

: HOSPITALITY MANAGEMENT MINOR, UG

In Workflow

1. U Program Review (dforgacs@illinois.edu; eastuby@illinois.edu; aledward@illinois.edu)
2. 1698 Committee Chair (yxpan@illinois.edu; snook@illinois.edu)
3. 1698 Head (engeseth@illinois.edu; yxpan@illinois.edu; snook@illinois.edu)
4. KL Committee Chair (npaulson@illinois.edu)
5. KL Dean (aball@illinois.edu)
6. University Librarian (jpwilkin@illinois.edu)
7. Provost (kmartens@illinois.edu)
8. Senate EPC (bjlehman@illinois.edu; moorhouz@illinois.edu; kmartens@illinois.edu)
9. Senate (jtempel@illinois.edu)
10. U Senate Conf (none)
11. Board of Trustees (none)
12. IBHE (none)
13. DMI (eastuby@illinois.edu; aledward@illinois.edu; dforgacs@illinois.edu)

Approval Path

1. Tue, 09 Mar 2021 22:40:31 GMT
Deb Forgacs (dforgacs): Approved for U Program Review
2. Tue, 09 Mar 2021 22:46:53 GMT
Rebecca Snook (snook): Approved for 1698 Committee Chair
3. Tue, 09 Mar 2021 23:02:03 GMT
Rebecca Snook (snook): Approved for 1698 Head
4. Wed, 10 Mar 2021 18:36:05 GMT
Brianna Gregg (bjgray2): Approved for KL Committee Chair
5. Wed, 10 Mar 2021 18:36:43 GMT
Anna Ball (aball): Approved for KL Dean
6. Wed, 10 Mar 2021 18:48:16 GMT
John Wilkin (jpwilkin): Approved for University Librarian
7. Wed, 10 Mar 2021 22:02:45 GMT
Kathy Martensen (kmartens): Approved for Provost
8. Wed, 31 Mar 2021 21:36:49 GMT
Barbara Lehman (bjlehman): Rollback to 1698 Head for Senate EPC
9. Mon, 19 Apr 2021 22:45:48 GMT
Yuan-Xiang Pan (yxpan): Approved for 1698 Head
10. Mon, 03 May 2021 15:28:14 GMT
Nick Paulson (npaulson): Approved for KL Committee Chair
11. Mon, 03 May 2021 16:46:50 GMT
Anna Ball (aball): Approved for KL Dean
12. Mon, 03 May 2021 16:55:40 GMT
John Wilkin (jpwilkin): Approved for University Librarian
13. Mon, 03 May 2021 16:59:52 GMT
Kathy Martensen (kmartens): Approved for Provost
14. Thu, 13 May 2021 20:07:39 GMT
Kathy Martensen (kmartens): Rollback to 1698 Head for Senate EPC
15. Fri, 14 May 2021 15:58:56 GMT
Yuan-Xiang Pan (yxpan): Approved for 1698 Head
16. Wed, 30 Jun 2021 20:49:50 GMT
Brianna Gregg (bjgray2): Approved for KL Committee Chair
17. Thu, 01 Jul 2021 13:43:25 GMT
Anna Ball (aball): Approved for KL Dean
18. Thu, 01 Jul 2021 14:01:00 GMT
John Wilkin (jpwilkin): Approved for University Librarian

19. Mon, 09 Aug 2021 22:53:50 GMT

Kathy Martensen (kmartens): Approved for Provost

New Proposal

Date Submitted: Tue, 09 Mar 2021 22:24:23 GMT

Viewing:: Hospitality Management Minor, UG

Changes proposed by: Rebecca Snook

Proposal Type

Proposal Type:

Minor (ex. European Union Studies)

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*

Establish a BS minor in Hospitality Management in the department of Food Science & Human Nutrition

EP Control Number

EP:21.095

Official Program Name

Hospitality Management Minor, UG

Effective Catalog Term

Fall 2021

Sponsor College

Agr, Consumer, & Env Sciences

Sponsor Department

Food Science and Human Nutrition

Sponsor Name

Yuan-Xiang Pan

Sponsor Email

yxpan@illinois.edu

College Contact

Anna Ball

College Contact Email

aball@illinois.edu

Program Description and Justification

Provide *abrief* description and justification of the program, including highlights of the program objectives, and the careers, occupations, or further educational opportunities for which the program will prepare graduates, when appropriate.

