



SOUTHERN UNIVERSITY SYSTEM
BOARD OF SUPERVISORS

SPECIAL MEETING

9:00 A.M.

FRIDAY, JULY 10, 2015

2ND FLOOR, J.S. CLARK ADMINISTRATION BUILDING
SOUTHERN UNIVERSITY AND A&M COLLEGE
BATON ROUGE, LOUISIANA 70813

Special Meeting
SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

9:00 a.m.

Friday, July 10, 2015

Southern University Board of Supervisors Meeting Room
2nd Floor, JS Clark Administration Building
Baton Rouge, Louisiana 70813

AGENDA

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request the establishment of the Executive Vice President for Academic Affairs and Provost position and the authorization to appoint a Search Committee
 - B. Request to establish the following programs, SULC
 - (1) A Part-Time Weekend Program
 - (2) A Branch/Satellite Campus in Shreveport
 - (3) A Master's of Law (LLM) in Trail Advocacy
 - C. Recommendation to allow the Foreign Language Department to offer a concentration in French and Spanish, SUBR
 - D. Recommendation to allow the College of Business (MBA Program) to offer a concentration in Marketing, SUBR
 - E. Recommendation to allow the College of Business to extend its Curriculum from 121 hours to a maximum of 124 hours, effective Fall 2015, SUBR
 - F. Consideration of Employment Contract for Dr. Ray L. Belton as SU System President-Chancellor (*Executive session may be required*)

G. Approval of Personnel Action on Positions greater than \$60,000

1. Ray L. Belton	<u>President-Chancellor/SUS</u> New Appointment	\$400,000
2. Robyn Merrick	<u>Executive Associate to the President-Chancellor</u> New Appointment	\$100,000
3. Benjamin Pugh	<u>Vice Chancellor for Finance & Administration, SUBR</u> New Appointment	\$127,500
4. Flandus McClinton, Jr.	<u>Vice President for Finance & Business Affairs, SUS</u> New Appointment	\$170,000

5. Sam A. Gilliam	<u>Interim Chancellor</u> New Appointment	\$131,921
6. Brandy Jacobson	<u>Interim Vice Chancellor for Finance & Business Affairs, SUSLA</u> New Appointment	\$88,065
7. Carlos Thomas	<u>Interim VP for Technology, SUS</u> Continuation/Extension	\$121,000
8. Chantel Winfield-Williams	<u>Interim Director for Purchasing, SUS</u> Continuation/Extension	\$62,500
9. Terrance L. Cyriaque	<u>Network Administrator, SUBR</u> New Appointment	\$72,000
10. Demetria George	<u>Director of Finance and Budget, SULC</u> New Appointment	\$79,000

H. Approval of Unclassified Employee Retirement Incentive Plan and Classified Employee Layoff Avoidance and Retirement Incentive Plan, SULC

I. Request to approve Memorandum of Understanding (MOU) between the Community Initiatives Foundation (CIF) and the Southern University Law Center (SULC)

J. Request to Increase the Student Energy Surcharge Fee, SUNO

K. Request for Live Text Fee for First Time Students, SUNO and SULC

L. Request for Summer School Tuition Adjustment, SUSLA

M. Request for Fee Increase, SUSLA

N. Request that the System President be authorized to sign letter to the Division of Administration requesting approval of the Southern University System Campuses' autonomies for Fiscal Year 2016 and certifying that the System's most recent financial audit received an unmodified opinion

O. Approval of Cooperative Endeavor Agreement between Southern University System Foundation and Southern University Board of Supervisors

6. Adjournment



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
J. S. CLARK ADMINISTRATION BUILDING, 4TH FLOOR
BATON ROUGE, LOUISIANA 70813

Office of the President
(225) 771-4680

July 1, 2015

Fax Number
(225) 771-5522

Dr. Leon R. Tarver, Chairman
Southern University Board of Supervisors
Office of the Board of Supervisors
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Dear Chairman Tarver:

This communication comes requesting consideration of the Southern University Board of Supervisors to establish the position of Executive Vice President/Provost as applicable to the organizational model adopted by your respective colleagues. Specifically, this position will result from the consolidation of the System Vice President of Academic Affairs and in part the Vice Chancellor position on the Baton Rouge campus.

Moreover, it is anticipated that the role will be inclusive of providing academic leadership at the System and local levels, while also supporting the President-Chancellor in providing direct oversight of the day-to-day affairs of the Southern University Baton Rouge campus. The creation of this role will be consistent with the restructuring of our System administration in a matter that aligns with the expectations of the Southern Association of Colleges and Schools (SACS).

In addition, I would further request the authorization to appoint a search committee as guided by the aim to immediately begin the process of selecting the most qualified candidate. Therein my interest would be to identify a cadre of institutional members to advance this imperative. Indeed, a process that will be faculty driven.

Thank you in advance for your consideration.

With warm regards,


Ray L. Belton, Ph.D.
President-Chancellor
Southern University System

POSITION DESCRIPTION

EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS and PROVOST

The Executive Vice President for Academic Affairs and Provost is a senior level administrator for the System and is the University's Chief Academic Officer. As a member of the Executive Cabinet, the EVPAAP reports directly to the President/Chancellor and serves to manage the day-to-day affairs of the Baton Rouge Campus.

The EVPAAP has broad and comprehensive responsibilities to provide the academic and administrative leadership to achieve a high standard of excellence in instruction and services. Strategies to discharge these responsibilities include, but are not limited to strategic academic planning, directing the growth of academic programs, the development of academic policy, the fiscal management for the academic enterprise, and advocating for faculty rights and responsibilities. He/she fosters collaboration with faculty, staff, students, and external communities to promote student success through research, use of best practices, evaluation, continuous improvement, shared governance and student success strategies.

The primary responsibilities of the EVPAAP include but are not limited to the following:

- Serves as the Chief Academic Officer of the System and the Baton Rouge Campus.
- Articulates the long-term vision and strategic plan to guide the development of Academic Affairs.
- In consultation with the President/Chancellor, oversees the implementation of this vision for the Baton Rouge Campus.
- Supervises efforts to promote the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges and of other specialized accreditation bodies.
- Provides leadership for the development, implementation, and enhancement of the Baton Rouge Campus' institutional assessment to ensure the identification of expected outcomes in its educational programs, assess the extent to which those outcomes are achieved, and provide evidence of improvement based on analyses of the results of that assessment.

- Provides leadership in furthering the Baton Rouge Campus' commitment to equity and diversity and to closing the achievement gap.
- Responsible for fostering and supporting innovation and continuous quality improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creation/sustaining recognition and incentives which support and enhance student success.
- Supervises the development, implementation, evaluation, and periodic update of the Baton Rouge Campus' Academic Master Plan.
- Provides leadership for the development and implementation of appropriate professional development opportunities for faculty.
- Ensures the development, implementation, and evaluation of unit plans and programs in the direct report and associated sub units.
- Represents the University in community activities by actively participating in community organizations which support and strengthen the University's programs and activities.
- Provides leadership to strengthen articulation and collaborative activities with other education institutions, including the K-12 system and other higher education institutions, as well as public agencies, business, and industry.
- Participates in professional organizations to enhance professional development and the University's local, state, regional, national, and international profile.
- Acts on behalf of the President/Chancellor in the absence of the President/Chancellor, and at the President/Chancellor's request.

Work Experience

Required

- At least five (5) years of increasingly responsible experience in academic administrative leadership: Including at least five (5) years successful teaching experience, or equivalent, in an accredited institution of higher education;

- Experience in developing an academic vision and creating effective planning and implementation processes linked to that vision;
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Commitment to collegial, consultative processes in a shared-governance environment;
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Experience with the operational and financial management of a complex academic institution including strategic planning, policy development, budgeting, and personnel administration;
- Demonstrated commitment to the principles of diversity and ability to implement a diversity plan;
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.

Education

Required

Must have an earned doctorate from a regionally accredited institution.



SOUTHERN UNIVERSITY LAW CENTER

OFFICE OF THE VICE CHANCELLOR

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

INSTITUTIONAL ACCOUNTABILITY
AND EVENING DIVISION

TEL (225) 771-2552

FAX (225) 771-2474

July 1, 2015

VIA HAND DELIVERY AND EMAIL

Dr. Ray Belton, President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, Louisiana 70813

Re: Request Board Authority to Study Feasibility of Establishing (1) A Part-Time Weekend Program; (2) Branch/Satellite Campus in Shreveport, and (3) A Master's of Law (LLM) in Trial Advocacy.

Dear Dr. Belton:

For the reason stated below, we are requesting that the Southern University Board of Supervisors authorize the Law Center to study the feasibility of establishing (1) A Part-Time Weekend Program; (2) A Branch/Satellite Campus in Shreveport; and (3) A Master's of Law (LLM) in Trial Advocacy.

Part-Time Weekend Program

As the number of students going to law schools drops dramatically, law schools are engaged in an intense battle for students and new revenue sources. Enrollment at ABA accredited law schools is the lowest it has been since 1973 when there were (53) fewer ABA accredited law schools.

In 2004, the Law Center began a part-time evening program with 39 students. In Fall 2014, (135) law students enrolled as part-time students. Without the enrollment of those students, the enrollment at the Law Center would have been (509) in the Fall 2014 instead of (644).

By opening access and opportunity to legal education for nontraditional students via part-time programs, the Law Center has been able to increase self generated revenues over time, such that 70% of its budget is derived from self-generated revenues.

Only two law schools in the U. S. offer weekend study options: Hamline University Law School in Minnesota and Thomas Cooley School of Law In Michigan. No law schools in the south

offers a weekend study option. A feasibility study would afford the Law Center an opportunity to determine the pros and cons of offering a weekend option, analyze what the pricing model should be, and what the costs and benefits would be if a weekend study option was established.

Branch/Satellite Campus in Shreveport

Citizens seeking a legal education in Louisiana can only seek that education in either Baton Rouge or New Orleans. There is no law school in North Louisiana and there appears to be a significant interest in offering legal education in North Louisiana, especially in Shreveport, Louisiana.

The reasons why a feasibility study should be authorized are as follows:

- The Southern University System has strong brand recognition in Shreveport and the Law Center has a strong alumni base in Shreveport.
- Southern University Shreveport has established a strong presence in the downtown area of Shreveport at its Metro Center, which is minutes away from the federal district court in Shreveport, state trial and appellate courts in Shreveport, state trial courts in Bossier Parish, the U. S. Attorney's Office in Shreveport, the District Attorney Offices in Caddo and Bossier Parish, the City Attorney Offices in Shreveport and Bossier City, law firms in Shreveport and Bossier City, and the Judge Advocate General's Office at Barksdale Air Force Base.
- The Metro Center in downtown Shreveport could be a feasible location for a law school operation, especially in light of plans to move the Southern University Shreveport Nursing Program and other allied health programs to a recently dedicated downtown building adjacent to the Metro Center.
- Shreveport is the hub of the Ark-La-Tex, a thriving three state regional area, and easily accessible from East Texas, Southern Arkansas, and Western Mississippi, and of course Northern Louisiana via Interstate Highway 20, Interstate Highway 49, and U. S. Highway 71.
- Local officials in Shreveport appear to strongly support the establishment of legal education opportunities in Shreveport, as evidenced by their willingness to donate a downtown building to Louisiana College when Louisiana College expressed an interest in establishing a law school in Shreveport.

A feasibility study would afford the Law Center an opportunity to determine the pros and cons of establishing a branch campus in Shreveport, analyze what the pricing model should be, and the costs and benefits would be. Only Thomas Cooley Law School and Stetson University School of Law, and John Marshall Law School of Atlanta have established branch/satellite campuses with acquiescence from the American Bar Association Committee of Legal Education. Furthermore, the only consortium of independent law schools that exists under one umbrella organization is the Infilaw System of law schools consisting of:

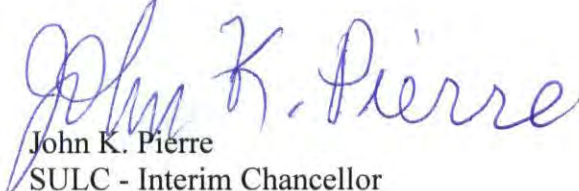
1. Florida Coastal School of Law;
2. Arizona Summit Law School; and
3. Charlotte School of Law

Master's of Law (LLM) in Trial Advocacy

Currently no HBCU law school offers a master's of law degree in any legal specialty. The reasons why the Board should allow the Law Center to do a feasibility study are contained in a preliminary study done by Professor Shenequa Grey that is attached to this letter.

I respectfully request that you allow the item be included on Board's agenda for July 2015 meeting. If you have any questions, please feel free to contact me.

Yours Sincerely,


John K. Pierre
SULC - Interim Chancellor

JKP/tw

Attachment

Proposal for Feasibility Study for
Southern University Law Center

LL.M. Program in Trial Advocacy



Prepared by, Shenequa L. Grey, J.D., LL.M.
Associate Professor of Law
Southern University Law Center

Why LL.M. in Trial Advocacy



- ❧ Source of revenue for Law Center
- ❧ Enhances profile of Law Center as an institution that produces advocates – establishes an official advocacy program.
- ❧ Broad applicant pool:
 - ❧ Easier to offer online than other programs (like one 24-credit course)
 - ❧ Appeals to working professionals locally and nationwide
- ❧ Needed: provides additional experience, training, and networking opportunities for young aspiring trial attorneys
- ❧ Can serve as transitional program for graduating students
 - ❧ *(Can remain fulltime student, financial aid, loans deferred, access to resources such as Westlaw, provides time to study for bar exam, gain an additional degree and experience)*
- ❧ Significant interest expressed from alumni for additional training.

