Graduate Council
Mississippi State University

Number: 5
Date: December 6, 2010


Absent: T. Chamblee, F. Coleman, J. Gilbert, W. Person, P. Ryan, D. Seale,

1. Dr. Juan Silva explained that the minutes from the November 19 Graduate Council meeting would be reviewed during the January meeting.

2. University Committee on Courses and Curricula (UCCC)

   Dr. Angi Bourgeois submitted the following proposals for review:
   a) Modification to MBA in Project Management
   b) Modification to Master of Taxation
   c) Modification to MBA

   Dr. Dwayne Wise made a motion to approve the modifications to all three programs. Dr. Tim Barnett seconded the motion.

   Discussion followed. Dr. Dan Reynolds pointed out an inconsistency in the wording of the MBA in Project Management and the MBA modification proposal in regard to the minimum score needed on the GMAT. The last sentence in the proposal should read: Students will be directed to take the GMAT again with a combined score of 1110 and with a minimum score of 450 on the GMAT.

   Dr. Wise made an amendment to the previous motion to approve the modification to all three programs with the above mentioned amendment to the MBA in Project Management and the MBA proposal. Dr. Reynolds seconded the amended motion.

   Graduate Council approved the modifications to all three proposals with the noted amendment to two of them.

3. Report from the Office of the Graduate School (OGS)

   Dr. D’Abramo deferred his report to the January Graduate Council meeting.
5. Report from Graduate Student Association (GSA)

GSA President Luke Fowler presented the following report:

The GSA Symposium is scheduled for Saturday, January 29, 2011, at McCool Hall. The call for abstracts went out this week and we will be accepting them through the first week of January 2011. We also sent out a request for judges this week and we appreciate anyone willing to help.

6. Old Business

a) Graduate Student Grievance Process (Subcommittee Report Dr. Dooley)

Grievance Subcommittee Chair Dr. Kathy Dooley presented another draft of the Graduate Grievance policy and explained she had made all revisions that were suggested during the last meeting. She also stated that she met with the Dean of Students Dr. Thomas Bourgeois and that his input is reflected in the latest draft of the policy document.

Discussion followed. It was determined that the document should be consistent in the terminology regarding the time frame for responses and that each reference to five days should be replaced by five working days. Dr. D’Abramo pointed out that the five working days time frame for forming and convening a grievance committee as stated in the policy draft is too short. He requested that the time frame for the Graduate Dean to form a committee be amended to ten working days to allow enough time for the committee to meet and deliberate.

Dr. Dooley made a motion to approve the Graduate Grievance Policy with the noted corrections and amendment. Dr. Reynolds seconded the motion.

Graduate Council members voted and the Graduate Grievance Policy was approved by acclamation.

Dr. D’Abramo stated that the Graduate Grievance Policy will be included in the next edition of the Graduate Bulletin. He also stated that a document outlining the Best Management Practices for Faculty and Graduate Students as suggested by Dr. Peter Ryan some time ago, would be a perfect complement to the Graduate Grievance Policy in terms of defining the roles and expected behavior for both graduate student and faculty.

Dr. Millea suggested that Dr. Dooley disseminate the document one last time to Graduate Council members after making all the corrections to assist with the proofreading.

On behalf of the Graduate Council, Dr. Lewis formally thanked Dr. Dooley and her committee for their hard work in making the Graduate Grievance Policy a reality.

b) Graduate Diploma w/Dean Grad School and College Name (D’Abramo – Handouts)
Dr. D’Abramo stated that while the Graduate Council approved a change to having the Graduate Dean’s signature on the diploma for graduate students along with a change that said that the degree was awarded by the graduate school, the change to the diploma layout was not received well by the Dean’s Council. A subcommittee, chaired by Dr. Millea, upheld the recommendation of the Graduate Council to the modification of graduate student diplomas.

Dr. D’Abramo would like the Graduate Council to consider a compromise in the wording and layout of the diplomas. He suggested that both the Graduate School and the Academic College be included on the diploma, with either four signature lines (President Board of Trustees, President of the University, Dean of the Graduate School and Dean of the Academic College).

Discussion ensued whether the Academic College should be included along with the Graduate School. Dr. D’Abramo stated that it is a philosophical question of who awards the graduate student diploma and that he does not expect implementation of a new diploma until fall 2011.

Dr. David Lewis volunteered to review the possibilities with the layout if a digital copy of the diploma be provided to him. He agreed to design various layouts of a graduate student diploma for review by the Graduate Council during the January meeting.

7. New Business

c) Graduation Qualifications (3’C’s) and changes to Graduate Committee (D’Abramo – Handout)

Dr. D’Abramo asked that a subcommittee be formed to review the possibility of amending the current policy which reads “A candidate for a degree must average B or higher on all courses attempted for graduate credit after admission to a degree program; this includes courses on the program of study as well as non-program courses.” He proposed that a sentence reading “No more than one grade of C can appear on the student’s Program of Study” be added at the end of the current policy paragraph.

