

# 5066: BUSINESS FOR NON-BUSINESS MAJORS MINOR

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## In Workflow

1. U Program Review (dforgacs@illinois.edu; eastuby@illinois.edu; aledward@illinois.edu)
2. 1902 Head (cotnes@illinois.edu)
3. KM Committee Chair (josephm@illinois.edu)
4. KM Dean (peecher@illinois.edu; mlschltz@illinois.edu)
5. University Librarian (jpwilkin@illinois.edu)
6. Provost (kmartens@illinois.edu)
7. Senate EPC (bjlehman@illinois.edu; kmartens@illinois.edu; moorhouz@illinois.edu)
8. Senate (jtempel@illinois.edu)
9. U Senate Conf (none)
10. Board of Trustees (none)
11. IBHE (none)
12. DMI (eastuby@illinois.edu; aledward@illinois.edu; dforgacs@illinois.edu)

## Approval Path

1. Mon, 21 Sep 2020 20:27:41 GMT  
Deb Forgacs (dforgacs): Approved for U Program Review
2. Fri, 25 Sep 2020 21:17:57 GMT  
Cele Otnes (cotnes): Approved for 1902 Head
3. Sun, 08 Nov 2020 19:12:58 GMT  
Joseph Mahoney (josephm): Approved for KM Committee Chair
4. Sun, 08 Nov 2020 22:13:39 GMT  
Mark Peecher (peecher): Approved for KM Dean
5. Mon, 09 Nov 2020 00:55:35 GMT  
John Wilkin (jpwilkin): Approved for University Librarian
6. Thu, 12 Nov 2020 18:14:28 GMT  
Kathy Martensen (kmartens): Approved for Provost
7. Tue, 01 Dec 2020 20:45:15 GMT  
Kathy Martensen (kmartens): Rollback to KM Dean for Senate EPC
8. Wed, 02 Dec 2020 15:59:21 GMT  
Mark Peecher (peecher): Approved for KM Dean
9. Wed, 02 Dec 2020 16:34:24 GMT  
John Wilkin (jpwilkin): Approved for University Librarian
10. Wed, 02 Dec 2020 18:05:31 GMT  
Kathy Martensen (kmartens): Rollback to KM Dean for Provost
11. Mon, 07 Dec 2020 18:42:26 GMT  
Mark Peecher (peecher): Approved for KM Dean
12. Mon, 07 Dec 2020 20:48:24 GMT  
John Wilkin (jpwilkin): Approved for University Librarian
13. Mon, 07 Dec 2020 20:49:28 GMT  
Kathy Martensen (kmartens): Approved for Provost

## History

1. Jan 18, 2019 by Deb Forgacs (dforgacs)
2. Jun 3, 2019 by Deb Forgacs (dforgacs)

Date Submitted: Mon, 21 Sep 2020 20:10:28 GMT

## Viewing: 5066 : Business for Non-Business Majors Minor

Changes proposed by: Jeff Headtke

## Proposal Type

**Proposal Type:**

Minor (ex. European Union Studies)

**This proposal is for a:**

Revision

Proposal Title:

**If this proposal is one piece of a multi-element change please include the other impacted programs here. *example: A BS revision with multiple concentration revisions***

Revisions of the Business Minor's lists of required courses, the Minor's required two GPAs, and the notation of the minimum six hours of coursework for the Minor must be distinct from credit earned for the student's major or another minor.

**EP Control Number**

EP.21.034

**Official Program Name**

Business for Non-Business Majors Minor

**Effective Catalog Term**

Fall 2020

**Sponsor College**

Gies College of Business

**Sponsor Department**

Business Administration

**Sponsor Name**

Jeff Headtke, Academic Coordinator & Student Advisor

**Sponsor Email**

jheadtke@illinois.edu

**College Contact**

Kevin Jackson, Associate Dean Gies College of Business

**College Contact Email**

kjack@illinois.edu

**Program Description and Justification****Justification for proposal change:**

The Business Minor's academic requirements are out dated and inaccurate in 2020-2021 Academic Catalog. Amendments to the Minor's Academic Catalog are necessary to conform with the Minor's most updated and accurate academic requirements.

**Is this program interdisciplinary?**

No

**Is this minor?**

A Comprehensive study in a single discipline

**Academic Level**

Undergraduate

**Is This a Teacher Certification Program?**

No

**Will specialized accreditation be sought for this program?**

No

**Enrollment****Will the department limit enrollment to the minor?**

No

**Describe how the department will monitor the admission to/enrollment in the minor.**

The Business Minor no longer requires a comprehensive admission policy and procedures. The Minor can be earned by our campus's undergraduate students. Enrollment in Business Minor courses will be limited to the Minor courses's enrollment capacities.

