MGT - 301 - BUSINESS MANAGEMENT

Major Course Change Form

Course Change

Turn on help text

To ensure that your course change proposal is launched correctly, please follow the steps below. Course change proposals that are not launched properly will be returned to the originator who will be asked to resubmit the proposal following the steps below.

CLICK HERE FOR COMPLETE INSTRUCTIONS ON CREATING A COURSE CHANGE PROPOSAL.

Turn on help text.

Click the import icon to import data from SAP. **THIS IS REQUIRED FOR ALL COURSE CHANGE PROPOSALS. DO NOT** change data that was imported from SAP.

Make sure all required fields have been completed. These fields are denoted with an (*). **DO NOT** change data that was imported from SAP.

Launch the proposal by clicking the launch icon.

The proposal will return to the originators inbox under the 'My Tasks' tab.

At this time, you may make the proposed changes to the course change proposal.

Once you have made all of the changes click the launch button. *Please note, once you click the launch button on this step the proposal will move onto the next approval step in the workflow..*

* denotes required fields

Current Prefix:*	MGT	Current Number:*	301
Proposed Prefix		Proposed Number	
Check if same as current	☑ Same as current		
Is this course clinical? Also select "Yes" if the course is not clinical but you wish for the course to be reviewd by the HCCC*	○ Yes ◉ No		

1. General Information

a. Submitted by the College of:*	College of Business and Economics (8F000)

b. Department/ Division:*	Department of Management (8F230)

c. Is there a change in "ownership" of the course?* ○ Yes ● No

If YES, what college/ department will offer the course instead?

e. Contact Person Name:* Paul Childs

Email:*	pchilds@uky.edu	**Phone:***	18592572490

f. Requested Effective Date:* ● Semester Following Approval ○ Specific Term

If specific term:

Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

What is the rationale for this proposal?* This course is part of the new online General Business degree. SAP had listed this course as already having DL approval. After further checking it appears that this information in SAP is incorrect, so we are asking for DL approval for MGT 301 now.

2. Designation and Description of Proposed Course.

a. Distance Learning(DL) Status:*
○ N/A
○ Already approved for DL*
● Please Add
○ Please Drop

Already approved for DL ☐ *If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

The FULL title of the course needs to be written out in the first box and IF the title is more than 40 characters, THEN, the title needs to be shortened for the insertion on the transcript. The full title of the course is what is put in the bulletin and the second is what is inserted on the transcript.

b. Current Title:* BUSINESS MANAGEMENT

Proposed Title* BUSINESS MANAGEMENT

c. Transcript Title (if full title is more than 40 characters):*	BUSINESS MANAGEMENT

d. Current Cross-listing:*	⦿ N/A ◯ Currently Cross-listed

Currently Cross-listed with (Prefix & Number):	

ADD Cross-listing (Prefix & Number):	

REMOVE Cross-listing (Prefix & Number):	

Using the Files tab in the Proposal Toolbox, attach a letter of support from the chair of the cross-listing department.

e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours for each meeting pattern type.

Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

For courses with variable credit, please use the following format (no spaces): #-##

Lecture:	3

Laboratory:	

Clinical:	

Colloquium:	

Seminar:	

Studio:	

Recitation:	

Residency:	

Discussion:	

Indep. Study:	

Practicum:	

Research:	

Other:	

f. Grading System:*	⦿ Letter (A, B, C, etc.) ◯ Pass/Fail ◯ Medicine Numeric Grade ◯ Graduate Level Grade Scale

Please Explain:	

g. Number of credit hours:*	3

h. Is this course repeatable for additional credit? *	◯ Yes ⦿ No

If YES, Maximum number of credit hours:	

If YES, Will this course allow multiple registrations during the same semester?	◯ Yes ◯ No

i. Course Description for Bulletin:*	A study of planning, organizing and controlling; an interdisciplinary approach; actual decision-making cases.

j. Prerequisites, if any:	Prereq: Sophomore standing.

3. Is this course taught off campus?

a.*	◯ Yes ⦿ No

If YES, enter the off campus address:	

4. Are significant changes in content/ student learning outcomes of the course being proposed?

a.*	◯ Yes ⦿ No

If YES, explain and offer brief rationale:	

5. Course Relationship to Program(s).

a. Are there other depts and/or pgms that could be affected by the proposed change? *	◯ Yes ⦿ No

If YES, identify the depts. and/or pgms:	

b. Will modifying this course result in a new requirement for ANY program?*	○ Yes ● No

If YES, list the program(s) here:	

In order to change a program, a program change form must also be submitted.

6. Information to be Placed on Syllabus.

a.	☐ Check box if changed to 400G or 500.

If <u>changed</u> to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests a change in delivery mode. All fields are required!

