Final Report of

The Behrend Curricular Affairs Committee

for Academic Year 2015-2016

*Members*

Sourish Sarkar (BUS) Joel Hunt (HSS)

Matthew Swinarski (BUS), chair Glenn Kumhera (HSS)

Amir Khalilollahi (ENG) Jennifer Ulrich (SCI)

Mike Lobaugh (ENG) Tia Young (SCI)

Rod Troester, ex officio

*Meeting Dates*

* 09/25/15 – General committee meeting
* 09/28/15 – CRCS process meeting
* 10/22/15 – General committee meeting
* 02/05/16 – CRCS process meeting
* 03/31/16 – General committee meeting

*Review of Progress*

Charge 1 (Standing Charge): The committee continues to make specific recommendations to the Associate Dean for Academic Affairs regarding proposals for the creation, revision, and discontinuance of programs and courses at Behrend. (On-going)

* A detailed list of all curricular reviews for academic year 2015-16 is provided at the end of this report.

Charge 2: All proposes improvements to Behrend curriculum website from the prior year have been implemented. (Completed)

* All outstanding website improvements have been implemented.

Charge 3: The development of a set of “best practices” for all schools with regards to submitting course, certificate, minor, and major proposals was in flux given the introduction of the new Curriculum Review and Consultation System (CRCS).

* Following suggestion made at the February 16th, 2016 Faculty Senate meeting that additional help is need to update and clarify Behrend Guidelines for Curriculum, it was decided that the Curricular Affairs Committee will take the lead to review current processes and required documentation and help implement possible improvements which may include check lists, templates, and samples. The committee also felt it was important to focus on a subset of the processes each year; therefore, focus next year will be on the P1, P2, P3 and P4 processes. A proposed revision of this charge has been suggested for next year.

*Propose Charge for Academic Year 2016-17*

* Review and modify the “Guide to Behrend College Curricular Procedure” and related documentation for the P1, P2, P3 and P4 processes to be consistent with the new Curriculum Review and Consultation System (CRCS). (Revised Charge 3 from current year):

# Respectfully submitted,

# Matthew Swinarski

# College Curricular Affairs Committee, Chair

Curricular reviews for Academic Year 2015-2016

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| **Proposal** | **Type** | **Action** |
| Political Science (POLSC) | Program Proposal | CHANGE Undergraduate MAJOR |
| (FIN 362) Intrieri Family Student Managed Fund - Associate Analyst Practicum | Course Proposal | ADD Undergraduate COURSE |
| (BADM 841) Principles of Applied Project Management | Course Proposal | ADD Graduate COURSE |
| (BADM 834) Portfolio Management | Course Proposal | ADD Graduate COURSE |
| History | Program Proposal | CHANGE Undergraduate MAJOR |
| (BADM 871) Business Analytics | Course Proposal | ADD Graduate COURSE |
| (FIN 462) Intrieri Family Student Managed Fund - Fund Officer / Lead Analyst Practicum | Course Proposal | ADD Undergraduate COURSE |
| (BADM 555) New Product Development and Management | Course Proposal | ADD Graduate COURSE |
| (ARTSA 403) Fundraising and Grant Writing | Course Proposal | CHANGE Undergraduate COURSE |
| Arts Administration | Program Proposal | CHANGE Undergraduate MAJOR |
| Project and Supply Chain Management | Program Proposal | ADD Undergraduate MINOR |
| (DIGIT 409) Advanced Digital Creations | Course Proposal | ADD Undergraduate COURSE |
| (ARTSA 404) Event Planning Practicum | Course Proposal | ADD Undergraduate COURSE |
| (FIN 476) Financial Ethics | Course Proposal | ADD Undergraduate COURSE |
| Management Information Systems (MISBD) | Program Proposal | CHANGE Undergraduate MAJOR |
| (GAME 495) Internship | Course Proposal | ADD Undergraduate COURSE |