**Are there any prerequisites for the proposed minor?**

Yes

**List the prerequisites including course titles and number of credit hours for each prerequisite course, and whether or not these prerequisites count in the total hours required for the minor.**

The only prerequisite course now required to earn the Business Minor is either our campus's ECON 102 OR ECON 103 course for enrollment in the Business Minor's Core FIN 221 course.

ECON 102- Microeconomic Principles- 3 credits

ECON 103- Macroeconomic Principles- 3 credits

The ECON 102 and ECON 103 course credits do not count toward the 18 credits required to earn the Business Minor.

**Describe how this revision will impact enrollment and degrees awarded.**

The required academic revisions will not impact the Business Minor courses enrollment capabilities and our campus students capabilities to earn the Minor.

**What is the typical time to completion of this program?**

The Business Minor is designed to be completed within three academic years.

**What are the minimum Total Credit Hours required for this program?**

18

## **Delivery Method**

**Is this program available on campus and online?**

No

**This program is available:**

Online Only

**Describe the use of this delivery method:**

Business Minor and Prospective Business Minor students must register for the online sections of all the Minor courses if online sections are offered. Business Minor Core and Elective courses will be offered every fall and spring semester, summer session, and winter term.

See attached email in EP Documentation section for further elaboration on delivery method.

**Other than certification via the students' degree audits, is there any additional planned mechanism to award/honor successful completion of the minor?**

No

## **Budget**

**Are there budgetary implications for this revision?**

No

**Will the program or revision require staffing (faculty, advisors, etc.) beyond what is currently available?**

No

## **Resource Implications**

Facilities

**Will the program require new or additional facilities or significant improvements to already existing facilities?**

No

Technology

**Will the program need additional technology beyond what is currently available for the unit?**

No

Non-Technical Resources

**Will the program require additional supplies, services or equipment (non-technical)?**

No

## **Resources**

**For each of these items, be sure to include in the response if the proposed new program or change will result in replacement of another program(s). If so, which program(s), what is the anticipated impact on faculty, students, and instructional resources? Please attach any letters of support/ acknowledgement from faculty, students, and/or other impacted units as appropriate.**

Library Resources

**Describe your proposal's impact on the University Library's resources, collections, and services. If necessary please consult with the appropriate disciplinary specialist within the University Library.**

The Business Minor's academic revisions will not impact our University's Library resources, collections, and services.

Instructional Resources

**Will there be any reduction in other course offerings, programs or concentrations by your department as a result of this new program/proposed change?**

No

**Does the program include other courses/subjects impacted by the creation/revision of this program?**

No

## Financial Resources

Will the unit need to seek campus or other external resources?

No

## Program Regulation and Assessment

Briefly describe the plan to assess and improve student learning, including the program's learning objectives; when, how, and where these learning objectives will be assessed; what metrics will be used to signify student's achievement of the stated learning objectives; and the process to ensure assessment results are used to improve student learning. (Describe how the program is aligned with or meets licensure, certification, and/or entitlement requirements, if applicable).

The Business Minor is designed to offer our campus's Undergraduate Students an opportunity to learn fundamental Accounting, Finance, Management, and Marketing skills used in business. The Gies College will periodically examine the utilities of the Business Minor Elective courses to ensure the academic quality of the Business Minor.

Is the career/profession for graduates of this program regulated by the State of Illinois?

No

## Program of Study

"Baccalaureate degree requires at least 120 semester credit hours or 180 quarter credit hours and at least 40 semester credit hours (60 quarter credit hours) in upper division courses" (source: <https://www.ibhe.org/assets/files/PrivateAdminRules2017.pdf>). For proposals for new bachelor's degrees, if this minimum is not explicitly met by specifically-required 300- and/or 400-level courses, please provide information on how the upper-division hours requirement will be satisfied.

An undergraduate minor should consist of at least 16 - and no more than 21 hours - of course work, with at least 6 hours of 300- or 400- level courses. Except clearly remedial offerings, prerequisite courses within the sponsoring unit count towards the total; prerequisite courses outside the sponsoring unit do not count toward this total. The unit sponsoring the minor and that unit's college may set educationally necessary prerequisites for eligibility for the minor within these constraints. Does this proposal meet these criteria?

Yes

All proposals must attach the new or revised version of the Academic Catalog program of study entry. Contact your college office if you have questions.

Attach a side-by-side comparison with the existing program AND, if the revision references or adds "chose-from" lists of courses students can select from to fulfill requirements, a listing of these courses, including the course rubric, number, title, and number of credit hours.

Catalog Page Text

Catalog Page Text: Description of program for the catalog page. This is not official content, it is used to help build the catalog pages for the program. Can be edited in the catalog by the college or department.

Please refer to the Business Minor website for further information.

The Business Minor is for students earning undergraduate degrees in colleges other than the Gies College of Business. The Business Minor provides coursework through which Non-Business students learn skills used in business. The Business Minor is not available to Gies College students and Technology and Management Minor students. The Business Minor is not to be considered as preparation for transfer into the Gies College to earn an undergraduate Business degree.

