

Revised 7/23/07

**PROPOSAL SUMMARY AND ROUTING FORM**


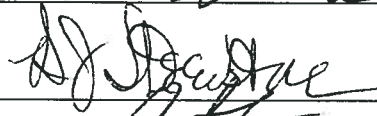
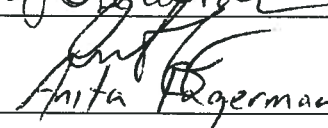

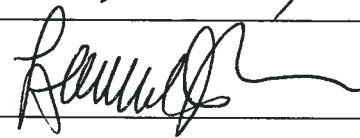
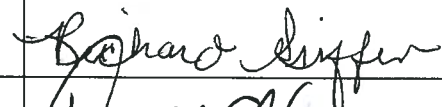

**Proposal Title:** INSR 375 Prerequisite Change CHANGE COURSE DESIGNATOR &  
DROP PREREQUISITE FROM  
INSR 375 TO MGMT 338.

**Initiating Unit or Individual:** Management Department

**Contact Person's Name:** Karen Ottobre e-mail: ottobrek@ferris.edu phone: 2427

**Date or Term of Proposal Implementation:** 2010 Spring ~~Summer~~

- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- Group I - B – New minors or concentrations
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program Faculty			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head		5-12-09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee		1/11/10	<input checked="" type="checkbox"/> Support 8-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate		1/18/10	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs		1/26/10	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

**To be completed by Academic Affairs**

President (Date Approved)    
  Board of Trustees (Date Approved)    
  President's Council (Date Approved)

VPAA

JAN 20 2010

PROVOST

**1. Proposal Summary**

Change INSR 375 to MGMT 338. Insurance classes haven't been held on campus for nine years so students don't know to look for them. Being we already have a MGMT 375, we had to pick a new number. Also, there isn't a prerequisite needed for this class any longer. Remove INSR 284 the prerequisite for INSR 375. The way this class is now taught the INSR 284 is no longer necessary as a prerequisite, it is a stand alone class. Also, since the insurance curriculum was deleted, we do not have need to run both classes any longer. It will make it easier for students to find and register for.

**2. Summary of All Course Action Required\***

**a. Newly Created Courses to FSU:**

Prefix	Number	Title
MGMT	338	Employee Benefits

**b. Courses to be Deleted From FSU Catalog:**

Prefix	Number	Title
INSR	375	Employee Benefits

**Learning Outcomes**

Course: MGMT 338 Employee Benefits

Learning Outcome  Students will be able to:	Assessment Methods					
	Exam / Quiz	Project	Paper	Case Study	Presenta tion	Discussi on
Explain the components and importance of group insurance.	X		X	X	X	X
Demonstrate the ability to gather and assess data that allows for appraisal of insurance needs.		X	X	X	X	X
Identify and delineate the principles of social insurance, including social security, unemployment compensation, and workers' compensation.	X	X	X	X	X	X
Present ideas clearly, concisely, and professionally before an audience.		X			X	X
Compare and contrast the various types of pension plans.	X	X	X	X	X	X
Recommend appropriate coverage based on a client's unique insurance needs.	X	X	X	X	X	X

**Criterion for Success:**

Exams and Quizzes: Achieve grade of 75% or better.

“ Projects, papers, case studies, and presentations: Achieve a score of 75% or better; components include professionalism, thoroughness, organization, page and spacing requirements, lack of errors.

Discussions: Students are expected to routinely contribute to class discussions, offering concurring or opposing viewpoints, examples, and opinions.

**Results:** None at this time.

**Actions:** n/a.

\*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

**FLITE SERVICES CONSULTATION FORM**

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

**FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.**

**RE: Proposal Title: INSR 375 Prerequisite Change**

**Projected number of students per year affected by proposed change:**

**Initiator(s): Management Dept.**

**Proposal Contact: Karen Ottobre Date Sent: 9/10/09**

**Department: Management Dept. Campus Address: Bus 212**  
(Please print)

**Liaison Librarian Signature: David A. Scott Date: 9-10-09**

**Dean of FLITE Signature: Leah M. Mung Date: 9-11-09**  
**Returned: \_\_\_\_\_**

Based upon our review on 9-10-09 (date), FLITE concludes that:

Library resources to support the proposed curriculum change are currently available.

Additional Library resources are needed but can be obtained from current funds.

Support, but significant additional Library funds/resources are required in the amount of \$ \_\_\_\_\_.

Does not support the proposal for reasons listed below.

**Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.**

**NEW COURSE INFORMATION FORM***See Sample – Limit to Two Pages Please***Course Identification:**

<b>Prefix:</b>	<b>Number</b>	<b>Title</b>
<b>MGMT</b>	<b>338</b>	<b>Employee Benefits</b>

**Course Description:** Concentrates on group insurance including life and health insurance; hospital, medical, and surgical coverage; social insurance, unemployment compensation, workers' compensation, and Social Security benefits. Investigates the formulation, basic features, funding methods, and administration of pension plans; deals with profit sharing, thrift and savings plans, deferred compensation, and Social Security retirement benefits. Prerequisites: None

**Course Outcomes and Assessment Plan:****Learning Outcomes**

This course will enable students to:

- Know the differences between individual and group benefits and insurance.
- Explain the fundamental legal principles reflected in insurance contracts.
- Demonstrate the ability to assess life insurance needs and differences among policies.
- Distinguish between annuities, IRAs, and other retirement vehicles.
- Plan and conduct benefits research - gather and analyze information, think critically, and make recommendations for improvement.
- Describe the components of an effective benefits plan.
- Explain the primary employee benefits and their impact on individuals, organizations, and society.

**Learning Assessment Methods and Criteria**

Various methods will be used to assess student learning in this course, including projects, presentations, exams, quizzes, case studies, assignments/exercises, current issue analyses, and class discussion. See **Assessment, below**.

