	s pending approval).	ives, (2) estimated [Note: For new pr	costs for first five years, ograms requiring CBHE a	and (3) complete catalog pproval, CBHE forms NP, F	description IS, and PG will
PROPOSED PROGRAM Graduate Cer	tificate in Leaders	nip		the second second	
PROPOSED PROGRAM Graduate Cer Major Comprehensive Major C	Option Minor	Certificate	Certification A	cademic Rules Other	······
Degree Applicability: Can be used as e	electives for core co	ourse requiremen	lS.		, N
General Education Courses Required_	None			Total Hours	0
General Education Courses Recommen	nded <u>None</u>			Total Hours	0
Requirements (including Admission) a	nd Limitations for S	pecific Degree S	e attachment A		· · · · · · · · · · · · · · · · · · ·
Courses Required in Department: MG	r 764, MGT 767, M	GT 770		Total Hours	9
Courses Required in Other Departmen	ts				<u></u>
				lotal Hours	
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				Total Hours	3
Recommended Electives in Other Depa	artments: LAW 632	, LAW 650			
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Imitations on Electives DEPARTMENT Route according to A Information form (FS-302a/06) and fo upply). If the program needs to go the council/committee marked.	ART VI, SEC 3B(1-4)	of Bylaws of the	Faculty Senate. Atta I forms to <u>one</u> of the puncil, forward one a	ch New Program Resou following (please mark dditional form for each	irce all that additional
College Council	(Send all new u to PEC, CGEIP,	ndergraduate progr or directly to Faculty	ams through College Cou Senate)	ncil as first step before forw	arding either
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Committee on General Education and Intercollegiate Programs	d (All general edu	ication and multi-co	lege programs)		. · · ·
X Graduate Council) (All graduate p	ograms)	· · ·	1	
TYNK HA			Date 9127	112	

	: COUNCIL (ART VI, SEC 3B)
<u></u>	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 copie next committee level for approval.
	DISAPPROVED Return one signed copy of final action to the appropriate Department Head.
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	IONAL EDUCATION COMMITTEE (ART III, SEC 9)
3. PROFESS	APPROVED Forward <u>two</u> signed copies of final action to the Secretary of the Faculty for disposition, or forward <u>three</u> signed copies to next committee level for approval.
Comment(s)	DISAPPROVED Return one signed copy of final action to the appropriate Department Head.
Commerce (B)	Date
Signature	Chairperson
	ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)
4. COMMITTEE (DN GENERAL EDUCATION AND INTERCOMMENTAL 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)	DISAPPROVED Return one signed copy of final action to the appropriate Department Head.
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Signature	Date
Signature	Date Chairperson E 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. Display Date 1) / 13/13 Chairperson SENATE (ART VI, SEC 9)
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	NI	W PROGRAM RESOURC	CE INFORMA	TION			
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Program T	tle and Degree:	Graduate Certificate Prop	gram in Leader	ship			
Departmen	t:	Management			• •		
Attach on s and (3) con	eparate sheets (1) s	tatement of rationale and o iption (including new cour iring CBHE approval, CBJ .]	bjectives, (2) e ses and course HE forms NP,	stimated costs for changes pendin PS, and PG will	or first five years, g approval). satisfy #1 and		
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3. What certif Th area t Gradu comp	justification is beir ication or licensing e MSU MBA Progro y completing 9 hou late Certificate allo lete a specific area	ng provided to support this requirements, other.) am currently offers studen urs of electives (a seminar of ws students to officially do of concentration.	ts an opportuni course and two coument their a	ity to "concentra other elective c rea of expertise	tte" in a certain ourses). The if they decide to		
4. If you under	ir response to #3 re taken to estimate c	fers to existing or potential r verify the potential or exi	student deman sting demand	nd, please indica for this new prop	te the activities gram.		
5. What	are the present/fut	ure projected enrollments f	or this progran	1?	• • •		
1 st ye	ar_10	3 rd year20					
In fiv	e years, how many	students must be:	• •				•
b) de	clared majors to ju	stify this new minors conti stify this new majors conti	nuturon	n/a n/a		•••••••••••••••••••••••••••••••••••••••	
6. Whic apply	h of the following .) Individuals resp	would be needed to implen onsible for specific areas o	nent the proposition of your	sed program? ((college must be		,	· · · · · · · · · · · · · · · · · · ·
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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 selfassessment. 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.

