

For Academic Programs Office Use Only
R. E. _____ Catalog _____ File _____

PROGRAM CHANGE PROPOSAL - Form P-2

COLLEGE CHABSS CoBA CoEHHS CSM

TITLE OF PROGRAM Minor in Business Administration

Discipline Business

Check one: Change to Program Program Deletion

TITLE OF DEGREE PROGRAM: Minor in Business Administration

This form is the signature sheet for a change to, or deletion of, an existing program.
 Note that the addition of a new option/concentration/emphasis/track is a new "program," and requires the use of Form P.

For a change to a program,

1. Attach a page (or pages) giving a brief summary of the purpose of this proposal, and its connection to the mission and student learning outcomes of the program.
2. Attach catalog copy showing exactly how the program should appear in the catalog if the changes are approved.

For a program deletion, attach a statement explaining the impact on students: how will the program be "taught-out" for declared majors?

Does this proposal impact other disciplines or units? _____ Yes No If yes, obtain signature(s).
 Any objections or concerns should be stated in writing and attached to this form. Please check the box to indicate whether a memo has been attached.

_____ Discipline/Unit	_____ Signature	<input type="checkbox"/>	_____ Date	_____ Support	_____ Oppose
_____ Discipline/Unit	_____ Signature	<input type="checkbox"/>	_____ Date	_____ Support	_____ Oppose
_____ Discipline/Unit	_____ Signature	<input type="checkbox"/>	_____ Date	_____ Support	_____ Oppose
_____ Discipline/Unit	_____ Signature	<input type="checkbox"/>	_____ Date	_____ Support	_____ Oppose

1. Robert Aboolian _____ 2/16/2016 _____ 2. _____ Program/ Department - Director/Chair _____ Date
 Originator (Please Print) Date

APPROVAL PROCESS

3. _____ <input type="checkbox"/> _____ Date College Curriculum Committee^	4. _____ <input type="checkbox"/> _____ Date College Dean (or Designee)*
5a. _____ <input type="checkbox"/> _____ Date University Curriculum Committee^	5b. _____ <input type="checkbox"/> _____ Date Budget and Long-Range Planning Committee (if applicable)^
6. _____ _____ Date Academic Senate	7. _____ _____ Date Provost (or Designee)
8. _____ _____ Date President	9. _____ _____ Date Date to Chancellor's Office (if applicable)

* Where appropriate, attach a memo on program impact on the unit and the ability of the unit to support it. Check the box next to the signature line to indicate whether a memo has been attached.

^ Where appropriate, attach a memo summarizing the curricular and/or resource deliberations. Check the box next to the signature line to indicate whether a memo has been attached.

Brief summary of the purpose of this proposal, and its connection to the mission and student learning outcomes of the program:

We propose to reduce the program requirement for Minor in Business to ensure the competitiveness of our program. Currently our program requires 36 units in business, which is way more than the business minor programs at many other CSU campuses and other minor programs in this campus. The current program has proven to be cumbersome to our students and intimidating. We've received complains from many students and so far we have only a handful of students successfully obtained the minor. The proposal is a result of collaborative work among all departments and aligns with the minor programs at many other CSU campuses, including CSU Long Beach, SDSU, etc. CoBA faculty have voted and approved the proposed change outlined below.

Minor in Business Administration, 20 units

ACCT 201	Introduction to Financial Accounting (3 units)
BUS 204	Business Statistics (3)
BUS 302	Foundations of Business Environments (2)
OM 302	Foundations of Operations Management (2)
FIN 302	Foundations of Finance (2)
MGMT 302	Foundations of Management (2)
MIS 302	Foundations of Management Information Systems (2)
MKTG 302	Foundations of Marketing (2)
BUS 442	Business Strategy (2)

Notes on Pre-Business Core:

- Students who are interested in business minor must submit an application to the CoBA advising office and work with their assigned advisor to take the necessary courses.
 - Students must hold junior standing (60+ units) to take upper division business courses.
 - CoBA advisors work with interested students to take the required pre-business courses (i.e. BUS 204 and ACCT 201) prior to taking upper division courses.
- Students in a business minor program who choose to switch to the BSBA degree must complete all pre-business core courses with a GPA of 2.5 or higher before they can achieve business status.