To declare their Minors, Non-Business students must submit their Statement of Intent to Pursue a Campus-Approved Minor (Statements) to 1055 Business Instructional Facility (BIF) at any time.

1. Please note that not every Business Minor course will be offered every Fall and Spring Semesters, Winter Term and Summer Sessions. Students must select judiciously and enroll in the Business Minor courses when they are offered throughout any academic year.
2. Business Minor Students and Prospective Business Minor Students must register for the online sections of all Minor courses if online sections are offered.
3. Business Minor course enrollment instructions are noted in the fall and spring semesters, winter term, and summer session Class Schedule course's Section Detail & Information in Course Explorer. Students must complete all Business Minor course prerequisites. Students who have not completed a Minor course's prerequisite will have their enrollment canceled in that specific course by the academic departments.
4. A minimum number of off-campus transfer courses will be permitted to fulfill the Minor Core and Elective Course Requirements. You should use the Transferology Program to confirm the off-campus course's transferability to fulfill the Minor requirements. You may confirm with the Business Minor Program if a proposed off-campus course will fulfill the Minor requirements.
5. Courses taken through a University of Illinois's Study Abroad Programs will fulfill the Business Minor Core and Elective Course Requirements. These requirements are fulfilled only if the course taken exactly matches course articulations of the Gies Business course. For example, the study abroad exact equivalent course to our campus's BADM 380 course is an acceptable Business Minor Elective course. Study Abroad BADM 3- and BADM 4- courses will not fulfill the Minor's Core and Elective Course Requirements. In addition, Minor Core and Elective Course Requirements are not fulfilled with study abroad courses in Finance, Information Systems, Operations Management, Management, Marketing, and Supply Chain Management.

The Business Minor is designed to be completed within three academic years. Gies College of Business cannot guarantee minor completion.

Contact [busminor@business.illinois.edu](mailto:busminor@business.illinois.edu) to address academic questions.

#### Statement for Programs of Study Catalog

**Minimum required Minor and supporting course work: All six Business Minor courses must be earned with Letter Grades. Sophomore standing required to enroll in the four Core Courses. For all Business Minor courses for which online delivery is available, students pursuing the Minor *must enroll* in the online sections.**

Code	Title	Hours
<b>Core Course Requirements:</b>		<b>12</b>
ACCY 200	Fundamentals of Accounting	3
OR		
ACCY 201 & ACCY 202	Accounting and Accountancy I and Accounting and Accountancy II	
BADM 310	Mgmt and Organizational Beh	3
BADM 320	Principles of Marketing	3
FIN 221	Corporate Finance <sup>1</sup>	3
<b>Electives</b>	<b>Choose ONLY 2 from the following</b>	<b>6</b>
BADM 300	The Legal Environment of Bus	
BADM 311	Leading Individuals and Teams	
BADM 312	Designing and Managing Orgs	
BADM 313	Strategic Human Resource Management	
BADM 314	Leading Negotiations	
BADM 323	Marketing Communications	
BADM 326	Pricing Strategy	
BADM 340	Ethical Dilemmas of Business	
BADM 350	IT for Networked Organizations	
BADM 367	Mgmt of Innov and Technology	3
BADM 375	Operations Management	

BADM 380	International Business
BADM 381	Multinational Management
FIN 230	Introduction to Insurance

**Other Requirements**

Requirement	Description
Minimum 300- or 400- level credit hours	6
Minimum of six hours of coursework must be distinct from credits earned for the student's major or another minor.	6
Minimum GPA to earn the minor:	2.00

<sup>1</sup> ECON 102 or ECON 103 is the prerequisite.

**EP Documentation**

**Attach Rollback/Approval Notices**

EP21034PahreEmailtoSponsorandSponsorResponse.pdf

**DMI Documentation**

**Banner/Codebook Name**

Business

**Program Code:**

5066

**Minor Code**

5066

**Program Reviewer Comments**

Deb Forgacs (dforgacs) (Mon, 21 Sep 2020 15:44:01 GMT):Rollback: POS table

Kathy Martensen (kmartens) (Tue, 01 Dec 2020 20:45:16 GMT):Rollback: See email of this date.

Kathy Martensen (kmartens) (Wed, 02 Dec 2020 18:05:31 GMT):Rollback: See email of this date to M. Peecher and J. Headtke from K. Martensen.

Key: 462



UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

EP.19.10

Office of the Provost and Vice Chancellor  
for Academic Affairs

Swanlund Administration Building  
601 East John Street  
Champaign, IL 61820



August 21, 2018

Gay Miller, Chair  
Senate Committee on Educational Policy  
Office of the Senate  
228 English Building, MC-461

Dear Professor Miller:

Enclosed is a copy of a proposal from the College of Business to revise the admission requirements for the undergraduate Business Minor for Non-Business Majors.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Kathryn A. Martensen'.

