

Serial Number #17-18-38D

TO: President David Dooley  
FROM: Mark Conley, Chairperson of the Faculty Senate

1. The attached BILL titled, the Five Hundred and Forty-eighth Report of the Curricular Affairs Committee: Creation of an Undergraduate Certificate in Innovation and Entrepreneurship in the College of Business, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on April 19, 2018.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective May 10, 2018 three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; or (3) the University Faculty petitions for a referendum.



Mark Conley  
Chairperson of the Faculty Senate

April 19, 2018

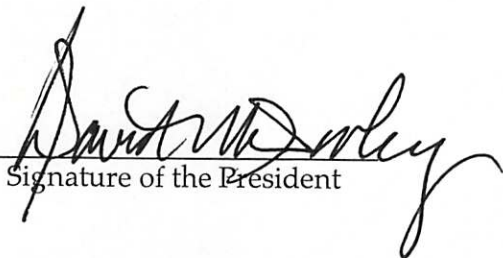
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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved \_\_\_\_.
- b. **Approved subject to Notice of the Council on Postsecondary Education** \_\_\_\_ ✓
- c. Disapproved \_\_\_\_.



Signature of the President

4.26.18  
(date)

## UNIVERSITY OF RHODE ISLAND FACULTY SENATE April 19, 2018

### Faculty Senate Curricular Affairs Committee Five Hundred and Forty-eighth Report

At the March 26, 2018 meeting of the Curricular Affairs Committee and by electronic communication, the following matters were considered and are now presented to the Faculty Senate.

### SECTION II Curricular Matters Which Require Confirmation by the Faculty Senate

#### PROGRAM PROPOSALS

##### COLLEGE OF BUSINESS:

##### **Creation of an Undergraduate Certificate in Innovation and Entrepreneurship: (see Appendix E)**

The program is a four course, 12 credit undergraduate certificate in innovation and entrepreneurship that will not only can stand alone, but can also provide a coherent structure for existing URI courses and allow scaffolding of content-specific entrepreneurship courses by URI colleges specific to their minors in entrepreneurship. As such, this proposal fills a gap at URI for programming in entrepreneurship and innovation that serves the CBA as well as other majors across the campus. The courses and sequencing have been carefully developed so as minimize barriers of entry and completion including prerequisites, and to supplement and also complement existing curricula. We have sought and received letters of support for our course development, and verbal support for this initiative from colleges at URI including CELS, ENGR, Nursing, and Arts and Sciences.

The COB undergraduate certificate in Innovation and Entrepreneurship will not require any new classes or FTEs. It is based on a strong offering of existing classes offered by the COB. The classes can accommodate students from any major. Courses will emphasize the application of entrepreneurship, innovation, and management concepts to ventures with an emphasis on experiential and project-based learning in the classroom and in the business community internal and external to URI.

The learning goals of this program are for students completing this program to be able to:

1. Demonstrate an understanding of the role of innovation and entrepreneurship in creating wealth and social value.
2. Identify and execute viable entrepreneurial opportunities.
3. Demonstrate an ability to work collaboratively in entrepreneurial contexts.

Abbreviated Proposal form  
For All Programs including Certificates  
No New Funding

**A Proposal for:** Undergraduate Certificate in Innovation and Entrepreneurship, College of Business

**Date:** January 30, 2018

**A. PROGRAM INFORMATION**

**A1. Name of institution** University of Rhode Island

**A2. Name of department, division, school or college**

Department: Management

College: Business

**A3. Title of proposed program and Classification of Instructional Programs [\(CIP\) code](#)**

Program title: Undergraduate Certificate in Innovation and Entrepreneurship

Classification code (CIP) 52.0701

**A4. Intended initiation date of program change. Include anticipated date for granting first degrees or certificates, if appropriate.**

Initiation date: Fall 2018 or when fully approved

First degree date: Spring 2019

**A5. Intended location of the program:** Main campus (Kingston)

**A6. Description of institutional review and approval process**

	<u>Approval Date</u>
Department	2/8/2018
College	2/8/2018
CAC/Graduate Council	
Faculty Senate	
President of the University	

**A7. Summary description of proposed program (not to exceed 2 pages)**

The program is a four course, 12 credit undergraduate certificate in innovation and entrepreneurship that will not only can stand alone, but can also provide a coherent structure for existing URI courses and allow scaffolding of content-specific entrepreneurship courses by URI colleges specific to their minors in entrepreneurship. As such, this proposal fills a gap at URI for programming in entrepreneurship and innovation that serves the CBA as well as other majors across the campus. The courses and sequencing have been carefully developed so as minimize barriers of entry and completion including prerequisites, and to supplement and also complement existing curricula. We have sought and received letters of support for our course

development, and verbal support for this initiative from colleges at URI including CELS, ENGR, Nursing, and Arts and Sciences.

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3. Demonstrate an ability to work collaboratively in entrepreneurial contexts.

**A8. Signature of the President**

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David M. Dooley

**A9. Person to contact during the proposal review**

Name: Nancy Forster-Holt

Title: Spachman Assistant Professor, College of Business Administration

Phone: 401.874.4681

Email: forsterholt@uri.edu

**A10. List and attach any signed agreements for any cooperative arrangements made with other institutions/agencies or private companies in support of the program.**

None are necessary for this program.

