

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number MGMT 322 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

Even as sustainability is a prevalent topic in both management research and practice, this is the first course to be offered in the College of Business explicitly dedicated to the study of sustainability. This course will be offered as an upper level elective that all business majors are able to take. It is also open to majors from other disciplines as an elective.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Course term(s)	A	I	A	I				I	I
4.	Content (substantive change)	A	A	A	I				A	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	I
6.	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	I
8.	Prerequisites	A	A	A	I				I	I
9.	Course fee(s)	A	--	A	--				A	I
10.	From U to G <i>or</i> G to U	A	A	A	A				A	I
11.	Cross list with another department: U or G level	A	A	A	A				A	I
12.	Department of record	A	A	A	A				A	I
13.	Open or close a course	A	A	A	A				A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	I

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Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

	Change to a Degree Plan	Dept./School	College Academic	Deans	T	U	U	U	U	Provost	Faculty	President	Board of Trustees
					COUNCIL ³								
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--	
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--	
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--	
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--	
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--	
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--	
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I	
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I	
9.	Major – Discontinue (proposed by the Provost)	See below.											
10.	GPA -- Revise major or cumulative requirement	A	A	A	A				A	A	A	--	
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--	
12.	Minor — Add	A	A	A	A				A	--	A	--	
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--	
14.	Minor – Discontinue (proposed by the Provost)	See below.											
15.	Degree — Add	A	A	A	A				A	A	A	I	
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I	
17.	Degree – Discontinue (proposed by the Provost)	See below.											
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--	

		Provost	Department	Dean	COUNCIL ³			Faculty	President	Board of Trustees
	Provost-Proposed Change									
1.	Major/Graduate Program — Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor — Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree — Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

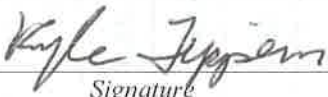
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 8-26-19

Curriculum/Catalog Changes Signature Page

 Signature	Department/School Chair(s)	9/20/19 Approval date
Signature		Approval date

 Signature	College Academic Council(s)	9/20/19 Approval date
Signature		Approval date

 Signature	Dean(s)	9/20/19 Approval date
Signature		Approval date

Teacher Education Council		
Chair's signature		Approval date

General Education Council		
Chair's signature		Approval date

Undergraduate Academic Council		
Chair's signature		Approval date

Graduate Council		
Chair's signature		Approval date

Provost		
Signature		Approval date

Faculty		
Chair of faculty senate		Approval date

President		
Signature		Approval date

Application for a New Course v10.6

Course ID <i>Subject and Number</i>	MGMT 322
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Dr. Sarah Easter
2	Course Teacher	Dr. Sarah Easter
3	Course Title	Business & Sustainability
4	Course Abbreviation (if title is over 30 characters)	
5	College	College of Business Administration
6	Department	Management Sciences
7	Number of Credit Hours	3 credit hours
8a.	Number of contact hours - lecture	40
8b.	Number of contact hours – lab/activity	
9	Is the course for a fixed or variable number of credit hours?	fixed
10	Explanation for variable credit	
11	Is the course repeatable for additional credit?	no
12	Maximum total number of credit hours a student can earn for this course	3 credit hours
13	What type of course is this? (Select one. Please see Schedule Type definitions above.)	☒ Traditional lecture ☐ Traditional lab ☐ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation

