On-campus memo:

TO: Admission and Standards Committee

FROM: Charles H. Apigian
(Department Chair or Program Coordinator)*

Computer Information Systems
(College, Program or Department)*

Contact Person: Charles H. Apigian
EMAIL charles.apigian@mtsu.edu

RE: Non-substantive change to minimum of 9 hours to be taken at MTSU for CIS minor
(Specify issue[s] being submitted to the committee.)

DATE: 11/13/13

Level or area to which change(s) would apply:
☐ University ☐ College ☐ School ☑ Department ☐ Program
☐ Other?

Program(s) and/or student population(s) affected: Computer Information Systems minors
(Note that an Impact Data Form must be submitted along with the proposal.)

This change would fall into the following classification(s) (check all that apply):

☐ Proposed change in GPA for admission
☐ Proposed change in GPA for retention
☐ Proposed change in GPA for graduation
☐ Proposed change in test or pre-requisite requirements for admission
☐ Proposed change in other requirements for admission
☐ Proposed change in policies or requirements for placement
☐ Proposed change in policies or requirements for retention
☐ Proposed change in policies or requirements for graduation
☑ Proposed change in grading scale
☐ Proposed change to academic program requirements
☐ Proposed standards for a new program
☐ Other

Description of Change Proposed:
(Attach separate sheet as needed.)

Change minimum number of hours from 6 to 9 to be taken in the CIS department at MTSU to receive a minor in Information Systems

Rationale/justification for change (Please ensure that all aspects and ramifications of the change are addressed. Attach separate sheet as needed.):

Enforces that the majority of the classes for the minor is taken within our department
Dissemination of information:

The following colleges, program or departments may be affected by this decision:
This affects minors of IS only

I certify that I (or my representative) have consulted with each college or program that may be affected by the proposed changes.

Proposer’s signature ___________________________ 11/13/13 Date

Other permissions sought: If this change is connected to curriculum or program development, have the appropriate forms been submitted to the general education, curriculum or graduate committees? If a proposal will/may impact enrollment in specific courses or programs, have concerned departments or programs been consulted? Please include dates of submission and/or approval as relevant.

NONE

Other signatures needed for approval of proposal:

Department Chair or Program Coordinator* ___________________________ 11/13/13 Date of initial proposal

College Dean ___________________________ 11/9/13 Date of college approval

Chair Admission and Standards Committee ___________________________ Date approved by ASC

Vice-President for Student Affairs / Vice-Provost for Enrollment & Academic Services ___________________________ Date approved by VPSA

Provost ___________________________ Date approved by Provost

President ___________________________ Date approved

* Note: When the proposal does not come from an academic unit, replace titles as needed. If a proposal comes directly from a dean or higher, the first signature may be omitted.
Computer Information Systems  
Middle Tennessee State University  
1301 East Main Street  
Murfreesboro, TN 37132-0001  
Campus Mail: MTSU Box 45  

November 13, 2013  

Dwight Brooks  
Chair – Admissions and Standards  
Middle Tennessee State University  

Dear Dwight,  

Enclosed is a request to change the minimum hours taken within the CIS department at MTSU from 6 hours to 9 hours for students minoring in Information Systems. We do not expect any impact on students that minor in IS, but do feel that students should be required to take 60% of their classes for their minor at MTSU to ensure the quality and expectations. This change has already been approved at the University Undergraduate Curriculum Committee on April 12, 2013. We apologize for the delay, but we were unaware that we also needed to send it to your committee. This is proposed to take effect for the Spring 2014 semester.  

Please let me know if you need additional information.  

Thank you,  

Charles H. Apigian, PhD.  
Interim Chair of Computer Information Systems  
Jones College of Business  
Middle Tennessee State University  

A Tennessee Board of Regents University  
MTSU is an equal opportunity, nonracially identifiable, educational institution that does not discriminate against individuals with disabilities.
Admission and Standards Committee
IMPACT DATA FORM for PROPOSED CHANGES

Department or Program or University Office: Computer Information Systems
Brief Statement of Proposed Change: change from 6 to 9 for hrs. taken at CIS Date: 11/13/13

1. Detailed discussion of how proposed changes may impact students, prospective students, university programs and/or other. (Use as much space as you need below. You may refer to cover memo and its attachments as needed to avoid repetition.)
This change is to enforce that a minimum of 9 hours are taken within the CIS department at MTSU for a minor in Information Systems. We do not expect any impact on current students minoring in IS, but this change would affect the small percentage that would like to transfer in more than 50% of their classes into the minor.