The subcommittee is also asked to review the current policy for changing graduate committee members. Some graduate students have used this policy to remove committee members who would not pass them after an examination. Dr. D’Abramo recommended the following modification to the policy be added: “Student requests for change in composition of a graduate committee will not be honored subsequent to the administration of the oral and written comprehensive examinations unless suitable justification is provided in writing to the Dean of the Graduate School for approval.”

Dr. Burnette Hamil agreed to serve as chair and Drs. Monts, Barnett and Schilling volunteered to serve as committee members.

d) Graduate Committee Make-up (D’Abramo - Handout)
Dr. D’Abramo asked that a subcommittee be formed to review the composition of master’s, educational specialist and doctoral committees in terms of the terminology used in the policy and to clarify any ambiguities that may exist which lead to misinterpretation.

Dr. Millea agreed to serve as chair of the committee and Drs. Allen, Carr and Reynolds volunteered to serve as committee members.

Dr. Silva stated that he would draft another letter on behalf of the Graduate Council to follow up concerning housing for specific portions of the student body, namely international students and students with families.

Meeting adjourned at 12:10 p.m.

The date for the next Graduate Council meeting has been set for Friday, January 28, 2011, at 1:30 p.m. in 611 Allen Hall.
Draft of Graduate Student Grievance Policy

Submitted by Dr. Kathy Dooley (Chair), Ms. Beth Rauhaus, Dr. Radha Srinivasan and Dr. David Lewis

Introduction

Mississippi State University recognizes the importance of ensuring the welfare of its graduate students. When a situation arises in which a graduate student or group of graduate students believe that unfair, unprofessional, or inappropriate treatment/behavior has occurred relative to a faculty member or administrator, the person or persons who have committed the alleged grievance will be made to respond to the allegation(s) expeditiously and justly.

Mississippi State University is a diverse academic environment dedicated to the advancement of knowledge, the development of future professionals, professors, and researchers. In accord with these concerns, this policy defines: 1) recommended good practices to prevent abuse of authority and responsibility that constitute harassment or discrimination and that prevent a graduate student's satisfactory academic progress; and, 2) provide for all parties guidelines, practices, and grievance procedures to resolve issues using a recommended procedure. The purpose of this policy is to address those issues and regulations not governed by existing academic operating and/or employment policies applicable to graduate students.

As a public research university, Mississippi State University has graduate students who come from diverse backgrounds and over 75 countries. The University and its faculty are dedicated to the development of future professionals, educators and researchers in many fields. The purpose of this policy is to address those issues and regulations not governed by other existing academic operating procedures and/or employment policies applicable to graduate students. This policy provides: 1) recommended good practices to prevent abuse of authority and, 2) guidelines, practices, and grievance procedures to resolve issues.

Faculty members are obligated to: 1) “evaluate fairly and impartially [a] student's work. Such evaluation should be consistent with recognized standards and must not be influenced by issues such as religion, race, sex, political views, or be based on the student's agreement with the teacher's opinion on controversial issues in the discipline; 2) protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action; 3) serve as an intellectual guide and counselor to students, be available for private conferences, provide accurate information and assist students in achieving their academic goals; 4) demonstrate respect for the student and treat the faculty-student relationship with confidence; and, 5) avoid any exploitation of students for personal advantage, especially those vulnerable to the faculty member's authority” (emphasis added).” (MSU Faculty Handbook)

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The reasons for harassment/discrimination of graduate students may emerge from the behaviors and personality issues of a faculty member or administrator and/or the perceived and actual power differential between faculty and graduate students. To mitigate the sources of abuse, it is essential that each department provide an academic environment that is supportive and accommodating to the needs of graduate students. The department should take immediate action to correct problems when instances of abuse of graduate students are identified. Faculty should minimize non-academic relationships that may constitute dual relationships with graduate students.

Problems between faculty, professional staff, or administrators and graduate students may emerge from behaviors and personality and/or the perceived and actual power differentials between faculty and graduate students. To mitigate the sources of conflict, it is essential that each department provide an academic environment that is supportive and accommodating to the needs of graduate students. The department should take immediate action to correct problems when instances of faculty and graduate student(s) problems are identified. Faculty should minimize non-academic relationships that may constitute dual relationships with graduate students.

A significant cause of grievances derives from both what is intended and how it is perceived. A single instance of minor misbehavior may not constitute abuse, but deliberate misbehavior (a behavior that persists after a verifiable request to stop) constitutes harassment. To ensure that there is no gap between intention and perception, the recipient of inappropriate behavior should inform the faculty or administrator about their discomfort or distress.

The actual as well as the perceived power differential between faculty and graduate students may be perceived as more crucial for international students than for domestic students. Insomuch as, the policy requires all parties to treat every graduate student equally, it should be noted that international students have a pronounced sensitivity to the power differential with faculty and administrators. This may be due to their lack of familiarity with the customs of the United States and/or specific customs of their country. International students who choose to study at Mississippi State University are influenced by their cultural traditions and customs do not leave their cultural traditions or customs at home. It is not expected that every person be cognizant of the individual student’s those cultural traditions or customs, but once known a faculty member should respect their customs and traditions when possible and reasonable. them to insure a graduate student’s ability to make satisfactory progress toward graduation. Due to the additional burden of maintaining a student visa immigration compliance to remain at Mississippi State University, international students are more susceptible to the behaviors of faculty. The Office of the Graduate School and the University are aware of these circumstances for international graduate students and make efforts to address problems between international graduate students and faculty in such situations by coordinating with the international students’ office with the Primary Designated School Official (PDSO) and /or Responsible Officer (RO) and other units of the University.

