



DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

New Program Report

Date Submitted:

06/28/2022

Institution

Missouri State University-West Plains

Site Information

Implementation Date:

8/1/2022 12:00:00 AM

Added Site(s):

Selected Site(s):

Missouri State University-West Plains, 128 Garfield, West Plains, MO, 65775

CIP Information

CIP Code:

110103

CIP Description:

A program that focuses on the design of technological information systems, including computing systems, as solutions to business and research data and communications support needs. Includes instruction in the principles of computer hardware and software components, algorithms, databases, telecommunications, user tactics, application testing, and human interface design.

CIP Program Title:

Information Technology

Institution Program Title:

Information Technology

Degree Level/Type

Degree Level:

Associate Degree

Degree Type:

Associate in Applied Science

Options Added:

Collaborative Program:

N

Mode of Delivery

Current Mode of Delivery

Hybrid

Student Preparation

Special Admissions Procedure or Student Qualifications required:

No special admissions procedures or student qualifications are required.



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Specific Population Characteristics to be served:

n/a

Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:

Full time faculty teaching for this degree are required to hold a masters degree in the information technology or related field, or hold a masters degree and have completed at least 18 credit hours of graduate level course work in information technology or a related field. Part time faculty are expected to meet the same criteria as listed above, however exceptions may be granted for specific courses if the instructor has a sufficient level of work experience, has industry-recognized certifications or other relevant credentials.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:

Approximately 75% of the credit hours in the 60-credit hour program could be assigned to full time faculty.

Expectations for professional activities, special student contact, teaching/learning innovation:

Full time faculty are expected to complete annual professional development training to remain up to date in their field. Full time faculty will also be the advisors for students in this program.

Teaching/learning innovations in class activities, laboratory experiences, delivery of course material are expected.

Student Enrollment Projections Year One-Five

Year 1	Full Time: 5	Part Time: 2	
Year 2	Full Time: 11	Part Time: 3	
Year 3	Full Time: 14	Part Time: 4	Number of Graduates: 6
Year 4	Full Time: 17	Part Time: 5	
Year 5	Full Time: 17	Part Time: 5	Number of Graduates: 12

Percentage Statement:

n/a

Program Accreditation

Institutional Plans for Accreditation:

No specialized accreditation for this program is planned, beyond the normal institution accreditation

Program Structure

Total Credits:

60

Residency Requirements:

n/a

General Education Total Credits:

42



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Major Requirements Total Credits:

37

Course(s) Added

COURSE NUMBER	CREDITS	COURSE TITLE
CIS 260	3	Introduction to Java Programming
CSC 297	1	Computer Science and Info Tech Capstone
CIS 205	3	Website Design and Development
CIS 295	3	Database Management Systems Concepts
CGP 145	3	Computers for Learning
CIS 299	3	Internship in Information Technology
CIS 235	3	Computer Hardware and Operating Systems
CIS 201	3	Computer Applications in Business
CIS 101	3	Computers for Learning

Free Elective Credits:

12

Internship or other Capstone Experience:

This program requires both an internship and capstone experience. The CIS 299 Internship in Information Technology is a three-credit class in which students will complete an internship experience at an Internship site for 120 contact hours during a fall, spring or summer term. Students will meet the work requirements of the internship and complete additional reflective assignments, including discussion activities and work journals. The CSC 297 Computer Science and Information Technology Capstone is a one-credit class that prepares students for their next steps, whether transfer to a bachelors-level program or to enter the workforce. The course focuses on work essential skills such as communication, business ethics, interview skills, resumes, etc.

Assurances

I certify that the program is clearly within the institution's CBHE-approved mission. The proposed new program must be consistent with the institutional mission, as well as the principal planning priorities of the public institution, as set forth in the public institution's approved plan or plan update.

I certify that the program will be offered within the proposing institution's main campus or CBHE-approved off-site location.

I certify that the program will not unnecessarily duplicate an existing program of another Missouri institution in accordance with 6 CSR 10-4.010, subsection (9)(C) Submission of Academic Information, Data and New Programs.

I certify that the program will build upon existing programs and faculty expertise.

I certify that the program can be launched with minimal expense and falls within the institution's current operating budget.



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I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

Contact Information

First and Last Name: CARRIE
STEEN

Email: carriesteen@missouristate.edu

Phone: 417-255-8083

Curriculum Request Form– Program Proposal

Complete the following form if you are submitting a new program, deleting a program or revising a program. If you need to revise a course (e.g., change a change a course's prerequisite), delete a course from the catalog (not from a program) or add a new course to the catalog, please complete the "Course Proposal" Form.

