TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 108: Revision request for Minor in Business Administration
PURPOSE: Information to the Academic Senate

ACTION REQUESTED: That the Senate accept the information that the revision request for the minor in Business Administration has been approved by CIC.

BACKGROUND INFORMATION:
The Senate process for approving transformed degree programs for the semester calendar is defined by 14-15 CIC 36. The Committee discussed the minor in Business Administration at its April 24, 2017 meeting. This was approved by CIC unanimously with the acknowledgement that some non-substantive changes may occur in the Catalog copy. It was specifically noted that there is at least one path to achieve the minor within the listed minimal number of units.

The proposals may be viewed within Curriculog; the summaries are attached as a PDF document per ExCom’s request.
Business Administration Minor (24 units)

4. Semester Conversion Request for Approval of New or Modified Minor

General Catalog Information

***READ BEFORE YOU BEGIN***

Use this form to request a new minor for the semester-system, or to directly convert, or transform, your existing quarter-system minor to a semester-system minor.

*Please turn on Help Text for this form by selecting the Show Help Text icon above this section of the form.*

Effective Term: Fall 2018

Effective Catalog: 2018-2019

Select Program unless otherwise instructed by APGS

Select PROGRAM*

- Program
- Shared Core

Action Requested*

- New Minor
- Revision of Minor (Direct Conversion)
- Revision of Minor (Transformation)

Department:*  Department of Management

Full and exact title of Minor:*  Business Administration Minor (24 units)

Has your program received transformation funding?*

- Yes
- No

If the program received transformation funding, please

Transformative changes for the Business Administration Minor:

Based on the Senate-approved policy on minor requirements
summarize the transformative change made:

under semesters (15-16 CIC revised), the minor structure has been completely revised. It now includes 2 required lower-division courses, and 6 upper-division elective courses from the list of 13 courses, most of them from the B.S. in Business Administration upper-division core.

Removed alternative B from the current minor requirements.

All courses included in the minor have been transformed from 4-unit quarter courses to 3-unit semester courses.

Added a new requirement that no more than 9 semester units (3 courses) of the Business Administration Minor may be double-counted with the units (courses) taken in the major.

Please read before completing Minor Requirements Section

Instructions:

Start with the View Curriculum Courses icon directly beneath the Minor Requirements field. Select the Add Courses button to enter each individual course that will be used in your Minor. (Note: Include the Course Units in the Course Title (name) field for ease of review by campus committees).

Next select the View Curriculum Schema icon (to the left of the Curriculum Courses icon). Select Add Core to build the headers and requirements for your catalog page (i.e. add headers for Core Requirments, Electives, or subject areas.) Please include total units in core headers.

Preview your catalog chapter by selecting the Preview Curriculum icon.

Minor Requirements*

The Business Administration minor provides students with a breadth of study in various areas of business and management. The emphasis is on acquiring general knowledge and skills in accounting, economics, finance, marketing, human resources, information technology and operations management. The minor program is designed to complement your primary field of study.

Note:

Business Administration majors cannot declare this minor, but can choose the General Management concentration in the Bachelor of Science in Business Administration program.

A course marked with the asterisk symbol "*" indicates that it has several other courses as
its prerequisites which are not explicitly listed in this minor. Taking one or more courses marked with "*" may lead to a total of more than 24 units to complete the Business Administration minor.

No more than 9 units used to fulfill other requirements (e.g., for general education, a major, concentrations, or other minors) can be counted toward the requirements for the Business Administration minor.

Courses taken for CR/NC (credit/no credit) will not be counted toward the requirements for the Bachelor of Science in Business Administration (BSBA) program because courses for BSBA must be completed with a letter grade of "C-" or better ("C" or better for BUS 499).

**Required Courses (6 units)**

ECON 200 Principles of Microeconomics (3)
ACCT 210 Introduction to Financial Accounting (3)

**Elective Courses (18 units)**

**Select six courses (18 units) from the following list:**

BUS 310 Organizational Behavior (3)
MGMT 314 Leadership and Management (3)
BUS 320 Business and Professional Ethics (3)

BUS 370 is a prerequisite for BUS 370.

