

School of Continuing Studies  
Academic Council – Summary of Actions  
for November 4, 2004

**Present:**

Susan Breeden, Pat Brown, Kathy Carmody, Stuart Clough, Walter Green, Crystal Hoyt, Scott Johnson, Sandra Kirkland, David Kitchen, Deb Peters, Jim Narduzzi, Cathy Fisher, Paul Porterfield, Diane Retzer, Dan Roberts, Pat Schoknecht, Ray Slaughter, Tricia Stohr-Hunt, Ned Swartz, Porcher Taylor, Ellen Walk, and Clark Williams

**Agenda Item #4 – Informational Item (Ned Swartz) – VOTING ITEM**

Dr. Swartz distributed a revised **Honor Code** for the School of Continuing Studies. Slight modifications were suggested to the wording. Dr. Roberts made a motion to approve document; Dr. Slaughter seconded the motion. The motion was unanimously passed. Once the minor suggestions are incorporated into the document, it will go to the Student Government Association for approval.

**Agenda Item #5 – Voting Item (Walter Green)**

The course description for **ESM 548U**, Thesis, was unanimously approved by the Council. Motion to accept was made by Dr. Roberts; seconded by Dr. Brown.

Catalog Description: Individual research and writing of a thesis representing original research in the field of disaster science under the supervision of a Director and two committee members of the School's graduate program faculty.

**Agenda Item #6 – Voting Item (Walter Green)**

The new Course proposal for **ESM 549U**, Comparative International Disasters, was unanimously approved by the Council. Motion to accept was made by Mr. Williams; seconded by Dr. Slaughter.

Catalog Description: Examines and compares disasters in the developing world with those in the developed with a focus on the impacts of poorly developed infrastructure and transportation systems, hazardous industries, natural disasters in resource poor nations, famine, war, genocide, and climate change. This course substitutes for ESM 503U in the curriculum for students who completed ESM 303U Disasters, Characteristics and Physical Impacts as UR undergraduates. No prerequisites required.  
3 Grad. Sem. Hrs.

**Agenda Item #7 – Voting Item (Walter Green and Ellen Walk)**

The new Professional Series Program was developed to provide limited packages of courses to specific target audiences; they are not intended as degree programs. Motion to accept was made by Dr. Walk; seconded by Dr. Brown. The proposal was unanimously approved.

The Emergency Services Management, Information Systems, and Paralegal Programs propose the creation of **Professional Series**:

**Composition:**

Professional Series will consist of 3 or 4 courses, 9 or 12 undergraduate semester hours. In most cases courses will be in a single discipline; interdisciplinary series may be developed.

**Objective:**

The Professional Series will allow delivery of concentrations of closely related courses that meet specific needs. The intent is to provide tailored course sequences that directly apply either (1) to skill sets required for highly specialized job functions or tasks or (2) to specific needs of students intending to attend graduate programs. These sequences will allow us to combine courses in ways that would otherwise only be possible in a full Bachelor's curriculum. The shorter curriculum than that of a normal Certificate will allow more rapid completion.

**Students:**

Students may enroll either as non-degree seeking students, or may use these courses as part of a major, minor, or as electives in Bachelor's degree program.

**Delivery:**

The Professional Series is designed to allow the student to complete a series in one year, especially when courses can be scheduled sequentially across fall, spring, and summer semesters. Delivery may be by a cohort, with the offering restricted to a single year, or as a general offering over a period of years. Cohort students must complete within the year; general delivery students will be expected to complete the series within three years.

**Proposed 2005 Series:**

Transportation and Logistics (TRAN 351U, 354U, 358U, 361U) – cohort delivery  
Emergency Planning (ESM 302U, 307U, 311U, 313U) – general offering  
Professional Liability (courses in proposal stage) – cohort delivery

**Recognition:**

Upon completion of the Series students receive a certificate of completion issued by the School of Continuing Studies. Completion of a Professional Series will not result in specific notation on the student's transcript.

**Agenda Item #8 – Voting Item (Ellen Walk)**

The course description change for **ISYS 353U**, Web Design and Development with Advanced Database Connectivity, was unanimously approved. Dr. Schoknecht informed the Council and Dean Narduzzi that there would be a one-time \$600 fee for the set up of this course. Motion to accept was made by Dr. Clough; seconded by Dr. Slaughter.