**Good Practices.** To increase positive interactions between graduate students and faculty:

1. The Graduate School will develop workshops for faculty and administrators that sensitize them to the specific needs and issues of graduate students.
2. Academic units will either develop their own or encourage attendance at workshops and conferences that encourage positive faculty-student relationships.
3. The Graduate School and graduate departments should distribute this grievance policy to faculty, administrators and graduate students during initial [orientation][R2] and included in the Graduate Student Handbook.  

4. Disciplinary action against erring faculty to deter future abuses.  

5. A representative of the Graduate School other administrative officials and the graduate grievance panel should meet with the department head where the violation took place about how to eliminate future abuses and improve the academic environment in the department.

Determining where to seek redress:

Graduate students who believe that they have a grievance with a faculty member or administrator should consider the following:

Graduate students who believe that they have been discriminated against or harassed (uninvited or unwelcome verbal or physical contact) based on race, color, national origin, sex, religion, age, disability, genetic information, and veteran status, or sexual orientation and group affiliation should contact the Office of Diversity and Equity Programs at 106 McArthur Hall, (662) 325-2493, [http://www.msstate.edu/president/odep/home.html](http://www.msstate.edu/president/odep/home.html)

Graduate students who have grade appeals should refer to the MSU Grade Appeals Policy, AOP. 13.14. [http://www.msstate.edu/dept/audit/1314.html](http://www.msstate.edu/dept/audit/1314.html) and appeal to the Academic Review Board.

Graduate students who are employees of Mississippi State University and have issues related to employment should consult with Human Resource Management at 150 McArthur Hall, (662) 325-3717 or [http://www.hrm.msstate.edu/](http://www.hrm.msstate.edu/)

Graduate students who are unsure of the course of action for their complaints should contact the Dean of Students at 112 Lee Hall, (662) 325-3611 or [http://www.students.msstate.edu](http://www.students.msstate.edu)

The Dean of Students can assist the graduate student in determining the course of action for their complaint and whether their grievance should be referred to the Graduate Dean or some other office within the university. The graduate student and Dean of Students may at that point refer to the following as a method of resolution of a grievance that is not otherwise provided a remedy by University Policy or Academic Operating Procedures within the University.

Grievance Procedures

Two principles must be followed during the grievance procedure. The first is Preponderance of Evidence. If a graduate student believes that a faculty member or other person has acted inappropriately, then that graduate student must gather evidence that illustrates both the Deliberate Misbehavior of the faculty member and the graduate student’s reaction and response. This evidence may be in the form of emails, letters, or other forms of written documentation. The second principle is Without Retaliation. At no time during the process, should a faculty member or other person take any form of action that could be considered retaliation against the graduate student who has put forth submitted the grievance.
Procedure

Procedure is defined as the process of resolution in which the graduate student contacts the faculty or administrator who has committed the violation grievance, and if needed additional personnel up to the level of the graduate student’s college dean to resolve the situation. The graduate student could also start this procedure with the Graduate School and/or with any other appropriate administrative unit of the university such as Human Resources, the Office of Diversity and Equity Programs, or any member of the graduate grievance panel.

Step 1. Contact the faculty member or administrator with whom the graduate student has the grievance. It is strongly recommended that the student to send an email or make contact in writing. In an informal meeting, the student should explain his or her position and ask the faculty member or administrator to stop engaging in the behavior(s) in question.

Step 2. If the behavior of the faculty or administrator who has committed the violation persists, then the graduate student should notify the department head of the faculty member or the immediate supervisor of the administrator. The graduate student will provide him/her the administrator with a copy of the email or written correspondence noting the date of the request to desist and ask them to question the faculty member or administrator arbitrate the matter. Ask The department head to will notify you after he/she speaks with the faculty member or administrator within five business days who has committed the violation. Once you have heard from the department head, send a response to thank them for their action and to note the date of the conversation.

Step 3. If the behavior of the faculty or administrator who has committed the violation continues after the conversation intervention by with the department head or other administrator, or you are the graduate student is not satisfied with the response from the department head, the student will contact the Dean of Student’s Office of the College. The Dean of Student’s office will determine the nature of the grievance and whether the student’s grievance should go to the Graduate Dean or to some other office within in the university, and speak with the appropriate person in that office. Once you have met with the Dean about the grievance; send him/her a response to thank them for their action and to note the date of the conversation. If the student is not satisfied at this point with these procedures he/she may ask for intervention by the Graduate School.

Written Complaint and Formal Investigation

Formal investigation is defined as the process of investigation wherein the Dean of the Graduate School convenes a review committee to investigate and recommend a resolution to the Provost, who will pronounce the final decision.