14	Instructor Workload	Within workload
15	Grade Mode (check all appropriate):	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	20
17	Catalog Description (50 words or less)	This course educates students on the opportunities and challenges of developing sustainable business strategies and practices and explores the changing role of business in society and in relation to the environment. It considers global and local sustainability dimensions and introduces students to a wide range of sustainability topics.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Sophomore standing
19	List any co-requisites	
20	If the course is cross listed, specify the Course ID(s); MUST have signature in Section V from all Department Chairs	
21	Does this course have any special student costs?	☒ No ☐ Yes (If yes, must attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.)
22a	How frequently will the course be offered in the Fall ? All, even or odd years?	Offered as a January short course or Maymester (once per year)
22b	How frequently will the course be offered in the Spring ? All, even or odd years?	
22c	How frequently will the course be offered in the Summer ? All, even or odd years?	
23	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	This course will be offered as a management special topics course (MGMT 440) again for January 2020 due to ongoing demand and interest from students in the material. Our hope is that Business & Sustainability can be offered as a standalone course for January 2021.
24	List course/s that should be deleted, (Also, include the last semester for course/s being deleted) <i>A course cannot be deleted when it is</i>	

	<i>a requirement in a degree plan in any department.</i>	
--	--	--

25	Is this course required for a degree/s? <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	☒ No ☐ Yes
26	Should the addition of this course be retroactively applied to the degree plan it supports?	☒ No ☐ Yes Explanation:
27	Has this course been offered as a Special Topics course?	☐ No ☒ Yes <i>If "Yes," specify the Course ID and enrollment for each term it was taught.</i> MGMT 440 May 2017 - 17 January 2018 - 15 January 2019 - 20
28	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	N/A

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	This course will be offered as an upper level elective that all business majors are able to take. It is also open to majors from other disciplines as an elective.
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	Even as sustainability is a prevalent topic in both management research and practice, this is the first course to be offered in the College of Business explicitly dedicated to the study of sustainability

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	All business majors with sophomore standing or greater. Also, open to majors across campus
2	State the overarching course goal(s) in performance terms.	The overall goal of the course is to educate students regarding the opportunities and challenges of developing more sustainable business strategies and practices, and to explore the changing role of business in society and in relation to the environment

2. Competencies and Measurements

	Competency	Measurement
1	Demonstrate ability to recognize and analyze consequences, inter-connections and trade-offs between environmental, social and economic decisions at a societal and a business level	Final project, team book presentations, book reviews
2	Analyze and evaluate an organization's ability to tackle sustainability challenge(s), including environmental, social and economic wellbeing	Final project, in class contributions
3	Develop understanding of a variety of different organizational forms to tackle today's sustainability challenges	In class contributions, team book presentations
4	Develop understanding of variety of different vantage points of sustainability from different disciplinary perspectives	In class contributions, reflections
5	Become aware of his or her own role when participating in personal and professional decisions related to social, environmental and economic sustainability	Reflections, book reviews
6		
7		
8		
9		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.
2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

Required Course Materials:

Serve God, save the planet: A Christian call to action. Matthew Sleeth
(<https://www.amazon.com/Serve-God-Save-Planet-Christian/dp/0310275342>)

When helping hurts: How to alleviate poverty without hurting the poor and yourself. Steve Corbett & Brian Fikkert (<https://www.amazon.com/When-Helping-Hurts-Alleviate-Yourself/dp/0802409989>)

Recommended Book:

This book will be helpful in providing students with an overview of the field and key players, and it could be a helpful resource in completing their final project for the course.

The cheap guide to sustainability & corporate social responsibility. Leo Raudys
(<https://www.amazon.com/Cheap-Sustainability-Corporate-Social-Responsibility/dp/0692723331>)

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

ACU COLLEGE OF BUSINESS ADMINISTRATION
COURSE SYLLABUS
MGMT 322: BUSINESS & SUSTAINABILITY (3 CREDIT HOURS)



Professor: Dr. Sarah Easter

Email: sge02a@acu.edu

Office: COBA 254

Phone: 325-674-3773

Class Times and Meeting Locations: Offered annually as a January short course in MBB 316

Office Hours: As needed (since offered as January short course)

Prerequisite: Sophomore standing

"to educate students for Christian service and leadership throughout the world. We achieve our mission by providing a supportive, welcoming, Christ-centered community in which we foster academic excellence through innovative education, real-world learning opportunities, and faculty-guided research."