BUS 325 Marketing Principles (3)
BUS 330 Financial Management (3) *
BUS 335 Communications in Team Building (3) *
BUS 340 Information Technology Management (3) *
MGMT 350 Decision Science (3) *
BUS 360 Operations Management (3) *
BUS 370 Business, Government, and Society (3)
ECON 380 Managerial Economics and Business Strategy (3)*
BUS 385 International Business (3)
or

ECON 385 Global Economic Analysis (3) *

Of BUS 385 and ECON 385, if one of the two courses is used toward the requirements for the Business Administration minor, the other course should not be taken because it will not be counted toward the requirements for the Business Administration minor or for any other majors, concentrations, or minors offered by the College of Business and Economics.

Total Units Required 24

Additional Notes/Information

Please indicate which (if any) Minors have been discontinued:

None

Resource implications of the proposed revision, if any:

None

Relationship of Revised Program to requirements for teaching credentials, accreditation, and/or licensing, if any:
Consultation with other affected departments and programs:

The following department(s) has (have) been consulted and raised no objections:

- Department of Accounting and Finance
- Department of Economics
- Department of Marketing and Entrepreneurship

The following department(s) has (have) been consulted and raised concerns:

- Catalog Item Types
  - Degree Type *(Select "Non-degree")*
    - Non-Degree
  - Program Type *
    - Minor

APGS USE ONLY
Steps for Business Administration Minor (24 units)

Originator
Status: Approved

Participants
- Xinjian Lu  7/25/2016 4:09 PM

Activity
Required for Approval: 100% required
Date Completed: 7/25/2016 4:09 PM
Changes: No
Comments: No

Department Chair
Status: Approved

Participants
- Zinovy Radovilsky  7/26/2016 4:21 PM

Activity
Required for Approval: 100% required
Date Completed: 7/26/2016 4:21 PM
Changes: No
Comments: No

Dean's Office Review
Status: Approved

Participants
- Xinjian Lu  7/26/2016 4:28 PM

Activity
Required for Approval: 100% required
Date Completed: 7/26/2016 4:28 PM
Changes: No
Comments: No

College Curriculum Committee Approval
Status: Approved
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<td><strong>Dean's Office Approval</strong></td>
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<td><strong>APGS (Technical Review)</strong></td>
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<td><strong>APGS (Dean, Undergraduate Studies Review/AVP Review)</strong></td>
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### Participants

**College of Business and Economics Curriculum Committee**

- **CBE Minor Programs**

- **Eric Fricke** *(10/24/2016 6:04 AM)*

**Dean's Office Approval**

- **Jagdish Agrawal** *(10/31/2016 1:26 PM)*

**APGS (Technical Review)**

- **Sarah Aubert** *(1/11/2017 9:13 AM)*

**APGS (Dean, Undergraduate Studies Review/AVP Review)**

- *Agenda Administrator*
### Committee on Instruction and Curriculum

**Status:** Working

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<td>Maureen Scharberg</td>
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<tr>
<td>Donna Wiley</td>
<td>Date Completed: 3/17/2017 9:17 AM</td>
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* Agenda Administrator

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* Agenda Administrator

### Executive Committee

**Status:** Incomplete

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* Agenda Administrator

### Academic Senate

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* Agenda Administrator
### President's Office

**Status:** Incomplete

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### APGS (Final Review & Export)

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<td>Sarah Aubert</td>
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Attachments for Business Administration Minor (24 units)

This proposal does not have any attachments.
Comments for Business Administration Minor (24 units)

Mitch Watnik 4/24/2017 3:54 pm  
This was approved unanimously by CIC on April 24 and documented as 16-17 CIC 108.

Sarah Aubert 1/11/2017 9:13 am  
Tech review completed; elective course "BUS 335 Communications in Team Building" not yet proposed. Still under development per College.

Crosslistings for Business Administration Minor (24 units)

Business Administration Minor (24 units) (parent proposal)

This proposal does not have any active crosslisted proposals.
## Decision Summary for Business Administration Minor (24 units)

### Committee on Instruction and Curriculum

**Status:** Working

### Step Summary

This step requires 100% approval from all participants to move forward.

### Participants

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| Mitch Watnik * | 4/24/2017 3:54 PM |

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