**B. RATIONALE: There should be a demonstrable need for the program.**

**B1. Explain and quantify the needs addressed by this program, and present evidence that the program fulfills these needs.**

We are training students to either Take a Job, or Make a Job. This program will provide the Rhode Island community, as well as our national and international populations, with an opportunity to develop a broad and deep skillset in innovation, entrepreneurship and intrapreneurship. This program satisfies strategic themes of the Academic Strategic Plan, 2016-2021, including providing the opportunity to engage in creative tasks, expanding research opportunities, and developing a foundation for student success beyond their academic pursuits. This program would provide an additional opportunity for URI to establish its niche and be competitive in attracting and retaining a robust community of students, alumni and scholars. The program

should satisfy perceived student interest, make our graduates able to take a job or make a job, as well as provide an opportunity that many students consider, but find at schools elsewhere.

The program is a four course, 12 credit undergraduate certificate in innovation and entrepreneurship that can either stand alone or else can provide a coherent structure for existing URI courses and allow scaffolding of content-specific entrepreneurship courses by URI colleges specific to their minors in entrepreneurship. As such, this proposal fills a gap at URI for programming in entrepreneurship and innovation that serves the CBA as well as other majors across the campus. The courses and sequencing have been carefully developed so as minimize barriers of entry and completion including prerequisites, and to supplement and also complement existing curricula. We have sought and received letters of support for our course development, and verbal support for this initiative from colleges at URI including CELS, ENGR, Nursing, and Arts and Sciences.

Students will learn and apply classic and cutting edge business theories and practices in:

- Innovation - novel and creative ways to create value through new products or services, new business models or new processes,
- Entrepreneurship (new business ideation and creation, including intrapreneurship and social ventures),
- New venture growth (including social ventures).

Courses will introduce the application of entrepreneurship, innovation, and management concepts to ventures with an emphasis on experiential and project-based learning in the classroom and in the business community internal and external to URI.

Rationale: There is a wealth of evidence demonstrating the need for this program, including:

1. People do not need an entire entrepreneurship major to start a business but one of the fundamental causes of business failures is that the entrepreneur has the technical skills but lacks the business and or entrepreneurial skills that are essential for business success. Many people start a company because they are good at one thing but cannot manage or grow it. The student may be the one to start a company, or else they may be brought on to a startup or early stage team. They will need tools to evaluate such an opportunity including business planning.
2. Employers tell us, for example through advisory board meetings, Risica lectures, and career day participation, that they seek students who can critically evaluate business opportunities. Comments like these were integrated into the curriculum design of the major, minor and certificate programs for Innovation and Entrepreneurship. Entrepreneurship is a process and a journey, not a one-time event. It is rare to hit a homerun right out of school, or with a first idea, but students have to do the foundational work now, so they are ready for -- and can recognize--opportunities. Along with new venture creation, the entrepreneurship curriculum will help students develop tools and networks to be an entrepreneur, work for a start up, or join companies which require continuous innovation.
3. A student will likely take a job before they ever make a job. Our surveys of students show consistently that a significant percent want to work for an innovative employer. With courses in entrepreneurship and small business management, they are not just more employable to smaller companies – all sizes of companies are seeing the benefits of innovation and shaking up the traditional product cycle. If students take a job with this training, they will shorten the learning curve of employment by a smaller company or be in the position to advise a smaller company. This

training will provide a distinction on their resume in terms of what they can offer to employers thus adding another layer of employability.

4. Roughly 99 percent of all businesses in the U.S. stay small or are startups that intend to grow. Commerce Rhode Island estimates that 96% of all business in Rhode Island fit this description. Rhode Island small business employed almost 55 percent of the workforce in 2015. The Small Business Administration provides an annual profile of small business activity by state. We provide the link to the profile for Rhode Island here:  
[https://www.sba.gov/sites/default/files/advocacy/Rhode\\_Island.pdf](https://www.sba.gov/sites/default/files/advocacy/Rhode_Island.pdf)

There are many state initiatives that are timely and specific to our proposal. These initiatives include a 2017 study<sup>1</sup>, which recognized the importance of entrepreneurship to the RI economy and the passage of a bond initiative in 2016 to develop an innovation campus centered on the strengths of URI.

5. Small businesses are not simply little big businesses. Many business theories were developed around larger companies, and do not apply well to smaller companies. Also, many issues faced by smaller companies are vastly different than larger companies. Education in those differences can help to make a student a more attractive candidate to employers, and be well prepared to start, manage and grow a venture.

## **B2. What is the economic need and workforce data related to the program?**

### **a. Provide information on jobs available as a result of successfully completing the certificate or degree: job titles, job outlook/growth, and salaries.**

In a quote from a 2012 Bureau of Labor Standards report *Employment Growth from Public Support of Innovation in Small Firms*, authors Albert N. Link and John T. Scott explain that the emphasis on employment growth was motivated “not only by the academic literature, but also by the current policy emphasis on job growth, especially as it relates to public support of innovation in small firms.” Aside from the fact that most businesses are, by definition, “small,” the authors cite research that references job creation numbers: on average, about 60 percent of all jobs in the United States are generated by firms with 20 or fewer employees, and independent, small entrepreneurs account for a big piece of that.

Reports from the US Small Business Administration Office of Advocacy support this, and point to a future for a majority of our students in smaller companies: 99.7 percent of all firms are small businesses, small businesses produce 13 times more patents than large businesses, 97.3 percent of all exporters and 30 percent of all exports come from the small business sector.

Finally, there is an educational opportunity for non-business students. This program will provide a foundation for students in all URI disciplines – it is a misconception that business students are most likely to start new

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<sup>1</sup> Providence Business News, February 14, 2017, “Rhode Island Foundation Lays Roadmap for Small-Business Success with Study”, <http://pbn.com/RI-Foundation-lays-roadmap-for-small-business-success-with-study,120432?>  
<http://pbn.com/Innovation-Campus-plans-starting,120570>

companies. Many non-business majors are interested, -- perhaps even more so than business majors -- on originating, joining, and growing new ventures. They will be better prepared to do so with the tools and basic knowledge that this certificate will provide.