Proposed Effective Date Fall 2014

2. Identify the student population(s) that will be affected.
Students minoring in Information Systems

3. Are there plans to make this proposal retroactive? If so, please indicate when (specify the date) and identify student population(s) who will be affected. (For example, "students admitted under the 2004 catalog or earlier.")
No

4. Discuss the specific impact on students. Provide enrollment and/or other relevant data for the past three years, including appropriate demographic data (e.g. male, female, minority, part-time, older students etc.) to illustrate the possible impact on specific groups. (For example, for a proposal to raise the GPA for graduation, provide a breakdown of graduating student GPA by different demographic groups.) Attach supporting documentation.
No impact expected.
Master Catalog Change Form
Undergraduate

Department: Computer Information Systems (BU-INFS)  Subject: INF5  Course: 

Full title of course (100 characters only)

Credit hours  Contact hours, if different  Course taught with:  Standard Grading  Pass/Fail

Can be taken multiple times without calculating as repeat?  No  Yes  How many times  Total Hours

CIP code (go to http://nces.ed.gov/pubs2002/2002165_2.pdf)  Fees (if applicable) (must be approved by TBR)

Schedule type  Instructional Method

EFFECTIVE TERM:  Fall 2014

☐ New course Abbreviated Title: (30 characters only)

Prescribed requirement (lower division courses only):  Writing  Reading  Math

☐ Course title change Previous Abbreviated Title:

☐ Course prefix/number change Previous course prefix/number:

☐ Credit hours change Previous credit hours:

☐ Grading system change

☐ Change course to inactive status

☐ Change course to active status

☐ Cross-listing of existing course Cross-list with:

☒ Other course changes Change min. hours for minor

Course prerequisites/co-requisites/restrictions: minimum of 9 hours taken in the CIS dept for minor (A course cannot require departmental permission AND prerequisites/restrictions)

Memo Notes for RaiderNet: (i.e. At least junior classification, pass/fail grade only)

Does this change require a new catalog description?  No  Yes (attach new catalog description, if required)

APPROVED:  Vice Provost for Academic Affairs

Print Form  Reset Form

FOR RECORDS OFFICE USE ONLY

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Cover Memo for Proposed Curriculum Changes

On-campus memo:

TO: University Curriculum Committee
FROM: Stan Gambill Computer Information Systems
PROPOSAL WRITTEN BY: Jeff Clark EMAIL jeff.clark@mtsu.edu
RE: Proposed Curriculum Changes
DATE: March 21, 2013

I request that the following item(s) be considered by the Committee:

☐ Proposed New Course
☐ Course Number/Title Change
☐ Changes in Credit Hours
☐ Cross Listing of Course
☐ Non-substantive Revisions in Curriculum of Existing Major, Minor, and Concentrations
☐ Inactivation of Course
☐ Reactivation of Course
☐ Changes in Grading System
☐ Changes in Admission to Major
☐ Other

Description of proposed change (or attach separate sheet). If new course proposal, list title of course.

At least nine hours must be taken in the CIS department at MTSU in order to receive a minor in Information Systems.

The proposed change(s) will be effective beginning: Fall ___ semester 2013 ___ year

Complete if Applicable:
I certify that I (or department representative) have consulted with each department which may be affected by proposed new course.

Department Chair's signature ______________________________

Chair's signature, Dept. Curriculum Comm. __________________________ Date

Chair's signature, College Curriculum Comm. __________________________ Date

Academic Dean's signature __________________________ Date

Chair's signature, University Curriculum Committee __________________________ Date approved by UCC

Vice-Provost's for Academic Affairs signature __________________________ Date approved by VPAA
Information Systems Minor

Department of Computer Information Systems

A minor in Information Systems consists of 15 semester hours of coursework in information systems, 9 hours of which must be taken at MTSU (3 of those must be upper division). A 2.00 GPA is required in the Information Systems minor.

An elective business minor may be chosen, but additional minor(s) require total hours for graduation to exceed 120.

Required Courses (6 hours)
- INFS 3100 - Principles of Management Information Systems 3 credit hours
- INFS upper-division elective 3 credit hours

Electives (9 hours)
- Requires 9 hours of approved information systems electives