

**PROPOSAL SUMMARY AND ROUTING FORM**

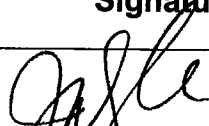
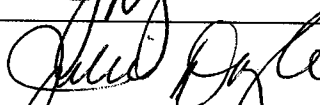
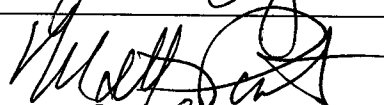
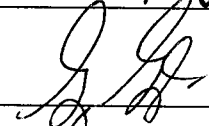

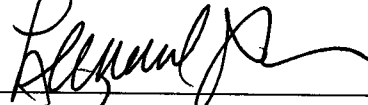
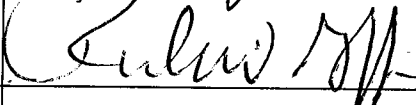

**Proposal Title:** Special Event & Meeting Planning Minor <sup>★</sup>

**Initiating Unit or Individual:** Hospitality Programs

**Contact Person's Name:** Julie A. Doyle e-mail: doylej@ferris.edu phone: 591-2385

**Date or Semester of Proposal Implementation:** FALL 2007

- Group I - A – New degree/major or major, or redirection of a current offering
- 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		10/17/06	2 <input checked="" type="checkbox"/> Support 0 <input type="checkbox"/> Support with Concerns 0 <input type="checkbox"/> Not Support
Department Faculty		10/18/06	5 <input checked="" type="checkbox"/> Support 0 <input type="checkbox"/> Support with Concerns 0 <input type="checkbox"/> Not Support
Department Head		10-18-06	<input checked="" type="checkbox"/> Support ___ Support with Concerns ___ Not Support
College Curriculum Committee		11/2/06	6 <input checked="" type="checkbox"/> Support 0 <input type="checkbox"/> Support with Concerns 0 <input type="checkbox"/> Not Support
Dean		11/17/06	<input checked="" type="checkbox"/> Support ___ Support with Concerns ___ Not Support
University Curriculum Committee		11/30/06	<input checked="" type="checkbox"/> Support 7-0 ___ Support with Concerns ___ Not Support
Senate		11/9/07	<input checked="" type="checkbox"/> Support ___ Support with Concerns ___ Not Support
Academic Affairs			___ Support ___ Support with Concerns ___ Not Support

\* Support with Concerns or Not Support must include a list of concerns.

<b>To be completed by Academic Affairs</b>		
<hr/>	<hr/>	<hr/>
President (Date Approved)	Board of Trustees (Date Approved)	President's Council (Date Approved)

## FORM A CONT.

### 1. Proposal Summary

The Special Event & Meeting Planning minor is designed to provide meeting and event planning professionals as well as those entering the field the skills and foundation of knowledge that is needed to excel in this multi-billion dollar industry. This minor would be available and marketed to all majors. This minor is in line with the FSU mission and strategic direction.

**Need:** The need for this minor comes from the changes in industry. With all of the meeting markets ( association, corporate, social, military, educational, religious and fraternal) and conferences that are held that include special events and meetings in every town, city and state, as well as that every major city has a convention center has created the need for professionals in the industry.

**Market:** We have had a tremendous out cry from our current students as well as inquiries from potential transfers and FTIAC's to specialize in special events and meeting planning. This fall we now have a new RSO student chapter of PCMA, Professional Convention Management Association. All of the current members 20+ are waiting for this minor to be approved. Hospitality Program students, College of Business majors, Communication Majors that are required to declare a minor, and all bachelor degree students are candidates for this minor.

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

a. Newly Created Courses to FSU:

Prefix	Number	Title
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b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
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c. Existing Course(s) to be Modified:

Prefix	Number	Title
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**d. Addition of existing FSU courses to minor**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
<b>RFIM</b>	<b>204</b>	<b>Food and Beverage Operations in Clubs</b>
<b>RFIM</b>	<b>229</b>	<b>Dining Room Management</b>
<b>HOMT</b>	<b>392</b>	<b>Internship</b>
<b>MKTG</b>	<b>231</b>	<b>Professional Selling</b>
<b>HOMT</b>	<b>305</b>	<b>Event Planning</b>
<b>HOMT</b>	<b>401</b>	<b>Special Event Planning</b>

# Ferris State University

## Sports, Entertainment and Hospitality Management Department Special Event & Meeting Planning Minor– 18 Credits

**NAME:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **MAJOR:** \_\_\_\_\_

REQUIRED	COURSE TITLE – PREREQUISITES SHOWN IN BRACKETS ( )	S.H.	GRADE
<b>REQUIRED COURSES – 18 Credits Required</b>			
MKTG	231 Professional Selling (COMM121 strongly recommended)	3	
RFIM	204 Food and Beverage Operations in Clubs	3	
RFIM	229 Dining Room Management	3	
HOMT	305 Event Planning	3	
HOMT	392 Internship	3	
HOMT	401 Special Event Planning (HOMT 305)	3	

In consultation with Hospitality Programs coordinator, the student will complete the minor check sheet. Signatures of the student and Hospitality Programs coordinator are required.

1. The completed minor check sheet will be forwarded to the Sports, Entertainment and Hospitality Management Department Chair for approval. The approved checksheet will then be forwarded to Student Records in the College of Business.
2. Grades of the completed courses for the minor will be posted on the student's check sheet.
3. Upon completion of the minor program, the student will notify the Graduation Secretary in the College of Business, BUS 200. Upon verification that the student has completed the bachelor's degree requirements, the Dean's Office will then notify the Registrar who will note the completion of the Special Event & Meeting Planning minor on the student's official transcript.

**NOTE:** No more than 50% of the credits in this minor may be transferred from another institution, nor, will this minor be granted if more than 50% of the minor credits are specifically required in the students major.

### NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**NOTE:** A 2.00 GPA is required for completion of the Special Event & Meeting Planning Minor.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_