FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Tom Kent  Phone: 953-7658  Email: kentt@cofc.edu

Department or Program: Management & Entrepreneurship  School: Business

Subject Acronym and Course Number: MGMT 319

Catalog Year in which changes will take effect: FALL 2014

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J, K)
☐ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)
  ☐ Course Number
  ☐ Course Name
  ☐ Course Description
  ☐ Credit/Contact Hours
  ☐ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

This course was changed to ENTR 320 years ago, however, MGMT 319 was never dropped from the catalog.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

E. None

This form was last updated on 06/03/13 and replaces all others.
EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: MGMT & ENTR    School: Business    Subject Acronym: MGMT    Course Number: 319

Credit hours: 3 lecture ___ lab ___ seminar ___ independent study
Contact hours: 3 lecture ___ lab ___ seminar ___ independent study

Course title: “Creation of New Business Enterprise”

Course description (maximum 50 words, exactly as it appears in the catalog):
This course provides students with an understanding of the business planning techniques which are used in conceiving and launching a new business.

Restrictions (pre-requisites, co-requisites, majors only, etc.):
Pre-requisite: Junior standing

Cross-listing, if any:

Is this course repeatable? [ ] yes [x] no If yes, how many total credit hours may the student earn? ___

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department:    School:    Subject Acronym:    Course Number:

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___ lecture ___ lab ___ seminar ___ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

If this is a newly-created course, is it intended to be the equivalent of an existing course and replace it? [ ] yes [ ] no
If so, which course? __________________________
Note: You must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department):
Note: Cross-listed courses are equivalent.

Is this course repeatable? [ ] yes [ ] no If yes, how many total credit hours may the student earn? ___

Is there an activity, lab, or other fee associated with this course? [ ] yes [ ] no What is the fee? $_____

This form was last updated on 06/03/13 and replaces all others.
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

None

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
</tbody>
</table>

1. 

2. 

3. 

4. 

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? □ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.
J. CHECKLIST.

☑ I have completed all relevant parts of the form.

☑ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☑ I have submitted one Signature Form that lists all of the different forms I am submitting.
Dan, here is a letter from Elaine Worzalz of the Real Estate Center approving the deactivation of MGMT 319.

Hi Kent...I was wondering what that course was when I saw it on our list of electives while advising a student yesterday. I am perfectly fine with it being deactivated.

I guess at some point...I will need to change that list of electives!! Will it automatically be dropped from our list...if the course is deactivated or do we have to put through paper work? I was planning on adding some additional electives anyway. The ENTR 320 is already on our list.

Just so you know...I was not able to see the request by the curriculum committee. Also, technically do you need the Chair’s approval or my approval? My gut is it is the Chair’s approval but I have no idea.

Thanks. E.

Elaine Worzala
Director of the Carter Real Estate Center
College of Charleston
112 Beatty Center
Charleston, SC
843-953-8121
858-353-2067
worzalaem@cofc.edu
http://sb.cofc.edu/centers/carter/

Elaine, Bob: MGMT 319 is the course that became ENTR 320. We haven’t offered 310 in about 5 years so I put in papers to deactivate it. As you can see below, the curriculum committee needs a letter from each of you that says that’s OK. Please send me an email to OK the deactivation of this course. Thanks,

Tom Kent, Ph. D.
Chair, Department of Management & Entrepreneurship
Professor, Organizational & Leadership Studies
FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

- In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
- You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   
   Date: 10/1/13

2. Signature of Academic Dean:

   
   Date: 10/1/13

3. Signature of Provost:

   
   Date: 11/5/13

4. Signature of Business Affairs (only for course fees):

   Date: ____________________________

   □ fee approved on ____________
   □ BOT approval pending

5. Signature of Curriculum Committee Chair:

   Date: ____________________________

6. Signature of Budget Committee Chair (only for new programs):

   Date: ____________________________

7. Signature of Academic Planning Committee Chair (only for new programs):

   Date: ____________________________

8. Signature of Faculty Senate Secretary:

   Date: ____________________________

Date Approved by Faculty Senate: ____________________________
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A. CONTACT/COURSE INFORMATION.

Name: Tom Kent  Phone: 953-7658  Email: kenttt@cofc.edu

Department or Program: Management & Entrepreneurship  School: Business

Subject Acronym and Course Number: MGMT 445

Catalog Year in which changes will take effect: FALL 2014

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J, K)
☒ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)

☐ Course Number
☒ Course Name  From MGMT to ENTR

☐ Course Description
☐ Credit/Contact Hours
☐ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)

☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

This is an Entrepreneurship course with a Management course title. This request is simply to change the course name/number from MGMT 445 to ENTR 445.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

E. None

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