A formal investigation is convened when the graduate student submits a written complaint. The Graduate School will promptly (within five days) designate a committee to investigate the complaint.
Responsibilities of the Investigating Committee

The person designated to investigate the allegation will inform the graduate student that:

1. The manner and frequency with which the graduate student will be updated about the status of the investigation.
2. The need for a high level of discretion during the investigatory process.
3. Ensure that there is no retaliation against the graduate student.

Normally within 5 five working days of receipt of the assignment, the Investigating Committee will advise of and provide the faculty or administrator who is alleged to have committed the violation with:

1. The specific allegations and a copy of the written complaint.
2. The manner and frequency in which the faculty member or administrator will be updated about the status of the investigation.
3. The need for all parties to exercise a high level of discretion during the investigatory process and the University’s policy with respect to retaliation.
4. An opportunity to submit a written response to the complaint within five 10 ten working days of notification of the complaint.

Investigation

1. The purpose of the investigation is to gather facts.
2. Depending upon the facts of the case, an investigation may range from a one-on-one conversation between the investigating committee and the two parties to an inquiry with multiple witness interviews. The investigating committee will produce a written finding of facts at the conclusion of the investigation.
3. The investigation committee decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of grievance must be supported by a preponderance of the evidence.
4. Investigations should normally be completed within five 45 calendar days from the date the complaint was first asserted. If this is not reasonably possible, the investigation committee should make the grievant and the faculty or administrator who is alleged to have committed the violation aware of the status of the review and provide an estimated conclusion date.

Submission of Investigative Report

Upon completion of the investigation, the investigation official shall submit the report to the Dean of the Graduate School. Upon receipt of the investigative report, the Dean of the Graduate School shall review the report and submit an initial determination to the Provost that states that a violation of the policy either did or did not occur. If an initial determination is that a violation did occur, then the Dean shall also submit an initial proposal to the Provost stating what "prompt remedial action" the Dean considers appropriate, including potential disciplinary action. The Provost will make the final determination as to what actions, if any, be taken.
Notification of Decision and Appeal Process

Upon conclusion of the determination process, the complainant and respondent will receive a written copy of the Provost's decision. The faculty/administrator who is alleged to have committed the violation may appeal the decision in writing, within five ten working days, to the Provost. The appeal must be based on (a) new facts not previously available, (b) the sanction is arbitrarily harsh or capricious, and/or (c) procedures were not followed that substantially affected the result. The Provost will render a final decision within five four and a half working days. This decision completes the university process.

General Advice to Graduate Students in Pursuing Grievance Procedure – Students are recommended to use their discretion in following these suggestions

1. The University provides counseling services which are a resource for all Mississippi State students when they have experienced stressful or difficult situations. Graduate students may wish to avail themselves of counseling services which are provided by the Student Counseling Services at 115C Hathorn Hall on Magruder Street. Student Counseling Services can be reached at 325-2091. Counseling services are provided without charge to registered Mississippi State students and communication with counselors is strictly confidential.

2. In the case of International Graduate Students, they are strongly advised to keep the International Student Office Primary Designated School Official (PDSO) and/or Responsible Officer (RO) updated about the grievance.

3. Maintain a daily diary of events to ensure a chronological record is readily available and so that the student does not forget the sequence of events surrounding the grievance.

4. If possible, change the major adviser if the current major adviser is the person against whom the grievance was lodged.

5. Keep copies of written communications that are involved in the grievance and any further communication from the faculty member or administrator against whom the grievance was lodged.
Appendix: PERTINENT CONTACTS AND LINKS

HRM POLICY ON EMPLOYEE CONDUCT: http://www.msstate.edu/dept/audit/60401.html

FACULTY GRIEVANCE PROCEDURES: http://www.msstate.edu/dept/audit/1305.html

CODE OF STUDENT CONDUCT: http://www.msstate.edu/dept/audit/91100.html

GUIDELINES FOR RESOLUTION OF DISCRIMINATION AND HARASSMENT COMPLAINTS: http://www.msstate.edu/president/odep/guidelines.html

DISSENT, DISRUPTION, AND ACADEMIC FREEDOM: http://www.msstate.edu/dept/audit/91109.html

ETHICS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES: http://www.msstate.edu/dept/audit/8002.html

EXTENDED ORIENTATION FOR INTERNATIONAL STUDENTS: http://www.msstate.edu/dept/audit/91177.html

ACADEMIC FREEDOM: http://www.msstate.edu/dept/audit/1311.html

GRADE APPEAL AND ACADEMIC REVIEW BOARD: http://www.msstate.edu/dept/audit/1314.html

HARASSMENT TRAINING FOR SUPERVISORS: http://www.msstate.edu/dept/audit/0304.html

GRADUATE STUDENT ASSOCIATION: http://www.grad.msstate.edu/current/orgs/gsa/

INTERNATIONAL ADMISSIONS & SERVICES: http://www.admissions.msstate.edu/international/

ETHICS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES AT MS: http://www.msstate.edu/dept/audit/8002.html

[R11]
NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, (Mail Stop 9089).

