NOTE: Changes to programs may require course changes, which must be processed electronically. Any questions should be directed to Associate Provost David Reinhold at 7-4564 or david.reinhold@wmich.edu

DEPARTMENT: EDMMS
PROPOSED EFFECTIVE FALL YEAR: 2019

PROPOSED IMPROVEMENTS: Academic Program Proposed Improvements
☐ New degree*
☐ New major*
☐ New curriculum*
☐ New concentration*
☐ New certificate*
☐ Admission requirements
☐ Graduation requirements
☐ Change in requirements
☐ Transfer

☐ Other (explain**)

** Other:

Title of degree, curriculum, major, minor, concentration, or certificate: BS in Engineering Management Technology

Chair, Department Curriculum Committee: [Signature]  Date 12/20/2018

CHECKLIST FOR DEPARTMENT CHAIRS/DIRECTORS
☐ For new programs and other changes that have resource implications, the dean has been consulted.
☐ When appropriate, letters of support from department faculty are attached.
☐ When appropriate, letters of support from other departments in the same college are attached.
☐ When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.
☐ The proposal has been reviewed by HIGE for possible implications for international student enrollment.
☐ The proposal is consistent with the departmental assessment plan, and identifies measurable learning outcomes for assessment.
☐ Detailed resource plan is attached where appropriate.
☐ All questions attached have been completed and supporting documents are attached.
☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Chair/Director: [Signature]  Date 12/20/18

CHECKLIST FOR COLLEGE CURRICULUM COMMITTEE
☐ The academic quality of the proposal and the faculty involved has been reviewed.
☐ Detailed resource plan is attached where appropriate.
☐ Consistency between the proposal and the relevant catalog language has been confirmed.
☐ The proposal has been reviewed for effect on students transferring from Michigan community colleges. Detailed information on transfer articulation must be included with undergraduate proposals.
☐ Consistency between the proposal and the College and department assessment plans has been confirmed.
☐ Consistency between the proposal and the College and department strategic plans has been confirmed.
☐ All questions attached have been completed and supporting documents are attached.
☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Chair, College Curriculum Committee: [Signature]  Date 12/20/18

Revised Sept. 2018. All previous forms are obsolete and should not be used.
CHECKLIST FOR COLLEGE DEANS

☐ For new programs and proposed program deletions, the provost has been consulted.

☐ For new programs, letter of support from University Libraries Dean indicating library resource requirements have been met.

☐ When appropriate, letters of support from other college faculty and/or chairs are attached.

☐ When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.

☐ The proposal has been reviewed for implications for accreditation, certification, or licensure.

☐ Detailed resource plan is attached where appropriate.

☐ All questions attached have been completed and supporting documents are attached.

☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Dean: ____________________________ Date: 12/20/2018

FOR PROPOSALS REQUIRING REVIEW BY:
GSC/USC, EPGC, GRADUATE COLLEGE, and/or FACULTY SENATE EXECUTIVE BOARD

☐ Return to Dean

☐ Forward to:

Curriculum Manager: ____________________________ Date:

☐ Approve ☐ Disapprove

*needs review by

Chair, GSC/USC: ____________________________ Date

☐ Approve ☐ Disapprove

Chair, EPGC: ____________________________ Date

☐ Approve ☐ Disapprove

Graduate College Dean: ____________________________ Date

☐ Approve ☐ Disapprove

Faculty Senate President: ____________________________ Date

☐ Approve ☐ Disapprove

*needs review by

Provost: ____________________________ Date

Revised Sept. 2018. All previous forms are obsolete and should not be used.
1. Explain briefly and clearly the proposed improvement:

Provide a graduation requirement for BS engineering management students to register for and take the Certified Associate in Engineering Management (CAEM) exam as administered by the American Society for Engineering Management (ASEM).

2. Rationale. Give your reason(s) for the proposed improvement.

ASEM's CAEM is the standard for certifications in engineering management at the BS level. Students graduating from this program should carry the CAEM credential upon or immediately after graduation to enhance their professional stature in job-seeking efforts and in their employment. This requirement supports this credentialing by requiring students to take the exam while they are still students of WMU. (Note: The student is not required to pass the exam to graduate).

3. Effect on other colleges, departments, or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

NA

4. Effect on your department's programs. Show how the proposed change fits with other departmental offerings.

No effect on department programs. External exam.

5. Alignment with college's and department's strategic plan, mission, and vision.

Students graduating from this program should carry the CAEM credential upon or immediately after graduation to enhance their professional stature in job-seeking efforts and in their employment. ASEM's CAEM is the standard for certifications in engineering management at the BS level. This aligns with our department's mission and the educational objectives of this program. The educational objectives of the engineering management technology program at Western Michigan University are to have graduates:

i. Manage projects, people, and resources effectively.
ii. Plan, design, analyze, implement, and improve cost-effective manufacturing/service systems.
iii. Build and use management tools to analyze and solve problems effectively and make decisions from a systems perspective.
iv. Communicate effectively in verbal, written, and graphic forms.
v. Pursue professional growth and interact effectively in work environments.

6. Effects on enrolled students: Are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements? Can students complete the program in a reasonable time? Show that you have considered scheduling needs and demands on students' time.

This change will not cause program conflicts. Students will be required to register and take the exam outside of typical class periods. The exam is offered multiple times each year. Verification of sitting for the exam will be given to advisor and indicated in DegreeWorks for each student in the program. This will be a graduation requirement for the student.

7. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

NA

8. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. If proposing a new program, include a letter and/or email of support from the university libraries affirming that the library resource issues have been reviewed. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.)

NA

Revised Sept. 2018. All previous forms are obsolete and should not be used.
9. List the learning outcomes for the revised or proposed major, minor, or concentration. The department will use these outcomes for future assessments of the program.

The educational objectives of the engineering management technology program at Western Michigan University are to have graduates:

i. Manage projects, people, and resources effectively.

ii. Plan, design, analyze, implement, and improve cost-effective manufacturing/service systems.

iii. Build and use management tools to analyze and solve problems effectively and make decisions from a systems perspective.

iv. Communicate effectively in verbal, written, and graphic forms.

v. Pursue professional growth and interact effectively in work environments.

10. Describe how this change is a response to assessment outcomes that are part of a department or college assessment plan or informal assessment activities.

This change is a response to input from our industry advisory board and our department's certification by the American Society for Engineering Management (ASEM).

11. (Undergraduate proposals only) Describe in detail how this change affects transfer articulation for Michigan community colleges. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section.

NA. Transfer students will follow the same processes.

12. Please offer both "Current Catalog Language" and "Proposed Catalog Language" if there is to be a change in the catalog description for a given program. For the "current" language, please copy and paste relevant language from the most current catalog and for the "proposed" language, please share the exact proposed new catalog language. As possible, bold or otherwise note the key changes in the new proposed catalog language.

Current Catalog copy:
None – new requirement

Proposed Catalog copy:
CAEM Exam Requirement

The Certified Associate in Engineering Management (CAEM) exam is a graduation requirement for all undergraduate engineering management students. Each student is required to register for and take the Certified Associate in Engineering Management (CAEM) exam as administered by the American Society for Engineering Management (ASEM). Official proof of sitting for the exam must be provided to the undergraduate engineering management academic program advisor to fulfill the requirement and to be indicated as fulfilled in the student's permanent WMU record.

Revised Sept. 2013. All previous forms are obsolete and should not be used.
Subject: Addition of the CAEM Exam Requirement to the UEM major
From: Paul V Engelmann <paul.engelmann@wmich.edu>
Date: 12/20/2018, 1:26 PM
To: Steven E Butt <steven.butt@wmich.edu>
CC: Raja G Aravamuthan <raja.aravamuthan@wmich.edu>

Steve

In light of our discussion about the proposed revision to the undergraduate Engineering Management Technology (UEM) program, I would make the following request. I think that adding the CAEM Exam Requirement as a requirement in Degree Works instead of the proposed 0-credit course is a better approach. I have driven in from Plainwell the past two days so I could forward the other curriculum changes through Banner Workflow. I would greatly appreciate it if you would please sign the program improvement form for me.

Thank you for saving me 27 miles of driving.

Paul

Dr. Paul V. Engelmann
Professor and Academic Advisor
Engineering Design, Manufacturing and Management Systems
Western Michigan University
Subject: RE: EDMM 4940 Syllabus
From: Carrie A Cumming <carrie.cumming@wmich.edu>
Date: 12/19/2018, 8:37 AM
To: David S Reinhold <david.reinhold@wmich.edu>
CC: Steven E Butt <steven.butt@wmich.edu>

Steve,

Zero credit courses are not gradable and do not appear on the student’s transcripts. As such, they cannot be used to satisfy a graduation requirement. However, I have an alternative suggestion. A requirement could be added to Degree Works for the CAEM exam. Once the student takes the exam, the requirement could be marked as completed by an advisor. As long it goes through the curriculum process and is approved as a degree requirement, we can enforce it in graduation auditing. Let me know if you have any questions.

Carrie

Carrie Cumming
Registrar
Western Michigan University
Kalamazoo, MI 49008
phone (269) 387-4325
fax  (269) 387-3545

From: David S Reinhold <david.reinhold@wmich.edu>
Sent: Wednesday, December 19, 2018 8:06 AM
To: Carrie A Cumming <carrie.cumming@wmich.edu>
Cc: Steven E Butt <steven.butt@wmich.edu>
Subject: Fw: EDMM 4940 Syllabus

Carrie:
Is this possible (see below)?

Dave

From: Steven E Butt
Sent: Tuesday, December 18, 2018 9:03 PM
To: David S Reinhold
Subject: EDMM 4940 Syllabus

David,

Good Evening. I have been asked by the CEAS curriculum committee to seek confirmation that a zero credit hour course requirement is acceptable before they will finalize the approval of a course. I have attached the course of interest. What we are trying to do is require each undergraduate engineering
management student to register and take the Certified Associate in Engineering Management (CAEM) exam as administered by the American Society for Engineering Management (ASEM). Information is in the attached document. Is it possible to make this zero credit hour course a graduation requirement?

Thank you for your time and consideration.

Steve

--

Steven E. Butt
Professor and Chairman
Departments of:
Industrial and Entrepreneurial Engineering & Engineering Management (IEE&EM);
Engineering Design, Manufacturing, and Management Systems (EDMMS)
Parkview Campus (F-232), Mailstop: 5336
Western Michigan University
Kalamazoo, MI 49008-5336
Phone: (269) 276-3356
Fax: (269) 276-3353
E-mail: steven.butt@wmich.edu
Thanks Larry. Merry Christmas! Steve

On 12/20/2018 11:58 AM, Larry A Mallak wrote:

Hi Steve,

Go ahead and send this forward. You or others in the office have my proxy to sign on my behalf, if necessary.

Again, thanks and have a Merry Christmas!

Larry