Kathryn A. Martensen  
Assistant Provost

Enclosures

c: K. Jackson  
M. Peecher



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## Proposal to the Senate Educational Policy Committee

**PROPOSAL TITLE:** Revise the undergraduate Business Minor for Non-Business Majors.

**SPONSOR AND COLLEGE CONTACT:** Kevin Jackson, Associate Dean, Gies College of Business, and Associate Professor, Department of Accountancy

**BRIEF DESCRIPTION:** The following modifications are proposed for the undergraduate Business Minor for Non-Business Majors:

1. Eliminate the admission application currently required. All undergraduate students will be allowed to register for courses that count towards the Business Minor without applying to the Business Minor. To have the minor added to the student's record, sophomore standing would still be required.
2. Revise the prerequisites for registering for Business Minor core courses such that CS 105, Intro Computing: Non-Tech (3 hours); MATH 234, Calculus for Business I (4 hours); and STAT 100, Statistics (3 hours) or their equivalents are no longer required but instead will be presented as *recommended* courses. Only ECON 102, Microeconomic Principles (3 hours) or equivalent remains, as it is a prerequisite for FIN 221, Corporate Finance (3 hours).
3. Non-business students who wish to register for Business Minor courses must register for online sections of the courses when online sections are available.

### JUSTIFICATION:

1. Since its inception, demand for the Business Minor for Non-Business Majors has been high. To ensure students in the minor were able to access seats in required core courses, a competitive admission process was used that considered cumulative GPA and GPA in the prerequisite courses. Because of the high demand, the workload in reviewing applications in a timely manner became increasingly cumbersome for staff. In the most recent year's application process, numbers of applicants were so high that 150 applicants had to be denied. Given that the minor's original intent was to provide a fundamental academic preparation in business coursework to a wider audience of undergraduates at the University of Illinois at Urbana-Champaign, after such a significant number of students were denied, the college's administrative team in consultation with the faculty department heads, determined that a reconceptualization was necessary. Accordingly, with this proposal, the Business Minor would mirror most other undergraduate minors at the university by requiring only sophomore standing (and a 2.0 GPA). This will open up the opportunity for students seeking to learn the fundamental techniques and concepts of accountancy, finance, management, and marketing.

2. The four prerequisite courses were in place primarily to gate demand and to provide a basis on which judgement could be made about the application's business-related courses GPA evaluation. Other than ECON 102, none of the other courses that are currently prerequisites for admission to the minor are actually prerequisites for any of the minor's core courses or for any of the elective courses. CS 105, MATH 234, and STAT 100 or equivalent courses will still be recommended for students pursuing the minor, as these courses do provide technical and quantitative skills that are useful in business. However, given these three particular courses are not prerequisites for those courses that are required or electives in the major, having them as required prerequisites essentially only increases the number of hours required for the minor from 18 to 31 (as there are 12 hours of core courses and six hours of elective courses required, then currently 13 hours of prerequisites required for admission to the minor). Including ECON 102 or equivalent, which is a prerequisite for the minor core course FIN 221, this change puts the true hours needed for completion of the minor at 21 (12 hours of core, six hours of elective, and three hours of prerequisite), which is in keeping with other undergraduate minors and much more realistic to expect of students.
3. The lack of available seats in offerings of the core and elective courses that comprise the Business Minor for Non-Business majors has been driving the need to control the number of students who can be admitted to the minor. Most of the core and the elective courses are required for the majors offered by the Gies College of Business. Because majors have priority registration for courses whereas students pursuing minors do not, it has been a challenge for the departments offering courses that are part of the minor to accommodate demand. Of the four core courses in the minor, all four currently offer online sections of the courses, and the majority of Business Minor students already take some online sections of these courses. From the elective courses, of which students are to select two from thirteen courses offered as elective. The five most popular courses offer online sections; the remaining eight elective offerings have no online section but have lesser demand because they require prerequisites to enroll. Online offerings provide the opportunity to enroll students without physical space constraints.

**BUDGETARY AND STAFF IMPLICATIONS:** *(Please respond to each of the following questions.)*

1) Resources

- a. How does the unit intend to financially support this proposal?  
No additional financial resources are necessary at this time. (Additional IU revenue from the increased enrollments in the minor's courses will be used to support ongoing development and refinement of these courses and, if deemed necessary in the future, to resource additional instructional support).
- b. How will the unit create capacity or surplus to appropriately resource this program? If applicable, what functions or programs will the unit no longer support to create capacity?  
Capacity exists in the online sections of the courses that comprise the minor to accommodate the current number of applicants to the minor. Additional teaching assistants will be added to courses as enrollment requires. This

approach has been successful with online courses offered in the college's online graduate programs. The staff time and effort that went toward admission application review and notification and enrollment management of courses will be reduced.