The minor in Hospitality Management is designed to broaden the student's knowledge of skills used in the hospitality industry , with a focus on the unique application in the field. A minor in Hospitality Management would benefit those students who intend to pursue careers in the hospitality industry like restaurants, hotels and other related fields.

Please include how the proposed minor requires some depth in the subject, but not as extensive as the major.

The minor curriculum is a good broad look at the hospitality industry and management principles as they apply to the hospitality industry. The minor is not as extensive as the major and does not provide the same depth of content in food science, operations and business that the major does. In addition, the major has several experiential in-depth learning opportunities that are not required for the minor.

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.

HM program coordinator and advisor will monitor and approve all admissions into the minor.

Are there any prerequisites for the proposed minor?

No

Number of Students in Program (estimate)

Year One Estimate

5

5th Year Estimate (or when fully implemented)

25

What is the typical time to completion of this program?

N/A

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

18

Delivery Method

This program is available:

On Campus

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

No

Budget

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.

Current library resources, including collections and services, are sufficient to address the needs of this minor.

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?

Yes

Required courses

LEAD 321 - Training and Development
ANSC 309 - Meat Production and Marketing

Explain how the inclusion or removal of the courses/subjects listed above impacts the offering departments.

It does have a list of electives and two of the courses are offered in other departments: LEAD and ANSC. Jill Craft has spoken with both instructors and they are supportive of being included in minor offerings. Email approvals attached.

Attach letters of support from other departments.

HM minor_ANSC_309_dept_support.pdf

HM minor_LEAD_321_dept_support.pdf

Financial Resources

How does the unit intend to financially support this proposal?

Minimal financial resources are needed as courses are already being taught. The additional students in those courses will not require additional resources. The additional administrative load can be taken on by existing advisor so no additional financial support is needed.

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).

Similar to the HM program assessment, we will assess the HM minor program learning objectives yearly. We will use both qualitative and quantitative methods. The program learning objectives are:

1. Integrate human, financial, and physical resource management into hospitality related operations.
2. Understand and apply current concepts of hospitality to successful business management and leadership
3. Evaluate elements of service management

We will yearly collect student's performance results from the final project in FSHN 441 -Services Management to measure objective 1 and 3. We will also collect performance results from the final Management Evaluation project from FSHN 442 to ensure objective 2 is being fulfilled. This along with observational data from the course instructor, assessment data will be used to improve course content and course assessments.

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.

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.

The Hospitality Management minor prescribes courses that meet the professional needs of the hospitality industry including hotels and food service operations and is comprised of 18 hours of hospitality related coursework. The minor is designed for students interested in expanding their knowledge and application of management principles, with a focus on the unique application in the field of hospitality. A minor in Hospitality Management would benefit those students who intend to pursue careers in the hospitality or customer service industries. This minor is not appropriate for students pursuing the FSHN concentration in Hospitality Management.

No GPA minimum.

Courses in the minor cannot be completed credit/no credit.

Statement for Programs of Study Catalog

Code	Title	Hours
Courses required for minor in Hospitality Management		
FSHN 140	Introduction to Hospitality	3
FSHN 345	Strategic Operations Management	3
FSHN 346	Foundations of Hotel Management	3
FSHN 441	Services Management	2
FSHN 442	Hospitality Management & Leadership Skills	3
Select a minimum of 4 credit hours from the following:		
FSHN 145	Intro Hospitality Management	
FSHN 249	Food Service Sanitation	
FSHN 340	Food Production and Service	
FSHN 343	Foundations in Beverage Management: Introduction to Wine, Beer and Spirits	
ANSC 309	Meat Production and Marketing	
FSHN 443	Management of Fine Dining	
LEAD 321	Training and Development	
Total Credit Hours Required		18

EP Documentation

Attach Rollback/Approval Notices

ep21095_email_to_sponsor_20210331.pdf

EP21095_Emails_EPC.pdf

DMI Documentation

Program Reviewer Comments

John Wilkin (jpwilkin) (Tue, 09 Mar 2021 21:56:18 GMT):Rollback: Please confirm that existing library resources, including collections and services, are sufficient to address the needs of this minor.