LLM PROGRAMS TRIAL ADVOCACY



COMPETING PROGRAMS

PRICING

LOCATION

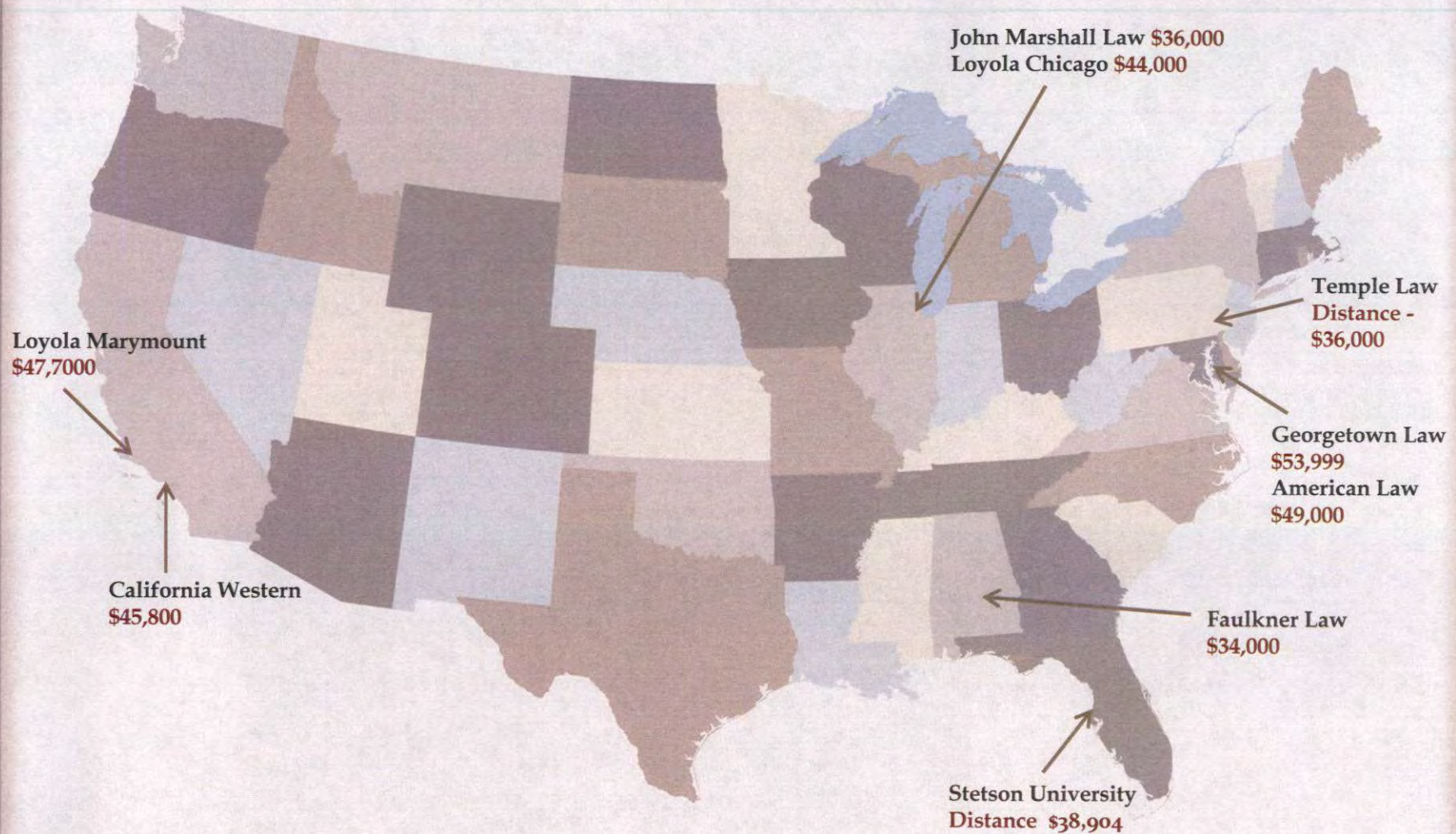
ACCESSIBILITY

TRIAL ADVOCACY LLM PROGRAMS

LAW SCHOOL	FEE	CREDIT HRS	LIVE SESSIONS	DISTANCE
1. STETSON UNIVERSITY (#1) <i>Gulfport, FL</i>	\$38,904	25 credit hours	LIVE SESSIONS 1-2 live sessions/semester	DISTANCE Weekly recorded lectures
2. TEMPLE UNIVERSITY (#2) <i>Philadelphia, PA</i>	\$21,646 (Res) \$34,772	24 credit hours	2 weeks/summer 1 weekend/month	DISTANCE 3-hr online session weekly
3. GEORGETOWN UNIVERSITY <i>Washington, DC</i>	\$53,130	24 credit hours	Traditional course of study	NO DISTANCE
4. AMERICAN UNIVERSITY <i>Washington, DC</i>	\$49,542	24 credit hrs	Traditional course of study	NO DISTANCE
5. JOHN MARSHALL LAW SCHOOL <i>Chicago, IL</i>	\$36,336	24 Credit hrs./FT(1) or PT (2)	Traditional course of study	NO DISTANCE
6. LOYOLA MARYMOUNT <i>Los Angeles, CA</i>	\$47,750	24 Credit hrs/FT(1) or PT (2)	Traditional course of study	NO DISTANCE
7. LOYOLA CHICAGO <i>Chicago, IL</i>	\$44,180	24 Credit hrs. FT or PT	Traditional course of study	NO DISTANCE
8. CALIFORNIA WESTERN <i>San Diego, CA (Fed. Crim Defense)</i>	\$45,800		Externship/Course Com.	NO DISTANCE
9. FAULKNER LAW <i>Montgomery, AL</i>	\$34,000	24 Credit hrs. FT (1) or PT	Traditional Course of Study	NO DISTANCE

Average Cost of Trial Advocacy LLM Programs: **\$42,000/year**
 Average Cost of Distance Trial Advocacy LLM Programs: **\$36,836**

Location of LLM Programs in Trial Advocacy



Average Cost of Trial Advocacy LLM Programs: **\$42,000**

Average Cost of Distance Trial Advocacy LLM Programs: **\$36,836**

Potential Revenue



#Students	\$14,000 (La)/ \$26,000 <i>(Standard 2017 tuition rates/yr.)</i>		\$20,000 <i>Tuition</i>	\$25,000 <i>Tuition</i>
15	\$210,000	\$390,000	\$300,000	\$375,000
20	\$280,000	\$520,000	\$400,000	\$500,000
40	\$560,000	\$1,040,000	\$800,000	\$1,000,000

ABA COMPLIANCE



ABA: Overview of Other than J.D. Programs

Standard 313 of the ABA Standards for Approval of Law Schools states that an ABA-approved law school may not establish a degree program other than its J.D. degree program unless 1) the school is fully approved, 2) the Council has granted acquiescence in the program; and **3) the degree program will not interfere with the ability of the law school to operate in compliance with the Standards and to carry out its program of legal education.** The school must obtain acquiescence prior to commencing such a program. The ABA does not formally approve any program other than the first degree in law (J.D.).

To request acquiescence, please complete the questionnaire on Degree Programs in Other Than the J.D. under Major Change on the Questionnaire Page.

ABA accreditation does not extend to any program supporting any other degree granted by the law school. Rather the content and requirements of those degrees, such as an LL.M., are created by the law school itself and do not reflect any judgment by the ABA accrediting bodies regarding the quality of the program. Moreover, admission requirements for such programs, particularly with regard to foreign students, vary from school to school, and are not evaluated through the ABA accreditation process. **The ABA reviews these degree programs only to determine whether their offering would have an adverse impact on the law school's ability to maintain its accreditation for the JD program. If no adverse impact is indicated, the ABA "acquiesces" in the law school's decision to offer the non-JD program and degree.**

The Council of the Section of Legal Education and Admissions to the Bar has adopted a statement that no post-J.D. or other degree program is a substitute for the J.D. and should not be considered the equivalent of the J.D. for bar admission purposes.

Minimal Impact on J.D. Program



- ❧ Boot Camp after summer school ends
- ❧ Resident sessions on Friday evenings and weekends when classrooms are not in use
- ❧ Thursday night classes requires only 1 classroom
- ❧ Will not affect enrollment in (or competition for) J.D. courses because students have specified program
- ❧ Instruction primarily by adjunct professors
- ❧ Little to no impact on existing facilities and services (library, study space, rooms, etc.) due to the nature of the program, distance, and times of resident instruction.

ABA Application for Acquiescence



☞ Deadlines for Application:

- ☞ Deadline 11/24/15 → for meeting dates 1/21-23/2016
- ☞ Deadline 2/16/16 → for meeting dates 4/14-16/2016
- ☞ Written notification 2-3 weeks after meeting

☞ May 2016 ABA decision

- ☞ 1 year: recruitment, admissions, financial aid, staffing, etc.

☞ Application Fee: \$6000

☞ Application includes

- ☞ Major Change Questionnaire (Standard 105)
- ☞ Certification from Chancellor and President that the school meets the Standards for granting of acquiescence in the proposed major change
- ☞ Copy of most recent Self-Study

ABA Application for Acquiescence



Major aspects of Major Change Questionnaire

- Program Curriculum
- Faculty Profile Summaries
- Director's CV
- Faculty Minutes or final university action approving the program.
- How program will be staffed/supported (admissions, etc.)
- Budget (salaries, clerical staff, support services, etc.)
- Facilities plan (rooms, office space, technology, etc.)

Components of Program



Facilities & Staffing
Program Curriculum

LLM Program in Trial Advocacy

Staffing/Facilities/Support



- ❧ Program Director
- ❧ Administrative Assistant or Asst. Director
- ❧ IT Support (distance learning component)
- ❧ Professors (Judges, practitioners, and fulltime professors)
- ❧ Occasionally (judges of trial, witnesses, jurors)
- ❧ Classrooms/Courtrooms (for breakout sessions and trials)
- ❧ Supplies (paper, printing, copying, etc.)
- ❧ Scholarships, grants, other aid
- ❧ Other support

LLM Program in Trial Advocacy



- ❧ 24 Credit Hours (16,800 instructional minutes)
 - ❧ *1 credit hour = 700 instructional minutes*
- ❧ **Duration:** July 15 – April 15
- ❧ **Projected launch date:** July 2017
- ❧ **Resident sessions:**
 - ❧ 10-Day Summer Boot Camp (July)
 - ❧ 1 live weekend/month (8 total weekends)
- ❧ **Online sessions:**
 - ❧ Weekly 3-hour online session (24 online sessions)

DATES	HRS	MIN.
Boot Camp July 14-22, 2017	66 hours	3960 min
Thurs. July 27, 2017	3 hrs./online	180 min
Thurs. Aug. 3, 2017	3 hrs./online	180 min
Thurs. Aug. 10, 2017	3 hrs./online	180 min
Fri-Sun. Aug. 18-20, 2017	17 hrs./weekend	1,080 min
Thurs. Aug. 24, 2017	3 hrs./online	180 min
Thurs. Aug. 31, 2017	3 hrs./online	180 min
Thurs. Sept. 7, 2017	3 hrs./online	180 min
Thurs. Sept. 14, 2017	3 hrs./online	180 min
Fri-Sun. Sept. 22-24, 2017	17 hrs./weekend	1,080 min
Thurs. Sept. 28, 2017	3 hrs./online	180 min
Thurs. Oct. 5, 2017	3 hrs./online	180 min
Thurs. Oct. 12, 2017	3 hrs./online	180 min
Fri. -Sun. Oct. 20-22, 2017	17 hrs./weekend	1,080 min
Thurs. Oct. 26, 2017	3 hrs./online	180 min
Thurs. Nov. 2, 2017	3 hrs./online	180 min
Thurs. Nov. 9, 2017	3 hrs./online	180 min
Fri.-Sun. Nov. 17-19, 2018	17 hrs./weekend	1,080 min

DATE	HRS	MIN.
Thurs. Jan. 11, 2018	3 hrs./online	180 min
Fri.-Sun. Jan. 19-21, 2018	17 hrs./weekend	1,080 min
Thurs. Jan. 25, 2018	3 hrs./online	180 min
Thurs. Feb. 1, 2018	3 hrs./online	180 min
Thurs. Feb. 8, 2018	3 hrs./online	180 min
Fri.-Sun. Feb. 16-18, 2018	17 hrs./weekend	1,080 min
Thurs. Feb. 22, 2018	3 hrs./online	180 min
Thurs. March 1, 2018	3 hrs./online	180 min
Thurs. March 8, 2018	3 hrs./online	180 min
Fri.-Sun. March 16-18, 2018	17 hrs./weekend	1,080 min
Thurs. March 22, 2018	3 hrs./online	180 min
Thurs. March 29, 2018	3 hrs./online	180 min
Thurs. Apr 5, 2017	3 hrs./online	180 min
Thurs. Apr 12, 2017	3 hrs./online	180 min
Fri.-Sun. Apr 20-22, 2017	17 hrs./weekend	1,080 min
Total instructional minutes		16,920 (24 credit hours)

Breakdown of Resident Time



BOOT CAMP TIME ALLOTMENT (10 DAYS)

- **Friday:** 6:00pm – 9:00p.m. (3hrs.)
- **Saturday – Thursday:** 8:30am-12:00pm; 1:00pm- 5:00p.m. (45 hrs.)
- **Friday:** 8:30am-12:00pm; 1:00pm- 3:00pm (5.5 hrs.)
- **Saturday:** 8:30am-12:00pm; 1:00pm- 5:00pm (7.5 hrs.)
- **Sunday:** 8:30am-12:00pm; 1:00pm- 3:00pm (5.5 hrs.)

WORKSHOP WEEKEND TIME ALLOTMENT (2.5 DAYS)

- **Friday:** 6:00pm – 9:00p.m. (3hrs.)
- **Saturday – Sunday:** 9:00am-12:00pm; 1:00pm- 5:00p.m. (14 hrs.)

