

Request for New Minor/Emphasis/Certificate

Proposal for a New: Minor Emphasis Certificate

Department: HHPR College: Education

Submission Date: 10/19/17

Effective: Fall, 2018
(Year)

Contact Person: Laura Covert Faculty member Chair

Title of Proposed Minor/Emphasis /Certificate: Hospitality Management

Purpose/Justification for Minor/Emphasis/Certificate: Such an emphasis has long been requested by students. Hospitality is often housed in Recreation departments and this emphasis aligns well with the strengths of two faculty members. One has a degree (with prior experience) specializing in Hospitality Management and the other a degree (with prior experience) in Event Planning and Management.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes No

Whether a "yes" or "no" response, please provide an explanation.

At this time, there is no other university offering a certificate in hospitality management.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

Yes No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog.** **If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.**

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
0

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
 Yes No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this minor/emphasis/certificate have specific General Education courses required?
 Yes No

Please realize that it will need to gain approval of the General Education Committee.

4. Will this minor/emphasis/certificate affect any education majors? Yes No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?
0

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) Yes No

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? Yes No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson
Date _____ Signature, Department Chairperson _____
- Approved: College Curriculum Committee
Date _____ Signature, College Curriculum Committee Chair _____
- Approved: Dean of College
Date _____ Signature, Dean _____
- Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date _____ Signature, Undergraduate Curriculum Committee Chair _____
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- Final approved packet forwarded to Provost’s office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Approval at Kansas Board of Regents level:

COCAO Date: _____

The Provost’s Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.