**B2. What is the economic need and workforce data related to the program?**

**---AND---**

**B3. Provide information on jobs available as a result of successfully completing the certificate or degree: job titles, job outlook/growth, and salaries.**

This answer is meant to satisfy both B2 and B3: Recent research (11/2/2017) from the BLS Business Employment Dynamics program indicates that over half of the firms that experienced *high growth* from 2009 to 2012 had less than 10 employees in 2009. Often an advertised job title does not contain the words entrepreneurship or innovation, but the description does. A search of the job posting aggregator LinkedIn shows job openings that contain the following terms: innovation (344,073), Innovative (422,154), entrepreneurial (109,538), while advertised job titles were: accounting (23,049), mechanical engineer (6,850), Marketing specialist (14436), logistics (119,259). This reflects what we on the URI campus hear from employers: that skills that reflect innovation, entrepreneurship and small firm management and growth are in demand.

**C. INSTITUTIONAL ROLE: The program should be clearly related to the published role and mission of the institution and be compatible with other programs and activities of the institution.**

**C1. Explain how the program is consistent with the published role and mission of the institution and how it is related to the institution's academic planning.**

This initiative directly answers the call to action contained in the URI Academic Strategic Plan. Not only does it align with the university's strategic plan for building a campus-wide environment of innovation and entrepreneurship, but it is an important piece of the university and the state initiative for a multi-million dollar project on innovation. The entrepreneurship program is essential to the success of this important statewide project.

Specific goals that this will address are as follows:

Goal 1 (Enhance Student Success) Strategy 2: Expand opportunities for experiential learning.

- The certificate will offer many opportunities for experiential learning in the classes including:
- Consulting assignments solving problems solicited from the Rhode Island business community.
- Business pitch competitions
- Job shadowing
- Participation in business plan competitions
- Interaction with SPARC partners and clients
- Flagship events such as the Hackathon, Aging Forum

Goal 2 (Expand Research, Scholarship, and Creative Work) Strategy 3: The coursework in the certificate targets research initiatives that impact economic and workforce development by building recognition for creative work that interconnects with economic and workforce development. This will

be accomplished by student-based research involving new business/product innovations that are a part of courses in this program.

Goal 2 Strategy 4: Involving undergraduate students in rich and varied research, creative projects and other opportunities. Students in the program take a creativity class specifically designed for the entrepreneurship curriculum. This will be reinforced through projects among the courses in the certificate, which call upon their creativity in identifying problems that exist and products/businesses that provide solutions to these problems.

Finally, this initiative is a direct outcome of the College of Business' College-wide planning meetings in August 2016 and 2017, and a Dean's task force in 2017 on enhancing opportunities for student entrepreneurship, specifically developing an entrepreneurship 'track' (certificate, minor, major).

The program builds on current efforts by CBA in communication with its advisory committee to strengthen the College's capabilities to offer training in innovation and entrepreneurship. These efforts included hiring of faculty in the fall of 2016 with the responsibility of designing, proposing and teaching new courses. Our entrepreneurship faculty regularly met and discussed this degree with local entrepreneurs and alumni participants in the greater Rhode Island network of entrepreneurs and innovators. Their feedback has been tremendously valuable. In addition, CBA is currently working on establishing a formal entrepreneurship/innovation advisory board.

**D. INTER-INSTITUTIONAL CONSIDERATIONS: The program should be consistent with all policies of the Council on Postsecondary Education pertaining to the coordination and collaboration between public institutions of higher education.**

**D1. Estimate the projected impact of this program on other public higher education institutions in Rhode Island (e.g. loss of students or revenues), provide a rationale for the assumptions made in the projections, and indicate the manner in which the other public institutions were consulted in developing the projections. Have you communicated with other institutions about the development of this program and have any concerns been raised related to role, scope, and mission or duplication.**

There are no similar programs being offered by any other state sponsored school in Rhode Island. We have reviewed the curriculum and programs at Rhode Island College and have not found any duplication. Statewide, URI's CBA was included in two work groups, one that was convened in December 2016, by RI Commerce, where several top schools in Rhode Island shared the details of any programs that aim to train students in entrepreneurship. In sharing our plans with this group, it was clear that there were not concerns about mission, scope or duplication. The Social Enterprise Greenhouse convened another work group throughout the 2016-17 academic year in Providence, for purposes of sharing and supporting, and again, we found no overlap or conflict.

**D2. Using the format prescribed by the Council on Postsecondary Education, describe provisions for transfer students (into or out of the program) at other Rhode Island public institutions of higher education. Describe any transfer agreements with independent institutions. The institution must also submit either a Joint Admissions Agreement transition plan or the reason(s) the new program is not transferable (see**



*Procedure for Strengthening the Articulation/Transfer Component of the Review Process for New Programs* ).

Courses are not allowed to transfer to this program; only URI-based courses according to the curriculum sheet are eligible to fulfill requirements of this certificate.

**D3. Describe any cooperative arrangements or affiliations with other institutions in establishing this program. (Signed copies of any agreements pertaining to use of faculty, library, equipment and facilities should be attached.)**

N/A

**D4. How does this program align to academic programs at other institutions?**

We included review of US News' top 25 ranked undergraduate majors in entrepreneurship and innovation in the U.S. as we developed this degree proposal. As a result of this review and in discussions during development of our proposals for the minor, major and now the certificate, we feel that it at a minimum meets the standards set by examples of best practices at high achieving academic programs at other institutions.