LL.M. Trial Advocacy

Curriculum Coverage



- œ Trial Strategy
- œ Case theory/Theme
- œ Opening/Closing
- œ Examination of Witnesses
- œ Motion/Argument
- œ Technology in Courtroom
- œ Appellate Advocacy
- œ Computer Generated Evidence
- œ Advanced evidence
- œ Jury Selection
- œ Depositions
- œ Exhibits and Visuals
- œ Expert Witnesses
- œ Damages
- œ Jury Trials
- œ Effective Discovery
- œ The art of Persuasion
- œ Teaching Advocacy

(16,800 instructional minutes)

DATES	HRS	MIN.	INSTRUCTION	PROF
10-day Boot Camp July 14-22/2017	66 hours	3960 min	Trial strategy; theory/themes; advancing case theory; opening/closing; examinations; trial.	
Thurs. July 27, 2017	3 hrs./online lecture	180 min	Effective trial strategy.	
Thurs. Aug. 3, 2017	3 hrs./online lecture	180 min	Objections/Responses/Preserving Issues for appeal	
Thurs. Aug. 10, 2017	3 hrs./online lecture	180 min	Drafting and arguing pre-trial motions	
Fri-Sun. Aug. 18-20, 2017	17 hrs./weekend	1,080 min	Workshop weekend: Motions. Making, responding to objections; argument; hearing.	
Thurs. Aug. 24, 2017	3 hrs./online lecture	180 min	Drafting and arguing appellate briefs lecture.	
Thurs. Aug. 31, 2017	3 hrs./online lecture	180 min		
Thurs. Sept. 7, 2017	3 hrs./online lecture	180 min	Civil pre-trial litigation lecture.	
Thurs. Sept. 14, 2017	3 hrs./online lecture	180 min	Deposition lecture.	
Fri-Sun. Sept. 22-24, 2017	17 hrs./weekend	1,080 min	Workshop weekend. Depositions.	
Thurs. Sept. 28, 2017	3 hrs./online lecture	180 min		
Thurs. Oct. 5, 2017	3 hrs./online lecture	180 min	Expert witness lecture. (<i>Daubert/Foret</i>)	
Thurs. Oct. 12, 2017	3 hrs./online lecture	180 min	Expert witness lecture. (Qualifying experts)	
Fri. -Sun. Oct. 20-22, 2017	17 hrs./weekend	1,080 min	Workshop weekend. Expert witnesses.	
Thurs. Oct. 26, 2017	3 hrs./online lecture	180 min		
Thurs. Nov. 2, 2017	3 hrs./online lecture	180 min		
Thurs. Nov. 9, 2017	3 hrs./online lecture	180 min	Connecting with jury- opening/closing strategy	
Fri.-Sun. Nov. 17-19, 2018	17 hrs./weekend	1,080 min	Workshop weekend. JURY TRIAL	

DATE	HRS	MIN.	SUBJECT	PROF
Thurs. Jan. 11, 2018	3 hrs./online lecture	180 min	Jury selection lecture.	
Fri.-Sun. Jan. 19-21, 2018	17 hrs./weekend	1,080 min	Workshop weekend. Jury selection.	
Thurs. Jan. 25, 2018	3 hrs./online lecture	180 min	Criminal defense litigation lecture.	
Thurs. Feb. 1, 2018	3 hrs./online lecture	180 min	Exhibits, diagrams, reenactments, other visuals - foundation, authentication, etc.	
Thurs. Feb. 8, 2018	3 hrs./online lecture	180 min	Courtroom technology lecture.	
Fri.-Sun. Feb. 16-18, 2018	17 hrs./weekend	1,080 min	Workshop weekend. JURY TRIAL (technology/visuals)	
Thurs. Feb. 22, 2018	3 hrs./online lecture	180 min		
Thurs. March 1, 2018	3 hrs./online lecture	180 min		
Thurs. March 8, 2018	3 hrs./online lecture	180 min	Damages lecture.	
Fri.-Sun. March 16-18, 2018	17 hrs./weekend	1,080 min	Workshop weekend. JURY TRIAL (damages).	
Thurs. March 22, 2018	3 hrs./online lecture	180 min		
Thurs. March 29, 2018	3 hrs./online lecture	180 min	Teaching advocacy lecture.	
Thurs. Apr 5, 2017	3 hrs./online lecture	180 min		
Thurs. Apr 12, 2017	3 hrs./online lecture	180 min		
Fri.-Sun. Apr 20-22, 2017	17 hrs./weekend	1,080 min	Weekend workshop. FINAL JURY TRIAL	
TOTAL INSTRUCTIONAL MINUTES		16,920 min/700 = 24.1 credit hours		

SULC Advocacy Program

Advisory Panel



- ❧ Database of advocacy professors, judges, advocacy organization representatives, and experienced litigators in various fields from which to draw speakers and lecturers in those areas as needed
 - ❧ Organizations (LAJ, LACDL, NITA, LDAA, etc.); and officials (DA's, ADA's, AUSA's, etc.)
- ❧ Breakout group leaders
- ❧ Make presentations, conduct workshops, lectures, etc.
- ❧ Assist in training and instructional component of the seminar attached to the Board
- ❧ Assist in coaching and preparing J.D. teams for participation in mock trial competitions
- ❧ Help provide networking opportunities for students to interact with litigation professionals
- ❧ Act as mentors and advisors for students in litigation and advocacy based careers.
- ❧ SULC Trial Ad Board can also assist with LL.M Program (witnesses, timekeepers, etc.)



Office of the Chancellor
P. O. Box 9374
[225] 771-5020
FAX [225] 771-2018

June 30, 2015

Dr. Ray Belton, President/Chancellor
Southern University
J. S. Clark Administration Building
Baton Rouge, LA 70813

Dear Dr. Belton:

The items listed below are hereby submitted to be included on the Board's agenda for its meeting scheduled for July 10, 2015:

- Recommendation to allow the Foreign Language Department to offer a concentration in French and Spanish
- Recommendation to allow the College of Business (MBA Program) to offer a concentration in Marketing
- Recommendation to allow the College of Business to extend its Curriculum from 121 hours to a maximum of 124 hours, effective Fall 2015

Should you have questions or need additional information, please let me know.

Sincerely,

Flandus B. McClinton, Jr.
Acting Chancellor and Vice Chancellor
for Finance and Administration



Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

Phone: (225) 771-2360
Fax: (225) 771-2018

June 9, 2015

Mr. Flandus McClinton
Acting Chancellor
Southern University-Baton Rouge

Dear Mr. Chancellor:

The Southern University Foreign Language faculty and administrators have proposed offering a concentration in French and Spanish in addition to the adaptations of courses French 103 and Spanish 103 to the Department of Foreign Languages. (See the documents enclosed.)

The Department of Foreign Languages is proposing these adaptations of courses already existing in order to match the services we offer to our students' needs to improve SCH numbers, to utilize the efficiency of teaching services and to provide a better picture to the students of what a globalized world and society really means.

The Office of Academic Affairs has approved the request and is forwarding the same to your office for consideration. The new concentration must be approved by the SU Board of Supervisors and the LA Board of Regents prior to implementation.

Sincerely,

VerJanis A. Peoples, Ph.D.
Executive Vice Chancellor for Academic Affairs

Approved:

Mr. Flandus McClinton, Acting Chancellor



UNIVERSITY COLLEGE
P.O. Box 9251
Baton Rouge, Louisiana 70813

Office: (225) 771-2394
Fax: (225) 771-2371

May 7, 2015

Dr. VerJanis Peoples
Executives Vice Chancellor
Academic Affairs
2nd Floor, J.S. Clark Building
Southern University
Baton Rouge, LA 70813

Dear Dr. Peoples:

I have reviewed all documents Dr. Irma Cobb submitted to me from the Foreign Languages Department concerning the March 6, 2012 approval of changes in the Department's Curriculum. After review, I requested several changes and additions to the documents. As a result of these actions, I am recommending the following for your approval:

- # 1. Approve a concentration in French and Spanish (see the documents enclosed).
2. Approve the one semester course, French 103 for 6 credit hours (see syllabus enclosed).
3. Approve the one semester course, Spanish 103 for 6 credit hours (see syllabus enclosed).

If further information is needed, please notify me and I will respond immediately.

Sincerely,

Dana Carpenter, Chairman
University Curriculum Committee

Enclosure: Letters
Syllabi for Foreign Language

RECEIVED
MAY -7 2015
ACADEMIC AFFAIRS
SOUTHERN UNIVERSITY



Department of Foreign Languages
Room 355, 3rd Floor T. T. Allain
Baton Rouge, Louisiana 70813

(225) 771-3030 Office
(225) 771-5809 Fax

May 6, 2015

To: Dr. Dana Carpenter, Chair
University Curriculum

From: Dr. Irma Farfan-Cobb, Associate Chair
World Languages

Dear Dr. Carpenter,

I am requesting to officially add to the catalog the following information:

1. Concentration in French and Spanish
2. French 103 and Spanish 103

The original paperwork was submitted and approved to and by Dr. Joseph Mayinsee (Former Chair of the SUBR University Curriculum), back in the fall of 2011 (Concentration in French and Spanish) and summer of 2012 (French 103 and Spanish 103). I was informed by Dr. VerJanis Peoples, (Executive Vice-Chancellor) to present to you, Chair of the SUBR University Curriculum, a copy of the paperwork submitted previously, since the original signed paperwork cannot be located.

I am attaching the information resubmitted to you with the respective signatures.
Please let me know if I need to provide anything else to complete this process.

Thank you,

Irma Farfan Cobb, Associate Chair
World Languages

Dr. Irma Farfan-Cobb, Associate Chair
World Languages

Dr. Joyce O'Rourke, Associate Dean
College of Education Arts and Humanities


Dr. Dana Carpenter, Chair
SUBR Curriculum Committee

Dr. VerJanis Peoples
Executive Vice-Chancellor

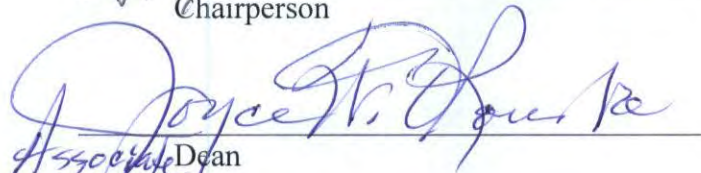
Please attach a copy of the detailed course syllabus and the reading list.

Comments:

Signatures


Chairperson

March 6, 2012
Date


Associate Dean

May 6, 2015
Date



Department of Foreign Languages
Room 355, 3rd Floor T. T. Allain
Baton Rouge, Louisiana 70813

(225) 771-3030 Office
(225) 771-5809 Fax

March 6, 2012

To: Dr. Joseph Mayinsee
Arts and Humanities Curriculum Committee

From: The Department of Foreign Languages

The Curriculum Committee from the Department of Foreign Languages met to propose adaptations to our curriculum, which are the following:

1. Elementary French/Spanish 100 and 101 are offered as two different courses, taken during two different semesters, for three hours credit each. We propose to offer French/Spanish 100 and 101 as one Intensive course. The titles for the courses are "Intensive French 103" and "Intensive Spanish 103". Either of these two intensive courses will be taken during one semester, for six credit hours, combining the curriculum from the regular courses French/Spanish 100 and 101. The intensive class will meet Monday-Thursday for one hour and twenty minutes each day. The syllabi for French 103 and Spanish 103 have been re-designed and are accompanied by the recommendation for new course.
2. Intermediate French and Spanish 200. We propose to offer this course for both French and Spanish language learners. The course will be taught primarily in English with equal emphasis on the two target foreign languages. The curriculum offered in this course focuses on cultural similarities and differences between the Francophone and Spanish-speaking worlds, and their ever-increasing globally-connected communities. The course will be taught to students of French and Spanish at the same time.

The Department of Foreign Languages is proposing these adaptations of courses already existing in order to match the services we offer to our students' needs, to improve SCH numbers, to utilize the efficiency of teaching services and to provide a better picture to the students of what a globalized world and society really means.

Thank you for your cooperation.

Irma Farfán Cobb, Chair
Department of Foreign Languages

**SOUTHERN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

RECOMMENDATION FOR A NEW COURSE

College/School: Arts and Humanities

Department: Foreign Languages

Course Title: Intensive Elementary French or
Intensive Elementary Spanish

Course Number: FREN 103 or SPAN 103

Course Credit Hours 06 credit hours

Course Contact Hours: 06 hours/week

Course Objectives:

1. Students will be able to engage in simple conversation in the target language and be understood by speakers of French/Spanish who are accustomed to interacting with language learners.
2. Students will be able to understand basic conversations or narratives within the target language.
3. Students will be able to read and understand short texts (advertisements, menus, brochures, etc.) within the target language.
4. Students will be able to write brief narratives on familiar topics (family, friends, household chores etc.) in the target language by recombining learned vocabulary and grammatical structures.
5. Students will be able to demonstrate a developed awareness of cultural values, beliefs, and ideologies of the Francophone/Hispanic world

Course Description:

Intensive Elementary French/Intensive Elementary Spanish (6 Credit Hours).
Introduction and development of elementary structures in the French or Spanish Language. Emphasis on listening comprehension, pronunciation, basic vocabulary and grammar structures necessary for developing oral proficiency, reading and writing skills. Students will be directed to use multi-media materials available in the computer lab. **Lab work required.**

Give the Rationale for the Course:

FRENCH 103 is a semester-long intensive course that combines the content of the existing French 100 and French 101 courses. This intensive 6 credit-hour course will meet 6 hours per week. French 103 will allow students to satisfy their 6 credit hour foreign language requirement in 1 (one) semester.

The prerequisites for this intensive course are:

1) minor in French or Spanish

or

2) concentration in French

or

3) 3.0 GPA (the intensive nature of the work will require superior discipline and capabilities on the part of the students)

and enrollment in this course will only be allowed with the express signed consent of the instructor.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course been reviewed by the curriculum committee of the Department?
YES X NO _____; of the College? YES _____ NO X
Please attach copies of the curriculum committees' reports, if any.

2. Are there similar courses in the present curriculum? YES _____ NO X
If the answer is yes, please state the title and number of the courses:
Title _____ Number _____

3. What is the projected enrollment for the course per semester? _____ 30

4. How often will the course be offered? Fall X Spring X Summer X

5. Is this a required or elective course and for what curriculum?
REQUIRED X CURRICULUM: This course is used to meet the foreign language requirements of 6 hours, minors in foreign languages and concentration in foreign languages.

ELECTIVE _____ CURRICULUM _____

6. What is the impact of adding this course on the total number of credit hours required to complete the existing degree program? NA

7. Do you have faculty on your staff to teach the course? YES X NO _____
If the answer is no, please state the additional funds needed to hire new faculty members
\$ _____.

8. What is the minimum rank required of the faculty members who will teach this course?
_____ Doctoral Degree

9. What are the qualifications required of the faculty members who will teach the course (degrees, certifications, professional experience, scholarly research, etc)? A minimum teaching experience of 5 years at the college level

10. Do you have the facilities (classroom & laboratories), instructional equipment, and library resources needed to offer the course? YES X NO _____

11. If the answer is NO, please state your needs.
How much is the total additional funds needed to implement this course?
\$ _____ --

**INTENSIVE ELEMENTARY FRENCH
FREN 103**

COURSE SYLLABUS

Southern University and A&M College
Baton Rouge, LA 70813

I. DESCRIPTIVE INFORMATION

A. Course Number: FREN 103

B. Course Title: INTENSIVE ELEMENTARY FRENCH

C. Catalog Description:

Intensive Elementary French (6 Credit Hours). Introduction and development of elementary structures in the French Language. Emphasis on listening comprehension, pronunciation, basic vocabulary and grammar structures necessary for developing oral proficiency, reading and writing skills. Students will be directed to use multi-media materials available in the computer lab. **Lab work required.**

D. Instructor's Statement of Course Description:

FRENCH 103 is a semester-long intensive course that combines the content of the existing French 100 and French 101 courses. This intensive 6 credit-hour course will meet 6 hours per week. French 103 will allow students to satisfy their 6 credit hour foreign language requirement in 1 (one) semester.