Anna Ball (aball) (Tue, 09 Mar 2021 21:57:15 GMT):Rollback: See rollback

Barbara Lehman (bjlehman) (Wed, 31 Mar 2021 21:36:49 GMT):Rollback: roll back at request of Yuan-Xiang Pan. See attached email.

Kathy Martensen (kmartens) (Thu, 13 May 2021 20:07:39 GMT):Rollback: Rollback per request of sponsor to update Catalog text.

Key: 942

Subject: RE: Questions about Hospitality Management Minor EP.21.095
Date: Monday, April 19, 2021 at 6:00:45 PM Central Daylight Time
From: Pan, Yuan-Xiang
To: Amos, Jenny, Ball, Anna Leigh
CC: Lehman, Barbara J, Martensen, Kathy
Attachments: image002.png, image003.png

Hi Jenny,

The followings are our responses. Everything listed under “Questions” is not in the CIM. Thanks.

Revisions

1. The effective term requested in SP 21, this should be a term in the future, either Fall 2021 or Spring 2022.
 - a. **Fall 2021 would be preferred**
2. Library statement, please remove “no impact to the library resources” and keep the new statement stating the library resources are sufficient
 - a. **Removed the no impact statement**

Questions

1. Program Regulation and Assessment – there is a reference to HM program assessment. I could not find a Hospitality Management major. Please clarify.
 - a. **Currently, the HM program is actually a concentration in the Food Science and Human Nutrition major. The HM assessment is part of the FSHN campus assessment process. You can find the learning outcomes in which we use as a base for program assessment activities at <http://catalog.illinois.edu/undergraduate/aces/food-science-human-nutrition-bs/hospitality-management/learning-outcomes/>.**
2. Can you better define overlap between this minor and the FSHN concentration in Hospitality Management? Is there a difference or is this the same courses but offered to a broader audience as a minor?
 - a. **The minor is not intended for students enrolled in the HM concentration. All of the courses are currently part of the HM concentration. The minor is not as in depth as the concentration and the minor is intended for a broader audience. Other FSHN concentrations can pursue the HM minor but the minor is primarily intended for students outside of FSHN. This is similar to the other minors offered in FSHN (Nutrition Minor and Food Science Minor).**
3. How does the current capacity of the FSHN courses, especially those required, accommodate the intended number of future minor students? (considering the minor is open access)
 - a. **The courses that are required for the HM minor have plenty of space/seats available to accommodate additional students from the minor without the need for additional resources.**
4. For FSHN students, can students get two of the FSHN concentrations? Or would students pursue this minor in addition to another concentration? Who is the minor being targeted to?
 - a. **FSHN students cannot get two concentrations but they can pursue a minor in another concentration. The dietetics and food science concentrations may be interested in this HM minor but there are other campus majors that will find this minor attractive. Our target audience are students in other majors that are interested in the hotel, restaurant and events industries.**

Optional suggestion to strengthen the proposal

1. For the catalog text for the minor, you may want to make the text stronger in terms of the substantive applications. For instance, the concentration seems to have stronger language

<http://catalog.illinois.edu/undergraduate/aces/food-science-human-nutrition-bs/hospitality-management/>

The Hospitality Management minor prescribes courses that meet the professional needs of the hospitality industry including hotels and food service operations and is comprised of 18 hours of hospitality related coursework. The minor is designed for students interested in expanding their knowledge and application of management principles, with a focus on the unique application in the field of hospitality. A minor in Hospitality Management would benefit those students who intend to pursue careers in the hospitality or customer service industries.

No GPA minimum.

Courses in the minor cannot be completed credit/no credit..