- c. Will the unit need to seek campus or other external resources? If so, please provide a summary of the sources and an indication of the approved support. No university-level or external resources are needed.
- d. Please provide a letter of acknowledgment from the college that outlines the financial arrangements for the proposed program.  
As all courses to be offered as online sections already are available and have capacity, no financial impact is anticipated and arrangements are not necessary.

## 2) Resource Implications

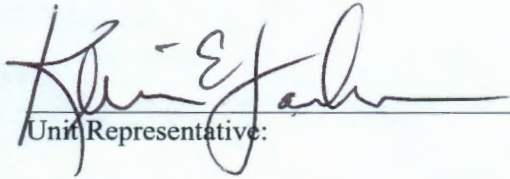
- a. Please address the impact on faculty resources including the changes in numbers of faculty, class size, teaching loads, student-faculty ratios, etc. No changes in the number of faculty are anticipated due to the proposed change, although there may be an increase in teaching assistants if needed in online sections of courses to ensure a quality experience for students. Slight to moderate growth in enrollments of the course sections in the minor that are offered online are anticipated; however, these courses currently have capacity to accommodate the additional number of students that are expected to pursue the minor. The impact on student-faculty ratios is expected to be minimal.
- b. Please address the impact on course enrollment in other units and provide an explanation of discussions with representatives of those units. (*A letter of acknowledgement from units impacted should be included.*)  
See Appendix A for letters from units offering current prerequisites and Appendix C for a letter of support from the College of Fine and Applied Arts.
- c. Please address the impact on the University Library  
Because this proposal is not adding any courses or requirements for the Business Minor for Non-Business Majors, there will be no impact on the University Library.
- d. Please address the impact on technology and space (e.g. computer use, laboratory use, equipment, etc.)  
No impact on technology and space is anticipated because of these proposed changes.

**DESIRED EFFECTIVE DATE:** Fall, 2019

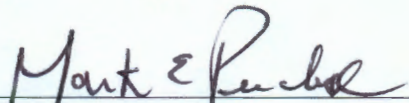
**STATEMENT FOR PROGRAMS OF STUDY CATALOG:** See Appendix B

**CLEARANCES:** (Clearances should include signatures and dates of approval. **These signatures must appear on a separate sheet.** If multiple departments or colleges are sponsoring the proposal, please add the appropriate signature lines below.)

Signatures:

  
Unit Representative:

9/11/2018  
Date:

  
College Representative:

9.12.18  
Date:

## Appendix A: Acknowledgement from impacted units

**Subject:** RE: Reply Required for Curriculum Change Impacting your Department  
**Date:** Tuesday, August 14, 2018 at 4:09:57 PM Central Daylight Time  
**From:** Simpson, Douglas G  
**To:** Jackson, Kevin  
**CC:** Simpson, Douglas G, Ritter, Kelly Allison  
**Attachments:** image001.png, image002.png

Dear Kevin,

Thank you for sharing with me the Business Minor revision proposal, which among other revisions changes Statistics 100 from a required course to a recommended course. The Department of Statistics is aware of and approves this plan.

Regards,  
Doug Simpson

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Douglas Simpson  
Chair, Department of Statistics  
University of Illinois at Urbana-Champaign  
[www.stat.illinois.edu](http://www.stat.illinois.edu)

**From:** Jackson, Kevin <kjack@illinois.edu>  
**Sent:** Thursday, August 9, 2018 5:15 PM  
**To:** Simpson, Douglas G <dgs@illinois.edu>  
**Subject:** FW: Reply Required for Curriculum Change Impacting your Department

Hi Doug,

I am circling back to request a reply indicating that your department is aware of the curriculum change to the Business Minor described in the email below. Can you please send a brief reply?

Kind regards,  
Kevin

Kevin E. Jackson, Ph.D.  
*Associate Dean of Undergraduate Affairs*  
Office of Undergraduate Affairs  
1055 Business Instructional Facility, MC-520  
515 East Gregory Drive  
Champaign, IL 61820  
(217) 333-2470

**I ILLINOIS**  
Gies College of Business

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**From:** "Jackson, Kevin" <kjack@illinois.edu>

**Date:** Wednesday, August 1, 2018 at 11:25 AM

**To:** "Simpson, Douglas G" <dgs@illinois.edu>

**Subject:** Reply Required for Curriculum Change Impacting your Department

Dear Dr. Simpson,

The Gies College of Business is transitioning how it administers its Business Minor in order to expand the access that non-business majors have to business courses. As a result of our revisions, one of your courses will be impacted. Specifically:

For the academic year beginning Fall 2019, STAT 100 will be recommended but no longer required as a prerequisite to enroll in courses offered in the Business Minor.

We are unsure what impact the change will have on enrollment for the 2019/2020. I am also attaching a summary of the revisions to the Business Minor program for your convenience. In order for the revision to proceed, we need an indication from all impacted departments that they are aware of the changes. Would you please provide that in a response to this email?

Thank you for your prompt attention to this matter.

Sincerely,

Kevin Jackson

Kevin E. Jackson, Ph.D.