E. Credit Hours: 06

F. Prerequisites:

1) minor in French

Or

2) concentration in French

Or

3) 3.0 GPA (the intensive nature of the work will require superior discipline and capabilities on the part of the students)

and

4) enrollment in this course will only be allowed with the express signed consent of the instructor.

G. Intended Audience: Students who meet one of the above prerequisites.

H. Instructors: Faculty members with a doctoral degree and five years of teaching experience.

II. SPECIFICATION OF COURSE GOALS AND OBJECTIVES

A. Statement of General Goals:

- a. Students will be able to communicate minimally in the target language in personal and social contexts at an ACTFL Novice Low to Novice Mid (100-101) level.
- b. They will have a basic knowledge of grammatical structures that would allow them to write about themselves and their immediate environment using some present tenses (Spanish100), past indicative tenses (Spanish 101).
- c. They will be able to read a variety of texts and to demonstrate a general understanding of the texts.
- d. They will demonstrate a basic understanding of major cultural, historical and artistic developments in the French-speaking world.

B. Statement of Course Objectives:

1. Upon completion of the course,

1. Students will be able to engage in simple conversation in the target language and be understood by speakers of French who are accustomed to interacting with language learners.
2. Students will be able to understand basic conversations or narratives within the target language.
3. Students will be able to read and understand short texts (advertisements, menus, brochures, etc.) within the target language.
4. Students will be able to write brief narratives on familiar topics (family, friends, household chores etc.) in the target language by recombining learned vocabulary and grammatical structures.
5. Students will be able to demonstrate a developed awareness of cultural values, beliefs, and ideologies of the Francophone world

Student Learning Outcomes:

FRENCH 103 Students will be able to:	Specific assessment measure for outcome:
1) Understand short, simple conversations and narratives in the target language, within highly predictable and familiar contexts	At least one listening comprehension section in: <ul style="list-style-type: none"> • Each chapter tests during the semester. • Minimum of four online workbook listening exercises per chapter • Final Exam
2) Read a variety of texts in the target language and find predictable information and vocabulary in simple everyday familiar topics.	Students will be able demonstrate an understanding of their reading by: <ul style="list-style-type: none"> • participation in in-class discussion • written expression in response to a reading section included in each chapter exam and the final exam
3) Write short compositions in the target language, by recombining learned vocabulary and structures to form simple narratives on very familiar topics	Students will be able to demonstrate their writing proficiency by: <ul style="list-style-type: none"> • writing three one-page compositions demonstrating a proficiency in grammatical structures and vocabulary • writing a composition in each of the 8 chapters covered during the semester • writing a composition that is comprehensive in its nature in the final exam
4) Demonstrate an awareness of cultural values, beliefs, and ideologies of the Francophone world	Students will be able to demonstrate cultural literacy by: <ul style="list-style-type: none"> • participating in in-class discussions • responding in writing to relevant cultural topics in each chapter test and final exam • creating a project based on a topic relevant to the Francophone world.
5) Demonstrate oral proficiency to the ACTFL Novice-High to Intermediate Low level	Students will be able to demonstrate their speaking proficiency by: <ul style="list-style-type: none"> • participating in in-class discussions in the target language • recording their responses to online exercises • completing successfully oral final exam

C. Statement of Course Content:

This course will involve the following:

- a) Acquisition of basic grammar and its use in the writing of short sentences, in the target language, related to everyday situations;
- b) the use of basic oral skills, in the target language, to communicate basic and survival information;
- c) knowledge of cultural and historical events in the Francophone world;
- d) the reading of short articles with some degree of understanding.

D. Americans with Disabilities Act Policy

Southern University is committed to providing equal access for all persons with disabilities on the Baton Rouge Campus. The University recognizes that some persons with disabilities may require reasonable accommodations in order to achieve equal access to educational programs and activities. Federal and state laws protect both employees and students from illegal discrimination. Southern University is obligated to maintain compliance within all relevant laws pertaining to discrimination when alleged on the basis of race, sex, national origin, religion, disability, age, veteran status, marital status, parental status or other protected categories under state and federal law.

III. READINGS:

A. Textbook:

Vis-à-Vis. Beginning French Fifth Edition, Evelyne Amon, Judith A. Muyskens and Alice C. Omaggio Hadley (MANDATORY)

B. General Reading Sources:

<http://1jourlactu.com/> (French online newspaper targeting a young audience)

C. Websites:

C.1 Mandatory : www.mhcentro.com (purchase of access code is required)

“Centro” -online workbook/lab manual:

- a) Title: *vis-à-vis: beginning french, online workbook /laboratory manual*, 5th edition
- b) publisher: McGraw-Hill
- c) authors: Monique Branon, Myrna Bell Rochester, Hedwige Meyer, Patricia Westphal

C.2. Recommended:

www.about.french.com
<http://1jourlactu.com/>
www.afusa.org

E. LiveText Subscription

Southern University and A&M College-Baton Rouge has entered into partnership with LiveText, Inc. to provide online academic resources for student collaboration and learning outcomes assessment. Therefore, all students enrolled in this course are required to purchase a subscription from LiveText, Inc. through the Southern University Bookstore. LiveText, Inc. provides students with the electronic tools and services needed to serve them in their courses and in their career or academic pursuits beyond graduation.

LiveText is a dynamic tool that will enable you to:

- Create Electronic Portfolios for storing and displaying coursework for use anytime and anyplace;
- Share your résumés, professional portfolios and virtually any projects that can be photographed, video recorded, and uploaded to prospective employers and others who need or want to know about your accomplishments;
- Engage in discussion boards with other students, exchange feedback, and create study groups and other types of social networks.
- Complete assignments in key/required courses where LiveText has been embedded (without LiveText, you will not be able to complete these assignments).
- Create a complete record of your academic career that is malleable and easily accessible.
- Engage in developing a results driven culture of assessment at Southern University.
- Participate in a process that will allow for data-driven curricular improvements that foster improved student learning and performance

F. Reference Journals: N/A

IV. INSTRUCTIONAL PROCEDURE:

The instructor will present materials from the first 8 chapters of the textbook. Presentation of basic grammar structures, use of vocabulary, oral practice of short expressions and sentences; reading of essays from the mhcentro material (online) and text book; basic writing describing people, places and familiar activities in the target language, in class quizzes and assignments and lab work with the use of the internet.

V. COURSE REQUIREMENTS

A/B Academic Requirements and Administrative Requirements

Mandatory Course Materials: Students are required to obtain the textbook and “Centro” –online workbook in a timely manner.

Make-ups/ Extended deadlines for class assignments: **NO** make-ups and no extension of deadlines will be granted except for students participating in SU sponsored events (athletes, SGA administrators, cheerleaders etc).

Attendance: Class attendance is mandatory; missing classes will affect the final grade (as stated by the departmental Attendance Policy).

VI. COURSE SCHEDULE

<u>Week</u>	<u>Topic</u>
Week 1:	- Introduction to course - Chapter 1 Content (1): Presentations, Greetings, numbers 0-60, Nationalities, Days of the week/months,
Week 2:	- Chapter 1 Content (2): classroom vocabulary, Singular/Plural & Masculine/Feminin forms, verb "aller" - Chapter 2 Content (1): places on campus, academic disciplines, entertainment in student life
Week 3:	- Chapter 2 Content (2): -ER verbs, " <i>être</i> ", negation, « c'est » vs »il/elle est » ; possessive adjectives, terms of nationalities (discuss Francophone countries/territories) - Chapter 3 (1) : Describing people etc, colors, clothes,
Week 4:	- Chapter 3 (2): « <i>avoir</i> » (including expressions using « avoir »), asking YES/NO questions, descriptive adjectives (including those with irregular forms), Prepositions « à » and « de »,
Week 5:	- Chapter 3 (3) : « jouer » with prep. « à » or « de » (sports & musical instruments), verb " faire " - Chapter 4 (1): Prepositions « , <i>sur, sous, loin de, etc.</i> », Student housing, Interrogative pronouns (« <i>où, quand, qui, que, comment, etc</i> »)
Week 6 :	- Chapter 4 (2) : - <i>IR</i> verbs, Place of certain descriptive adjectives
Week 7:	- Chapter 5 (1): seasons and weather, possessive adjectives, family, verb « Aller » and the « futur proche », "la maison"
Week 8:	- Chapter 5 (2): - <i>RE</i> verbs, <u>Culture</u> : Le blog d'Hassan, Reportage
Week 9 :	- Chapter 6 (1) : Food (Les repas, la nourriture et les boissons), « Prendre » et « Boire »
Week 10 :	- Chapter 6 (2) : Verb « Préférer », les articles partitifs, meals and table setting, « l'impératif », telling time, blog on food in Francophone countries
Week 11 :	- Chapter 7 (1) : specialty stores for food, ordering food in restaurant, asking questions using « quel, quelle etc. », demonstrative adjectives

- Week 12: - **Chapter 7 (2):** Counting using large numbers, verbs : « Vouloir », « Pouvoir », « devoir » ; passé composé avec « Avoir »
- Week 13: - **Chapter 8 (1):** the regions of France, leisure activities, verb “acheter”, sports equipment, travel vocabulary
- Week 14: - **Chapter 8 (2):** irregular verbs in **-IR**, passé composé with « être », using the expression « il faut », more prepositions

VII. EVALUATION OF STUDENTS:

Several assessment tools will be used :

- activities on “Centro” (online workbook)
- homework assignments based on class activities and readings in textbook or online (to upload online and to submit in class)
- quizzes (online and in-class)
- Oral assignments and exams to be recorded online on Centro
- 8 (eight) chapter exams.
- 1 final exam.

All chapter exams and final exam have the following format:

1. Listening
2. Grammar/Vocabulary
3. Reading
4. Culture
5. Composition

Chapter exams and final exam have **no or very minimal multiple choice questions**

VIII. GRADING:

The grade distribution for chapter and final exams is as follows:

Chapter tests:	45%
Homework:	10%
Quizzes:	15%
Centro (Lab):	15%
Final:	10%

The grade scale is as follows:

100-90	A
89-80	B
79-70	C

69-60
59-0

D
F

**INTENSIVE ELEMENTARY SPANISH
SPAN 103**

COURSE SYLLABUS

Southern University and A&M College
Baton Rouge, LA 70813

I. DESCRIPTIVE INFORMATION

A. Course Number: SPAN 103

B. Course Title: INTENSIVE ELEMENTARY SPANISH

C. Catalog Description:

Intensive Elementary Spanish (6 Credit Hours). Introduction to and development of elementary structures in the Spanish language. Emphasis on listening comprehension, pronunciation, basic vocabulary and grammar structures necessary for developing oral proficiency, reading and writing skills. Students will be directed to use multimedia materials available in the computer lab. **Lab work required.**

D. Instructor's Statement of Course Description:

SPANISH 103 is a semester-long intensive course that combines the content of the existing Spanish 100 and Spanish 101 courses. This intensive 6 credit-hour course will meet 6 hours per week. Spanish 103 will allow students to satisfy their 6 credit-hour foreign language requirement in 1 (one) semester.

E. Credit Hours: 06

F. Prerequisites:

1.) Minor in Spanish

Or

2) Concentration in Spanish

Or

3) 3.0 GPA (The intensive nature of the work will require superior discipline and capabilities on the part of the student.)

And

4) Enrollment in this course will only be allowed with the expressed, signed consent of the instructor.

G. Intended Audience: Students who meet one of the above prerequisites.

H. Instructors: Faculty members with a doctoral degree and five years of teaching experience.

II. SPECIFICATION OF COURSE GOALS AND OBJECTIVES**A. Statement of General Goals:**

- a. Students will be able to communicate in the target language in personal and social contexts at an ACTFL Novice Low to Novice Mid (100-101) level.
- b. They will have a basic knowledge of grammatical structures that would allow them to write about themselves and their immediate environment using some present tenses (Spanish 100), and past indicative tenses (Spanish 101).
- c. They will be able to read a variety of texts and to demonstrate a general understanding of the texts.
- d. They will demonstrate a basic understanding of major cultural, historical and artistic developments in the Spanish-speaking world.

B. Statement of Course Objectives:

Upon completion of the course,

1. Students will be able to engage in simple conversations in the target language and be understood by speakers of Spanish who are accustomed to interacting with language learners.
2. Students will be able to understand basic conversations or narratives within the target language.
3. Students will be able to read and understand short texts (advertisements, menus, brochures, etc.) in the target language.
4. Students will be able to write brief narratives on familiar topics (family, friends, household chores etc.) in the target language by recombining learned vocabulary and grammatical structures.

5. Students will be able to demonstrate a developed awareness of cultural values, beliefs, and ideologies of the Spanish world.

Student Learning Outcomes:

SPANISH 103 Students will be able to:	Specific assessment measure for outcome:
1) Understand short, simple conversations and narratives in the target language, within highly predictable and familiar contexts.	At least one listening comprehension section in: <ul style="list-style-type: none"> • Each chapter test during the semester. • Minimum of four online workbook listening exercises per chapter • Final Exam
2) Read a variety of texts in the target language and find predictable information and vocabulary in simple everyday familiar topics.	Students will be able demonstrate an understanding of their reading by: <ul style="list-style-type: none"> • participation in in-class discussion • written expression in response to a reading section included in each chapter exam and the final exam
3) Write short compositions in the target language, by recombining learned vocabulary and structures to form simple narratives on very familiar topics.	Students will be able to demonstrate their writing proficiency by: <ul style="list-style-type: none"> • writing three one-page compositions demonstrating a proficiency in grammatical structures and vocabulary • writing a composition in each of the 8 chapters covered during the semester • writing a composition that is comprehensive in its nature in the final exam
4) Demonstrate an awareness of cultural values, beliefs, and ideologies of the Spanish-speaking world.	Students will be able to demonstrate cultural literacy by: <ul style="list-style-type: none"> • participating in in-class discussions • responding in writing to relevant cultural topics in each chapter test and final exam • creating a project based on a topic relevant to the Spanish world
5) Demonstrate oral proficiency at the ACTFL Novice-High to Intermediate Low level.	Students will be able to demonstrate their speaking proficiency by: <ul style="list-style-type: none"> • participating in in-class discussions in the target language • recording their responses to online exercises • completing successfully an oral final exam/interview

C. Statement of Course Content:

This course will involve the following:

- a) Acquisition of basic grammar and its use in the writing of short sentences, in the target language, related to everyday situations;
- b) The use of basic oral skills, in the target language, to communicate basic and survival information;
- c) Knowledge of cultural and historical events in the Spanish world;
- d) The reading of short articles with some degree of understanding.