Catalog Description: Program client/server Web-based database applications using the ColdFusion development environment. Pass data between pages and make data persistent, using Web form, querystring/URL, cookie, session, and application variables. Develop reusable ColdFusion scripts and SQL statements for Web to database interaction. Dreamweaver MX 2004 interface to query and edit database records. Oracle database connectivity will be explored. Prerequisites: ISYS 311U

and ISYS 352U, or equivalent preparation in both web design and database. 3 sem. hrs.

Agenda Item #9 – Voting Item (Ellen Walk)

The new course proposal for **MATH 260U**, Discrete Mathematics, was unanimously approved by the Council. Motion to accept was made by Dr. Stohr-Hunt; seconded by Dr. Slaughter.

This course will replace ISYS 222U, Discrete Structure for Computing.

Catalog Description: Develops abstract reasoning skills for computer programming. Sets, functions, elementary propositional and predicate logic, Boolean algebra, elementary graph theory, matrices, proof techniques, random numbers, with applications to computing.

Prerequisite: college algebra or departmental permission. 3 sem. hrs.

Agenda Item #10 – Voting Item (Ellen Walk)

The new course proposal for **MATH 270U**, Applied Calculus, was unanimously approved by the Council. Motion to accept was made by Dr. Stohr-Hunt; seconded by Dr. Slaughter.

Catalog Description: Limits, continuity, differentiation, partial differentiation, and integration of single- and multi-variable functions. Applications to managerial, life and social sciences.

Prerequisite: pre-calculus or departmental permission. 3 sem. hrs.

Agenda Item #11 – Voting Item (Ellen Walk)

The proposed **majors** to the **Bachelor of Applied Studies in Information Systems** were unanimously approved. Motion to accept was made by Dr. Brown; seconded by Dr. Johnson.

There are two alternative degrees offered in Information Systems. The Bachelor of Applied Studies in Information Systems provides an opportunity to prepare for careers in information systems within a strong liberal arts context. The Bachelor of Applied Studies in IT Management provides interdisciplinary studies in information systems, business, and applied mathematics.

### **Bachelor of Applied Studies in Information Systems**

The explosion in information technology has transformed today's workplace, creating incredible opportunities for professionals in the field of information systems. The Information Systems major is designed to educate students in the development, implementation, and management of information technologies, allowing the student flexibility to take desired courses in the liberal arts. The conceptual understanding and technical knowledge of database management systems, programming, telecommunications, and systems analysis and design methodologies are applied to web design, e-business, and the management of IT. Interdisciplinary courses in law and technology and disaster recovery are available. Oral and written communication skills, math skills, and analytical skills are emphasized.

Up to 30 business hours may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer in no more than 60 hours into the bachelor degree.

GENERAL EDUCATION: 46 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 112U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
  - a. Math 103U or MATH 260U or Calculus is required for ISYS majors
  - b. Math 104U is required for ISYS majors
6. The Arts

GENERAL DISTRIBUTION: 39 semester hours

Selected from courses across the curriculum. No more than 21 business hours may be included in this section.

The following courses are recommended as foundations before starting the major, if needed. They may count under General Distribution but not toward the major. **All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel, and Access before taking 300-level courses in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience:**

<u>ISYS 201U</u>	<u>Software Tools for Communication and Research, 3</u>
<u>ISYS 202U</u>	<u>Software Tools for Data Management and Analysis, 3</u>

MAJOR: 36 semester hours

I. Core Courses: 12 semester hours

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|-----------|-----------------------------------|
| ACCT 300U | Accounting for Non-Accountants, 3 |
| MGMT 341U | Principles of Management, 3       |
| MKT 321U  | Principles of Marketing, 3        |
| ISYS 204U | Hardware and Operating Systems, 3 |

II. Focus Courses: 21 semester hours

Students considering graduate school in Information Systems are advised to check the entrance requirements for several programs when making selections from the following list of courses.