**D5. Are recipients of this credential accepted into programs at the next degree level without issue?**

Yes, just as any undergraduate with a URI bachelor's degree would be, and subject to fulfilling the requirements of acceptance into the next degree level.

**D6. How does this program of study interface with degree programs at the level below them?**

We are interpreting this question to mean community college level. The interface would be a function of articulation agreements and advising. As such it would be a strong offering to a student who has earned a 2-year degree and seeks to continue for a 4-year degree at URI.

**D7. If external affiliations are required, identify providing agencies. (Indicate the status of any arrangements made and append letters of agreement, if appropriate.)**

N/A

**D8. Indicate whether the program will be available to students under the New England Board of Higher Education's (NEBHE) Regional Student Program (RSP).**

No.

**E. PROGRAM:** The program should meet a recognized educational need and be delivered in an appropriate mode.

**E1. Prepare a typical curriculum display for one program cycle for each sub-major, specialty or option, including the following information:**

**a. Name of courses, departments, and catalog numbers and brief descriptions for new courses, preferably as these will appear in the catalog.**

Required courses:

- BUS 149: Introduction to Entrepreneurship and Innovation:
- BUS 247: Business of Innovation: Design process
- BUS 249: Business of Innovation: Lean startup
- BUS 349: Special Topics in Entrepreneurship and Innovation

**b. Are there specializations and/or tracks/options/sub-plans/concentrations? If so, describe required courses in area of specialization or tracks/options/sub-plans/concentrations.**

See above

**c. Course distribution requirements, if any, within program.**

N/A

**d. Total number of free electives available after specialization requirements are satisfied.**

N/A

**e. Total number of credits required for completion of program or for graduation. Present evidence that the program is of appropriate length as illustrated by conformity with appropriate accrediting agency standards, applicable industry standards, or other credible measure, and comparability of lengths with similar programs in the state or region.**

A minimum of 12 credits with an overall GPA of 2.0. Also a GPA of 2.0 (includes all attempts) is mandatory for the four courses required by the certificate. All of the credits for the certificate (4 courses) must be completed at URI.

**Identify any courses that will be delivered or received by way of distance learning (refer to [Policy on Distance Learning, Council on Postsecondary Education, State of Rhode Island and Providence Plantations](#)).**

It is possible that some of these courses could be delivered by way of distance learning. BUS 149 is a candidate for this, and could be discussed in the near future.

**f. Is the program content guided by program-specific accreditation standards or other outside guidance?**

Not according to specific standards, but the development of the certificate has been influenced by the needs of URI colleges and best practices in leading undergraduate entrepreneurship (top 25 by US World Report rankings) and innovation programs.

**E2. Describe certification/licensing requirements, if any, for program graduates and the degree to which completion of the required course work meets said requirements. Indicate the agencies and timetables for graduates to meet those requirements.**

None.

**E3. Include the learning goals (what students are expected to gain, achieve, know, or demonstrate by completion of the program) and requirements for each program.**

The learning goals of this program are for students completing this program to be able to:

1. Demonstrate an understanding of the role of innovation and entrepreneurship in creating wealth and social value.
2. Identify and execute viable entrepreneurial opportunities
3. Demonstrate an ability to work collaboratively in entrepreneurial contexts.

**E4. Demonstrate that student learning is assessed based on clear statements of learning outcomes and expectations.**

Refer to document titled, “New Program proposal Student Learning Outcomes Assessment Plan”

**E5. Provide an assessment plan detailing what a student should know and be able to do at the end of the program and how the skills and knowledge will be assessed. Consult with the [Office of Student Learning, Outcomes Assessment, and Accreditation \(SLOAA\)](#) to prepare a [Learning Outcomes Assessment Plan](#) for student learning assessment. Following consultation, submit a final draft of the plan to the Chair of the [Learning Outcomes Oversight Committee](#) (LOOC) for approval by the full Learning Outcomes Oversight Committee.**

This has been completed and submitted in this proposal process.

**F. FACULTY AND STAFF: The faculty and support staff for the program should be sufficient in number and demonstrate the knowledge, skills, and other attributes necessary to the success of the program.**

**F1. What are the number of each needed?**

We will be using existing faculty. In the Fall 2016, the College of Business made two full time new hires and also has another faculty under a lecturing contract. As the program grows, we will offer the courses for the program during summer and J-term in order to accommodate the timely completion of the program by students.

**F2. Are these new positions or reassignments?**

No, these are existing faculty, as of Fall 2016.

**F3. What are the minimal degree level and academic/technical field requirements and certifications required for teaching in this program?**

According to our accrediting body, the AACSB, there are several levels that would satisfy this requirement. These level range from terminal degree and a research faculty, to an actively practicing professional who has earned a masters degree.

**G. STUDENTS:**

**G1. How are students selected for the program? Students will self-select into this certificate offering.**

**G2. Are there admission requirements?**

To participate in this COB certificate the student must have a GPA of 2.5 and permission of their college.

**G3. What is the primary source of students?**

The College of Business, College of Engineering, College of Environment and Life Sciences, The Harrington School of Communication, College of Arts and Science, and Nursing have expressed early interest in sending students to the certificate in Innovation and Entrepreneurship. Surveys of students have revealed a strong interest in coursework in innovation and entrepreneurship. We would also at a minimum require participation in this certificate by students who are accepted into the Innovation Living Learning Community (this LLC concept is currently being studied).

**a. New students or drawn from other programs?**

Students enrolling in this program will already be students attending or matriculating to URI.