D. Americans with Disabilities Act Policy (ADA)

Southern University is committed to providing equal access for all persons with disabilities on the Baton Rouge Campus. The University recognizes that some persons with disabilities may require reasonable accommodations in order to achieve equal access to educational programs and activities. Federal and state laws protect both employees and students from illegal discrimination. Southern University is obligated to maintain compliance within all relevant laws pertaining to discrimination when alleged on the basis of race, sex, national origin, religion, disability, age, veteran status, marital status, parental status or other protected categories under state and federal law.

III. READINGS:

A. Textbook:

Dos Mundos en Breve; Fourth Edition, Tracy Terrell, Magdalena Andrade, Jeanne Egasse and Ellias Miguel Munoz (MANDATORY)

B. General Reading Sources:

<http://www.excelsior.com.mx> (Spanish online newspaper targeting a young audience)

C. Websites:

C.1 Mandatory : www.mhcentro.com (Purchase of access code is required)

“CENTRO” -Online workbook/lab manual: (MANDATORY)

- a) Title: *Dos Mundos en breve, online workbook /laboratory manual*, 4th edition
- b) Publisher: McGraw-Hill
- c) Authors: Magdalena Andrade, Jeanne Egasse and Ellias Miguel Munoz

C.2. Recommended:

www.about.spanish.com

<http://www.bbc.co.uk/languages/spanish/>

www.tunein.com (Radio Tropical Caliente, New Orleans)

E. MANDATORY: LiveText Subscription

Southern University and A&M College-Baton Rouge has entered into partnership with LiveText, Inc. to provide online academic resources for student collaboration and learning outcomes assessment. Therefore, all students enrolled in this course are required to purchase a subscription from LiveText, Inc. through the Southern University Bookstore. LiveText, Inc. provides students with the electronic tools and services needed to serve them in their courses and in their career or academic pursuits beyond graduation.

LiveText is a dynamic tool that will enable you to:

- Create Electronic Portfolios for storing and displaying coursework for use anytime and anywhere;
- Share your résumés, professional portfolios and virtually any projects that can be photographed, video recorded, and uploaded to prospective employers and others who need or want to know about your accomplishments;
- Engage in discussion boards with other students, exchange feedback, and create study groups and other types of social networks.
- Complete assignments in key/required courses where LiveText has been embedded (without LiveText, you will not be able to complete these assignments).
- Create a complete record of your academic career that is malleable and easily accessible.
- Engage in developing a results driven culture of assessment at Southern University.
- Participate in a process that will allow for data-driven curricular improvements that foster improved student learning and performance.

F. Reference Journals: TECLA

<http://www.educacion.gob.es/reinounido/publicaciones-materiales/publicaciones.html>

IV. INSTRUCTIONAL PROCEDURE:

The instructor will present materials from the first 9 chapters of the textbook. Presentation of basic grammar structures, use of vocabulary, oral practice of short expressions and sentences; reading of essays from the MHCENTRO material (online workbook) and textbook; basic writing describing people, places and familiar activities in the target language; in class quizzes and assignments and lab work with the use of the internet.

V. COURSE REQUIREMENTS

A/B Academic Requirements and Administrative Requirements

Mandatory Course Materials: Students are required to obtain the textbook and “CENTRO”, the online workbook, in a timely manner.

Make-ups/ Extended deadlines for class assignments: NO make-ups and no extension of deadlines will be granted except for students participating in SU sponsored events (athletes, SGA administrators, cheerleaders etc).

Attendance: Class attendance is mandatory; missing classes will affect the final grade (as stated in the Departmental Attendance Policy).

VI. COURSE SCHEDULE

<u>Week</u>	<u>Topic</u>
1	Introducción and Paso A: Los colores, la ropa, los números, los saludos, los mandatos el alfabeto, la concordancia (sustantivos y modificadores)
2	Paso A, Paso B: La concordancia (verbos y sujetos), las cosas en el salón de clase, el cuerpo humano, la descripción de personas
3	Paso B, Paso C: La familia, las conjugaciones de verbos en el presente, los idiomas y nacionalidades, posesión (ser de)
4	Capítulo 1: Las fechas, la hora, las actividades favoritas, los deportes y preguntas, gustos y disgustos
5	Capítulo 2: El futuro (ir a), las clases, las preferencias y deseos, el tiempo, adjetivos ordinales, los demostrativos
6	Capítulo 3: Las actividades diarias, los lugares comunes en un pueblo, los verbos irregulares, los pronombres directos, origen y ubicación (ser de, estar)
7	Capítulo 4: Los días feriados, los verbos reflexivos, más verbos irregulares los estados físicos y emotivos (estar/tener)
8	Capítulo 5: Las carreras y las actividades del trabajo, los pronombres indirectos, acciones del momento (-ando/-iendo), expresiones obligaciones, expresando planes y deseos
9	Capítulo 6: El barrio y las casas, las actividades en casa, las comparaciones de igualdad/desigualdad, el pretérito regular
10	Capítulo 7: Los viajes, el pretérito regular y algunos verbos irregulares, hace que (¿Cuánto tiempo hace que....?)

11	Capítulo 8: La comida, la mesa, el restaurante, el menu, más verbos como gustar, los pronombres directos e indirectos (se lo, etc.), la voz pasiva y el impersonal con 'se'
12	Capítulo 9: La familia y los parientes, las preposiciones (por/para), el imperfecto
13	Capítulo 10: La geografía y el clima, el medio ambiente, el presente perfecto
14	Preparación para el Examen Final

VII. EVALUATION OF STUDENTS:

Several assessment tools will be used:

- Activities on “CENTRO” (online workbook)
- Homework assignments based on class activities and readings in textbook or online (to upload online and to submit in class)
- Quizzes (online and in-class)
- Oral assignments and exams to be recorded online on CENTRO
- 8 (eight) chapter exams.
- 1 final exam.

All chapter exams and final exam have the following format:

1. Listening
2. Grammar/Vocabulary
3. Reading
4. Culture
5. Composition

Chapter exams and final exam have **no or very minimal multiple choice questions**

VIII. GRADING:

The grade distribution is as follows:

Chapter tests:	45%
Homework:	10%
Quizzes:	15%
CENTRO (Lab):	15%
Final Exam:	10%

The grade scale is as follows:

100-90	A
--------	---

89-80	B
79-70	C
69-60	D
59-0	F

**WORLD LANGUAGES
AT SOUTHERN UNIVERSITY-BATON ROUGE
NOW OFFERS A
CONCENTRATION IN FRENCH OR SPANISH**

***18 CREDIT HOURS ***

**STARTING WITH SPANISH / FRENCH 100 AND INCLUDING
SPANISH / FRENCH FOR PROFESSIONALS 214 AND 215**

SPRING 2016

If you are a student interested in creating new professional opportunities for yourself, this concentration in Spanish / French is just for you!

**REQUIREMENTS: You must be majoring in one of the following career areas:
Health Care, Criminal Justice, Social Services, Education, Business**

How is the concentration different from a minor in French or Spanish?

CONCENTRATION

- *French and Spanish courses start counting at the level of 100
- *Course content emphasizes the foreign language and culture as it relates to your career area
- *Provides students with the language skills necessary to communicate at a specific professional level
- *Field experience in town or abroad provide essential information in real world contexts
COURSES: FREN/SPAN 100, 101, 214, 215, 219, AND 410

MINOR

- *French and Spanish courses start at the level of 200
- *Course content emphasizes general knowledge of the foreign language and culture
- *Provides students with the language skills necessary to communicate in everyday situations
- *Language and cultural experiences provided mainly in the classroom
COURSES: FREN/SPAN 200,201, 202, 219, 255 AND 300

WHY A CONCENTRATION:

The **Concentration** responds to the growing need in our state and nation for professionals to be **linguistically and cross-culturally competent**. It also **enriches the choices available to Southern University students** who are considering a major with a concentration. Importantly, the concentration will increase the chances for success once students begin their careers.

Please contact your French or Spanish professor to obtain more information about this new opportunity for you to be more involved in a globalized society. Or, make an appointment today to speak with our Chair Dr. Irma Farfán-Cobb: TT Allain Building, #355/Office: 771-3030.



Department of Foreign Languages
Room 355, 3rd Floor T. T. Allain
Baton Rouge, Louisiana 70813

(225) 771-3030 Office
(225) 771-5809 Fax

February 6, 2012

Dr. Ella Kelley
Interim Vice Chancellor, Academic Affairs
Associate Provost
Southern University and A&M College
CAMPUS

Dear Dr. Kelley:

In the Fall of 2011, the Department of Foreign Languages submitted to the University Curriculum Committee a proposal to initiate a concentration in French and Spanish for Professionals. The proposal was approved and the initiation of the work was also approved to start the spring of 2012.

I would like to know 1) if the Concentration officially has been placed in the University Curriculum; 2) if you have the pertinent information about the proposal. If you do not I am attaching a copy of the document. I also would like to know if it is time for Foreign Languages to officially start promoting this option among our Southern University students. We are finalizing a brochure and the paper work required to start recruiting students.

Please let me know if you need any further information relative to this matter.

Thank you,

Irma Farfan-Cobb, Chair
Department of Foreign Languages
Southern University

cc: Dr. Joyce O'Rourke, Dean
College of Arts and Humanities
Southern University

PROPOSAL

CONCENTRATION: FOREIGN LANGUAGES FOR PROFESSIONALS

INTRODUCTION

As the global economy continues to expand, enterprises – non-profit, governmental or business- are seeking professionals who can succeed in diverse environments; such success is difficult to achieve for those who cannot communicate in languages nor operate in cultures outside their own. Many universities and employers recognize the ever-growing need to prepare their graduates and future workforce to communicate with the many speakers of other languages in the world. It is increasingly understood that proficiency in a foreign language and a broad familiarity with different cultures in various contexts is preferred, even required in today's competitive job market.

OBJECTIVES OF THE CONCENTRATION

Southern University and A. & M. College's mission seeks out collaborative endeavors across the disciplines that will most effectively serve our students and increase their marketability and success after graduation. The principle objective of the proposed **Concentration** is to provide language and culture training for students of Southern who are pursuing majors in:

- Health Care
- Criminal Justice
- Social Services
- Education
- Business

PROGRAM DESCRIPTION

The proposed **Concentration** allows students to select an area of concentration (study) either in French or Spanish language and culture, and provides students the language skills necessary to communicate on a professional level. This program is designed to meet the needs of students who wish to enhance their language and culture expertise to increase professional opportunities, to gain a valuable skill and expertise in a foreign language, and to better their understanding of other cultures.

The Concentration Foreign Languages for Professionals is comprised of **eighteen (18) credit hours** of language and culture courses beginning at the elementary level (currently the 100 course numbers). Students will acquire the key vocabulary, useful phrases and critical grammatical elements that they will need to engage in practical dialogue and meaningful exchanges in specific professional settings. Classes will focus on developing students' oral and aural abilities in order to prepare them to ask for, obtain, and effectively communicate essential information in real-world contexts. Students will receive critical cross-cultural training related to the countries and/or regions where the chosen target language (French or Spanish) is spoken.

BENEFITS OF THE CONCENTRATION

The proposed **Concentration** responds to the growing need in our state and nation for professionals to be **linguistically and cross-culturally competent**. The concentration also **enriches the choices available to Southern University students** when considering a major and a concentration. More importantly, the concentration will increase the chances for success of our students once they begin their careers. Additionally, the **Concentration facilitates interdepartmental and interdisciplinary cooperation** among the various schools of our

university and their faculty, bringing together their expertise to better serve our students and this institution. The new concentration will also **draw much greater enrollment due to the fact that it will generate extra cachet and marketability for students** in a much wider range of degree programs, such as in **Business, Education, Health Care, Criminal Justice, Social Services**. **This Concentration is unique, one of its kind among four-year institutions of higher education in the state.**

AWARDING OF THE CONCENTRATION IN FOREIGN LANGUAGES FOR PROFESSIONALS

Southern University and A. & M. College will award the **Concentration** to students who have fulfilled the specific requirements, namely: Completion of eighteen (18) hours of coursework, and an exit examination. Students must maintain all coursework with the minimum grade of “C”.

A notation of “**CONCENTRATION IN Foreign Languages (French or Spanish) for Professionals**” will be included on student’s transcript upon successful completion of all requirements.

The specific career track will be identified on the transcript:

Education

Health Care

Criminal Justice

Social Services

Business

ADMISSION AND PROGRAM REQUIREMENTS

This concentration program will be open to students enrolled at Southern University in a degree program, as well as those who wish to enroll as a non-degree-seeking student through

Continuing Education.

The **Concentration** requires the **18 credit hours** shown below, and successful completion of a comprehensive exit exam. Students must earn a grade of “C” as a minimum for all courses in the concentration program.

REQUIREMENTS FOR CONCENTRATION

Three foundation classes and a sequence of four courses for a total of 18 credits are required for the **Concentration**:

REQUIRED COURSES FOR CONCENTRATION IN LANGUAGE FOR PROFESSIONALS
FOLG 100
FOLG 101
FOLG 214
FOLG 215
*FOLG 219
FOLG 410
*Student will have the option to participate in a summer study abroad course, and engage in a Service Learning project abroad, where they will earn three hours credit in FOLG 219 and three hours credit in international volunteerism, thereby fulfilling their volunteerism requirement for graduation; or 2) partner with a domestic enterprise which has international connections to undertake field/internship experience, and take FOLG 219 at SUBR NB: FOLG = Foreign Languages

Foundation Courses

- French/Spanish 100 Elementary French/Spanish I
- French/Spanish 101 Elementary French/Spanish II

Professionals Course Sequence

- FREN/SPAN 214 Spanish/French for Professionals:
 - Health Care
 - Social Services

- Law Enforcement
- Education
- Business

(Courses approved by University Curriculum Committee 2005)

- FREN/SPAN 215 Spanish/French for Professionals

(Courses approved by University Curriculum Committee 2005)

- FREN/SPAN 219 Intermediate French/Spanish Conversation

Course Description: Emphasis on the development of listening and speaking comprehension, in the context of the business environment

To successfully satisfy the requirement for the sixth course (18 hours), students will have the option to

1) participate in a summer study abroad course and engage in a Service Learning project abroad, where they will earn three hours credit in FOLG and three hours credit in international volunteerism, thereby fulfilling their volunteerism requirement for graduation; or

2) Take a course for independent study (FOLG 410 “Special Topics”), where students will partner with a domestic enterprise which has international connections to undertake field/internship experience.