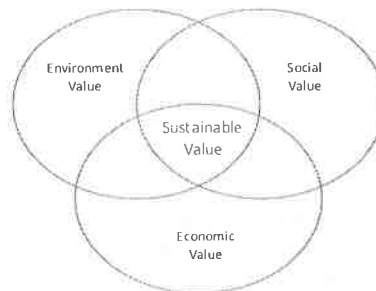
ACU Mission Statement

"To educate business and technology professionals for Christian service and leadership throughout the world."

COBA Mission Statement

Course Description:

The goal of sustainable business is the simultaneous integration of economic prosperity in service of human development in ways that also create social and environmental value. The purpose of this course is to educate students on the opportunities and challenges of developing more sustainable business strategies and practices, and to explore the changing role of business in society and in relation to the environment. This course considers global and local sustainability dimensions and introduces students to a wide range of sustainability topic areas and is open to all majors.



Contribution to Christian Service and Leadership:

We'll explore how sustainability principles and practices connect with society, stewardship and Christian faith

Course Format: This course is designed to be very interactive in nature. We will draw on a range of learning tools including, but not limited to, videos, class discussions, guest speakers, field trips, in-class exercises and illustrative cases in order to familiarize students with the social, environmental and financial challenges and opportunities faced by businesses today and to introduce them to a range of responses and innovations by and for business.

It is important to note that we will also draw on the collective wisdom and creativity of the class and the diverse cultural, work and educational backgrounds students bring to the class. Students are expected to have read assigned readings or viewed videos or websites for each class before class as specified. Being well prepared allows you to actively engage in class discussions, prepare for assignments and it makes your learning experience overall more fruitful and fun.

In order to make this a positive learning environment for you and your peers, I provide the below guidelines for individual and team in class contributions:

- Complete readings/video assignments *before* class, and use those readings as a basis for your active participation during in-class activities and discussions. Developmental, theory-based comments are valuable for moving the discussion forward.
- Ask questions that add to your understanding of the course material as well as the knowledge base of your classmates. Encourage your classmates to get involved. Avoid repeating what has already been said.
- Be considerate – come to class on time and do not leave early. Do not interrupt or engage in private conversations while others are speaking.
- To limit distractions for your peers and to facilitate active learning, this course has a policy of no web/email/texting during guest speaker visits and mini-lectures.
- Have an opinion and respect others' rights to hold opinions and beliefs that are different from your own, recognizing that there are many different ways to view the material
- Allow everyone the chance to talk. If you have much to say, try to hold back so that your peers might have an opportunity to participate. If you are hesitant, look for opportunities to contribute.

Required Course Materials (available via Online or the ACU Bookstore):

Serve God, save the planet: A Christian call to action. Matthew Sleeth (<https://www.amazon.com/Serve-God-Save-Planet-Christian/dp/0310275342>)

When helping hurts: How to alleviate poverty without hurting the poor and yourself. Steve Corbett & Brian Fikkert (<https://www.amazon.com/When-Helping-Hurts-Alleviate-Yourself/dp/0802409989>)

Recommended Book (available via the ACU Bookstore or Online):

This book will be helpful in providing an overview of the field and key players. It is also a good resource for you in completing the final project for this course and it really is cheap!

The cheap guide to sustainability & corporate social responsibility. Leo Raudys (<https://www.amazon.com/Cheap-Sustainability-Corporate-Social-Responsibility/dp/0692723331>)

Learning Objectives

The primary learning objectives of this course are listed below along with the assignments used to assess your achievement of each objective

Objective	Related Assignment(s)
Demonstrate ability to recognize and analyze consequences, inter-connections and trade-offs between environmental, social and economic decisions at a societal and a business level	Final project, team book presentations, book reviews
Analyze and evaluate an organization's ability to tackle sustainability challenge(s), including environmental, social and economic wellbeing	Final project, in class contributions
Develop understanding of a variety of different organizational forms to tackle today's sustainability challenges	In class contributions, team book presentations
Develop understanding of variety of different vantage points of sustainability from different disciplinary perspectives	In class contributions, reflections
Become aware of his or her own role when participating in personal and professional decisions related to social, environmental and economic sustainability	Reflections, book reviews

