# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] please read these.

**N.B. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not ever delete any of the numbered categories—if they do not apply leave them blank. ALL numbered categories in section (A) must be completed. If there are no resources impacted it is okay to put “none” in A. 7**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **cis 252 introduction to information systems** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A. 1b. Academic unit | **Faculty of Arts and Sciences** | | | |  |
| A.2. [Proposal type](#type) | **Course: revision** | | | |  |
| A.3. [Originator](#Originator) | **Lisa Bain** | [Home department](#home_dept) | **CS and Info Systems (CSIS** | | |
| A.4. [Context and Rationale](#Rationale)  Note: Must include additional information in smart tip for all [new programs](#type) | This proposal reduces the prerequisites of CIS 252 from 30 to 15 credits to allow CIS majors and other students to take the course sooner.  CIS 252 is the first course of the CIS Program and is a prereq to CIS courses 300 and above. This change is part of the “packet” of changes in the CIS Program, which include the addition of a 300-level CIS course (CIS 320). In developing the Rhode Map for students, it was determined that taking CIS 252 sooner (requiring less credits) would allow for a timelier progression through the CIS Program. It also allows new students to take CIS courses during their first year at RIC, which we believe will have a positive impact on student retention. This earlier exposure will also prepare students earlier for pursuing technical internships and/or positions.  The CIS faculty feel that students will be prepared to take the course with 15 credits because of the changes in the course name/number and content. The course name and number changed from CIS 352 (300-level) Management Information Systems to CIS 252 (200-level) Introduction to Information in Fall 2019, but the prerequisite was never changed. Along with this, the course content was streamlined to give students an introduction to many foundational concepts of information systems geared towards freshman/sophomores instead of more advanced topics for juniors/seniors.  CIS 252 is also required by the Accounting, Finance, HCA, Management and Marketing programs. This will also allow these business students to take the course sooner. | | | | |
| A.5. [Student impact](#student_impact)  Must include to explain why? | Students will be able to take the course sooner, allowing timelier progression through programs and sooner exposure to technical skills. | | | | |
| A.6. [Impact on other programs](#impact) | Positive. Allows students to take course sooner. | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | None. Multiple sections of CIS 252 are already offered every semester andthere is adequate CIS faculty to teach the course. | | | |
| [*Library*:](#library) | None. | | | |
| [*Technology*](#technology) | None. | | | |
| [*Facilities*](#facilities): | None. | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2022** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use the tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. | | | | | |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised: | | | | | |

B. [NEW OR REVISED COURSES](#delete_if)  **Delete section B if the proposal does not include a new or revised course. As in section A. do not highlight but simply delete suggested options not being used. Always fill in b. 1 and B. 3 for context.**

|  | Old ([for revisions only](#Revisions)) ONLY include information that is being revised, otherwise leave blank. | New Examples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) | **CIS 252** | **CIS 252** |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) | **Introduction to Information Systems** | **Introduction to Information Systems** |
| B.4. [Course description](#description) |  |  |
| B.5. [Prerequisite(s)](#prereqs) | Completion of 30 college credits. | Completion of 15 college credits. |
| B.6. [Offered](#Offered) |  |  |
| B.7. [Contact hours](#contacthours) |  |  |
| B.8. [Credit hours](#credits) |  |  |
| B.9. [Justify differences if any](#differences) |  | |
| B.10. [Grading system](#grading) |  |  |
| B.11. [Instructional methods](#instr_methods) |  |  |
| B.11.a [Delivery Method](#instr_methods) |  |  |
| B.12. CATEGORIES  12. a. [How](#required) to be used |  |  |
| 12 b. Is this an Honors  course? |  |  |
| 12. c. [General Education](#ge)  N.B. Connections must include at  least 50% Standard Classroom  instruction. |  |  |
| 12. d. Writing in the  Discipline (WID) |  |  |
| B.13. [How will student performance be evaluated?](#performance) |  |  |
| B.14 [Recommended class-size](#class_size" \o "Check appendix XVIII in the UCC Manual for Best Practices) |  |  |
| B.15. [Redundancy statement](#competing) |  |  |
| B. 16. Other changes, if any |  | |

## D. Signatures

* **Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair**.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) and a printed signature copy of this whole form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Lisa Bain | Chair, CSIS Dept | \*approved by email | 10/26/2021 |
| Earl Simson | Dean, Faculty of Arts & Sciences | Earl Simson | 11/4/2021 |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
| Sue Weiss | Chair, Accounting Dept | \*approved by email | 11/3/2021 |
| Kemal Saatcioglu | Chair, Econ & Finance Dept | \*approved by email | 11/5/2021 |
| Connie Milbourne | Chair, Management & Marketing Dept | \*approved by email | 11/4/2021 |
| Marianne Raimondo | Program Director, HCA | \*approved by email | 11/4/2021 |
| Alema Karim | Dean, School of Business | *Alema Karim* | 11/4/2021 |