*Associate Dean of Undergraduate Affairs*

Office of Undergraduate Affairs

1055 Business Instructional Facility, MC-520

515 East Gregory Drive

Champaign, IL 61820

(217) 333-2470

**I ILLINOIS**

Gies College of Business



**Subject:** RE: Reply Required for Curriculum Change Impacting your Department  
**Date:** Thursday, August 2, 2018 at 5:37:19 PM Central Daylight Time  
**From:** Tyson, Jeremy  
**To:** Jackson, Kevin

Dear Associate Dean Jackson,

Thank you for your message. I am writing to confirm that I am aware of these proposed changes.

Best regards,

Jeremy Tyson

Professor and Interim Chair  
Department of Mathematics  
University of Illinois at Urbana-Champaign

-----Original Message-----

From: Jackson, Kevin  
Sent: Wednesday, August 01, 2018 11:30 AM  
To: Tyson, Jeremy <[tyson@illinois.edu](mailto:tyson@illinois.edu)>  
Subject: Reply Required for Curriculum Change Impacting your Department

Dear Dr. Tyson,

The Gies College of Business is transitioning how it administers its Business Minor in order to expand the access that non-business majors have to business courses. As a result of our revisions, one of your courses will be impacted. Specifically:

For the academic year beginning Fall 2019, MATH 234 will be recommended but no longer required as a prerequisite to enroll in courses offered in the Business Minor.

We are unsure what impact the change will have on enrollment for the 2019/2020. I am also attaching a summary of the revisions to the Business Minor program for your convenience. In order for the revision to proceed, we need an indication from all impacted departments that they are aware of the changes. Would you please provide that in a response to this email?

Thank you for your prompt attention to this matter.

Sincerely,

Kevin Jackson

Kevin E. Jackson, Ph.D.

Associate Dean of Undergraduate Affairs

**Subject:** Re: Reply Required for Curriculum Change Impacting your Department  
**Date:** Saturday, August 4, 2018 at 1:04:51 AM Central Daylight Time  
**From:** Adve, Vikram Sadanand  
**To:** Jackson, Kevin  
**CC:** Pitt, Leonard B, Gunter, Elsa, Viswanathan, Mahesh, Herzog, Stephen M  
**Attachments:** image001.png

Dear Kevin,

Thanks for the heads-up on this. I'm copying the people who should be aware of this change at our end.  
Regards,

--Vikram Adve

// Interim Head, Department of Computer Science  
// Donald B. Gillies Professor of Computer Science  
// University of Illinois at Urbana-Champaign  
// Admin Assistant: Amy Simons - [aboyle@illinois.edu](mailto:aboyle@illinois.edu)  
// Google Hangouts: [vikram.s.adve@gmail.com](mailto:vikram.s.adve@gmail.com) || Skype: vikramsadve  
// Research page: <http://vikram.cs.illinois.edu>  
// 10 Commandments of the Internet Age: <http://www.emailcharter.org/>

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**From:** "Jackson, Kevin" <kjack@illinois.edu>  
**Date:** Wednesday, August 1, 2018 at 10:29 AM  
**To:** "Adve, Vikram Sadanand" <vadve@illinois.edu>  
**Subject:** Reply Required for Curriculum Change Impacting your Department

Dear Dr. Adve,

The Gies College of Business is transitioning how it administers its Business Minor in order to expand the access that non-business majors have to business courses. As a result of our revisions, one of your courses will be impacted. Specifically:

For the academic year beginning Fall 2019, CS 105 will be recommended but no longer required as a prerequisite to enroll in courses offered in the Business Minor.

We are unsure what impact the change will have on enrollment for the 2019/2020. I am also attaching a summary of the revisions to the Business Minor program for your convenience. In order for the revision to proceed, we need an indication from all impacted departments that they are aware of the changes. Would you please provide that in a response to this email?

Thank you for your prompt attention to this matter.  
Sincerely,  
Kevin Jackson

Kevin E. Jackson, Ph.D.  
*Associate Dean of Undergraduate Affairs*  
Office of Undergraduate Affairs

# Minor in Business for Non-Business Majors

[busminor@business.illinois.edu](mailto:busminor@business.illinois.edu)

The Business Minor is designed for students earning undergraduate degrees in colleges other than the Gies College of Business. The Business Minor provides a fundamental academic preparation for Non-Business students who wish to pursue a business career. The Business Minor provides coursework through which Non-Business students learn skills used in business. Business Minor students will learn the theories, techniques and concepts of Accountancy, Finance, Management and Marketing. The Business Minor is not available to Gies College of Business students and Technology and Management Minor students. The Business Minor is not to be considered as preparation for transfer into the Gies College of Business to earn an Undergraduate Business degree.

Sophomore standing and a minimum 2.0 GPA are required to declare the minor. For all courses for which online delivery is available, students pursuing the minor must enroll in online sections.