Program Change: Add New Delete Revise
 Program* X Program Program

Originator: Cathy Boys Date: 3/14/2022 Catalog Effective Date: Fall 2022

Department: Information Technology Division: Applied Sciences and Technology

Name of Program: AAS Information Technology

REASONS FOR PROGRAM PROPOSAL (*If new program, fill out the Supporting Data Form on last two pages as well)

- March 2022 Revision of Original Proposal
 - Changed "Business Requirements" section to "Technology Management Requirements" section.
 - Removed MGT 286 and moved MTM 240 to "Technology Management Requirements" section.
 - Added CIS 205 to the "Information Technology Requirements" section which is consistent with the certificate.

- Original New Program Addition Proposal
 - We currently have two information technology related programs: AAS Business – Information Technology and AAS Technology – Information Technology
 - We propose to create a stand alone AAS Information Technology.
 - We will delete the current AAS Business – Information Technology and AAS Technology – Information Technology, effective Fall 2023 once students have either completed those degrees or moved to the new degree.
 - This change will streamline the catalog, reduce confusion by providing one degree rather than two, and will allow for future expansion of the program into high-demand areas such as cyber-security.

SUMMARY OF PROGRAM REVISIONS (enter specific degree requirements on next page also)

Please see the academic map for program details.

Consideration by Division Chair:

Remarks: _____
 Approved: Not Approved: _____ Division Chair: Cathy Proffitt Boys *CPB* Date: 11/12/21

Action by Curriculum Committee (can act only in a duly convened meeting):

Remarks: _____
 Approved: Not Approved: _____ Chair: Melinda Denton Date: 3/25/22

Action by Faculty Senate:

Remarks: _____
 Approved: Not Approved: _____ Chair: Mary P. [Signature] Date: 4-8-22

Consideration by Administration:

Remarks: _____
 Approved: Not Approved: _____ Dean: M. [Signature] Date: 4/11/22

Approved: Not Approved: _____ Chancellor: D. [Signature] Date: 4/18/22

* Supporting Data must accompany request for a New Program. Fill out the form on the last two pages.

Information Technology

Associate of Applied Science in Information Technology

The Associate of Applied Science in Information Technology is designed to prepare students for careers in the information technology fields. This academic guide is based on the 2022-2023 Missouri State University-West Plains Catalog. The time to complete the degree will vary, depending on remediation, summer enrollment, number of classes taken per semester, etc.

Degree Requirements

General Education Requirements	Credit Hours
COM 115 Fundamentals of Public Speaking	3
ENG 110 Writing I	3
MTH 136 Pre-Calculus 1	3
IDS: Select two (2) credit hours	
IDS 110 Student Success	2
IDS 115 Career Exploration	2
Writing II: Select three (3) credit hours	
ENG 210 Writing II: Academic Writing	3
ENG 221 Writing II: Writing for the Professions	3
Civics: Select three (3) credit hours	
HST 121 Survey of US History to 1877	3
HST 122 US History Since 1877	3
PLS 101 American Democracy and Citizenship	3
General Education Total	17
Technology Management Requirements	Credit Hours
BUS 170 Business and Professional Ethics	3
MTM 240 Project Management	3
Technology Management Total	6
Information Technology Requirements	Credit Hours
CSP 145 Introduction to Computer Programming	3
CS 101 Computers for Learning	3
CIS 201 Computer Applications in Business	3
CS 205 Website Design and Development	3
CIS 235 Computer Hardware and Operating Systems	3
CS 260 Introduction to Java Programming	3
CIS 295 Database Management Systems Concepts	3
CIS 299 Internship in Information Technology	3
CSC 297 Computer Science and Information Technology Capstone	1
Electives: Select 12 credit hours approved by the IT Department	12
Information Technology Total	37
Total Hours Required	60

Degree Notes:

- Electives must be approved by the department.
- Students should confirm the transferability of courses with their transfer university before completing courses at MSU-WP.

Recommended Two-Year Plan

Term	Course #	Credit Hours
Term 1 (Fall)	CSP 145	3
	CIS 101	3
	Civics	3
	COM 115	3
	IDS 110	2
Total	14	
Milestones: Complete CS101, CSP 145, IDS 110. Complete MTH prerequisite, if needed, in place of COM 115 or Civics.		

Term	Course #	Credit Hours
Term 2 (Spring)	CIS 201	3
	CIS 260	3
	ENG 110	3
	MTH 240	3
	Electives	3
Total	15	
Milestones: Complete ENG 110. Complete MTH prerequisite, if needed, in place of elective.		

Milestones: Complete all English, Math and Reading prerequisites during first year.