stitutional Research. All proposals for new programs requiring Cene approval income program energy of the required CBHE documentation. epartmentDefense and Strategic StudiesDateOctober 18, 2013 tach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description cluding new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG tisfy #1 and CBHE form FP will satisfy #2.] approval, CBHE form FP will satisfy #2.] comprehensive MajorOptionMinorCertificate _XCertificationAcademic RulesOther eggree Applicability and CBHE form SP will satisfy #2.] comprehensive MajorOptionMinorCertificate _XCertificationAcademic RulesOther eggree Applicability and CBHE form SP will satisfy #2.] comprehensive MajorOptionMinorCertificate _XCertificateOther eggree Applicability and CBHE forms for Specific Degree:Total Hours eneral Education Courses RecommendedTotal Hours eneral Education is the poly of the SS foolDSS 723 DSS 722 or 725, DSS 727 or 827, and DSS 798 (for NDU Fellows only) or DS 0 (for all other CWMD Certificate students)			NT 10-4-4	a ma	
Is form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any ne aduate or undergraduate), new minor, new certificate, or new certification program. (wheth aduate or undergraduate), new minor, new certificate, or new certification programs involving more than 18 credit hours require approval by the CBH we als as proval through the Missouri State curricular process. CBHE applications for such programs are processed through the CBH we als as proval through the Missouri State curricular process. CBHE applications for such programs are processed through the CBH we als as proval through the Missouri State curricular process. CBHE applications for such programs are processed through the CBH we course and strategic CStudies	(MAJOR,	Curricular Proposal OPTION, MINOR, CERTIFICA	– New Progi te, or certific	cam CATION)	
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Degree Applicability	ment Defense and Strategic	Studies	Date	October 18, 2013	_
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X Graduate Council (All graduate programs)					
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			ROUTING	
1.	COLLEGE	COUNCIL (ART		
		APPROVED	After dean review/comment, forward <u>two</u> signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies	to
		DISAPPROVED	next committee level for approval. Return <u>one</u> signed copy of final action to the appropriate Department Head.	
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Signat	ure		Date	-
		Chairperso	n	
2.	DEAN OF		ART VI, SEC 5)	
Commo	nt (s)	REVIEWED Re	turn to College Council Chair within ten days of receipt for disposition.	
	· · ·		Date	
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3.	PROFESSI	ONAL EDUCATION	I COMMITTEE (ART III, SEC 9)	
		APPROVED FO	rward <u>two</u> signed copies of final action to the Secretary of the Faculty for sposition, or forward <u>three</u> signed copies to next committee level for approval.	-
Comme	nt(s)	DISAPPROVED	Return one signed copy of final action to the appropriate Department Head.	
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FS-2006
NEW PROGRAM RESOURCE INFORMATION
Program Title and Degree: _ <u>Graduate Certificate in Countering Weapons of Mass Destruction (CWMD)</u>
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 <u>x</u> No
 Is another program officers other departments or colleges, has a memo showing how it will affect them If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal?
 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
 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 st year <u>1-3</u> 3 rd year <u>3-5</u>
In five years, how many students must be:
 a) declared minors to justify this new minors continuation b) declared majors to justify this new majors continuation
 Which of the following would be needed to implement the proposed program? (Check an unat apply.) Individuals responsible for specific areas outside of your college must be consulted.
Additional library holdings?Yesx_NoAdditional technology or other supplies?Yesx_NoAdditional or remodeled facilities?Yesx_NoAdditional travel funds?Yesx_NoAdditional faculty?Yesx_NoAdditional support staff?Yesx_NoOther additional expenses?Yesx_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.

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

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