Course Change Request

Indiana University
IUINA Campus

Check Appropriate Boxes: Undergraduate credit ✓ Graduate credit □ Professional credit □

1. School/Division
School of Physical Education and Tourism Management

2. Academic Subject Code
TCEM

3. Current Course Number
391

4. Current Credit Hours
2

5. Current Title
Event Catering Management

6. Effective Semester/Year for changes listed below:
Fall 2009

7. Instructor:
Staff

8. Change course number to: 310 (must be cleared with University Enrollment Services)
✓


Change to:

Recommended abbreviation (optional)

10. Current credit hours fixed at: ________________ or variable from: ________________ to

Change to credit hours fixed at: ________________ or variable from: ________________ to

11. Current lecture contact hours fixed at: ________________ or variable from: ________________ to

Change to lecture contact hours fixed at: ________________ or variable from: ________________ to

12. Current non-lecture contact hours fixed at: ________________ or variable from: ________________ to

Change to non-lecture contact hours fixed at: ________________ or variable from: ________________ to

13. Is this course currently graded with S-F (only) grades? Yes ____ No ____

Change to S-F (only) grading? Yes ____ No ____

14. Does this course presently have variable title approval? Yes ____ No ____

Is variable title approval being requested? Yes ____ No ____

15. Is this course being discontinued? For all campuses ____ or for this campus only ____

✓ 16. Current course description
Exploration of off premise and on premise catering requirement. Concept of event food management including menu planning, budget preparation, logistics management, guest relations and marketing.

Change course description to (not to exceed 50 words)
(Discontinue TCEM 391) same as above

17. Justification for change
Revised plan of study to meet industry needs.

(Use additional paper if necessary)

18. Are the necessary reading materials currently available in the appropriate library? Yes ____

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Department Chairman/Division Director

Date 12/8/08

Approved by:

Dean

Date 12/8/08

Dean of Graduate School (when required)

Date

Chancellor/Vice-President

Date

University Enrollment Services

Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 725

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White