<u>Introduction/Definition:</u> For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Instructor Name: Jack Kirn	**Instructor Email:** john.kirn@uky.edu

Check the method below that best reflects how the majority of the course content will be delivered.	● Internet/Web-based ○ Interactive Video ○ Hybrid

Curriculum and Instruction

1. How does this	Virtual office hours will replace traditional office hours so students get access

course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?	to the instructor without having to visit the instructor. A discussion board will be available in the LMS where students can interact with both other students and the instructor. Students will watch videos covering the course content and made by and instructor, instructional designer, graphic artist, and professional videographer. A traditional timeline for videos, homework, quizzes and exams will be enforced in the LMS. The syllabus does conform to the guidelines set forth by the University Senate including the Distance Learning Considerations.
2. How do you ensure that the experience for DL student is comparable to that of a classroom-based student's experience? Aspects to explore:textbooks, course goals, assessment of student learning outcomes, etc.	This course will utilize online technologies to make the experience comparable to that of what the students would experience in the classroom. The same textbook, homework problems, etc. will be used independent of delivery style. The timeline of the online course will closely follow the timeline of a traditionally delivered course. The instructor will provide videos that present the material. The faculty will work with instructional designers, graphic artists, and professional videographers to make high quality, engaging videos. Homeworks and course quizzes will be available online in the LMS. Faculty will have virtual office hours, and discussion boards will be used to facilitate participation and collaboration related to key concepts. Exams will be proctored using a proctoring service.
3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.	The LMS system is password protected using the LINK Blue username and password. Exams will be proctored using a proctoring service with interactive video to ensure integrity of the exams. Homeworks, quizzes and exams will use a large test bank of questions that randomly pulls questions from various categories. In this way all homeworks, exams and quizzes will cover the same categories of information, but all students will get a different set of questions. We will aggressively discipline students that violate the academic integrity of the course.
4. Are you adding distance learning delivery to this course as part of an effort to offer a complete degree program 100% online?	◉ Yes ◯ No
If yes, which program(s)?	General Business degree
5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom	Student resources are listed on the syllabus and in a FAQ in the LMS. Virtual office hours will replace traditional office hours so students get access to the instructor without having to visit the instructor.

Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?

The content delivery videos will be monitored in the LMS. The LMS keeps track of when and how often a student engages with various items (including videos). If a student is not exhibiting an effective pattern of watching the videos, the instructor and an advisor (specially dedicated to the program for this purpose) will prompt the student and encourage more productive patterns of engagement. The videos will also have embedded quizzes with randomized questions to see if the student has been effectively watching the video. If the student cannot answer the question accurately, the section of the video will need to be watched again and a content question accurately answered before being allowed to watch the next section of video or complete homework assignments on the material. Online students have similar homework assignments done in the LMS.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

Students will need access to a computer with a microphone and video camera and internet access in order to download lectures, complete assignments, participate in virtual office hours, etc. The class does not require special laboratories or equipment.

Student Services

8. How are students informed of procedures for resolving technical complaint? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Canvas Support Hotline/Chat or ITS Service Desk?

This information is contained in the syllabus for the students. This information will also be listed in a FAQ in the course in the LMS.

Canvas Support Hotline/Chat (https://uk.instructure.com/; Click Help Button for 24/7 service)

Information Technology Services (ITS) Service Desk (http://www.uky/edu/UKIT/Help/)

9. Will the course be delivered via services available through Teaching and Academic Support Center?
- ⦿ Yes
- ◯ No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students

will be provided with assistance in **using said technology.**	
10. Does the syllabus contain all the required components, below?	☑ Yes

Instructor's **virtual** office hours, if any.
Technological requirements for the course.
Procedure for resolving technical complaints.
Preferred methods for reaching instructor, e.g. email, phone, or text message.
Maximum timeframe for responding to student communications.
Contact information for Information Technology Customer Service Center:

Web: http://www.uky.edu/UKIT/
Phone: 859-218-HELP

Web Address for Distance Learning services: http://www.uky.edu/ukonline/
Language pertaining academic accommodations (below):

"If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. Please initiate the accommodation process by submitting an online Intake Form (found at http://www.uky.edu/DisabilityResourceCenter/content/apply-services) or by contacting the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. DRC staff will discuss possible accommodations with you and provide you with a Letter of Accommodation. Once you receive your Letter of Accommodation, please set up an appointment to see me or stop by during scheduled office hours to discuss how your accommodation will be addressed. The DRC is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Information on Distance Learning Library services

Carla Cantagallo, DL librarian
Phone: (859) 218-1240
Email: carla@.uky.edu
Web: http://libraries.uky.edu/DLLS
DL Interlibrary Loan Service: http://libraries.uky.edu/dlls

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name	Jack Kirn

Administration Use Only

OBJID	98005081