**b. Industry sponsored students/ employees? Describe. None.**

**G4. What is the estimated number of students in the program?**

We anticipate that we will start with 15-20, and add 15-20 per year. Although there are many students who are taking our Innovation classes that started in SP 2017, we conservatively estimate the number who will actually opt in to the certificate. However, based on the discussion in Section B, we anticipate year on year growth in this program. As the numbers in the program grow we will increase the sizes of sections of the required courses rather than add additional sections thereby avoiding the need for additional resources the first 5 years. We also anticipate additional courses across campus that will become available to increase the options available for students to complete the Part B requirements of the certificate. This also allows growth in the program without necessitating requests for additional resources.

**G5. What is the estimated number of annual graduates? 20 per year.**

**H. EVALUATION:**

**H1. How will the program be evaluated?**

**a. Performance measures to evaluate the program.**

Metrics we will track include the number of students who have joined, their school year and credit hours, number of interdisciplinary registrations, number of students completing the program.

**b. Will the program be accredited? If so, when? How?**

The program falls under the College of Business Administration accrediting body, the AACSB.

**I. WHAT SPECIAL EQUIPMENT OR RESOURCES ARE NEEDED?**

**I1. Special instructional resources and services needed? (Clinical space, internships, proctors).**

NONE

**I2. Facilities and capital equipment?**

The instructors for some of the innovation classes will follow the protocol for training on and requesting access to the Active Learning Classrooms and the Library's Maker space.

**J. IS THE PROGRAM FINANCIALLY VIABLE?**

**J1. If no new funding is required and the new program can be administered entirely with existing funds, include a five-year plan demonstrating that existing funds are sufficient for carrying out the program. Proposers shall request a "Statement of No Financial Impact" from the URI Budget and Financial Planning Office.**

If new funding for faculty, staff, equipment or facilities *is* required, complete the budget form (select [Academic Program Change Forms](#)) (see also [Budget Form Instructions](#)) and submit the entire proposal with budget form to the URI Budget and Financial Planning Office.

We will include in the submission material the letter from the URI Budget Office concurring with our statement that there will be no financial impact as a result of this program.



MEMORANDUM

26 February 2018

To: Nancy Forster-Holt, College of Business Administration

From: Brian Heikes, LOOC Chair *BH*

Re New Certificate Program Assessment Plan Review and Approval

This memo and the attached SLOAA-LOOC review constitute approval of your New Program Assessment Plan for the 4-course 12-credit Certificate in Innovation and Entrepreneurship. Good luck and speed with your full proposal.

Cc: E. Finan

## New Program Proposal Student Learning Outcomes Assessment Plan (Accredited, Non-Accredited and Certificate Programs)

Each new program that is being proposed must have clearly articulated program learning goals (Section B1 of the new program proposal) and student learning outcome statements linked to curriculum and course experiences/requirements (Section E3/E4a of the new program proposal). The Plan also requires each program to create an assessment timeline (Section E4b of the new program proposal) indicating a commitment to assess outcomes during the two-year assessment cycle (noting when and how learning outcomes assessment is planned).

### Program Information:

<b>Program:</b>	Undergraduate degree in Innovation and Entrepreneurship
<b>Academic year proposal submitted:</b>	2017-18
<b>Degree(s):</b>	Undergraduate certificate – Innovation and Entrepreneurship
<b>Department Chair:</b>	Dr. Doug Hales
<b>Program Director:</b>	Dr. Elizabeth Cooper
<b>Accredited Program:</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, next accreditation report due: 2018

**Proposal prepared by:** *Dr. Nancy Forster-Holt, Assistant Professor, College of Business*

### Program Goals:

Goals should relate to the mission of the department, college, and university in which the program resides. These broad, general statements encompass what it means to be an effective program. Goals are evaluated by measuring specific student learning outcome statements related to the individual goal: what the program expects students to know and be able to do upon completion of the program.

#1	Students will demonstrate an understanding of the role of innovation and entrepreneurship in creating wealth and social value.
#2	Students will identify viable entrepreneurial opportunities and strategies.
#3	Students will demonstrate an ability to work collaboratively in entrepreneurial contexts.

(Add lines as necessary.)

## New Program Proposal Student Learning Outcomes Assessment Plan (Accredited, Non-Accredited and Certificate Programs)

### Curriculum Mapping:

(Section E3/E4a of  
the proposal)

Success in achieving goals is evaluated directly or indirectly by measuring specific learning outcomes related to the goal. Across the top of the matrix, list courses and other requirements for the program, ordered from left to right in the usual chronological sequence. Down the side of the matrix, list programmatic student learning outcomes associated with goals. Using the **Map Key** below, indicate the degree to which an outcome will be taught and/or assessed in relevant courses.

#### MAP KEY

I = Outcome Introduced

R = Outcome Reinforced

E = Outcome Emphasized

\*\* = course has no/few pre-reqs, hence Goal 1 Outcome (I)ntroduced

Program:		Course Numbers/Program Requirements:												
Student Learning Outcomes (Competencies) by Goal:		<div style="font-size: small;">In addition to specific course requirements, please include other requirements that may not be associated with a course number such as internships, service learning, portfolios, and thesis/dissertation proposals or defenses, and comprehensive exams for graduate programs.</div> <div style="font-weight: bold; margin-top: 5px;">&lt;-----REQUIRED--&gt;</div>												
		BUS149	BUS247	BUS249	BUS349									
Goal #1	1.1 Identify innovation and entrepreneurship in the contexts of startups, corporations, social endeavors in order to critically evaluate real world examples.	I/ R **	I **	I **	R/ E									
Goal #2	2.1 Identify and apply business tools and theories of innovation  2.2 Identify and apply the design process to solve an issue in an existing organization	I	I/ R	R	E									



**New Program Proposal**  
**Student Learning Outcomes Assessment Plan**  
**(Accredited, Non-Accredited and Certificate Programs)**

Goal #2	2.1 Identify and apply business tools and theories of innovation	I		R	E											
	2.2 Identify and apply the design process to solve an issue in an existing organization		I/ R													
	2.3 Apply problem identification, problem solving and decision making skills to evaluate problem/solution fit	I		R	E											
Goal #3	3.1 Teams will identify and analyze the idea-to-business pathway	I	I	I/ R												
	3.2 Teams will apply tools and theories of innovation to new or existing business project	I		R	R											

Please note: course numbers in Bold indicate 6 required courses. Course numbers in italics indicate the list where student has a choice of two.