## Core Courses Requirement

Code	Title	Hours
<a href="#">ACCY 200</a>	Fundamentals of Accounting (Enrollment is permitted only to Business Minor students.)	3
<a href="#">BADM 310</a>	Mgmt and Organizational Beh	3
<a href="#">BADM 320</a>	Principles of Marketing	3
<a href="#">FIN 221</a>	Corporate Finance	3

### Course List

Note: [ACCY 200](#), [BADM 310](#), [BADM 320](#), [FIN 221](#) and the two Elective Courses **must be earned** from the Urbana-Champaign campus. No exceptions will be made for study abroad and transfer courses to fulfill the minor's course requirements.

All six Business Minor courses must be completed with letter grades.

## Elective Courses Requirement

Business Minor students must select only two of the listed Elective Courses to fulfill the minor's course requirements.

Code	Title	Hours
<a href="#">BADM 300</a>	The Legal Environment of Bus	3
<a href="#">BADM 311</a>	Leading Individuals and Teams	3
<a href="#">BADM 312</a>	Designing and Managing Orgs	3
<a href="#">BADM 313</a>	Strategic Human Resource Management	3
<a href="#">BADM 314</a>	Leading Negotiations	3
<a href="#">BADM 323</a>	Marketing Communications	3
<a href="#">BADM 326</a>	Pricing Policies	3
<a href="#">BADM 340</a>	Ethical Dilemmas of Business	3
<a href="#">BADM 350</a>	IT for Networked Organizations	3
<a href="#">BADM 367</a>	Mgmt of Innov and Technology	3
<a href="#">BADM 375</a>	Operations Management	3

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<u>BADM 380</u>	International Business	3
<u>BADM 381</u>	Multinational Management	3

UNIVERSITY OF ILLINOIS  
AT URBANA – CHAMPAIGN

**College of Fine and Applied Arts**  
Office of Undergraduate Academic Affairs  
110 Architecture Building  
608 East Lorado Taft Drive  
Champaign, IL 61820  
telephone 217-333-6061 • fax 217-333-2154

September 11, 2018

Associate Dean Kevin Jackson  
College of Business  
Office of Undergraduate Affairs  
1055 Business Instructional Facility, MC-520  
515 East Gregory Drive  
Champaign, IL 61820

Dear Dean Jackson,

The College of Fine and Applied Arts welcomes the news of the changes to the College of Business minor.

We believe that making the minor in Business available to students across campus increases the value of degrees to students who are concerned about entering an increasingly competitive and fast-changing world.

We know first-hand the demand for access to Business and Entrepreneurship content from students across our college preparing to enter a world where knowledge of basic business skills is critical to success. In the past three years, the College of Business has delivered an experimental, face to face class developed for FAA students (Foundations of Business for FAA) which has been fully enrolled each time offered. For a deeper dive experiment into this content, a cohort of FAA students is just now completing the iMBA specialization *Entrepreneurship & Strategic Innovation*. The courses are rigorous and of high quality. From the student feedback so far, online access is the key to their successful completion. Advisors indicate that asynchronous online instruction allows students in practiced-based disciplines the opportunity to participate despite heavy and complicated contact schedules in their major disciplines.

The College of Fine and Applied Arts certainly welcomes access to the minor as a concrete recruitment advantage. In many of the creative arts, potential students and their families have concerns about the viability of careers in the arts without practical knowledge of the business world that they will inevitably enter. Access to the minor for future students will increase confidence in their choice of the University of Illinois and the Arts.

We fully support the expansion of access to the Business Minor to all campus students.

Linda Murphy Robbennolt  
Associate Dean  
Office of Undergraduate Academic Affairs – Academic Programs

telephone 217-333-6061 • fax 217-333-2154

**From:** Pahre, Jennifer N <[jpahre@illinois.edu](mailto:jpahre@illinois.edu)>  
**Sent:** Friday, December 4, 2020 11:22 AM  
**To:** Headtke, Jeff <[jheadtke@illinois.edu](mailto:jheadtke@illinois.edu)>  
**Cc:** Martensen, Kathy <[kmartens@illinois.edu](mailto:kmartens@illinois.edu)>; Lehman, Barbara J <[bjlehman@illinois.edu](mailto:bjlehman@illinois.edu)>; Peecher, Mark Everett <[peecher@illinois.edu](mailto:peecher@illinois.edu)>  
**Subject:** RE: EP 21.034: Business for Non-Business Minors Major

Happy Friday, Jeff!

Thank you for your response. This is just the information that we needed.

In particular, it is helpful to know that the content does not materially differ between the face-to-face and online classes for the Minor. In addition, given the volume of students enrolled in the Minor, I understand that face-to-face accommodation would be highly problematic.