Course Assessment & Grading:

Name	Individual/Team	Weight % of grade	Assignment Description
In class contributions to course and team activities	Individual	10%	In class contributions include writing thank you notes to guest speakers, asking questions of guest speakers (at least 3 questions) and actively participating in class activities such as large group discussions and team activities
Book reviews (two one-page reviews, each worth 10%)	Individual	20%	Since our coursework will be very interactive and draw on the required readings, it will be important for you to have completed the required readings <i>before</i> we begin discussing the books in class. To help ensure that you are adequately prepared, students will submit a one-page book review (12 pt. Times New Roman, single spaced). The book review should include: • An overview of what the book is about including author's purpose, main arguments and primary supporting points (10 points) • Your analysis of how well the author achieved his/her overall purpose (10 points) • Your personal takeaways and reflections such as what resonates the most with you, what you disagree with and why, etc. (10 points) You are expected to review your document for grammar and spelling prior to submission (5 points).
Reflections	Individual	25%	Complete 5 one-page reflections (single spaced) for each day of 5-day class. Details will be discussed in class.
Team book presentations (two presentations at 15% each)	Team	30%	Team presentations covering material from two required books (Additional instructions will be provided)
Final project (due January 29 th @ 11:59 pm	Individual	15%	Your final project for the course will focus on how a single organization approaches and manages the breadth of sustainability issues covered in class (as relevant). The analysis should be comprehensive and include detailed research of CSR reports, news and primary documents. The goal is to integrate the knowledge learned in class, readings, cases, field trips and from guest speakers and present a comprehensive picture of an organization's sustainability strategies and actions. Please see individual presentation guidelines on Canvas (Module 1).
Total		100%	

Final Grade Calculation:

Range of Points	Final Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 59%	F

University Policies:

ADA Compliance Policy: Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please email alpha@acu.edu or call their office directly at 325-674-2667

Academic Integrity Policy: Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following [this link](#)

Anti-Harassment Policy: As a professor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. When I am not able to keep your information confidential, I will only share it with responsible administrators on campus who can provide you with services and resources. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence or stalking that you report to me. If you would prefer to share information in a confidential setting, I encourage you to speak with someone in the [ACU Counseling Center](#). All of your options are available for review by clicking on the link to ACU's [policy](#)

Course Policies:

Assignments are due on the date scheduled: As in the business world, work has to be received on time to matter. To be fair to all the students who submit on time, if you are late on an assignment, your grade on that assignment will be reduced by 10% for each day it is late.

Attendance and Participation: This is an active class, so you will learn new things in class that are not in the readings, and in turn, your participation will also help your classmates learn. For this reason, participating in class is an important part of the learning process in this course. Your course grade may be lowered up to 10% if you frequently miss class, are repeatedly tardy, if you are physically present but mentally absent, if you are rude, disruptive, or generally disagreeable, or if you violate the technology policy.

Class Schedule (below schedule details the guest speakers and field trips from the January 2019 course):

*Please note that this schedule is tentative and subject to change. **It is your responsibility to consult Canvas on a regular basis for updates regarding daily class preparation, cases, readings and assignments***

Class Session	Class topics (Please see online course site for assigned readings)	Guest Speakers/Field Trips	Assignments Due
1	Introduction to the Course & Expectations Sustainability from a Business Perspective Overview of Sustainability Dimensions and Topics Introduction to Environmental Sustainability (Discussion of <i>Serve God, Love the Planet</i> book and The Story of Stuff video) Introduction to Social Sustainability (Discussion of <i>When Helping Hurts</i>) What is Sustainability, Anyway? Different Disciplinary Perspectives	Dodd Roberts, Director of the Halbert Center for Missions and Global Service Dr. Jeremy Elliott, Associate Professor, Language and Literature Department	Book reviews of <i>Serve God, Love the Planet</i> and <i>When Helping Hurts</i> due