FACULTY

The entire undergraduate faculty will be involved directly in the teaching of this concentration, which will utilize existing courses listed in the Foreign Language curriculum. The courses will be directed specifically to meet the needs of the certification program. There is no projected need to hire new faculty. The existing Foreign Languages faculty has the professional training to cover the needs of this program, with 3 Spanish faculty members, 3 French faculty members, and 1 dual Spanish/French faculty member. In addition, three (3) faculty members are “Certified Command Spanish Trainers”. This faculty team possesses the knowledge and skills in Spanish and French to successfully teach the courses for the concentration.

COSTS

There are no costs for implementation.

ADMINISTRATION

The proposed concentration will be interdisciplinary in nature, and jointly administered by the **Foreign Languages program** and the corresponding University College and Department: **Foreign Languages** will consult with faculty in departments and disciplines across the university in preparation of course materials.

Law Enforcement: School of Public Policy

Health Care: School of Nursing

Social Services: Education:

An advisory committee, consisting of representatives of the aforementioned Colleges and the **Foreign Languages program**, will be established to assist in developing recruitment, instruction, and operating procedures and to deal with any specific problems.

STUDY ABROAD

SUBR International Office of Education, The National Student Exchange Program (NSE), CODOFIL (Council on the Development of French in Louisiana), etc., will continue to assist students in going abroad to perfect their foreign language skills. Faculty teaching in this proposed certification program will collaborate to insure that study abroad continues to be a stellar component of this **Concentration**.

RECRUITMENT

Students will be made aware of the concentration by emails, flyers, announcements in appropriate publications, language courses, etc. Once the concentration is in-place, a number of informational meetings will be held to orient students to the program and its requirements and benefits. In-coming freshmen will be made aware of the program during orientation and

regularly-scheduled freshmen seminar workshops. Foreign Languages will work cooperatively with the other units involved to disseminate the pertinent information.

PLANNED IMPLEMENTATION DATE

The date of implementation for new **Concentration** is **Spring 2012**.

APPENDICES

COURSE SYLLABI

1. FOLG 214
2. FOLG 215
3. FOLG 219
4. FOLG 410

FOREIGN LANGUAGE CURRICULUM FOR A CONCENTRATION IN FRENCH 18 SEMESTER HOURS STARTING AT THE LEVEL OF 100 Starting Date _____ Ending Date _____	PERSONAL INFORMATION IN COURSE NUMBERS Major: _____ Dean: _____ Chair: _____ Advisor: _____ Phone #: _____
---	---

Concentration Courses:

The student will need 3 years to complete the concentration sequence	H R S	Grade	Name: _____ Last First
Elementary French 100 Date _____	3		BANNER ID#: _____ Local Address: _____ _____
Elementary French 101 Date _____	3		Home Address: _____ _____
French for Professionals 214 Date _____	3		Telephone: (school) _____ (home) _____
French for Professionals 215 Date _____	3		Junior Division: Yes No GPA _____ ACT _____
French for Professionals 219 Date _____	3		African American Experience: _____ _____
French Conversation 219 Date _____	3		Community Service Requirement: _____ _____
Special Topics in French 410 Date _____	3		Total Hours Earned: _____ Checked By: _____ Date: _____ Average Grade Points: _____ French background _____

FOREIGN LANGUAGE CURRICULUM FOR A CONCENTRATION IN SPANISH 18 SEMESTER HOURS STARTING AT THE LEVEL OF 100 Starting Date _____ Ending Date _____	PERSONAL INFORMATION IN COURSE NUMBERS Major: _____ Dean: _____ Chair: _____ Advisor: _____ Phone #: _____
--	---

Concentration Courses:

The student will need 3 years to complete this concentration sequence.	H R S	Grade	Name: _____ Last First
Elementary Spanish 100 Date _____	3		BANNER#: _____ Local Address: _____ Home Address: _____ Telephone: (school) _____ (home) _____
Elementary Spanish 101 Date _____	3		Junior Division: Yes No GPA _____ ACT _____
Spanish for Professionals 214 Date _____	3		African American Experience: _____ Community Service Requirement: _____
Spanish for Professionals 215 Date _____	3		Total Hours Earned: _____
Spanish Conversation 219 Date _____	3		Checked By: _____ Date: _____
Special Topics in Spanish 410 Date _____	3		Average Grade Points: _____ Spanish background _____

FACULTY MEMBERS

DR. FATIMA CHAJIA

DR. PHILLIP ELLIOTT

DR. LINDA LASSITER

DR. THOMAS MILLER

DR. IRMA FARFAN COBB



FACULTY PICTURE

PICTURE

Primary Business Address

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com

SOUTHERN UNIVERSITY IN BATON ROUGE



*DEPARTMENT OF
FOREIGN LANGUAGES
CONCENTRATION*

**FOR PROFESSIONALS
FRENCH AND SPANISH
STARTS SPRING 2016**

*TT ALLAIN 355
7713030
DR. IRMA FARFAN COBB
CHAIR*

225-771-3030

The principle objective of the **Concentration** is to provide language training and cultural literacy for Southern University students who are pursuing majors in : Health Care, Criminal Justice, Social Services , Education and Business

The Concentration requires the 18 credit hours shown below. The student will write and present to faculty a final paper with a topic of personal interest. A personal interview will be required.

Students must earn a grade of “C” as a minimum for all courses in the concentration program.

THE COURSES ARE:
FOLG 100, FOLG 101
FOLG 214, FOLG 215
FOLG 219, FOLG 410

STUDY ABROAD IS STRONGLY RECOMMENDED.

(Opportunities will be made available : see brochure, above right)

Foundation Courses

Elementary French/Spanish 100 and 101

Professionals Course Sequence

Language for Professionals
FREN/SPAN 214 and 215 for:

HEALTH CARE
SOCIAL SERVICES
LAW ENFORCEMENT
EDUCATION
BUSINESS

Intermediate Courses

Conversation FREN/SPAN 219
Special Topics FRENCH/SPAN 410

To successfully satisfy the requirement for the six courses (18 hours), students will have the option to

- 1) participate in a summer study abroad course and engage in a Service Learning project abroad. Students will earn three hours credit in FOLG and three hours credit in international volunteerism, thereby fulfilling their volunteerism requirement for graduation;
- 2) Take a course for independent study (FOLG 410 “Special Topics”), where students will partner with a domestic enterprise that has international connections to undertake field/internship experience.

STUDY ABROAD

SUBR International Office of Education, The National Student Exchange Program (NSE), CODOFIL (Council on the Development of French in Louisiana), et al., will assist students in going abroad to perfect their foreign language skills. Foreign Language faculty will collaborate in this program to insure that study abroad continues to be a stellar component of this Concentration.

COMPREHENSIVE EXIT EXAM

Each student will prepare for this exam with the help and guidance of his/her foreign language advisor.



RECEIVED
JUN 08 2015
OFFICE OF THE CHANCELLOR

Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

Phone: (225) 771-2360
Fax: (225) 771-2018

June 5, 2015

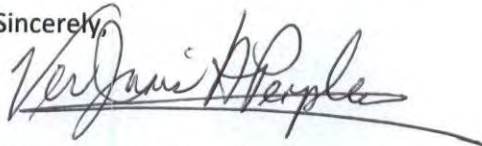
Mr. Flandus McClinton
Acting Chancellor
Southern University-Baton Rouge

Dear Mr. Chancellor:

The Southern University MBA faculty and administrators have proposed offering a concentration in Marketing in addition to the six existing areas of specialization.

The Marketing concentration will prepare students for a career as a branch manager, marketing manager or sales manager. The courses that have been recommended emphasize the knowledge and skills necessary to be successful in the marketing areas.

The Office of Academic Affairs has approved the request and is forwarding the same to your office for consideration. The new concentration must be approved by the SU Board of Supervisors and the LA Board of Regents prior to implementation.

Sincerely,


VerJanis A. Peoples, Ph.D.
Executive Vice Chancellor for Academic Affairs

Approved: 
Mr. Flandus McClinton, Acting Chancellor



UNIVERSITY COLLEGE
P.O. Box 9251
Baton Rouge, Louisiana 70813

Office: (225) 771-2394
Fax: (225) 771-2371

June 3, 2015

Dr. VerJanis Peoples
Executive Vice Chancellor For Academic Affairs
3rd Floor, J.S. Clark Building
Southern University and A&M College
Baton Rouge, LA. 70813

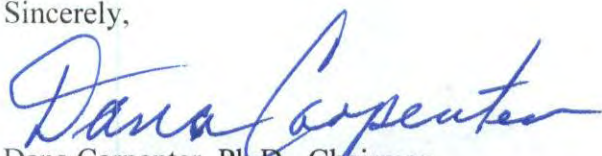
Dear Dr. Peoples:

This comes to inform you that the documents enclosed needed the appropriate signatures before your approval. All documents have been signed by the College Dean, Graduate School Dean, and Chair of the University Curriculum Committee. Also, a vote by the Curriculum Committee has been taken and resulting in a recommendation to approve the changes requested by the College of Business. The following recommendations were made and are being transmitted to Academic Affairs for your approval:

1. MBAP Marketing Concentration Courses were approved (see the letter for a proposed Marketing Concentration):
 - a. MBAP 551- Brand Management and Product Development (3 credit hours)
 - b. MBAP 552- International Marketing (3 credit hours)
 - c. MBAP 553 – Strategic Sales Management (3 credit hours)
 - d. MBAP 554 – Marketing Research and Analytics (3 credit hours)
2. The course “Title and Prefix” changed from “MGMT 100 Introduction to Business” to “BUSP 100 – Introduction to Global Business and Entrepreneurship” (3 credit hours).
3. If the exception of 124 credit hours for undergraduate Business Majors is approved, all students will be required to take BUSP 100. The curriculum guides are enclosed for Accounting, Management, Finance and Marketing. Exceptions to the requirements of 124 credit hours for Business Majors will be “transfer students” and students under the “60/60 credit hours” agreement from other institutions with SUBR.

If further information is needed, I will respond immediately. Also, if all or part of their request is approved, please inform me, the Department Chair and College Dean of your action(s).

Sincerely,



Dana Carpenter, Ph.D., Chairman
University Curriculum Committee
121 W.W. Stewart Hall
225-771-2394 or 225-771-2395

Enclosure: Required Documents

tb



6/5/15

Office of the Dean
College of Business
P. O. Box 9723
Baton Rouge, Louisiana 70813

Voice: (225) 771-2763
Fax: (225) 771-5262
www.mba.subr.edu

MEMORANDUM

TO: Damien Ejigiri, PhD
Professor and Dean
Graduate School

FROM: Donald R. Andrews *DRA*
Professor and Dean
College of Business

DATE: 02/12/2015

RE: **Proposed Marketing Concentration**

The SU MBA Program that was launched in fall 2006 has grown over the past nine years from 44 students to 130. The course offerings have also increased substantially over the past nine years. In order to satisfy the needs of employers and secure jobs for our graduates, we have developed a concentration in marketing in addition to the six existing areas of specialization.

The marketing concentration provides the student with an understanding of the operational and policy aspects of the marketing function in both industrial and consumer markets. In the marketing courses, the student experiences the multiple dimensions of the decision-making process in a marketing setting, and apply the analytical tools of economic behavior sciences and quantitative systems to problems and opportunities currently facing marketing executives.

Courses in the concentration cover all aspects of the marketing field, from advertising and e-commerce to public relations. You will gain a strong understanding of how to market a business through promotional strategies and Internet marketing.

Students can develop additional expertise in marketing area through the selection and completion of 9 credits of elective courses to earn a concentration, which may be recorded on the student's transcript.

The marketing concentration will prepare students for a career as a brand manager, marketing manager, or sales manager. This concentration is also relevant for students working for a manufacturer (e.g., a consumer packaged goods firm), a service (e.g., a financial services company), or those who wish to be entrepreneurs. Brand managers are critical to companies such as Johnson & Johnson, Target, Kellogg, etc. About 16% of marketing managers worked in the management of companies and enterprises industry.

lead to significant competitive advantage, and position a company ahead of its competitors. The course emphasizes the tools and techniques associated with analyzing market opportunities and then focus on designing, testing, and introducing new products and services. This course also appeals to management and company owners who either desire to create a "brand" and those responsible for managing and growing existing brands. Students are presented with an overview of how brands are developed, brand research, and how companies develop brand management structures for sales, marketing, advertising, and promotional purposes. In addition, students will explore and undergo the product development process.

Professional Persuasion and Negotiation

This course provides the student with an understanding of the theory, processes, and practices of professional persuasion and sales negotiation, relationship building and conflict resolution. It is designed to build on the concepts learned in the Marketing Management (MKTG 591) course. Students will develop an understanding of the marketing theories, strategies, and tactics of effective sales negotiation, conflict resolution, and relationship management, and enhance abilities to assess the needs and other variables in sales negotiations, the impact of interpersonal styles, personality, and culture on the results. The course treats sales negotiation as a complex process that requires the successful student to master a blend of perceptual, persuasive, analytical, and -interpersonal skills.

Attached are thee course syllabi of the courses that were reviewed and approved by thee College curriculum Committee.

References

Bureau of Labor Statistics (2014a). Advertising, Promotions, and Marketing Managers. *Occupational Outlook Handbook*. Retrieved from <http://www.bls.gov/ooh/management/advertising-promotions-and-marketing-managers.htm>

Bureau of Labor Statistics (2014b). Sales Managers. *Occupational Outlook Handbook*. Retrieved from <http://www.bls.gov/ooh/management/sales-managers.htm>

**SOUTHERN UNIVERISTY UNIVERSITY
CURRICULUM COMMITTEE**

RECOMMENDATION FOR A NEW COURSE

College/School: College of Business Department: MBA
Course Title: Brand Management and Course Number: MBAP 551
 Product Development
Course Credit Hours: 3.0 Course Contact Hours: 3

Course Description:

The course emphasizes the tools and techniques associated with analyzing market opportunities and then focus on designing, testing, and introducing new products and services. The branding component of this course addresses planning and evaluating brand strategies, how to build and maintain brand equity, how marketing mix variables can affect brand equity over time, and important branding decisions faced by an organization, particularly the role of brands in strategy. This course is taught in seminar style with heavy emphasis on the case method.

Course Objectives:

1. Develop and improve key soft skills such as written and oral communication, teamwork, interpersonal skills, leaders skills, cross cultural competence and the ability to adapt in both changing and global environment;
2. Utilize the new product development process by conceiving their own new product or services and an introductory launch plan; and,
3. Develop their skill set through the application of branding concepts and analytical techniques commonly used by both domestic and global brand managers.

Rationale for the Course:

Brand management and new products are vital to all companies. Maximizing the success of new products and services can drive growth and shareholder value, lead to significant competitive advance, and position a company ahead of its competitors.