**(I) INTRODUCED** - Learning activities focus on basic knowledge, skills, and/or competencies aligned with the particular student learning outcome. It may be that only one (or a few) aspect(s) of a program outcome is addressed in the given course.

**(R) REINFORCED** - Students are expected to possess a basic to strong level of knowledge and familiarity in demonstrating the program outcome. Instruction and learning activities concentrate on enhancing and strengthening the knowledge and skills. Several aspects of the outcome are addressed in the given course and activities may continue to build upon previous competencies with increased complexity.

For assistance, contact: Office of Student Learning, Outcome Assessment, and Accreditation: 874-9517; 874-9379  
Form update: 1/2015

**New Program Proposal**  
**Student Learning Outcomes Assessment Plan**  
**(Accredited, Non-Accredited and Certificate Programs)**

**(E) EMPHASIZED** - Students are expected to possess an advanced level of knowledge, skill, or competency aligned with the particular outcome. Instructional and learning activities focus on the use of the skills tied to the outcome in multiple contexts and at multiple levels of complexity, to support students' mastery of the outcome.

## New Program Proposal Student Learning Outcomes Assessment Plan (Accredited, Non-Accredited and Certificate Programs)

**[PLEASE NOTE: PAGE INTENTIONALLY LEFT BLANK.  
AT THIS TIME, THIS PAGE IS NOT REQUIRED FOR PROGRAMS THAT ARE PART OF AN ACCREDITED CURRICULUM.  
ACCREDITED PROGRAMS AT URI REPORT EVERY TWO YEARS USING THE NEASC E1B FORM WHICH ASKS FOR SPECIFIC  
INFORMATION AND METRICS.]**

### Assessment Timeline:

(Section E4b of the  
proposal)

Indicates when and how student learning will be assessed based on learning outcome statements and expectations. Refer to the curriculum map to propose an assessment timeline in which you will plan to assess the program-level student learning outcomes. Note: Specify a 6-year plan for assessment to represent **3 two-year reporting periods**:

Assessment Reporting Period 1: the first academic year in which the program would plan to assess at least one outcome.

Assessment Reporting Period 2: follows two years later, with plans defined for assessing another outcome(s).

Assessment Reporting Period 3: follows two years later, with plans defined for assessing additional outcome(s).

All goal areas should be assessed by at least one outcome during the 6-year plan.

Academic Reporting Year(s)	Outcome(s)	Course(s) and Other Program Requirements	Assessment Evidence (direct/indirect)	Assessment Method
	<u>WHICH</u> outcome(s) will you examine in each period?  (Use number(s) from curriculum map, e.g. 1.1)	<u>WHERE</u> will you look for evidence of student learning (i.e., what course(s)/program requirements)? (Designate for each outcome noted.)	<u>WHAT</u> student work or other evidence will you examine in order to generate conclusions and recommendations? (Designate for each requirement noted.)	<u>HOW</u> will you look at the evidence; what means will you use to quantify the evidence? (Designate for each source of evidence noted.)
Assessment Reporting Period 1 <sup>1</sup> : Report due May 20__				
Assessment Reporting Period 2: Report due May 20__				
Assessment Reporting Period 3: Report due May 20__				

**New Program Proposal**  
**Student Learning Outcomes Assessment Plan**  
**(Accredited, Non-Accredited and Certificate Programs)**

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<sup>1</sup> Initial reporting year will depend on timeframe for program implementation and student cohort size.

## NEW PROGRAM ASSESSMENT PLAN REVIEW

**DATE of SLOAA Review:**  
02/15/18  
**DATE of LOOC Review:**  
02/26/18

**Academic Program/Degree:** UNDERGRADUATE CERTIFICATE: Innovation and Entrepreneurship  
**College:** College of Business  
**Date New Program Assessment Plan Submitted for review:** February 15, 2018  
**Faculty Member(s) Submitting Plan Proposal:** Nancy Forster-Holt, Douglas Hales, Elizabeth Cooper

F E E D B A C K	<b>Strengths:</b>					
	<b>SLOAA:</b> <ul style="list-style-type: none"> <li>The curriculum is concise defined by required courses only.</li> <li>The certificate coursework is developmental in rigor with courses at the 100, 200, 300 level.</li> <li>The 3 goal areas link to the learning outcomes which detail the specific knowledge, skills and abilities students will acquire through their coursework as they earn the certificate.</li> </ul> <b>LOOC:</b> No additional comments					
	<b>Suggestions for improvement:</b>					
	<b>SLOAA:</b> <ul style="list-style-type: none"> <li>Program responded to questions or concerns during preliminary planning and discussions.</li> <li>Consider rephrasing Goal 2 to better capture the overarching purpose of this goal as defined by the 3 well written learning outcome statements nested within Goal 2 on the curriculum map. The outcome statements clearly describe higher levels of cognitive achievement expected by students such as evaluate/apply/solve indicating students will be expected to do much more than <i>identify</i> (...opportunities and strategies). While the program has the expertise to consider the appropriate phrasing, an example follows: <i>Students will apply knowledge and skills to solve problems within the context of entrepreneurial business.</i></li> </ul> <b>LOOC:</b> One of the required courses was not found in the URI course catalog. The course is new and as of 2/21/18 just entered the Faculty Senate review process. Suggest a course description with title be included when the certificate proposal is submitted to CAC.					
	<b>Issue(s) of note:</b>					
	<b>SLOAA:</b> The suggestion about Goal 2 was not made to the program during preliminary email exchanges. <b>LOOC:</b> No additional comments					
<b>Assessment Plan Designation:</b>						
	1	X		2		
					3	