College or School: Business

Department: Graduate Studies in Business

Contact Person: Barbara Spencer Phone: 5-0315 E-mail: bspencer@cobilan.msstate.edu

Nature of Change: Modification Date Initiated: FA10 Effective Date: SP11

New or Current Degree Program Name:
Masters of Business Administration in Project Management

Summary of Proposed Changes:

Modify the Core Curriculum Requirements to include:
Add FIN 8113 Corporate Finance as an option in addition to the current FIN 8313 Financial Management of Projects.

Change the minimum acceptable grade for prerequisites from 'C' to 'B' and require a minimum score of 450 on the GMAT even if the Admissions Criteria Score (ACS) is met.

Approved:
Barbara Spencer
Department Head

Date:
10/20/10
10/29/10

Chair, College or School Curriculum Committee

Ken Ross

10/29/10

Dean of College or School

Angie Shazer

11/30/10

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

10/29/10
Degree Program Modification Proposal  
Masters of Business Administration in Project Management

1. Catalog Description

This modification requires no change to the catalog description for the MBA in Project Management.

2. Curriculum Outline

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>ACC 8112 Financial Statement and Management Accounting for Business Decision Making</td>
<td>ACC 8112 Financial Statement and Management Accounting for Business Decision Making</td>
</tr>
<tr>
<td>BIS 8112 Management of Information Technology and Systems</td>
<td>BIS 8112 Management of Information Technology and Systems</td>
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<tr>
<td>BL 8112 Law, Business Ethics and Dispute Resolution</td>
<td>BL 8112 Law, Business Ethics and Dispute Resolution</td>
</tr>
<tr>
<td>BQA 8233 Quantitative Analysis and Business Research</td>
<td>BQA 8233 Quantitative Analysis and Business Research</td>
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<tr>
<td>EC 8103 Economics for Managers</td>
<td>EC 8103 Economics for Managers</td>
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<tr>
<td>MKT 8153 Strategic Marketing Management</td>
<td>MKT 8153 Strategic Marketing Management</td>
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<tr>
<td>MGT 8111 Human Resource Issues</td>
<td>MGT 8111 Human Resource Issues</td>
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<tr>
<td>MGT 8112 Leadership Skills for Managerial Behavior</td>
<td>MGT 8112 Leadership Skills for Managerial Behavior</td>
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<tr>
<td>MGT 8123 Strategic Business Consulting</td>
<td>MGT 8123 Strategic Business Consulting</td>
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<td>IE 6533 Project Management</td>
<td>IE 6533 Project Management</td>
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<tr>
<td>IE 6573 Process Improvement Engineering</td>
<td>IE 6573 Process Improvement Engineering</td>
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<tr>
<td>IE 8583 Enterprise Systems Engineering</td>
<td>IE 8583 Enterprise Systems Engineering</td>
</tr>
<tr>
<td>FIN 8313 Financial Management of Projects</td>
<td>FIN 8313 or FIN 8113 Financial Management Projects or Corporate Finance</td>
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</tbody>
</table>

The financial course requirement will change from FIN 8313 Financial Management of Projects to FIN 8313 or FIN 8113 Financial Management Projects or Corporate Finance.

The admission criteria will be changed to require a minimum level of performance on the GMAT even when the admission criteria score has been achieved.

The academic performance will be amended to require a grade of B or better on the prerequisites.

The MBA sections of the Graduate Bulletin that are affected will change as follows:

Admission –

Current: An applicant for the M.B.A. program must take the Graduate Management Admission Test (GMAT). Admission to the M.B.A. program requires a GPA of 3.00 or above out of 4.00 points over the last 60 semester hours of baccalaureate work and a GMAT score of 510 or above, or a combined score of 1110 using the formula \((200 \times \text{GPA}) + \text{(GMAT)}\).

Proposed: An applicant for the M.B.A program must take the Graduate Management Admission Test (GMAT). Admission to the M.B.A. program requires a GPA of 3.00 or above out of 4.00 points over the last 60 semester hours of baccalaureate work and a GMAT score of 510 or above, or a combined score of 1110 using the formula \((200 \times \text{GPA}) + \text{(GMAT)}\). Students will be directed to take the GMAT again prior to admission if they do not score a minimum of 450 on the GMAT.

Academic Performance –

Current: Academic Performance—A grade of C or better is required on all undergraduate prerequisite courses.
Proposed: Academic Performance—A grade of B or better is required on all undergraduate and/or graduate prerequisite courses.

3. Justification and Student Learning Outcomes

The department of finance proposes this modification to the finance course in the curriculum due to allocation of faculty resources within the College of Business. The department is not able to offer FIN 8313 Financial Management of Projects with the same regularity as FIN 8113 Corporate Finance. This change will allow the MBA-PM students more flexibility in scheduling.

The changes in admission criteria and academic performance are the result of recent assessment data. The change in academic performance and admission requirements will result in students who are better prepared for graduate level work.

