

Cover Memo for Proposed Admission and/or Standards Change (MTSU)

**On-campus memo:**

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**TO:** Admission and Standards Committee

**FROM:** Charles H. Apigian Computer Information Systems  
(Department Chair or Program Coordinator)\* (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):

- |  |  |
|--|--|
| <input type="checkbox"/> Proposed change in GPA for admission                                | <input type="checkbox"/> Proposed change in policies or requirements for retention             |
| <input type="checkbox"/> Proposed change in GPA for retention                                | <input checked="" type="checkbox"/> Proposed change in policies or requirements for graduation |
| <input type="checkbox"/> Proposed change in GPA for graduation                               | <input type="checkbox"/> Proposed change in grading scale                                      |
| <input type="checkbox"/> Proposed change in test or pre-requisite requirements for admission | <input checked="" type="checkbox"/> Proposed change to academic program requirements           |
| <input type="checkbox"/> Proposed change in other requirements for admission                 | <input type="checkbox"/> Proposed standards for a new program                                  |
| <input type="checkbox"/> Proposed change in policies or requirements for placement           | <input type="checkbox"/> 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 Information Systems

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**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

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**Dissemination of information:**

The following colleges, program or departments may be affected by this decision:

This affects minors of IS only

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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

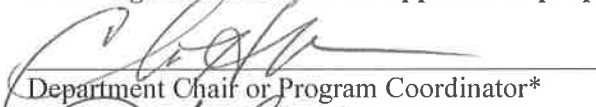
**Other permissions sought:** *If this change is connected to curriculum or program development, have the appropriate forms been submitted to the general education, curriculum or graduate committees? If a proposal will/may impact enrollment in specific courses or programs, have concerned departments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

- NONE -

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**Other signatures needed for approval of proposal:**



Department Chair or Program Coordinator\*

11/13/13

Date of initial proposal



College Dean

11/15/13

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 VP/SA

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,

A handwritten signature in black ink, appearing to read "Charles H. Apigian". The signature is fluid and cursive, with a long horizontal line extending to the right.

Charles H. Apigian, PhD.

Interim Chair of Computer Information Systems

Jones College of Business

Middle Tennessee State University

**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 percentatge 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 INFS  Course No. \_\_\_\_\_

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](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 \_\_\_\_\_ Date \_\_\_\_\_  
Vice Provost for Academic Affairs

FOR RECORDS OFFICE USE ONLY					
Course	Equivalents	Beg	End	Attributes:	UCC Approved: _____
1. _____				1. _____	Records Entered: _____
2. _____				2. _____	
3. _____				3. _____	
4. _____				4. _____	
5. _____				5. _____	

## 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Proposed New Course   | <input type="checkbox"/> Inactivation of Course        |
| <input type="checkbox"/> Course Number/Title Change  | <input type="checkbox"/> Reactivation of Course        |
| <input type="checkbox"/> Changes in Credit Hours   | <input type="checkbox"/> Changes in Grading System     |
| <input type="checkbox"/> Cross Listing of Course   | <input type="checkbox"/> Changes in Admission to Major |
| <input checked="" type="checkbox"/> Non-substantive Revisions in Curriculum of Existing Major, Minor, and Concentrations | <input type="checkbox"/> 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

Middle Tennessee State University

2013-14 Undergraduate Catalog

## Information Systems Minor

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### Department of Computer Information Systems

A minor in Information Systems consists of 15 semester hours of coursework in information systems, <sup>a</sup> 6 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