Students must take at least 9 semester hours from the following:

ISYS 205U	Problem Solving with Programming, 4
<u>MATH 260U</u>	<u>Discrete Mathematics, 3</u>
ISYS 301U	Telecommunications, 3
ISYS 302U	Local Area Networks, 3
ISYS 306U	Systems Analysis and Design, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 311U	Database Design, 3

Select the remaining courses from the following. *Courses numbered 355 and higher should be taken after all other math and core course requirements are met:*

ISYS 351U	Web Design and Development, 3
ISYS 352U	Web Design and Development with Scripting, 3
ISYS 353U	Web Design and Development with Advanced Database Connectivity, 3
ISYS 355U	Computer Programming in Java, 4
ISYS 356U	Advanced Computer Programming in Java, 4
ISYS 360U	Electronic Commerce on the Internet, 3
<u>MGMT 342U</u>	<u>Operations Management</u>
ISYS 388U	Internship in Information Systems, 3
ISYS 398U	Selected Topics, 1-6
ISYS 450U	Project Management, 3
ESM 316U	Information Technology Disaster Recovery, 3
LAW 325U	CyberLaw, 3

III. Capstone Course: 3 semester hours

To be taken after all other math, core, and ISYS requirements are met:

ISYS 490U	Managing in an Information Age, 3
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#### Agenda Item #12 – Voting Item (Ellen Walk)

The new course proposal for **MGMT 342U**, Operations Management, was unanimously approved by the Council. Motion to accept was made by Dr. Green; seconded by Dr. Roberts.

Catalog Description: The management of production and service operations in corporate, government, and non-profit organizations. Implement and interpret forecasting, statistical process control, inventory control, and waiting line models. Investigate Internet architectures, enterprise resource planning systems, and other current technologies supporting supply chain activities in an organization. Prerequisite: ISYS 203U, MATH 201U, or departmental permission. 3 sem. hrs.

#### Agenda Item #13 – Voting Item (Ellen Walk)

The new course proposal for **MATH 265U**, Applied Statistics, was unanimously approved by the Council. Motion to accept was made by Dr. Stohr-Hunt; seconded by Dr. Slaughter.

Catalog Description: Theory, methodology, and applications of statistics to contemporary business problems. Includes descriptive statistics, probability theory, Bernoulli and Poisson processes, sampling distributions, and one- and two-population statistical inference.

Prerequisite: pre-calculus or permission of the instructor. 3 sem. hrs.

#### Agenda Item #14 – Voting Item (Ellen Walk)

The new **Bachelor of Applied Studies in IT Management** was unanimously approved by the Council after some slight modifications noted by Dr. Walk. Motion to accept was made by Dr. Roberts; seconded by Dr. Slaughter.

### **Bachelor of Applied Studies in IT Management**

The BAS in IT Management is designed to educate students in the development, implementation, and management of information technologies, with additional core business management and quantitative courses. Strong analytical skills are the foundation for the design, implementation, and administration of database management systems, e-business applications, and networks. Interdisciplinary courses in law and technology and disaster recovery are available. Oral and written communication skills, math skills, quantitative, and analytical skills are emphasized. Students are prepared for entrance into graduate programs in information technology and business.

Up to 30 business hours may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer in no more than 60 hours into the bachelor degree.

GENERAL EDUCATION: 46 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

#### I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 112U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

#### II. Areas of Study: 33 semester hours

Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
  - a. ECON 201U – 202U Principles of Economics (Micro/Macro), 3-3 are required for the BAS in IT Management
  - b. 3-6 semester hours of a foreign language are recommended
5. Math and/or Logic

- a. MATH 260U Discrete Mathematics is required for the BAS in IT Management
  - b. MATH 265U Applied Statistics is required for the BAS in IT Management
  - c. MATH 270U Applied Calculus is required for the BAS in IT Management
6. The Arts

GENERAL DISTRIBUTION: 29 semester hours

Selected from courses across the curriculum. No more than 9 additional business hours may be included in this section.