Learning Outcomes

1. THINK. Students will demonstrate analytical skills and reflective thinking when applying managerial principles, analytical methods, and problem solving techniques to achieve business goals
   
   a. Evaluate a firm’s financial condition based on appropriate analysis of accounting data.
   
   b. Utilize sales and cost estimates to calculate cash flow estimates and determine project worth through appropriate capital budgeting techniques.
   
   c. Apply economic principles to make optimal decisions given firm cost, demand, and market circumstances.
   
   d. Use critical thinking to reach decisions by identifying the problem/issues, integrating key factors from various functional areas, presenting plausible alternatives, evaluating the alternatives, resolving the problem with appropriate justification.

2. COMMUNICATE. Students will demonstrate proficiency in communicating ideas orally, in writing, and by utilizing information technologies.

   a. Orally deliver information in an organized and professional manner.
   
   b. Exhibit effective written communications skills.
   
   c. Demonstrate proficiency in using current information technology tools for communication and presentation.

3. COLLABORATE. Students will demonstrate the ability to work with and for others in a global and multicultural environment. They will develop ethical reasoning abilities and an understanding of how decisions affect and are affected by the world around them.

   a. Demonstrate effective interpersonal skills in a team environment.
   
   b. Exhibit an understanding of the ethical and legal responsibilities of employees and organizations.
   
   c. Demonstrate an understanding of the effects of globalization and diversity on business decisions.

4. LEAD. Graduates will evaluate their own capabilities as leaders and develop plans for improvement.

   a. New MBA students will identify personal strengths and weaknesses as leaders and develop a plan for improvement.
b. Graduating MBA students will evaluate their personal progress towards improving leadership skills and describe continued plans for growth.

4. Support
This degree modification has been reviewed and approved by the MBA faculty advisory committee. A letter of support from Dr. Mike Highfield, Professor and Head, Finance and Economics Department, is included.

5. Proposed 4-Letter Abbreviation
N/A

6. Effective Date
SP11
October 25, 2010

UCCC
Lloyd-Ricks Annex
Mail Stop 9699
Mississippi State University
Mississippi State, Mississippi 39762

Ladies and Gentlemen:

On behalf of the faculty of the Department of Finance and Economics, please accept this letter of support for the following curriculum changes effective Spring 2011:

- Substitution of “Corporate Finance” (FIN 8113) for “Financial Management of Projects” (FIN 8313) in the MBA in Project Management degree program.

The department of Finance and Economics proposes this modification to the finance course in the curriculum to improve allocation of faculty resources within the department. The department is not able to offer FIN 8313 Financial Management of Projects with the same regularity as FIN 8113 Corporate Finance due to the fact that FIN 8313 Financial Management of Projects is more specialized than the more general FIN 8113 Corporate Finance; thus, demand for one is significantly lower than the other. That said, the most significant content of FIN 8313 Financial Management of Projects for the MBA-PM students are generally addressed/discussed in FIN 8113 Corporate Finance. It is only the very specialized topics in FIN 8313 Financial Management of Projects which are not covered in FIN 8113 Corporate Finance. Accordingly, the faculty must offer FIN 8113 Corporate Finance with more regularity than FIN 8313 Financial Management of Projects due to student demand and proper resource allocation. The faculty are confident that this change in the MBA-PM curriculum will allow the MBA-PM students more flexibility in scheduling without sacrificing coverage of important topic areas. The representatives of the Faculty below represent the faculty of the Department of Finance and Economics in support of this deletion.

Sincerely,

Michael J. Highfield, Ph.D., CFA
Associate Professor of Finance
Department Head of Finance and Economics

Approved:

Kenneth D. Roskelley, Ph.D.
Date
Assistant Professor of Finance
Coordinator of Graduate Programs in Finance

Benjamin Blair, Ph.D.
Date
Associate Professor of Economics
Coordinator of Graduate Programs in Economics
NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, (Mail Stop 9099).

College or School: Business

Contact Person: Barbara Spencer

Phone: 5-0315 E-mail: bspencer@cobilian.msstate.edu

Nature of Change: Modification

Date Initiated: FA10 Effective Date: SP11

New or Current Degree Program Name:

Masters of Business Administration

Summary of Proposed Changes:

In the MBA Core:

Modify the Core Curriculum Requirements to include:

Removing the requirement for BIS 8122, Multimedia Communication and Presentation and ACC 8101, Analysis of Accounting Data from the MBA Program of Study and replace these three credits on the program of study with an elective.

This change applies only to majors in Business Administration. It does not apply to Project Management majors.

Change the minimum acceptable grade for prerequisites from 'C' to 'B' and require a minimum score of 450 on the GMAT even if the Admissions Criteria Score (ACS) is met. This change would apply to both Business Administration and Project Management majors.

Approved:

Barbara Spencer
Department Head

Date:

10/20/10

Chair, College or School Curriculum Committee

Ken Pence

10/29/10

Dean of College or School

Judy Johnson

10/29/10

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council
1. Catalog Description

This modification requires no change to the catalog description for the MBA.