^^

Yuan-Xiang Pan, MS, PhD, Associate Professor
 Associate Head for Undergraduate Programs
 Departmental Honors Advisor
 Nutrient-gene and Epigenetics Group (NEG)
 Genomics: Behavior, Economics and Policy Group (GenBEP)
 Food Science and Human Nutrition (FSHN),
 Division of Nutritional Sciences (DNS),
 and Illinois Informatics Institute (I³)
 University of Illinois at Urbana-Champaign
 461 Bevier Hall, MC-182
 905 South Goodwin Avenue
 Urbana, IL 61801-3816
 Tel 217-333-3466 Fax 217-265-0925
yxpan@illinois.edu
<http://fshn.illinois.edu/directory/yxpan>
<https://nutrsci.illinois.edu/directory/yxpan>
<https://www.informatics.illinois.edu/display/infoPhD/Home>

^^

You are not just what you eat, but what your mother and your grandmother ate as well...



Please consider the environment before printing this e-mail.

From: Amos, Jenny <jamos@illinois.edu>
Sent: Monday, March 22, 2021 2:18 PM
To: Pan, Yuan-Xiang <yxpan@illinois.edu>; Ball, Anna Leigh <aball@illinois.edu>
Cc: Lehman, Barbara J <bjlehman@illinois.edu>; Martensen, Kathy <kmartens@illinois.edu>
Subject: Questions about Hospitality Management Minor EP.21.095

Hello

I am writing on behalf of the Educational Policy Committee. I am the Subcommittee Chair in charge of reviewing your proposal.

My subcommittee and I have a few requested revisions and questions itemized below.

Revisions

1. The effective term requested in SP 21, this should be a term in the future, either Fall 2021 or Spring

2022.

2. Library statement, please remove “no impact to the library resources” and keep the new statement stating the library resources are sufficient

Questions

1. Program Regulation and Assessment – there is a reference to HM program assessment. I could not find a Hospitality Management major. Please clarify.
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Since some of these will require edits and documentation, we will need to roll back the proposal to allow for those changes. I will be on the lookout for it to come back to review changes and get it on the agenda at a future meeting.

Best,

JENNY AMOS, PHD

Teaching Associate Professor

Bioengineering | The Grainger College of Engineering
Carle Illinois College of Medicine
Educational Psychology | College of Education

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<https://bioengineering.illinois.edu/>
<https://medicine.illinois.edu/>



Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.

Revisions

1. The effective term requested in SP 21, this should be a term in the future, either Fall 2021 or Spring 2022.
2. Library statement, please remove “no impact to the library resources” and keep the new statement stating the library resources are sufficient

Questions

1. Program Regulation and Assessment – there is a reference to HM program assessment. I could not find a Hospitality Management major. Please clarify.
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Best,

JENNY AMOS, PHD

Teaching Associate Professor

Bioengineering | The Grainger College of Engineering
Carle Illinois College of Medicine
Educational Psychology | College of Education

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<https://medicine.illinois.edu/>

 **ILLINOIS**

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From: [Craft, Jill North](#)
To: [Snook, Rebecca Lena](#)
Subject: FW: HM minor
Date: Monday, November 30, 2020 10:06:25 AM
Attachments: [image001.png](#)

Becca,

I got an email of support below from Dave Rosch for the minor for LEAD 321. It looks like they are going to combine LEAD 320 and 321 together so we will need to remove LEAD 320 from the list.

Jill

Jill N. Craft, M.S.
Clinical Associate Professor
Hospitality Management Program
University of Illinois Urbana-Champaign
295 Bevier Hall
905 S. Goodwin Ave, Urbana, IL 61801
Email: jnorth@illinois.edu
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<http://www.spicebox.illinois.edu>
<http://www.beviercafe.illinois.edu>
Schedule a meeting @ <https://jillcraft.youcanbook.me>



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From: Rosch, David Michael
Sent: Sunday, November 29, 2020 12:38 PM
To: Craft, Jill North <jnorth@illinois.edu>
Subject: RE: HM minor

Hi Jill.

Sounds good. Our current plan in ALEC (not final, but heading that way - we'll decide before the end of Winter Break) is to collapse LEAD 320 (Needs Assessment) and LEAD 321 (Development) into one class (LEAD 321) that covers both topics. I would love to have that class be part of the "pick from" for the HM minor.

