

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Management, Marketing and Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	_____
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	Minor in Office Administration
<input type="checkbox"/> New Program (Part III)	(Major ____, Option ____, Minor <u>X</u> __, or Certificate __)	
<input checked="" type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	4/21/2009	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	_____
College Curriculum Committee	4/20/2009	Approved x Disapproved	5/21/09
General Education Committee*	N/A	Faculty Senate**	_____
Teacher Education Committee*	N/A	Board of Regents**	_____
		Council on Postsecondary Edu.***	_____

\*If Applicable (Type NA if not applicable.)  
\*\*Approval needed for new, revised, or suspended programs  
\*\*\*Approval/Posting needed for new degree program or certificate program  
\*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  Change CCT 300 to CCT 300W in the Required Courses of the Office Administration Minor.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)  Fall 2009</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)  N/A</p>
<p><b>B. The justification for this action:</b>  CCT 300W meets the criteria as a writing intensive course and has been approved by the Thinking and Communicating Across the Curriculum (TCAC) Committee.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b>  None</p> <p><b>Operating Expenses Impact:</b>  None</p> <p><b>Equipment/Physical Facility Needs:</b>  None</p> <p><b>Library Resources:</b>  None</p>

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**Minor in Office Administration**

Page 102 of the 2008-09 *Undergraduate Catalog*

An office administration minor is available to students in any College and consists of the following courses (18 hours) with at least 50 percent (nine hours) taken in residence at EKU:

**Required Courses.....18 hours**

CCT 200, 201 or 300W, 250, 290 or CIS 230, 302, and 303. Courses taken toward a major may not be counted toward the minor in office administration.