2. Curriculum Outline

<table>
<thead>
<tr>
<th>College Core</th>
<th>Current:</th>
<th>College Core</th>
<th>Proposed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 8112</td>
<td>Financial Statement and Management Accounting for Business Decision Making</td>
<td>ACC 8112</td>
<td>Financial Statement and Management Accounting for Business Decision Making</td>
</tr>
<tr>
<td>BIS 8112</td>
<td>Management of Information Technology and Systems</td>
<td>BIS 8112</td>
<td>Management of Information Technology and Systems</td>
</tr>
<tr>
<td>BL 8112</td>
<td>Law, Business Ethics and Dispute Resolution</td>
<td>BL 8112</td>
<td>Law, Business Ethics and Dispute Resolution</td>
</tr>
<tr>
<td>BQA 8233</td>
<td>Quantitative Analysis and Business Research</td>
<td>BQA 8233</td>
<td>Quantitative Analysis and Business Research</td>
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<tr>
<td>EC 8103</td>
<td>Economics for Managers</td>
<td>EC 8103</td>
<td>Economics for Managers</td>
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<tr>
<td>FIN 8113</td>
<td>Corporate Finance</td>
<td>FIN 8113</td>
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<td>MKT 8153</td>
<td>Strategic Marketing Management</td>
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<tr>
<td>MGT 8111</td>
<td>Human Resource Issues</td>
<td>MGT 8111</td>
<td>Human Resource Issues</td>
</tr>
<tr>
<td>MGT 8112</td>
<td>Leadership Skills for Managerial Behavior</td>
<td>MGT 8112</td>
<td>Leadership Skills for Managerial Behavior</td>
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<tr>
<td>MGT 8123</td>
<td>Strategic Business Consulting</td>
<td>MGT 8123</td>
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<td>3-hour elective</td>
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<td>3-hour elective</td>
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ACC 8101 Analysis of Accounting Data
BIS 8122 Multimedia Presentation and Communication

The admission criteria will be changed to require a minimum level of performance on the GMAT even when the admission criteria score has been achieved.

The academic performance will be amended to require a grade of B or better on the prerequisites.

The MBA sections of the Graduate Bulletin that are affected will change as follows:

Admission —
Current: An applicant for the M.B.A. program must take the Graduate Management Admission Test (GMAT). Admission to the M.B.A. program requires a GPA of 3.00 or above out of 4.00 points over the last 60 semester hours of baccalaureate work and a GMAT score of 510 or above, or a combined score of 1110 using the formula (200 x GPA) + (GMAT).

Proposed: An applicant for the M.B.A program must take the Graduate Management Admission Test (GMAT). Admission to the M.B.A. program requires a GPA of 3.00 or above out of 4.00 points over the last 60 semester hours of baccalaureate work and a GMAT score of 510 or above, or a combined score of 1110 using the formula (200 x GPA) + (GMAT). Students will be directed to take the GMAT again prior to admission if they do not score a minimum of 450 on the GMAT.

Academic Performance —
Current: Academic Performance—A grade of C or better is required on all undergraduate prerequisite courses.

Proposed: Academic Performance—A grade of B or better is required on all undergraduate and/or graduate prerequisite courses.
3. Justification and Student Learning Outcomes

The Masters Advisory Committee proposes this modification in the curriculum to allow a better allocation of faculty resources within the College of Business. Specialized resources are no longer available, and eliminating these two courses as degree requirements may be necessary given staffing shortages. This change will also give students the flexibility to pursue their own individual academic interests more fully with 6 hours of masters level business electives, including the option to add a minor to their program.

The change in academic performance and admission requirements will result in students who are better prepared for graduate level work.

Learning Outcomes

1. THINK. Students will demonstrate analytical skills and reflective thinking when applying managerial principles, analytical methods, and problem solving techniques to achieve business goals
   a. Evaluate a firm’s financial condition based on appropriate analysis of accounting data.
   b. Utilize sales and cost estimates to calculate cash flow estimates and determine project worth through appropriate capital budgeting techniques.
   c. Apply economic principles to make optimal decisions given firm cost, demand, and market circumstances.
   d. Use critical thinking to reach decisions by identifying the problem/issues, integrating key factors from various functional areas, presenting plausible alternatives, evaluating the alternatives, resolving the problem with appropriate justification.

2. COMMUNICATE. Students will demonstrate proficiency in communicating ideas orally, in writing, and by utilizing information technologies.
   a. Orally deliver information in an organized and professional manner.
   b. Exhibit effective written communications skills.
   c. Demonstrate proficiency in using current information technology tools for communication and presentation.

3. COLLABORATE. Students will demonstrate the ability to work with and for others in a global and multi-cultural environment. They will develop ethical reasoning abilities and an understanding of how decisions affect and are affected by the world around them.
   a. Demonstrate effective interpersonal skills in a team environment.
   b. Exhibit an understanding of the ethical and legal responsibilities of employees and organizations.
   c. Demonstrate an understanding of the effects of globalization and diversity on business decisions.

4. LEAD. Graduates will evaluate their own capabilities as leaders and develop plans for improvement.
   a. New MBA students will identify personal strengths and weaknesses as leaders and develop a plan for improvement.
   b. Graduating MBA students will evaluate their personal progress towards improving leadership skills
and describe continued plans for growth.