2	Introduction to Different Organizational Forms to Tackle Sustainability Challenges Corporate Social Responsibility Environmental Sustainability (Discussion of <i>Serve God, Love the Planet</i> book) What is Sustainability, Anyway? Different Disciplinary Perspectives	Subway franchisee owners, Denise & Tim Coulter Lauren Engineering, Kevin Porter, VP of Human Resources Dr. Jim Carpenter, Associate Professor, Department of Agriculture and Environment Dr. Stephen Baldrige, Associate Professor, School of Social Work	Team book presentations Daily reflection
3	Environmental Sustainability (Discussion of <i>Serve God, Love the Planet</i> book) Assessing Organizational Sustainability Efforts	Tour Around ACU: Sustainability Initiatives (Corey Ruff, Associate Vice President of Operations)	Team book presentations Daily reflection
4	Local Sustainability Social Sustainability (Discussion of <i>When Helping Hurts</i>)	Field Trip to Slowpoke Market Store in Cisco, Joy and Kerry Hedges	Team book presentations Daily reflection
5	Social Entrepreneurship Social Sustainability (Discussion of <i>When Helping Hurts</i>) Coordinated Christian Responses to Sustainability Challenges/Opportunities Class Wrap Up & Application	Field Trip to Disability Resources Inc. Katherine Bisson, Executive Director of Hope Haven	Team book presentations Daily reflection
Day after class ends			Daily reflection
Two weeks after class ends			Individual project presentation (screencasted)

August 30, 2019

Dr. Sarah Easter
COBA254
sge02a@acu.edu
325-674-3773

Re: Review of MGMT322

Dear Dr. Easter,

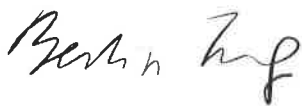
Thank you for submitting MGMT322: Business & Sustainability to us for a review. I have reviewed it based on the ACU Syllabus Guidelines. I found the syllabus to meet all requirements except two items:

- Credit hours
- Description of how learning and Christian faith are integrated in the course

You could add these items in the document to be submitted further to the council, and there is no further need to bring it back to the Adams Center for further review. We appreciate you working with us in the review process.

Please note that this letter is intended as a reference, which will be read by the department chair and members of the council, who may also have questions or comments of their own.

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.

A handwritten signature in black ink, appearing to read "Bernice H. Hef". The signature is fluid and cursive, with the first name "Bernice" and the last name "Hef" being the most prominent parts.

Director of Instructional Design
Adams Center for Teaching and Learning

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: September 4, 2019
TO: Dr. Sarah Easter
FROM: Mark McCallon, Associate Dean for Library Resources
RE: Course Application for MGMT 322 – Business & Sustainability

After reviewing the course application and syllabus, the library can adequately support the proposed course. Please let assigned faculty know that they can contact the library liaison Mark McCallon(mccallonm@acu.edu) to suggest specific resources that the library needs to purchase for future revisions to the course. Thank you for letting us examine the course proposal.

ABILENE CHRISTIAN UNIVERSITY

Educating Students for Christian Service and Leadership Throughout the World

College of Business Administration
140 Mabee Business Building, ACU Box 29300, Abilene, Texas 79699-9300
325-674-2245 • Fax 325-674-2564



RE: Department review of MGMT 322 and resources

To the academic councils and chairs –

The management sciences department in the ACU College of Business proudly puts forward this application for Dr. Easter's Business and Sustainability class. There are no additional department resources needed for this class. MGMT 322 fits into Dr. Easter's existing teaching load, and we have adequate classroom space and resources within the COBA building to accommodate the successful launch of this class in the course catalog. It is a great addition to our business course offerings.

All the best,

Katie Wick, PhD
Acting Department Chair for Management Sciences