The Assessment Plan is ready for implementation	The Assessment Plan can be implemented after minor revisions, as indicated, and does not require further review	The Assessment Plan requires revisions, and should be submitted for further review after revisions, by date: _____
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Program Information		Reviewer Ratings & Comments				
Information box complete		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Incomplete	<i>Suggestions:</i>		
Criteria		Efficacy of Plan Description & Content				Suggestions for improvement
		Less Developed	Developing	Well Developed	Not addressed	
PART I	<b>1. Program goals</b>					
	a. Broad statements of program learning goals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Goal 2 could strengthened as an overarching goal area for the certificate with minor rephrasing based on the learning outcome statements.
	b. Limited in number (ideally 2-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PART II	<b>2. Learning outcomes/competencies</b>					
	a. Linked to goals (numbered 1.1 etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Well defined statements Higher level of Blooms verbs used to describe student learning expectations.
	b. Each goal is represented by at least one outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	c. Statements are observable/measurable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	d. Directed at what students will know or be able to do	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	e. Reasonable number (ideally 1-3 per goal)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<b>3. Curriculum Map</b>					
	a. Program requirements are listed, developmentally when possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	b. Outcomes are linked to appropriate requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

		Reviewer Ratings & Comments				
Criteria		<i>Efficacy of Plan Description &amp; Content</i>				<i>Suggestions for improvement</i>
		<b>Less Developed</b>	<b>Developing</b>	<b>Well Developed</b>	<b>Not addressed</b>	
<b>P A R T  III</b>	<b>4. Assessment Timeline (3-year plan)</b>					
	a. Assessment Reporting Period 1 is thoroughly presented	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	b. Assessment Reporting Periods 2 and 3 are presented	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	c. All goals are represented by at least one outcome somewhere in the 3 reporting periods	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	d. Requirements are clearly stated and connected to outcomes (from Curriculum Map)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	e. Evidence is stated for each designated outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	f. Selection of evidence takes advantage of existing indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	g. Evidence is stated in enough detail to guide assessment activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	h. Evidence is feasible for collection within the timeline	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	i. Methods for quantifying evidence are stated for each designated outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	j. Methods are appropriate for evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

BUDGET AND FINANCIAL PLANNING

Adams House, 85 Upper College Road, Kingston, RI 02881 USA p: 401.874.2509 f: 401.874.5824 uri.edu/budget



DATE: February 26, 2018

TO: Nancy F. Neff  
Coordinator, Faculty Senate

FROM: Linda Barrett  
Director, Budget and Financial Planning

SUBJECT: Proposal for an Undergraduate Certificate in Innovation and Entrepreneurship

As requested in an email from Douglas Hales, Associate Dean in the College of Business Administration, dated February 8, 2018, the Budget and Financial Planning Office has reviewed the submitted documents related to the proposal for a Certificate in Innovation and Entrepreneurship.

The Budget and Financial Planning Office, including communication with Enrollment Services, concurs that the request for an Undergraduate Certificate in Innovation and Entrepreneurship is not anticipated to have an impact on the Fund 100 unrestricted budget as it has been presented and that no new revenues are projected since the major is for students that are currently enrolled at URI.

Please let us know if you require any further information.

cc:	Donald DeHayes	Dean Libutti
	Laura Beauvais	Matthew Bodah
	Maling Ebrahimpour	Douglas Hales
	Cheryl Hinkson	Colleen Robillard
	Joanne Lawrence	John Humphrey

Office/BudgetImpactStatements/undergraduatecertificateininnovationandentrepreneurship/BudgetImpactStatementLetter



## ACADEMIC PROGRAM BUDGET FORM- Entrepreneurship and Innovation Certificate Program

Use this form for programs that can be pursued on a full-time basis, part-time basis, or through a combination of full-time and part-time attendance. **Page 1 of 3**

Choose one: ☐ Full-time    ☐ Part-time    ☒ Combination of full- and part-time

### REVENUE ESTIMATES

	Year 1 2018		Year 2 2019		Year 3 2020		Year 4 2021	
Tuition: In-State	\$12,002		\$12,488		\$12,488		\$12,488	
Tuition: Out-State	\$28,972		\$29,402		\$29,402		\$29,402	
Tuition: Regional	\$21,004		\$21,854		\$21,854		\$21,854	
Mandatory fees per student	\$1,790		\$1,908		\$1,908		\$1,908	
FTE # of New Students: In-State	0		0		0		0	
FTE # of New Students: Out-State	0		0		0		0	
# of In-State FTE students transferring in from the institution's existing programs	0		0		0		0	
# of Out-State FTE students transferring in from the institution's existing programs	0		0		0		0	
<b>TUITION AND FEES</b>	Newly Generated Revenue	Revenue from existing programs	Newly Generated Revenue	Revenue from existing programs	Newly Generated Revenue	Revenue from existing programs	Newly Generated Revenue	Revenue from existing programs
<b>First Year Students</b>								
In-State tuition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Out-of-State tuition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regional tuition								
Mandatory fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Second Year Students</b>								
In-State tuition			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Out-of-State tuition			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regional tuition								
Mandatory fees			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Third Year Students</b>								
In-State tuition								
Out-of-State tuition								
Regional tuition								
Mandatory fees								
<b>Fourth Year Students</b>								
In-State tuition								
Out-of-State tuition								
Regional tuition								
Mandatory fees								
<b>Total Tuition and Fees</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>GRANTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>CONTRACTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>OTHER (Specify)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Grants, Contracts, Other</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: All of the above figures are estimates based on projections made by the institution submitting the proposal.