I know that collapsing those two classes has implications for the your major as well, Jill. I would love to talk more about what makes sense for your students. As we in ALEC continue to build out our curriculum - especially in our Communications concentration - there may be a 300- or 400-level class that could be helpful for your students. For example, we'll be building a course in social media management that I could see your students (maybe also in the Minor) finding valuable.

Would you like to talk more at some point before Winter Break?

Thanks,
Dave

From: Craft, Jill North <jnorth@illinois.edu>
Sent: Tuesday, November 24, 2020 4:23 PM
To: Rosch, David Michael <dmrosch@illinois.edu>
Subject: HM minor

Dave,

I hope this email finds you healthy and well. We are working on creating a minor in Hospitality Management. It has preliminary passed FSHN C&C last year. It was put on pause due to some other curricular changes that needed to be passed first. I had discussed with Debra Korte early on about including LEAD 320 and 321 in the list of potential electives for the minor. She had agreed but I know a lot has changed since last year. I wanted to get your insight and possible approval for including these two courses in the minor. Our target for the minor would ideally be 20 -25 students but it may take a while to grow the numbers. Below is the proposed course list for the minor. I appreciate any feedback that you can provide.

Have a wonderful Thanksgiving.

Take care,
Jill

Required Courses for Hospitality Management Minor	
Courses	Hours
FSHN 140 – Intro to Hospitality Management	3
FSHN 246 – Foundations of Hotel Management	3
FSHN 345- Strategic Operations Management	3
FSHN 442 – Hospitality Management and Leadership Skills	3
FSHN 441 - Services Management	2
2 courses selected from:	4-5
FSHN 343 – Foundations in Beverage Management	2
FSHN 249 – Food Service Sanitation	1
FSHN 145- Introduction to Hospitality	3
FSHN 340 – Food Production and Service	4
ANSC 309- Meat Production and Marketing	2
LEAD 320 - Training Needs Assessment	2
LEAD 321 – Training and Development	4

Total credits needed = 18 credit hours

The minor in Hospitality Management is designed to broaden the student's knowledge of management, with a focus on the unique application in the field of hospitality. A minor in Hospitality Management would benefit those students who intend to pursue careers in the hospitality industry like restaurants, hotels and other related fields.

No GPA minimum.

Courses in the minor cannot be completed credit/no credit

Jill N. Craft, M.S.
Clinical Associate Professor
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From: [Craft, Jill North](#)
To: [Snook, Rebecca Lena](#)
Subject: FW: HM minor
Date: Friday, November 20, 2020 11:49:16 AM
Attachments: [image001.png](#)

Becca,

Here is the email of support from the Animal Sciences instructor for the minor. I will need to reach out to LEAD for support since their instructors have changed.

Thank you,
Jill

Jill N. Craft, M.S.
Clinical Associate Professor
Hospitality Management Program
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Schedule a meeting @ <https://jillcraft.youcanbook.me>



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From: Dilger, Anna Carol
Sent: Wednesday, November 06, 2019 9:56 AM
To: Craft, Jill North <jnorth@illinois.edu>
Subject: RE: HM minor

Jill,

It is not a problem at all to have a few more students in ANSC 309. You might also think about including, as an option, BBQ and Grilling Science—currently a ANSC 199 but soon to get its own number.

Anna

Anna Dilger, PhD

Associate Professor of Muscle Biology and Meat Science
College of ACES, University of Illinois
Office: 217-333-3986
Cell: 217-979-1044

From: Craft, Jill North <jnorth@illinois.edu>
Sent: Wednesday, November 6, 2019 9:49 AM
To: Dilger, Anna Carol <adilger2@illinois.edu>
Subject: HM minor

Anna,

I am going to put up a proposal for new minor in Hospitality Management. As part of the list of minor "electives" I would like to include ANSC 309. I know you are only a temporary instructor for the course but do you think that having this course included would be okay with you as the instructor and your department. I don't have a good idea of how much this would impact enrollment but would a few more students be an issue for this course? Please let me know any thoughts you might have and if you would be in support of this course being included. Your insight is greatly appreciated.

Jill

Jill N. Craft, M.S.
Clinical Assistant Professor
Hospitality Management Faculty
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