The following courses are recommended as foundations before starting the major, if needed. They may count under General Distribution but not toward the major. **All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel, and Access before taking 300-level courses in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience:**

ISYS 201U	Software Tools for Communication and Research, 3
ISYS 202U	Software Tools for Data Management and Analysis, 3

MAJOR: 46 semester hours

I. Business Core Courses: 21 semester hours

ACCT 301U	Principles of Accounting (Financial), 3
ACCT 302U	Principles of Accounting (Managerial), 3
MGMT 341U	Principles of Management, 3
MGMT 342U	Operations Management, 3
MKT 321U	Principles of Marketing, 3
FIN 365U	Corporation Finance, 3
LAW 300U	Business Law, 3

II. ISYS Courses: 25 semester hours

Required (19 semester hours):

ISYS 204U	Hardware and Operating Systems, 3
ISYS 301U	Telecommunications, 3
ISYS 306U	Systems Analysis and Design, 3
ISYS 311U	Database Design, 3
ISYS 355U	Computer Programming in Java, 4
ISYS 490U	Managing in an Information Age, 3

Electives (6 semester hours chosen from the following)

ISYS 302U	Local Area Networks, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 351U	Web Design and Development, 3
ISYS 352U	Web Design and Development with Scripting, 3

ISYS 353U	Web Design and Development with Advanced Database Connectivity, 3
ISYS 356U	Advanced Computer Programming in Java, 4
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 388U	Internship in Information Systems, 3
ISYS 398U	Selected Topics, 1-6
ISYS 450U	Project Management, 3
ESM 316U	Information Technology Disaster Recovery, 3
LAW 325U	CyberLaw, 3

Agenda Item #15 – Voting Item (Ellen Walk)

The proposed changes in the Business Minor were unanimously approved by the Council. Motion to accept was made by Dr. Slaughter; seconded by Dr. Green. (Changes are underlined.)

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**BUSINESS**

**Minor (18 hours selected from the following)**

ACCT 300U	Accounting for Non-Accountants, 3
ACCT 301U – 302U	<u>Principles of Accounting (Financial/Managerial), 3-3</u>
MKT 321U	Principles of Marketing, 3
MGMT 341U	Principles of Management, 3
FIN 365U	Corporation Finance, 3
MGMT 342U	<u>Operations Management, 3</u>
LAW 300U	<u>Business Law, 3</u>

To complete the minor in business, Economics 201U-202U must be taken in Areas of Study for Social Sciences and Cultural Studies. Accounting and economics should be completed before enrolling in any other business course.

Credit in the minor will not be given for both ACCT 300U and ACCT 301U - ACCT 302U. Students preparing for graduate studies in business should review admission requirements and recommendations for MBA programs of interest.

Agenda Item #16 – Voting Item (Ellen Walk)

A revised version (from the attachment distributed with the agenda) of the Proposed Advanced Placement Policy was distributed at the meeting. The document (below) was unanimously approved by the Council. Motion to accept was made by Dr. Stohr-Hunt; seconded by Dr. Brown.

Credit by Examination

**A. American Council on Education**

ACE's College Credit Recommendation Service (CREDIT) reviews and offers college level credit recommendations for many training courses, apprenticeship programs and examinations. An official ACE Credit Recommendations Transcript

must be submitted directly to the School of Continuing Studies for review of the equivalency and transfer. For detailed information please refer to the School of Continuing Studies Credit-by-Examination policy. For more information on ACE or to order a transcript contact the web site at <http://www.acenet.edu/cill/corporate/transcript.cfm>

***B. Advance Placement Program***

The School of Continuing Studies participates in the Advance Placement program of the College Board. A student that successfully completed AP examinations prior to their entry in a college level program may have official scores submitted to the University for Review. Scores submitted within ten years of completion of the examination will be considered for the equivalency and transfer of credit. To order test scores contact [www.ETS.org](http://www.ETS.org). For specific review information please refer to the School of Continuing Studies Credit-by-Examination policy.

Agenda Item #17 – Voting Item (Deb Peters)

The course description change for HRM 495U, Capstone Seminar in Human Resource Management, was unanimously approved by the Council. Motion to accept was made by Dr. Brown; seconded by Dr. Swartz

Catalog Description (**change in bold/underlined**) to read: (PHR Review Course) This course is designed as a review and preparation for the Professional in Human Resource Management (PHR) certification exam and will cover the test specifications set forth by the Human Resource Certification Institute. Topics include a review of: strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations; and health, safety, and security. *Prerequisites:* HRM 343U and all required HRM core courses. HRM 495U may be taken concurrently with any focus courses **or a minimum of two years of HR experience.** 3 sem. hrs.