

WESTERN MICHIGAN UNIVERSITY

College of Health and Human Services



October 8, 2020

Dean Satish Desphande
Dr. Bernie Han
Haworth College of Business
Western Michigan University

Dear Satish and Bernie:

I am writing to confirm our agreement to support the College of Business as we work to teach out and close our HiiM major and minor programs. The College of Health and Human Services will continue to work with you offer the needed CHHS courses for the HCoB students to complete the HiiM program in a timely manner. Our contact in CHHS will be Nancy Cretsinger to help coordinate the efficient scheduling of these required courses.

Please feel free to contact me or Nancy at any point should you have any concerns.

Best regards,

Ron A. Cisler
Dean, College of Health and Human Services
Professor, School of Interdisciplinary Health Programs
Western Michigan University

**NOT FOR USE FOR CURRICULAR COURSE CHANGES
REQUEST FOR PROGRAM IMPROVEMENTS**

NOTE: Changes to programs may require course changes, which must be processed electronically. Any questions should be directed to Associate Provost David Reinhold at 7-4564 or david.reinhold@wmich.edu

DEPARTMENT: Business Information Systems (BIS)
PROPOSED EFFECTIVE FALL YEAR: 2021

COLLEGE: Haworth College of Business

PROPOSED IMPROVEMENTS: *Academic Program Proposed Improvements*

- | | | |
|---|---|--|
| <input type="checkbox"/> New degree* | <input type="checkbox"/> New minor* | <input type="checkbox"/> Admission requirements |
| <input type="checkbox"/> New major* | <input checked="" type="checkbox"/> Deletion* | <input type="checkbox"/> Graduation requirements |
| <input type="checkbox"/> New curriculum* | <input type="checkbox"/> Revised major | <input type="checkbox"/> Change in Title |
| <input type="checkbox"/> New concentration* | <input type="checkbox"/> Revised minor | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> New certificate* | | |
| <input type="checkbox"/> Other (explain**) ** Other: | | |

Title of degree, curriculum, major, minor, concentration, or certificate: Health Information and Information Management (Hiim) major

Chair, Department Curriculum Committee:	Date
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CHECKLIST FOR DEPARTMENT CHAIRS/DIRECTORS

- ☐ For new programs and other changes that have resource implications, the dean has been consulted.
- ☐ When appropriate, letters of support from department faculty are attached.
- ☐ When appropriate, letters of support from other departments in the same college are attached.
- ☒ When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached. [Need a letter of support from the Dean of College of Health and Human Services]
- ☐ The proposal has been reviewed by HIGE for possible implications for international student enrollment.
- ☐ The proposal is consistent with the departmental assessment plan, and identifies measurable learning outcomes for assessment.
- ☐ Detailed resource plan is attached where appropriate.
- ☐ All questions attached have been completed and supporting documents are attached.
- ☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Chair/Director:	Date
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CHECKLIST FOR COLLEGE CURRICULUM COMMITTEE

- ☐ The academic quality of the proposal and the faculty involved has been reviewed.
- ☐ Detailed resource plan is attached where appropriate.
- ☐ Consistency between the proposal and the relevant catalog language has been confirmed.
- ☐ The proposal has been reviewed for effect on students transferring from Michigan community colleges. Detailed information on transfer articulation must be included with undergraduate proposals.
- ☐ Consistency between the proposal and the College and department assessment plans has been confirmed.
- ☐ Consistency between the proposal and the College and department strategic plans has been confirmed.
- ☐ All questions attached have been completed and supporting documents are attached.
- ☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Chair, College Curriculum Committee:	Date
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**NOT FOR USE FOR CURRICULAR COURSE CHANGES
REQUEST FOR PROGRAM IMPROVEMENTS**

CHECKLIST FOR COLLEGE DEANS

- ☐ For new programs and proposed program deletions, the provost has been consulted.
- ☐ For new programs, letter of support from University Libraries Dean indicating library resource requirements have been met.
- ☐ When appropriate, letters of support from other college faculty and/or chairs are attached.
- ☐ When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.
- ☐ The proposal has been reviewed for implications for accreditation, certification, or licensure.
- ☐ Detailed resource plan is attached where appropriate.
- ☐ All questions attached have been completed and supporting documents are attached.
- ☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Dean:	Date
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FOR PROPOSALS REQUIRING REVIEW BY:

GSC/USC; EPGC, GRADUATE COLLEGE, and/or FACULTY SENATE EXECUTIVE BOARD

<input type="checkbox"/> Return to Dean		
<input type="checkbox"/> Forward to:	Curriculum Manager:	Date:
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	*needs review by Chair, GSC/USC:	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Chair, EPGC:	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Graduate College Dean:	Date:
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Faculty Senate President:	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	*needs review by Provost:	Date

**NOT FOR USE FOR CURRICULAR COURSE CHANGES
REQUEST FOR PROGRAM IMPROVEMENTS**

1. Explain briefly and clearly the proposed improvement:

This proposal is to delete HiiM major jointly offered by BIS Department and the College of Health and Human Services.

2. Rationale. Give your reason(s) for the proposed improvement.

In order to maintain in HiiM major, BIS Department would need to provide teaching resources to cover courses that are required by HiiM majors, who are admitted to the Haworth College of Business and the College of Health and Human Services. Given the current limited teaching capacity and other resources (e.g., lab facility, hardware, software), elimination of this HiiM major will have the BIS department and the college to better use teaching resources for other academic majors.

3. Effect on other colleges, departments, or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

HiiM major is jointly offered by the BIS Department and the College of Health and Human Services, from which a curriculum change form will be submitted to her undergraduate curriculum committee to delete its HiiM major as well.

4. Effect on your department's programs. Show how the proposed change fits with other departmental offerings.

Because of the limited resource, this proposal would benefit other BIS Department's programs, especially the CIS major.

5. Alignment with college's and department's strategic plan, mission, and vision.

This proposal would help the department, the two colleges, and the university to better manage our limited resource.

6. Effects on enrolled students: Are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements? Can students complete the program in a reasonable time? Show that you have considered scheduling needs and demands on students' time.

There will be no effect on any current HiiM students because all admitted pre-HiiM and HiiM majors, including students from College of Health and Human Services, are able to take all required and elective courses at Haworth College of Business until their graduation. Furthermore, all required courses offered by the College of Health and Human Services will be provided for the pre-HiiM and HiiM majors from both BIS Department and College of Health and Human Services.

7. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

N/A

8. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. If proposing a new program, include a letter and/or email of support from the university libraries affirming that the library resource issues have been reviewed. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.)

This proposal will allow BIS Department to allocate her existing resource to meet needs of other academic majors/minors at Haworth College of Business.

9. List the learning outcomes for the revised or proposed major, minor, or concentration. The department will use these outcomes for future assessments of the program.

N/A

10. Describe how this change is a response to assessment outcomes that are part of a department or college assessment plan or informal assessment activities.

This change will have no effect on the BIS Department or Haworth College of Business assessment plan.

11. (Undergraduate proposals only) Describe in detail how this change affects transfer articulation for Michigan community colleges. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section.

N/A

12. Please offer both “Current Catalog Language” and “Proposed Catalog Language” if there is to be a change in the catalog description for a given program. For the “current” language, please copy and paste relevant language from the most current catalog and for the “proposed” language, please share the exact proposed new catalog language. As possible, bold or otherwise note the key changes in the new proposed catalog language.

N/A