All best,  
Jennie Pahre

**From:** Headtke, Jeff <[jheadtke@illinois.edu](mailto:jheadtke@illinois.edu)>  
**Sent:** Thursday, December 3, 2020 9:27 AM  
**To:** Pahre, Jennifer N <[jpahre@illinois.edu](mailto:jpahre@illinois.edu)>  
**Cc:** Martensen, Kathy <[kmartens@illinois.edu](mailto:kmartens@illinois.edu)>; Lehman, Barbara J <[bjlehman@illinois.edu](mailto:bjlehman@illinois.edu)>; Peecher, Mark Everett <[peecher@illinois.edu](mailto:peecher@illinois.edu)>  
**Subject:** RE: EP 21.034: Business for Non-Business Minors Major

Good Thursday morning Jennifer:

Please forgive me for my late reply. You're welcome for any little ole bit of assistance I may render to you and your committee. I hope you and your family enjoyed a wonderful Thanksgiving filled with the richest blessings of faith, family, and friends, oh, and good food too.

My sincere gratitude to you and your committee for your recommended prudent text amendments. I will indeed honor your two text recommendations and amended them into the Business Minor's 2021-2021 Programs of Study (Academic Catalog) Entry.

- To the very best of my knowledge, there is no or very little pedagogical differences between the in-classroom and online sections of Gies College courses. All Business Minor courses are either required or elected to earn a Gies College baccalaureate degree except the ACCY 200 course. There are currently 4,188 Gies Undergraduate students. There are currently 1,195 declared Business Minor students. I do not know the number of prospective (un-declared) Business Minor students enrolled in the 2020 Fall Semester Business Minor courses. Gies College cannot supply classrooms to accommodate the academic demands of our college's baccalaureate degree and declared minor students.

The Business Minor Enrollment Policy which requires all Business Minor and prospective Business Minor students to enroll in online sections of all Minor courses is my college's solution to meet supply (classrooms) and demand (Business Minor courses). The Gies College cannot sustain the current

number of declared Business Minor students unless our Minor students are enrolled in online sections. There simply is not room in classrooms to accommodate Gies degree and minor students. The Business Minor is only accessible to a large number of our campus's Undergraduate students with online Business Minor courses.

Thank you and best regards,  
Jeff

Jeff Headtke  
Academic Coordinator & Student Advisor

Office of Undergraduate Affairs  
Gies College  
1055 Business Instructional Facility (BIF), MC-520  
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**From:** Pahre, Jennifer N <[jpahre@illinois.edu](mailto:jpahre@illinois.edu)>  
**Sent:** Monday, November 30, 2020 4:52 PM  
**To:** Headtke, Jeff <[jheadtke@illinois.edu](mailto:jheadtke@illinois.edu)>  
**Cc:** Martensen, Kathy <[kmartens@illinois.edu](mailto:kmartens@illinois.edu)>; Lehman, Barbara J <[bjlehman@illinois.edu](mailto:bjlehman@illinois.edu)>  
**Subject:** EP 21.034: Business for Non-Business Minors Major

Dear Professor Headtke,

I hope that your week is going well, and that you and your family are keeping healthy.

I'm the chair of subcommittee A of the Senate Educational Policy Committee. Your proposal from the Gies College of Business (referenced above) came to my subcommittee for initial review. My committee believes that the minor in business is important, and agree that the academic requirements should be updated when appropriate. We are pleased that this important minor can be accessed by all interested undergraduates.

A few members of my subcommittee had questions. As you are listed as the proposal's sponsor, I am reaching out. It is my hope to clear up these questions before our next Ed Pol meeting (on December 7th). I'd like to present your proposal with the questions answered to facilitate its approval.

Here are the questions (my thoughts follow in italics):

- 1) Prerequisites to the minor are the completion of ECON 102, Microeconomic Principles, or ECON 103, Macroeconomic Principles. Accordingly, completion of one of these

classes is a requirement for the minor. However, the proposed catalogue page does not mention this. If this is a new requirement, a letter of support from the Department of Economics would be appropriate. *(I note that either ECON 102 or 103 is already a required prerequisite to FIN 221, Corporate Finance, a required course. I therefore believe that this is not a new requirement, and the College simply decided to formalize the prerequisites. It would still be helpful to note the requirement that students will need to take either ECON 102 or 103 in the catalogue page.)*

- 2) The minor now will require all students to enroll in the online sections of all the courses needed to complete the minor. No explanation was offered for this in the proposal, and several committee members wondered why this requirement is being implemented. Is there a difference in content between the in-person and online versions? If so, perhaps the catalogue page should note this. *(Perhaps the in-person enrollment limited to business majors, who have a larger burden of Gies coursework?)*
- 3) For any minor, six hours of coursework must be at an advanced level, per the campus standards. We would suggest that the description of the minor affirm this requirement. *(Many units hosting minors have catalogue entries noting "the minor requires a minimum of six hours of 300- or 400- level courses.")*

Please let me know if I can provide clarification on any of these questions or comments. Thank you in advance for your assistance.

Kind regards,

Jennie Pahre