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?
The faculty member must:

PhD

10. Do you have the facilities (classroom & laboratories), instructional equipment, and library resources needed to offer the course? YES X NO _____

If the answer is NO, please state your needs.

11. What is the total amount of funds needed to implement this course?
None

12. Please attach a copy of the detailed course syllabus and the reading list.

Comments: _____

Signatures:

Richard G. Gable
Chairperson of Department

03/18/15
Date

Donald R. Anderson
Dean of the College

3/18/15
Date

[Signature]
Southern University Graduate Council

3-22-15
Date

Dana Carpenter
Chairperson of Southern University Curriculum Committee

3/27/15
Date

Verjanis A. People
Vice Chancellor for Academic
Affair

6/5/15
Date

Date

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course been reviewed by the curriculum committee of the Department?
YES X NO _____

Please attach copies of the curriculum committee's reports, if any.

2. Are there similar course in the present curriculum? YES _____ NO X

Title	Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. What is the projected enrollment for the course per semester? 25

4. How often will the course be offered? FALL X SPRING _____ SUMMER _____

5. Is this a required or elective course and for what curriculum?
REQUIRED _____ CURRICULUM: MBA
FOUNDATION _____
ELECTIVE X

6. What is the impact of adding this course on the total number of credit hours required to complete the existing degree program?

None

7. Do you have faculty on your staff to teach the course? YES X NO _____
If the answer is no, please state the additional funds needed to hire new faculty members,

8. What is the minimum rank required of the faculty members who will teach this course?

Assistant Professor

**Southern University and A & M College
College of Business MBA**

**MBAP 551 - Brand Management & Product Development
Course Syllabus**

I. Descriptive Information

- A. Course Number: MBAP 551
- B. Course Title: Brand Management & Product Development
- C. Prerequisites: MKTG 300
- D. Credit Hours: 3
- E. Instructor: TBA
- F. Office Location: TBA

II. Course Description:

This course is designed to familiarize MBA students with the tools and techniques associated with analyzing market opportunities and then focus on designing, testing, and introducing new products and services. The branding component of this course addresses planning and evaluating brand strategies, how to build and maintain brand equity, how marketing mix variables can affect brand equity over time, and important branding decisions faced by an organization, particularly the role of brands in strategy. This course is taught in seminar style with heavy emphasis on the case method.

III. Course Objectives:

1. Develop and improve key soft skills such as written and oral communication, teamwork, interpersonal skills, leaders skills, cross cultural competence and the ability to adapt in both changing and global environment;
2. Utilize the new product development process by conceiving their own new product or services and an introductory launch plan; and,
3. Develop their skill set through the application of branding concepts and analytical techniques commonly used by both domestic and global brand managers.

IV. Specification of Course Goals, Objectives, Standards Addressed, and Learning Outcomes

A. General Goals	B. Course Objectives: By the end of the course, students will:	C. AACSB Assurance of Learning Standards	D. MBA Program Goals Addressed	E. Learning Outcomes: Upon successful completion of the course, students will be able to:
<p>Goal 1. To enhance the soft skills of students in the MBA Program in order to increase their marketability and strengthen their professional brand in the global business environment.</p>	<p>Develop or improve upon key soft skills such as written and oral communication, teamwork, interpersonal skills, leadership skills, cross cultural competence, and the ability to adapt to both changing and global environments.</p>	<p>AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.4 AACSB.SBA.19.4</p>	<p>Students completing the MBA Program will:</p> <p>(a) Demonstrate effective written and oral communication competencies. (b) Demonstrate the significance of ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.</p>	<p>Demonstrate 80% accuracy in their soft skills as measured through chapter presentations, in-class journal analysis and discussions, analysis and discussion of group cases, and develop and present a special brand and product management project (in groups).</p>
<p>Goal 2. To develop strategic brand and product leaders for global enterprises in order to ensure customer satisfaction and that ROI goals are met.</p>	<p>Utilize the new product development process by conceiving their own new product or service and an introductory launch plan.</p>	<p>AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.2 AACSB.SBA.18.3 AACSB.SBA.19.1 AACSB.SBA.19.2 AACSB.SBA.19.3</p>	<p>(a) Demonstrate critical thinking and problem-solving skills. (b) Demonstrate the significance of ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.</p>	<p>Demonstrate 80% accuracy in the ability to undergo the new product development process as measured by conceiving their own new product or service and an introductory launch plan and the special project.</p>
	<p>Develop their skill set through the application of branding concepts and analytical techniques commonly used by both domestic and global brand managers.</p>	<p>AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.2 AACSB.SBA.18.3 AACSB.SBA.18.4 AACSB.SBA.19.1 AACSB.SBA.19.2 AACSB.SBA.19.3 AACSB.SBA.19.4</p>	<p>(a) Demonstrate critical thinking and problem-skills. (b) Demonstrate the significance of ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.</p>	<p>Demonstrate 80% accuracy in the ability to apply branding concepts and analytical techniques commonly used by brand managers as measured by case analysis, branding activities, and the special project.</p>

V. Primary Textbook/Materials:

Kevin Lane Keller (2012), Strategic Brand Management: Building, Measuring, and Managing Brand Equity, 4th Edition, Prentice Hall, ISBN-13: 978-0132664257; ISBN-10: 0132664259

C. Merle Crawford & C. Anthony Di Benedetto (2010), New Products Management, 10th Edition, McGraw Hill, ISBN-13: 978-0073404806; ISBN-10: 0073404802

Cole, B., & Dale Carnegie & Associates. (2011). *How to win friends and influence people in the digital age*. New York: Simon & Schuster.

Collins, J. C. (2001). *Good to great: Why some companies make the leap--and others don't*. New York, NY: HarperBusiness.

Friedman, T. L. (2005). *The world is flat: A brief history of the twenty-first century*. New York: Farrar, Straus and Giroux.

Blackboard Access: <http://www.blackboard.subr.edu>

LiveText Access: <https://www.livetext.com>

The Basics of APA Style - <http://owl.english.purdue.edu/> Recommended

Material: Laptop Computer, Tablet Computer, or iPad

VI. Additional Reading Sources:

Southern University's Online Library – (<http://www.lib.subr.edu/>)

Harvard Business Review – (<http://hbr.org/>)

Wall Street Journal - <http://online.wsj.com/home-page>

Forbes Magazine - <http://www.forbes.com/> **Business**

Week - <http://www.businessweek.com/> **Journal of**

Product and Brand Management –

<http://www.emeraldgroupublishing.com/products/journals/journals.htm?id=JPBM>

Marketing News - (American Marketing Association)

<http://www.marketingpower.com/Pages/default.aspx>

VII. Course Requirements:

A. Academic Requirements:

Students enrolled in the class are expected to:

1. Attend class regularly;

2. Check Blackboard and SUBR e-mail account daily;
3. Complete the assigned readings prior to class and be prepared to actively participate in class discussions and activities;
4. Submit all assignments via Blackboard and/or Live Text when scheduled.

Academic Honesty & Misconduct:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Academic misconduct by a student shall include, but not limited to any instance wherein a student claims credit for the work of others without citation, forges or falsifies material, cheats, participates in unauthorized collaboration with other students on term papers or assignments, or helps another student engage in misconduct, cutting and pasting text from a Web-based document into a research paper or course PowerPoint presentation without the use of proper quotation marks and without proper citation, purchasing or copying of a research paper, posting course information and discussions via Facebook, Twitter, and/or any other social media networking system, disruption of classes; threatening a Professor or fellow students in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures, falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for treatment of human and animal subjects; or acting dishonestly in research. **Academic misconduct will not be tolerated and will be dealt with in accordance with all University rules and regulations. Student(s) suspected and/or involved in academic misconduct will receive a failing grade of "F" for the course.**

B. Administrative Requirements:

Incomplete Grade:

Work which is of passing quality but because of extenuating circumstances is not complete, may be graded "I" – Incomplete. The student must initiate the incomplete grade request and must secure appropriate approval of the excuse by the professor, department head, and dean of the college in which the course is taken. Please note that extenuating circumstances for this course include the following:

"Extenuating circumstances for the purpose of granting additional time to complete course work include death in the immediate family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances surrounding the birth of a child, visa problems for international students, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of situations that will not be considered extenuating include being too busy, employment demands, minor illness, and responsibilities from optional responsibilities."

Class Attendance:

The policy on class attendance is consistent with that of the University policy. All students are expected to attend classes regularly and punctually. This is regarded as a minimal academic obligation. See the University Catalog for additional information. Failure to attend class on a regular basis can adversely impact the student's grade.

Disruptions (i.e., electronic devices, guests, and children):

Electronic devices such as mobile phones, iPhones, iPods, MP3, MP4 players, tape recorders, etc. are to be turned off or placed on vibrate mode prior to entering or immediately upon entry to class. See page 64 of the SUBR Student Handbook 2010- 2012 relative to the University Electronic Device Policy.

Guests are not permitted in the class unless approved by the Professor. Per the Southern University policy, children are not permitted in class under any circumstances.

Audio or Videotaping Lecture:

Course materials prepared by the Professor, together with the content of all lectures and review sessions presented by the Professor are property of the Professor. Video and audio recording of lectures and review sessions without the consent of the Professor is not allowed.

VIII. Evaluation of Students (Grading Policy):

This course is conducted in a "seminar" style, meaning that classes will include an instructor-led discussions, guest speakers, and in-class activities and exercises. The textbook serves as a foundation for further discussion. The case analyses, guest speakers, and in-class discussions will provide for a deeper dialogue. Technology is utilized in the classroom. Therefore, it is recommended that students bring their laptop, tablet computer, or iPad to class. Discussions will focus on real world scenarios and the review and application of chapter concepts. Students will be expected to come to class having read all assigned readings (chapters, cases, articles) and ready to share, present, and discuss. The case studies will come from sources such as Harvard Business Review. Guidelines regarding the special project will be provided during class.

Assessment Method	Quantity	Points
Exams (Multiple Choice)	2	100
Case Studies (20 points each)	10	200
Chapter Presentations (2 Presentations @ 100 points)	2	200
Special Project (Paper @ 100 points; Presentation @ 100 points)	1	200

Total Points		700
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Grading Scale:

90% and above	= A
80% - 89%	= B
70% - 79%	= C
60% - 69	= D
Below 60	= F

IX. ADA Compliance:

Southern University is committed to providing equal access for all persons with disabilities. Students with a disability that requires special materials or accommodations should immediately notify the Professor via e-mail and contact the Office of Disability Services. The Office of Disability Services is located in Augustus C. Blanks Hall, Room 246; telephone number (225) 771-3950 or (225) 771- 3546; fax number (225) 771-2959. Only persons with a verifiable disability will be permitted to use appropriately modified academic accommodations to address course requirements. Upon written notification from the Office of Disability Services, the Professor will make appropriate academic accommodations as recommended.

X. Weekly Course Schedule:

CHAPTER	WEEK	RELATED ACTIVITY
Course Introduction/Overview of Syllabus	Week #1	Team Building Activities
Chapter 1: Brands and Brand Management Chapter 1: The Menu	Week #2	In-Class Exercises
Chapter 2: Customer-Based Brand Equity Chapter 2: The New Products Process	Week #3	In-Class Exercises Case Studies
Chapter 3: Brand Positioning Chapter 3: Opportunity Identification and Selection: Strategic Planning for New Products	Week #4	In-Class Exercises Case Studies
Chapter 4: Choosing Brand Elements to Build Brand Equity Chapter 4: Preparation and Alternatives	Week #5	In-Class Exercises Case Studies
Chapter 5: Designing Marketing Programs to Build Brand Equity Chapter 5: Problem-based Ideation: Finding and Solving Customers' Problems	Week #6	In-Class Exercises Case Studies Guest Speaker
Chapter 6: Integrating Marketing Communications to Build Brand Equity Chapter 6: Analytical Attribute Approaches: Introduction and Perceptual Mapping	Week #7	In-Class Exercises Case Studies
Chapter 7: Leveraging Secondary Brand Associations to Build Brand Equity Chapter 7: Analytical Attribute Approaches: Trade-Off Analysis and Qualitative Techniques	Week #8	In-Class Exercises Case Studies Exam

Chapter 8: Developing a Brand Equity Measurement and Management System Chapter 8: The Concept Evaluation System	Week #9	In-Class Exercises Case Studies
Chapter 12: Product Protocol Chapter 13: Design	Week #10	In-Class Exercises Case Studies
Chapter 15: Product Use Testing Chapter 16: Strategic Launch Planning Chapter 17: Implementation of the Strategic Plan	Week #11	In-Class Exercises Case Studies
Chapter 11: Designing and Implementing Branding Strategies Chapter 18: Market Testing	Week #12	In-Class Exercises Case Studies Guest Speaker
Chapter 12: Introducing and Naming New Products and Brand Extensions Chapter 19: Launch Management	Week #13	In-Class Exercises Case Studies
Chapter 13: Managing Brands over Time Chapter 14: Development Team Management	Week #14	Special Project Presentations
Chapter 14: Managing Brands over Geographic Boundaries and Market Segments Chapter 20: Public Policy Issues	Week #15	In-Class Exercises Case Studies Exam

**SOUTHERN UNIVERISTY UNIVERSITY CURRICULUM
COMMITTEE**

RECOMMENDATION FOR A NEW COURSE

College/School: College of Business	Department: MBA
Course Title: International Marketing	Course Number: MBAP 552
Course Credit Hours: <u>3.0</u>	Course Contact Hours: 3

Course Description:

This course examines marketing practices in a global environment, which includes linking the various, economic, social, political, and legal dimensions of the world to the marketplace. Special emphasis is placed on the impact of cultural values and political systems on how business processes are conducted, how business transactions occur, and how to develop global marketing strategies. This course is taught in seminar style with heavy emphasis on the case method and the development of global entrepreneurs and intrapreneurs.

Course Objectives:

1. Evaluate how client needs, wants and desires change as marketplace marketing variables also vary according to cultural and structural constraints;
2. Develop and enhance both global entrepreneurship and intrapreneurship;
3. Analyze the actions of global actors and players and their influence over marketing plan execution; this includes political, legal and infrastructure constraints.

Rationale for the Course:

International marketing has played a significant role in the success of many large companies for decades. Of course with the Internet giving almost every company of any size worldwide access to customers and consumers, it seems that any company anywhere strives to have a presence in as many countries as possible, beyond its own borders. Thus this course provides MBA students with a comprehensive understanding of global competitive marketing core concepts and how global marketing strategies can affect a company's future performance.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course been reviewed by the curriculum committee of the Department?
YES X NO _____

Please attach copies of the curriculum committee's reports, if any.

