EPC Meeting Minutes

Email meeting from October 23-27

Members present: Micheal Fultz, Kerri Steele, Kathy Harper, Manashi Ray, Karen Anderson, Upali Karunathilake, Michael Pennington, Tae Park, Thomas Kiddie, Vasilios Dianellos

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Request</th>
<th>EPC Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>Change in prerequisites for Business Administration 320</td>
<td>Approved unanimously with the edit to the wording of the prerequisites</td>
<td>The motion was passed unanimously after it was made clear that the prerequisites were intended to be English 102 and a C in Business Administration 301. The original wording left some confusion about which class required a C and which courses required just a passing grade.</td>
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Notes prepared by Dr. Micheal Fultz
West Virginia State University
Educational Policies Committee
New Course/Course Revision Form

Please complete the appropriate sections. Use a separate form for each revision or proposal. Please submit the completed original form, three paper copies and an electronic copy to the EPC chair by the designated deadline dates. For a course proposal or course description change, please attach a SYLLABUS, which follows the guidelines in the Faculty Handbook. Minutes of the department or program meeting where the proposal was approved must be attached.

NAME OF DEPARTMENT OR PROGRAM: Business Administration and Economics
DATE: 10/16/2017

Propose a New Course or Delete an Existing Course

[ ] Add new course to catalog
[ ] Approve for general education (must be approved by General Education committee FIRST)
[ ] Approve for honors (must be approved by Honors Committee FIRST)
[ ] Delete course from catalog

Proposed Implementation Date for proposal or revision:
January 15, 2018

Change an Existing Course

[ ] Change in course title
[ ] Change the course number
[ ] Revise the course description
[ ] Change the credit hours
[ ] Change the prerequisites
[ ] Approve for general education (must be approved by General Education committee FIRST; indicate which component below in “Other”)
[ ] Approve for honors (must be approved by Honors Committee FIRST)
[ ] Other:

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<td>320</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>NEW</td>
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Current Catalog Description (fill in this section for ALL revisions):

Description
The purpose of this course is to familiarize the student with the behavior of employees at the individual, group and organizational levels. Emphasis will be placed on the integration of application and theory. Topics to be covered include: motivation, team building, perception, attitude, communication, conflict, stress and leadership.

Prerequisites
Prerequisite(s): Grade of C or better in BA 301; ENGL 102 and either PSYC 151 or SOC 101.

New Catalog Description (fill in this section for new courses and changes to description or prerequisites):

Description
The purpose of this course is to familiarize the student with the behavior of employees at the individual, group and organizational levels. Emphasis will be placed on the integration of application and theory. Topics to be covered include: motivation, team building, perception, attitude, communication, conflict, stress and leadership.

Prerequisites
Prerequisite(s): ENGL 102 and a C or better in BA 301

Summarize briefly: 1) reasons for the proposal, 2) fiscal effects:

1) Textbooks for this course incorporate the necessary prerequisite material from the Psychology and Sociology disciplines as needed for the respective applications to the management discipline. To avoid having students exposed to certain, excessive and redundant aspects of course material.

2) Students will still take the required 120 credits for graduation. Therefore, the University loses no overall revenue with respect overall credit hours. However, this proposal might entail the re-allocation of funds from Sociology or Psychology courses to courses that better fit the needs of our students.
West Virginia State University  
Educational Policies Committee  
New Course/Course Revision Form

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The following signatures must be obtained in BLUE INK before submitting to EPC:

DEPARTMENT OR PROGRAM FACULTY APPROVAL

The proposed changes were discussed and approved by a majority of the department or program faculty during a meeting on ___September 26, 2017__.(date). (Minutes of the meeting are attached to this submission).

Department Chair Signature: [Signature]

Date: 10/19/17

EXTERNAL CONSIDERATION FOR PROPOSAL: In recognition of the effect that the above proposal may have on programs in other program areas or departments, the following persons or committees were consulted.

Approval of any other Department/Committee/Program that may be affected:
(if additional approvals are needed, make a copy of this block and attach with proposal).

Signature: [Signature]

Date: 10/19/17

Approval of College Dean (get this signature LAST):

Signature: [Signature]

Date: 10/19/17

FINAL CHECKLIST

- [ ] Filled in all of the appropriate boxes?
- [ ] Got all of the needed signatures?
- [ ] Attached a copy of the departmental minutes?
- [ ] Attached a syllabus, if needed?

EPC Action Taken:

[ ] Approved, sent to Senate & Academic Affairs  [ ] Not Approved

[ ] Approved with revisions or conditions  [ ] Action postponed until ________________

[ ] Returned to department

EPC Chair signature: __________________________________________ Date: ________________

Faculty Senate Action:

[ ] Approved  [ ] Not Approved  [ ] Other (attach specifies)

Senate Chair Signature: __________________________________________ Date: ________________

Academic Affairs Action:

[ ] Approved  [ ] Not Approved

VPAA signature: __________________________________________ Date: ________________
Approval of any other Department/Committee/Program that may be affected:
(if additional approvals are needed, make a copy of this block and attach with proposal).

Signature: [Signature]

Date: Oct 18, 2017
Department of Business and Economics
Department Meeting
September 26, 2017
12:30 PM
Interim Department Chair – Matthew Carroll

Attendance – Dr. Alan Tillquist, Dr. Cyrus Aleseyed, Dr. Suvayan De, Dr. Abainesh Mitiku, Mr. Matthew Carroll, Mr. Michael Lewis, Mr. John Hodges, Mr. Ed Goldberg, Dr. Frehot Hailou, Ms. Deborah Williams, Dr. Mahmoodul Islam and Ms. Cheryl King
BA 320- The prerequisite language for BA 320 course is currently listed as “Prerequisite(s): Grade of C or better in BA 301; ENGL 102 and either PSYC 151 or SOC 101.” A motion to remove “and either PSYC 151 or SOC 101.” From the prerequisite language was made on the basis of textbooks always including the necessary prerequisite material from the psychology and sociology disciplines. Motion to remove the prerequisite language stated above was seconded and approved.

Meeting Adjourned.