Term	Course #	Credit Hours
Term 3 (Fall)	CIS 205	3
	CIS 235	3
	CIS 295	3
	ENG 210/221	3
	MTH 136	3
Total	15	

Term	Course #	Credit Hours
Term 4 (Spring)	BUS 170	3
	CSC 297	1
	CIS 299	3
	MGT 286	3
	Electives	6
Total	16	
Milestones: Apply to graduate.		

Milestone Notes:

- Milestones are a major step in the completion of the degree. Each milestone must be met in order to advance to the next stage of education.
- Milestone courses should be completed in the designated semester.
- All milestone courses must be completed with a C or higher.
- Students are encouraged to apply for graduation early in their last semester.

For More Information, Contact
 Cathy Proffitt Boys, Information Technology Program Coordinator
 Telephone: 417-255-7278
 Email: CathyBoys@MissouriState.edu



Board of Governors Meeting
West Plains Civic Center, Magnolia Room
Friday, 6/24/2022
8:30 AM - 2:00 PM CT

I. Roll Call *Presented By: Governor Carol Silvey*

II. Approval of Minutes *Presented By: Governor Carol Silvey*

A. Approval of minutes of the May 19, 2022, open and closed meetings

II.A. Minutes of the May 19, 2022, Board of Governors Meeting - Page 5

III. Consent Agenda *Presented By: Governor Amy Counts*

A. President

1. Approval of FY2022-2023 Employment Agreements for Athletics Coaches and Administrators

III.A.1. Approval of FY22-FY23 Employment Agreements for Athletics Coaches and Administrators - Page 12

B. Facilities and Equipment

1. Approval of an Intergovernmental Agreement Regarding Law Enforcement Services with Missouri State University for Fiscal Year 2023

III.B.1. Approval of an Intergovernmental Agreement Regarding Law Enforcement Services with Missouri State University for Fiscal Year 2023 - Page 26

C. Human Resources

1. Approval of Actions Concerning Academic Employees

III.C.1. Approval of Actions Concerning Academic Employees - Page 36

2. Approval of Actions Concerning Non-Academic Employees

III.C.2. Approval of Actions Concerning NonAcademic Employees - Page 70

3. Approval of Actions Concerning Employee Salary Increases Effective July 1, 2022

III.C.3. Approval of Actions Concerning Employee Salary Increases Effective July 1, 2022 - Page 84

4. Approval of Actions Concerning Employee Salary Increases Effective August 1, 2022

III.C.4. Approval of Actions Concerning Employee Salary Increases Effective August 1, 2022 - Page 117

5. Approval of FY2023 Additional Fringe Benefits to be Funded by Missouri State University or the Missouri State University Foundation

III.C.5. Approval of FY2023 Additional Fringe Benefits to be Funded by Missouri State University or the Missouri State University Foundation - Page 133

6. Approval of Amendments to the Employee Handbook for Administrative,

Professional, and Support Staff Employees and Related Policies

III.C.6. Approval of Amendments to the Employee Handbook for Administrative, Professional, and Support Staff Employees and Related Policies - Page 136

D. Procurement and Financial

1. Approval of Procurement Activity Report

III.D.1. Approval of Procurement Activity Report - Page 151

2. Approval of Rental Rates for Space in the Kenneth E. Meyer Alumni Center for Various Departments and University Related Offices

III.D.2. Approval of Rental Rates for Space in the Kenneth E. Meyer Alumni Center for Various Departments and University Related Offices - Page 156

E. Student Affairs

1. Approval of the 2022 Revisions to the Code of Student Rights and Responsibilities (Springfield and West Plains Campuses)

III.E.1. Approval of Revision of the Code of Student Rights and Responsibilities (Springfield & West Plains) - Page 175

F. West Plains Campus

1. Approval of Actions Concerning Academic Employees

III.F.1. Approval of Actions Concerning Academic Employees - West Plains - Page 247

2. Approval of Actions Concerning Non-Academic Employees

III.F.2. Approval of Actions Concerning NonAcademic Employees - West Plains - Page 250

3. Approval of FY2022-2023 Employment Agreements for West Plains Campus Coaches

III.F.3. Approval of employment of Donald Long, Missouri State University-West Plains' Head Women's Softball Coach - Page 251