## ACADEMIC PROGRAM BUDGET FORM

Use this form for programs that can be pursued on a full-time basis, part-time basis, or through a combination of full-time and part-time attendance. **Page 2 of 3**

### EXPENDITURE ESTIMATES

	Year 1 20__		Year 2 20__		Year 3 20__		Year 4 20__	
	Additional resources required for program	Expenditures from current resources	Additional resources required for program	Expenditures from current resources	Additional resources required for program	Expenditures from current resources	Additional resources required for program	Expenditures from current resources
<b>PERSONNEL SERVICES</b>								
Administrators								
Faculty								
Support Staff								
Others								
Fringe Benefits %								
<b>Total Personnel</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>OPERATING EXPENSES</b>								
Instructional Resources								
Other (specify)								
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CAPITAL</b>								
Facilities								
Equipment								
Other								
<b>Total Capital</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET STUDENT ASSISTANCE</b>								
Assistantships								
Fellowships								
Stipends/Scholarships								
<b>Total Student Assistance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

NOTE: All of the above figures are estimates based on projections made by the institution submitting the proposal.

## ACADEMIC PROGRAM BUDGET FORM

Use this form for programs that can be pursued on a full-time basis, part-time basis, or through a combination of full-time and part-time attendance. **Page 3 of 3**

	Year 1 20__	Year 2 20__	Year 3 20__	Year 4 20__
<b>BUDGET SUMMARY OF COMBINED EXISTING AND NEW PROGRAM</b>				
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00
<b>Excess/Defecency</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BUDGET SUMMARY OF EXISTING PROGRAM ONLY</b>				
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00
<b>Excess/Defecency</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BUDGET SUMMARY OF NEW PROGRAM ONLY</b>				
Total of Newly Generated Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Total of Additional Resources Required for	\$0.00	\$0.00	\$0.00	\$0.00
<b>Excess/Deficiency</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

NOTE: All of the above figures are estimates based on projections made by the institution submitting the proposal.

**LIBRARY IMPACT STATEMENT (New Program Proposal)**  
**LIBRARIAN'S ASSESSMENT**

The Collection Management Officer will complete this form as requested, assessing library materials and collections as detailed below, returning. Subject selectors who receive requests for Library Impact Statements for new programs should forward those requests to the CMO.

Program: Innovation and Entrepreneurship Undergraduate Certificate\_\_\_\_\_

Department, College: College of Business\_\_\_\_\_

Faculty Member: Nancy Foster-Holt\_\_\_\_\_

Date returned to Faculty: 3/15/18\_\_\_\_\_

Librarian Completing Assessment: \_Joanna M. Burkhardt\_\_\_\_\_

Collection Management Officer: Joanna M. Burkhardt\_\_\_\_\_

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Assessment of:

- Suitability of existing library resources;
- New library resources required to support the program;
- Information skills education required by the students; and
- Funds needed for library materials and services.

Please include:

1. What library holdings already exist in relevant subject categories? How much money is now allocated in the program subject area?

The library has substantial holdings in the areas of business and entrepreneurship. We hold both monographs and journals in relevant areas. The allocation for monographs in Business for the 2017-18 fiscal year is approximately \$12,000. The cost of journals is not broken out by department.

2. Does URI have the essential journals as noted in the Faculty Questionnaire?

The questionnaire indicates that the journals we currently provide are sufficient for the program. We do not have any plan to cut our budget for journals. It is likely that we will be able to continue to provide all current resources.

3. What new resources are required to support the program (including media, electronic, or other non-print materials)?

No new library resources are required to support this program.

4. What information mastery sessions will be required for the students?

No Information Mastery sessions are required for students. Should individual instructors wish to offer sessions to students, appointments can be made with library faculty to do so. Instructors should contact the Public Services Department at the Library before the beginning of the relevant semester.

5. What is the approximate cost to acquire the materials necessary? Which of these will be continuing costs?

There are no new costs to the Library for the support of this program.

**College of Business Administration  
Innovation and Entrepreneurship Certificate**

This 12-credit formalized certificate is designed to give students the opportunity to gain some business career skills to supplement their non-business major.

**REQUIREMENTS FOR INNOVATION AND ENTREPRENEURSHIP CERTIFICATE ARE:**

1. Students must commit to the ***Innovation and Entrepreneurship*** certificate during the semester in which the student expects to complete 75 credit hours. Requirements are satisfied by completion of the 12 credits as listed below.
2. A minimum grade of "C" must be earned in the 12 required credits.
3. All courses for the certificate must be earned at the University of Rhode Island.
4. Courses in the certificate may not be taken under the Pass/Fail option.

Student's Name (print)	Major Program/Plan	Email
------------------------	--------------------	-------

ID Number	Graduation Date (mm/yyyy)
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**Required:**

<b>BUS 149</b>	Introduction to Entrepreneurship	_____
<b>BUS 247</b>	Business of Innovation: The Design Process	_____
<b>BUS 249</b>	Business of Innovation: Lean Startup	_____
<b>BUS 349</b>	Topics in Innovation and Entrepreneurship	_____

College of Business Administration Dean	Date
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Student's Dean	Date
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