EPC Meeting Minutes

Email meeting from October 23-27

Members present: Micheal Fultz, Kerri Steele, Kathy Harper, Manashi Ray, Karen Anderson, Upali Karunathilake, Michael Pennington, Tae Park, Thomas Kiddie, Vasilios Dianellos

Dept.	Request	EPC Action	Comments
Business Administration	Change in prerequisites for Business Administration 320	Approved unanimously with the edit to the wording of the prerequisites	The motion was passed unanimously after it was made clear that the prerequisites were intended to be English 102 and a C in Business Administration 301. The original wording left some confusion about which class required a C and which courses required just a passing grade.

Notes prepared by Dr. Micheal Fultz

West Virginia State University
Educational Policies Committee
New Course/Course Revision Form

Please complete the appropriate sections. Use a separate form for each revision or proposal. Please submit the completed original form, three paper copies and an electronic copy to the EPC chair by the designated deadline dates. For a course proposal or course description change, please attach a SYLLABUS, which follows the guidelines in the Faculty Handbook. Minutes of the department or program meeting where the proposal was approved must be attached.

NAME OF DEPARTMENT OR PROGRAM: **DATE:**

Business Administration and Economics	10/16/2017

Propose a New Course or Delete an Existing Course
[ ] Add new course to catalog
[ ] Approve for general education (must be approved by General Education committee FIRST)
[ ] Approve for honors (must be approved by Honors Committee FIRST)
[ ] Delete course from catalog

Proposed Implementation Date for proposal or revision:

January 15, 2018

Change an Existing Course
[ ] Change in course title
[ ] Change the course number
[ ] Revise the course description
[ ] Change the credit hours
[X]   Change the prerequisites
[ ] Approve for general education (must be approved by General Education committee FIRST; indicate which component below in "Other")
[ ] Approve for honors (must be approved by Honors Committee FIRST)
[ ] Other:

COURSE:	**PREFIX**	**NUMBER**	**TITLE**	**CREDITS**
CURRENT	BA	320	Organizational Behavior	3
NEW				

Current Catalog Description (fill in this section for ALL revisions):

Description	The purpose of this course is to familiarize the student with the behavior of employees at the individual, group and organizational levels. Emphasis will be placed on the integration of application and theory. Topics to be covered include: motivation, team building, perception, attitudes, communication, conflict, stress and leadership.
Prerequisites	Prerequisite(s): Grade of C or better in BA 301; ENGL 102 and either PSYC 151 or SOC 101.

New Catalog Description (fill in this section for new courses and changes to description or prerequisites):

Description	The purpose of this course is to familiarize the student with the behavior of employees at the individual, group and organizational levels. Emphasis will be placed on the integration of application and theory. Topics to be covered include: motivation, team building, perception, attitudes, communication, conflict, stress and leadership.
Prerequisites	Prerequisite(s): ENGL 102 and a C or better in BA 301

Summarize briefly: 1) reasons for the proposal, 2) fiscal effects:

1)	Textbooks for this course incorporate the necessary prerequisite material from the Psychology and Sociology disciplines as needed for the respective applications to the management discipline. To avoid having students exposed to certain, excessive and redundant aspects of course material.
2)	Students will still take the required 120 credits for graduation. Therefore, the University loses no overall revenue with respect overall credit hours. However, this proposal might entail the re-allocation of funds from Sociology or Psychology courses to courses that better fit the needs of our students.

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The following signatures must be obtained IN BLUE INK before submitting to EPC:
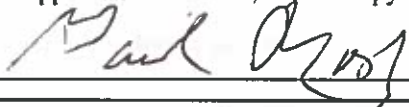
DEPARTMENT OR PROGRAM FACULTY APPROVAL

The proposed changes were discussed and approved by a majority of the department or program faculty during a meeting on ___September 26, 2017_(date). (Minutes of the meeting are attached to this submission).

Department Chair Signature: _____ Date: _10/19/17_

EXTERNAL CONSIDERATION FOR PROPOSAL: In recognition of the effect that the above proposal may have on programs in other program areas or departments, the following persons or committees were consulted.

Approval of any other Department/Committee/Program that may be affected:
(if additional approvals are needed, make a copy of this block and attach with proposal).

Signature: _____ Date: _10-19-17_

Approval of College Dean (get this signature LAST):

Signature: _Deborah A Williams_ Date: _10/19/17_

FINAL CHECKLIST

Have you...	
Filled in all of the appropriate boxes?	✓
Got all of the needed signatures?	✓
Attached a copy of the departmental minutes?	✓
Attached a syllabus, if needed?	

EPC Action Taken:

[ ] Approved, sent to Senate & Academic Affairs   [ ] Not Approved

[ ] Approved with revisions or conditions   [ ] Action postponed until _____

[ ] Returned to department _____

EPC Chair signature:_____ Date:_____

Faculty Senate Action:

[ ] Approved   [ ] Not Approved   [ ] Other (attach specifics)

Senate Chair Signature: _____ Date:_____

Academic Affairs Action:

[ ] Approved [ ] Not Approved

VPAA signature: _____ Date:_____

Approval of any other Department/Committee/Program that may be affected:
(if additional approvals are needed, make a copy of this block and attach with proposal).

Signature: _____ Date: Oct 18 2017

Attendance –Dr. Alan Tillquist, Dr. Cyrus Aleseyed, Dr. Suvayan De, Dr. Abainesh Mitiku, Mr. Matthew Carroll, Mr. Michael Lewis, Mr. John Hodges, Mr. Ed Goldberg, Dr. Frehot Hailou, Ms. Deborah Williams, Dr. Mahmoodul Islam and Ms. Cheryl King

BA 320- The prerequisite language for BA 320 course is currently listed as "Prerequisite(s): Grade of C or better in BA 301; ENGL 102 and either PSYC 151 or SOC 101." A motion to remove "and either PSYC 151 or SOC 101." From the prerequisite language was made on the basis of textbooks always including the necessary prerequisite material from the psychology and sociology disciplines. Motion to remove the prerequisite language stated above was seconded and approved.

Meeting Adjourned.