IV. Committee Reports

A. Risk Management and Audit Committee *Presented By: Governor Chris Waters*

B. Finance and Facilities Committee *Presented By: Governor Lynn Parman*

C. Programs and Planning Committee *Presented By: Governor Amy Counts*

V. President's Report *Presented By: President Clif Smart*

A. Welcome and Meeting Overview

B. Approval of Appointment of Dr. John Jasinski as Interim Provost

V.B. Approval of Appointment of Dr. John Jasinski as Interim Provost - Page 265

VI. West Plains Campus

A. Chancellor's Report *Presented By: Dr. Dennis Lancaster, Chancellor of the West Plains Campus*

1. Approval of the 2022-2027 Long Range Plan for the West Plains campus of Missouri State University

VI.A.1. Approval of the 2022-2027 Long Range Plan for the West Plains campus of Missouri State University - Page 267

2. Approval of the 2022-2027 Master Plan for Missouri State University-West Plains

VI.A.2. Approval of the 2022-2027 Master Plan for Missouri State University-West Plains - Page 268

- B. Making Our Missouri Statement Moment – National Professional Agriculture Student Competition Winners** *Presented By: Dr. Dennis Lancaster, Chancellor of the West Plains Campus*
- C. Faculty Senate Report** *Presented By: Dr. Gary Phillips, Immediate Past Chair of Faculty Senate, West Plains, and Dr. Linda Wulff-Risner, Chair*
- D. Staff Senate Report** *Presented By: Rachel Peterson, Immediate Past Chair of the Staff Senate, West Plains, and Bryan Moore, Chair*
- E. Student Government Association Report** *Presented By: Jackson Wright, SGA President, and Logan Brewer, SGA Vice-President*

VII. Academic Affairs

- A. Provost's Report** *Presented By: Dr. Frank Einhellig, Provost*
 - 1. Approval of Revisions to the Faculty Handbook (Springfield Campus)**
VII.A.1. Approval of Faculty Handbook Proposed Revisions - Page 270
 - 2. Update on the Provost's Academic Leadership Series**
 - 3. Current year and upcoming Academic Program Accreditations**

VIII. Community and Global Partnerships *Presented By: Dr. Jim Baker, Vice President for Community and Global Partnerships*

- A. Office Transition Update**
- B. Sponsored Research Report (written report)**
VIII.B. Sponsored Research Report - Page 275

IX. Diversity, Equity, and Inclusion *Presented By: Wes Pratt, Chief Diversity Officer and Assistant to the President*

- A. Diversity, Equity, and Inclusion Report**
IX.A. Diversity Report - Page 279

X. Student Affairs

- A. Report from the Student Body President** *Presented By: Collin Weber, Student Body President*
- B. Student Affairs Report (written report only) - Vice President for Student Affairs**
Dee Siscoe will provide a written report regarding activities in the Division of Student Affairs
X.B. Student Affairs Report - Page 286

XI. Staff Senate (written report only)

- A. Staff Senate Report - Chair of Staff Senate Kathleen Hains will provide a written report regarding activities of Staff Senate**
XI.A. Staff Senate Report - Page 289

XII. Facilities and Equipment *Presented By: Matt Morris, Vice President for Administrative Services*

- A. Approval of bids and award of a contract to construct building 6 at Jordan Valley Innovation Center**
XII.A. Approval of bids and award of a contract to construct building 6 at Jordan Valley Innovation Center - Page 290

XIII. Financial

A. Approval of FY2023 Internal Operating Budget *Presented By: Steve Foucart, Chief Financial Officer*

The FY23 Internal Operating Budget can be found at:
<https://www.missouristate.edu/financialservices/documentsandreports.htm>
XIII.A. Approval of FY2023 Internal Operating Budget - Page 293

B. Development Report (written report only) – Brent Dunn, Vice President for University Advancement, will provide a written report from the MSU Foundation

XIII.B. Development Report - Page 294

XIV. Marketing and Communications (written report only)

A. Marketing and Communications Report - Vice President for Marketing and Communications Suzanne Shaw will provide a written report regarding activities in the Division of Marketing and Communications

XIV.A. Marketing and Communications Report - Page 296

XV. Information Service (written report only)

A. Information Services Report - Chief Information Officer Jeff Coiner will provide a written report regarding activities in the Division of Information Services

XV.A. Information Services Report - Page 298

XVI. New Business

A. Approval of the 2023 Missouri State University Board of Governors Meeting Schedule *Presented By: President Clif Smart*

XVI.A. Approval of the 2023 Board Meeting Schedule - Page 299

B. Approval of Resolution of Recognition for Student Governor Briar Douglas *Presented By: President Clif Smart*

XVI.B. Approval of Resolution of Recognition for Student Governor Briar Douglas - Page 301

XVII. Resolution Authorizing Closed Meeting, Pursuant to Sections 610.021(1), (2), (3), (6), (9), (11), (12), (13), (14) and/or (17) of the Revised Statutes of Missouri

XVII. Closed Meeting Resolution - Page 302

XVIII. Adjournment *Presented By: Governor Carol Silvey*

II.A.