4. Support
This degree modification has been reviewed and approved by the MBA faculty advisory committee. A letter of support will be submitted by Dr. Louis Dawkins, Professor and Director, Adkerson School of Accountancy and Dr. Rodney Pearson, Professor and Head, Management and Information Systems.

5. Proposed 4-Letter Abbreviation
N/A

6. Effective Date
SP11
August 30, 2010

Darrell Easley, Director  
MBA Program  
College of Business  
Mississippi State University

Dear Darrell:

Acc 8101 is a course designed as a specific spreadsheet application in Accounting that supports financial analysis of a business' financial statements and fraud detection. The course was designed around the skills possessed by Dr. Mark Lehman who has elected early retirement.

While the course provides very useful skills to students we are not in a position to assure its continued offering given the uncertainty of staffing. Therefore I am recommending that the course be eliminated as a requirement for the MBA degree. We will continue offering the course if faculty resources are available.

Sincerely,

[Signature]

Louis Dawkins, Director
The faculty of the Business Information Systems area have discussed the proposal to remove BIS 8122, Multimedia Communications, from the set of required classes of the MBA program. The faculty unanimously support that proposal.

Yours truly,

Rodney Pearson
Dr. Rodney Pearson, Department Chair
Management and Information Systems

September 9, 2010
NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, (Mail Stop 909).

College or School: Business
Department: Adkerson School of Accountancy
Contact Person: John Rigsby  Phone: 5-1640  E-mail: jrigsby@cobilan.msstate.edu
Nature of Change: Modification  Date Initiated: Fall 2010  Effective Date: Spring 2011
New or Current Degree Program Name: Masters of Taxation (MTX)

Summary of Proposed Changes:

Currently the Required Tax Courses for the MTX include ACC 8083 Federal Estate and Gift Taxation. The change would eliminate that requirement and substitute ACC 8113 Advanced Individual Tax and Wealth Management as the required course.
Before:

MTX Program of Study

Master of Taxation (MTX) Program - Candidates for the MTX degree must complete 30 hours of course work at the graduate level including a core of 15 hours of taxation, as described below. At least 21 of the 30 hours must be taken from courses offered exclusively for graduate credit (8000 level).

Required Tax Courses (15 hours):
- ACC 8063 Research in Tax Practice and Procedures..................3
- ACC 8075 Taxation of Corporations & Shareholders..................3
- ACC 8083 Federal Estate and Gift Taxation..........................3
- ACC 8093 Fed. Taxation of Partnerships, Corps, Trusts, & Estates..3
- Elective - any 8000 level tax course..................................3

Other Required Courses (6 hours)
- ACC 8013 Seminar in Financial Accounting Theory..................3
- ACC 8033 Business Assurance Services..............................3

Electives (9 hours)
- Graduate level Business or Accounting courses
- Consult the Director, Adkerson School of Accountancy, P.O. Box EF, Mississippi State, Mississippi 39762 for further information or E-mail: sac@ccoblan.msstate.edu.

With Change:

MTX Program of Study

Master of Taxation (MTX) Program - Candidates for the MTX degree must complete 30 hours of course work at the graduate level including a core of 15 hours of taxation, as described below. At least 21 of the 30 hours must be taken from courses offered exclusively for graduate credit (8000 level).

Required Tax Courses (15 hours):
- ACC 8063 Research in Tax Practice and Procedures..................3
- ACC 8075 Taxation of Corporations & Shareholders..................3
- ACC 8113 Advanced Individual Tax and Wealth Management........3
- ACC 8093 Fed. Taxation of Partnerships, Corps, Trusts, & Estates..3
- Elective - any 8000 level tax course..................................3

Other Required Courses (6 hours)
- ACC 8013 Seminar in Financial Accounting Theory..................3
- ACC 8033 Business Assurance Services..............................3

Electives (9 hours)
- Graduate level Business or Accounting courses
- Consult the Director, Adkerson School of Accountancy, P.O. Box EF, Mississippi State, Mississippi 39762 for further information or E-mail: sac@ccoblan.msstate.edu.

3. Justification and Student Learning Outcome
The professor who taught ACC 8083 Federal Estate and Gift Taxation retired from the School of Accountancy. As a result we have been teaching ACC 8113 Advanced Individual Tax and Wealth Management in its place. We will keep ACC 8083 Federal Estate and Gift Taxation on the books but not include it as a required course of all accounting students graduating with a MTX degree.

Learning Outcome
Changes do not affect learning outcome.

4. Support
These changes were approved unanimously by the Adkerson School of Accountancy as indicated in the attached letter of support. This degree modification requires no additional faculty support at current or expected enrollment levels. The School currently has sufficient personnel and other infrastructure to make this change. The library resources are adequate.

5. Proposed 4-Letter Abbreviation
N/A

6. Effective Date
Spring 2011
October 28, 2010

To the University Courses & Curriculum Committee:

The faculty of the Adkerson School of Accountancy support the proposed course changes to the degree requirements of both the Bachelor of Accountancy (BACC) and the Masters of Taxation (MTX) programs.

Noel Addy
Brian Carver
Lewis Dawkins
Francis McNair
John Rigsby
Spencer Usrey
Marcia Watson
Zach Webb