**Projects and Presentations**

Class projects and presentations may be in group or individual format. Projects are intended to allow students to apply the concepts learned in class, while presentations reinforce communication skills and sharing of knowledge. Group activities enable students to enhance their interpersonal, team, and leadership skills. Students will present their findings to class using PowerPoint and any other appropriate technology. Students will be evaluated based on the thoroughness of their data collection, depth of analysis, appropriateness of recommendations, and professional presentations, writing skills, and peer evaluations.

**Exams and Quizzes**

Exams and quizzes allow students to articulate their understanding of course material, and are generally in essay, short answer, and multiple choice format.

**Assignments/Exercises, Case Studies, Current-Issue Analyses, and Discussions**

Assignments/exercises, case studies, current issue analysis, and class discussions enable students to demonstrate their understanding of and ability to apply course concepts individually and in group settings. These activities tap into the collective knowledge of students, foster synergy and creative thinking, and encourage students to provide each other with feedback.

**CREATE NEW COURSE**  
**Course Data Entry Form**

**FORM F**

**Create New Course**  
**Rev. 07/23/07**

**I. ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): <sup>201005</sup> ~~201001~~ Examples: 200801(Spring), 200805(Summer), 200808(Fall)  
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.**

a. Course Prefix **MGMT**      b. Number **338**      c. Enter Contact Hours per week in boxes.  
LECTure **3.0**    LAB     INDEPENDENT Study – Check (x)   
Practicum:       Seminar:

d. Course Title: **Employee Benefits** (Limit to 30 characters/spaces.)

e. College Code: **BU**    f. Department Code: **MGMT**

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable     Fixed    h. Minimum Credit Hours **3.0**    i. Maximum Credit Hours **3.0** .

j. May Be Repeated for Added Credit: Check (x)  Yes     No

k. Levels: Check (x)  Undergraduate     Graduate     Professional

l. Grade Method: Check (x)  Normal Grading     Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x)  Yes     No

n. Equivalent course: Prefix **INSR**      Number **375**      See instructions on Replacement courses.

**o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.**

Concentrates on group insurance including life and health insurance; hospital, medical, and surgical coverage; social insurance, unemployment compensation, workers' compensation, and Social Security benefits. Investigates the formulation, basic features, funding methods, and administration of pension plans; deals with profit sharing, thrift and savings plans, deferred compensation, and Social Security retirement benefits.


p. Term(s) Offered: **F** (See instructions for listing.)    q. Max. Section Enrollment: ~~20 online, 40 face-to-face~~ **40** *see full note*

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. **Jr. standing.**

UCC/Chair Signature/Date:

 1/11/10

Academic Affairs Approval Signature/Date:

 1/21/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS)     General Education (GE)     Occupational Education (OC)     G.E. Codes

**Office of the Registrar use ONLY**

Date Rec'd: \_\_\_ Date Completed: \_\_\_ Entered: SCACRSE \_\_\_ SCADETL \_\_\_ SCARRES \_\_\_ SCAPREQ \_\_\_

**DELETE COURSE**  
Course Data Entry Form

**FORM F**

Delete Course  
Rev. 7/23/07

**I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.**

Note: Complete each section.

The course described below will be moved to inactive status.

*SUMMER*

a. Term Effective: Term  Year  See instructions.

**II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:**

Include the information that is in the current course database.

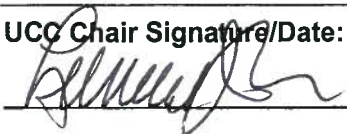
a. Course Prefix

b. Number

c. Enter Contact Hours per week in boxes.  
LECTure  LAB  INDEpendent Study – Check (x)   
Practicum:  Seminar:

d. Full Course Title:

UCO Chair Signature/Date:

 1/11/10

Academic Affairs Approval Signature/Date:

 1/12/10

Office of the Registrar use ONLY

Date Rec'd: \_\_\_ Date Completed: \_\_\_ Entered: SCACRSE \_\_ SCADETL \_\_ SCARRES \_\_ SCAPREQ \_\_



Leonard Johnson/FSU

09/16/2009 01:23 PM

To Karen M Ottobre/FSU@FERRIS

Sandra L Alspach/FSU@FERRIS, Leonard  
Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS,  
Barbara A Ross/FSU@Ferris, Joanne Gerst/FSU@FERRIS,

bcc

Subject INSR 375

Hi Karen

The UCC met on Monday and discussed your proposal titled "INSR 375 Prerequisite Change." There are a few revisions we'd like to see made to the proposal before we'll be able to move it forward.

- 1) The cover page on the Form A should be changed to note that what you're really doing here is adding a new course, titled MGMT 338 Employee Benefits. (we can do this with white-out, to keep the original checksheets intact). The summary should then be rewritten to more succinctly and clearly communicate the proposed changes.
  - 2) Revise course outline to account for 2 more instructional hours (the final 2 hours noted at item #17 appear to be for a comprehensive final exam, and should not be included in the 45 hours of instructional time).
  - 3) Form F, Iiq can only designate the enrollment for a face-to-face section (we can white out the "20 online).
  - 4) All outcomes should be written in a way the clearly communicates in measureable terms how the instructor will know said outcome will be achieved. For instance, for the first outcome, how will the instructor know that students "know the difference between individual and group benefits and insurance?" Outcomes could be more clearly stated and should only be linked to no more than 2 very clear means of assessment. Ideally, the way the outcome is written makes clear what the instructor will need to do to assess whether or not or the degree to which it has been achieved. (For most of the types of assessment listed, there is no clear connection to the outcome).
- Thanks for all your help. Please contact either Hal Palmer or me should you have any questions.

Leonard

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