MINUTES OF THE
BOARD OF GOVERNORS
MISSOURI STATE UNIVERSITY
THURSDAY, MAY 19, 2022

The Board of Governors for Missouri State University held a meeting in the Robert W. Plaster Student Union, Traywick Parliamentary Room 313 on the Missouri State University campus in Springfield, Missouri on Thursday, May 19, 2022, with Governor Carol Silvey, Chair of the Board of Governors, presiding. Governor Silvey called the meeting to order at 1:00 p.m.

Roll Call

Present – Carol Silvey, Chair of the Board
Amelia “Amy” Counts, Governor
Briar Douglas, Student Governor
Anson Elliott, Governor
Craig Frazier, Governor
Ann Kampeter, Governor
Lynn Parman, Governor
Chris Waters, Governor

Absent – Gabriel Gore, Governor
Jay Wasson, Governor

Also present – Clif Smart, President
Jim Baker, Vice President for Community and Global Partnerships
Jeff Coiner, Chief Information Officer
Ryan DeBoef, Chief of Staff and Assistant to the President for
Governmental Relations
Rachael Dockery, General Counsel and Chief Compliance Officer
Brent Dunn, Vice President for University Advancement
Frank Einhellig, Provost
Steve Foucart, Chief Financial Officer
Dennis Lancaster, Chancellor of the West Plains Campus
Natalie McNish, Director of Internal Audit and Risk Management
Kyle Moats, Director of Athletics
Wes Pratt, Chief Diversity Officer and Assistant to the President
Suzanne Shaw, Vice President for Marketing and Communications
Dee Siscoe, Vice President for Student Affairs
Rowena Stone, Secretary to the Board of Governors
Shawn Wahl, Dean of the Reynolds College of Arts and Letters

Governor Silvey welcomed everyone to the meeting. She shared that Dr. Ron Del Vecchio, Dean of the College of Agriculture, passed away last month following a valiant battle with leukemia. While the university searches for the next dean, Dr. Anson Elliott, Governor, has generously offered to serve as interim dean on an unpaid, voluntary basis. Dr. Elliott previously served as Director of the College of Agriculture from 1980-2016. While serving as interim dean, Dr. Elliott will continue to participate in meetings of the Board of Governors, but will abstain from voting on

any action items, in order to avoid the appearance of any possible conflict of interest caused by his dual roles.

Approval of Minutes

Governor Silvey called for a motion to approve the open and closed minutes of the February 18, 2022, and March 31, 2022, meetings and April 7-8, 2022, Board Development Workshop. Governor Lynn Parman provided a motion, receiving a second from Governor Ann Kampeter for approval of all the minutes.

Motion passed 6-0. Governor Elliott abstained.

Consent Agenda

Governor Silvey noted the next item of business on the agenda was the approval of the consent agenda with an updated resolution for agenda item III.E.4. Items included in the consent agenda:

President

Approval of Appointment of Brad Bodenhausen as Vice President for Community and Global Partnerships

Approval of Employment Agreements for Athletics (Human Resources No. 1698-22)

Facilities and Equipment

Approval of Activity Report for the month of February 2022 (Activity Report No. 322-22)

Approval of Activity Report for the month of March 2022 (Activity Report No. 323-22)

Approval of Activity Report for the month of April 2022 (Activity Report No. 324-22)

Approval of consultant and authority to enter into an agreement for professional services in conjunction with the nursing simulation lab addition at Looney Hall on the West Plains Campus (West Plains Architects & Engineers No. 59-22)

Human Resources

Approval of Actions Concerning Academic Employees (Human Resources No. 1699-22)

Approval of Actions Concerning Non-Academic Employees (Human Resources No. 1700-22).

Procurement and Financial

Approval of Procurement Activity Report (Purchasing Activity Report No. 510-22)

West Plains Campus

Approval of Actions Concerning Academic Employees (West Plains Personnel No. 471-22)

Approval of Actions Concerning Non-Academic Employees (West Plains Personnel No. 472-22)

Approval of the New Academic Program for the Associate of Applied Science in Information Technology (West Plains Curriculum No. 107-22)

Approval of Michael Ennis as the recipient of an Honorary Associate of Applied Science degree from Missouri State University-West Plains (West Plains Awards No. 11-22). The revised resolution was available at each Board member's place for review.

Governor Amy Counts provided a motion for approval of the consent agenda with revised resolution, receiving a second from Governor Craig Fraizer.

Motion passed 6-0. Governor Elliott abstained.