2. Are there similar course in the present curriculum? YES _____ NO X

Title

Number

3. What is the projected enrollment for the course per semester? 25

4. How often will the course be offered? FALL X SPRING _____ SUMMER _____

5. Is this a required or elective course and for what curriculum?

CURRICULUM: MBA

REQUIRED _____
FOUNDATION _____
ELECTIVE X

6. What is the impact of adding this course on the total number of credit hours required to complete the existing degree program?

None

7. Do you have faculty on your staff to teach the course? YES X NO _____
If the answer is no, please state the additional funds needed to hire new faculty members,

8. What is the minimum rank required of the faculty members who will teach this course?

Assistant Professor

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?
The faculty member must:

PhD

10. Do you have the facilities (classroom & laboratories), instructional equipment, and library resources needed to offer the course? YES NO

If the answer is NO, please state your needs.

11. What is the total amount of funds needed to implement this course?
None

12. Please attach a copy of the detailed course syllabus and the reading list.

Comments: _____


Signatures:


Chairperson of Department

03/18/15
Date


Dean of the College

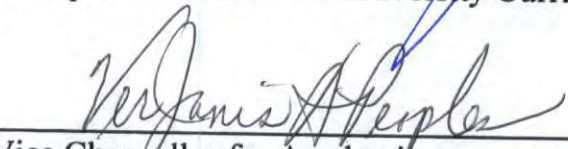
3/18/15
Date


Southern University Graduate Council

3-22-15
Date


Chairperson of Southern University Curriculum Committee

3/27/15
Date


Vice Chancellor for Academic
Affair

6/5/15
Date

Date

Southern University and A & M College
College of Business MBA

INTERNATIONAL MARKETING COURSE SYLLABUS

I. Descriptive Information

- A. Course Number: MBAP 552
- B. Course Title: International Marketing
- C. Prerequisites: TBD
- D. Credit Hours: 3
- E. Intended Audience: Graduate Level Students in the Master of Business Administration Program.
- F. Method of Delivery: Face-to-Face Delivery (Evening Course)

II. Course Description:

This course examines marketing practices in a global environment, which includes linking the various, economic, social, political, and legal dimensions of the world to the marketplace. Special emphasis is placed on the impact of cultural values and political systems on how business processes are conducted, how business transactions occur, and how to develop global marketing strategies. This course is taught in seminar style with heavy emphasis on the case method and the development of global entrepreneurs and intrapreneurs.

III. Course Objectives:

1. Evaluate how client needs, wants and desires change as marketplace marketing variables also vary according to cultural and structural constraints;
2. Develop and enhance both global entrepreneurship and intrapreneurship;
3. Analyze the actions of global actors and players and their influence over marketing plan execution; this includes political, legal and infrastructure constraints.

IV. Specification of Course Goals, Objectives, Standards Addressed, and Learning Outcomes

A. MBA Goals	B. Course Objectives: By the end of the course, students will:	C. AACSB Assurance of Learning Standards	D. MBA Program Goals Addressed	E. Learning Outcomes: Upon successful completion of the course, students will be able to:
Goal 1. To enhance the soft skills of students in the MBA Program in order to increase their marketability and strengthen their professional brand in the global business environment.	Evaluate how client needs, wants and desires change as marketplace marketing variables also vary according to cultural and structural constraints	AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.4 AACSB.SBA.19.4	Students completing the MBA Program will: (a) Demonstrate effective written and oral communication competencies. (b) Demonstrate the significance of ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.	Demonstrate 80% accuracy in their soft skills as measured through group chapter presentations, in-class journal analysis and discussions, analysis and discussion of group cases, and develop and present a global marketing plan (in groups).
Goal 2. To develop strategic global marketing managers and leaders for global enterprises in order to ensure customer satisfaction and that ROI goals are met.	Develop and enhance both global Entrepreneurship and Intrapreneurship skills.	AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.2 AACSB.SBA.18.3 AACSB.SBA.18.4 AACSB.SBA.19.1 AACSB.SBA.19.2 AACSB.SBA.19.3 AACSB.SBA.19.4	(a) Demonstrate critical thinking and problem-solving skills. (b) Demonstrate the significance of ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.	Demonstrate 80% accuracy in global entrepreneurship and intrapreneurship skills as measured through in-class journal analysis and Discussions, analysis and discussion of group cases, and in the development and Presentation of a global marketing plan (in groups).
	Analyze the actions of Global actors and Players and their Influence over Marketing plan Execution; this Includes political Legal and Infrastructure Constraints.	AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.2 AACSB.SBA.18.3 AACSB.SBA.18.4 AACSB.SBA.19.1 AACSB.SBA.19.2 AACSB.SBA.19.3	(a) Demonstrate critical thinking and problem-skills. (b) Demonstrate the significance of ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural	Demonstrate 80% accuracy in application of global marketing concepts as measured through chapter presentations, in-class journal analysis and Discussions, analysis and discussion of group Cases development.

V. **Primary Textbook/Materials:**

Michael R. Czinkota & Ilkka A. Ronkainen (2012), *International Marketing*, 10th Edition, South-Western Cengage Learning, ISBN-10: 113362751X; ISBN: 13: 978-1133627517

Cole, B., & Dale Carnegie & Associates. (2011). *How to win friends and influence people in the digital age*. New York: Simon & Schuster.

Collins, J. C. (2001). *Good to great: Why some companies make the leap--and others don't*. New York, NY: HarperBusiness.

Friedman, T. L. (2005). *The world is flat: A brief history of the twenty-first century*. New York: Farrar, Straus and Giroux.

Blackboard Access: <http://www.blackboard.subr.edu>

LiveText Access: <https://www.livetext.com>

The Basics of APA Style - <http://owl.english.purdue.edu/>

Recommended Material: Laptop Computer, Tablet Computer, or iPad

VI. **Additional Reading Sources:**

Southern University's Online Library – (<http://www.lib.subr.edu/>)

Harvard Business Review – (<http://hbr.org/>)

Wall Street Journal - <http://online.wsj.com/home-page>

Forbes Magazine - <http://www.forbes.com/>

Business Week - <http://www.businessweek.com/>

Journal of International Marketing – <http://journals.ama.org/toc/jimk/current>

The Economist - <http://www.economist.com>

Marketing News - (American Marketing Association)

<http://www.marketingpower.com/Pages/default.aspx>

B2B Marketing Magazine - <http://www.b2bmarketing.net/magazine>

VII. **Course Requirements:**

A. Academic Requirements:

Students enrolled in the class are expected to:

1. Attend class regularly;
2. Check Blackboard and SUBR e-mail account daily;
3. Complete the assigned readings prior to class and be prepared to actively participate in class discussions and activities;
4. Submit all assignments via Blackboard and/or Live Text when scheduled.

Academic Honesty & Misconduct:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Academic misconduct by a student shall include, but not limited to any instance wherein a student claims credit for the work of others without citation, forges or falsifies material, cheats, participates in unauthorized collaboration with other students on term papers or assignments, or helps another student engage in misconduct, cutting and pasting text from a Web-based document into a research paper or course PowerPoint presentation without the use of proper quotation marks and without proper citation, purchasing or copying of a research paper, posting course information and discussions via Facebook, Twitter, and/or any other social media networking system, disruption of classes; threatening a Professor or fellow students in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures, falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for treatment of human and animal subjects; or acting dishonestly in research. **Academic misconduct will not be tolerated and will be dealt with in accordance with all University rules and regulations. Student(s) suspected and/or involved in academic misconduct will receive a failing grade of "F" for the course.**

A. Administrative Requirements:

1. Incomplete Grade:

Work which is of passing quality but because of extenuating circumstances is not complete, may be graded "I" – Incomplete. The student must initiate the incomplete grade request and must secure appropriate approval of the excuse by the professor, department head, and dean of the college in which the course is taken. Please note that extenuating circumstances for this course include the following:
"Extenuating circumstances for the purpose of granting additional time to complete course work include death in the immediate family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances surrounding the birth of a child, visa problems for international students, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples

of situations that will not be considered extenuating include being too busy, employment demands, minor illness, and responsibilities from optional responsibilities.”

2. Class Attendance:

The policy on class attendance is consistent with that of the University. All students are expected to attend classes regularly and punctually. This is regarded as a minimal academic obligation. See the University Catalog for additional information. Failure to attend class on a regular basis can adversely impact the student’s grade.

3. Disruptions (i.e., electronic devices, guests, and children):

Electronic devices such as mobile phones, iPhones, iPods, MP3, MP4 players, tape recorders, etc. are to be turned off or placed on vibrate mode prior to entering or immediately upon entry to class. See page 64 of the SUBR Student Handbook 2010-2012 relative to the University Electronic Device Policy.

Guests are not permitted in the class unless approved by the Professor. Per the Southern University policy, children are not permitted in class under any circumstances.

4. Audio or Videotaping Lecture:

Course materials prepared by the Professor, together with the content of all lectures and review sessions presented by the Professor are property of the Professor. Video and audio recording of lectures and review sessions without the consent of the Professor is not allowed.

VIII. Evaluation of Students (Grading Policy):

This course is conducted in a “seminar” style, meaning that classes will include an instructor-led discussions, guest speakers, and in-class activities and exercises. The textbook serves as a foundation for further discussion. The case analyses, guest speakers, and in-class discussions will provide for a deeper dialogue. Technology is utilized in the classroom. Therefore, it is recommended that students bring their laptop, tablet computer, or iPad to class. Discussions will focus on real world scenarios and the review and application of chapter concepts. Students will be expected to come to class having read all assigned readings (chapters, cases, articles) and ready to share, present, and discuss. The case studies will come from sources such as Harvard Business Review. The special project for this course includes the development of an international marketing plan.

A. COURSE REQUIREMENTS

Assessment Method	Quantity	Points
Exams (Multiple Choice) (2 Exams (Midterm & Final) @ 50 points)	2	100
Case Studies (20 points each)	10	200
Chapter Presentations (2 Presentations @ 100 points)	2	200
Global Marketing Plan (Paper @ 100 points; Presentation @ 100 points)	3	200
Total Points		700

A. GRADING SCALE:

90% and above	= A
80% - 89%	= B
70% - 79%	= C
60% - 69	= D
Below 60	= F

IX. ADA Compliance:

Southern University is committed to providing equal access for all persons with disabilities. Students with a disability that requires special materials or accommodations should immediately notify the Professor via e-mail and contact the Office of Disability Services. The Office of Disability Services is located in Augustus C. Blanks Hall, Room 246; telephone number (225) 771-3950 or (225) 771- 3546; fax number (225) 771-2959. Only persons with a verifiable disability will be permitted to use appropriately modified academic accommodations to address course requirements. Upon written notification from the Office of Disability Services, the Professor will make appropriate academic accommodations as recommended.

X. Weekly Course Schedule:

CHAPTER	WEEK	RELATED ACTIVITY
Course Introduction/Overview of Syllabus	Week #1	Team Building Activities
Chapter 1: Global Environmental Drivers	Week #2	In-Class Exercises
Chapter 2: International Trade Frameworks and Policy	Week #3	In-Class Exercises Case Studies
Chapter 3: The Role of Culture	Week #4	In-Class Exercises Case Studies
Chapter 4: The Economic Environment	Week #5	In-Class Exercises Case Studies
Chapter 5: The Political and Legal Environment	Week #6	In-Class Exercises Case Studies Guest Speaker
Chapter 6: Consumer, Industrial, and Government Markets	Week #7	In-Class Exercises Case Studies
Chapter 7: Strategic Planning	Week #8	In-Class Exercises Case Studies
Chapter 9: Market Entry and Expansion	Week #9	In-Class Exercises Case Studies
Chapter 10: Marketing Organization,		
Chapter 11: Product Management and Global Brands	Week #10	In-Class Exercises Case Studies
Chapter 12: Global Marketing of Services	Week #11	In-Class Exercises Case Studies
Chapter 13: Advertising, Promotion, and Sales		
Chapter 14: Pricing Strategies and Tactics	Week #12	In-Class Exercises Case Studies, guest speaker
Chapter 15: Global Distribution and Logistics	Week #13	In-Class Exercises Case Studies
Chapter 16: Social Networks and Communication	Week #14	In-Class Exercises Case Studies
Chapter 17: Leadership, Corporate Social Responsibility, and Sustainability	Week #15	In-Class Exercises Case Studies Exam
Chapter 18: New Directions and Challenges		

**SOUTHERN UNIVERISTY UNIVERSITY CURRICULUM
COMMITTEE**

RECOMMENDATION FOR A NEW COURSE

College/School:	College of Business	Department: MBA
Course Title:	Strategic Sales Management	Course Number: MBAP 553
Course Credit Hours: <u>3.0</u>		Course Contact Hours: 3

I. Course Description:

This course provides students with the knowledge and skills necessary to effectively analyze problems and make decisions related to sales force management and managing the overall customer relationship effort in an organization. Emphasis is placed on sales negotiation, customer relationship management (CRM), identifying the types of decisions necessary, and evaluating different approaches for making decisions that lead to a more customer-centric business model. The course is designed to reflect current best practices in managing the sales initiative and customer relationships. Leadership, innovation, and technology are thematic topics. The course also includes professional development and incorporates oral, written, and analytical skills, which are critical in marketing and leadership in general. This course is taught in seminar style with emphasis on the case method.

II. Course Objectives:

1. Analyze the elements of an effective sales force as a key component of the organization's total marketing effort;
2. Develop the ability to accurately solve sales problems and make leadership-based decisions;
3. Increase sales skill sets by developing the ability to negotiate and leadership strategies

III. Rationale for the Course:

The primary purposes for the course is to enable MBA students gain a solid understanding of professional B2B sales including its planning and staffing, structure, and evaluation as well as to comprehend how to manage and motivate a professional B2B sales force from the perspectives of a sales manager and a marketing manager.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course been reviewed by the curriculum committee of the Department?
YES X NO _____

Please attach copies of the curriculum committee's reports, if any.

2. Are there similar course in the present curriculum? YES _____ NO X _____

Title

Number

Title	Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. What is the projected enrollment for the course per semester? 25

4. How often will the course be offered? FALL X SPRING _____ SUMMER _____

5. Is this a required or elective course and for what curriculum?

CURRICULUM: MBA

REQUIRED _____

FOUNDATION _____

ELECTIVE X

6. What is the impact of adding this course on the total number of credit hours required to complete the existing degree program?

None

7. Do you have faculty on your staff to teach the course? YES X NO _____
If the answer is no, please state the additional funds needed to hire new faculty members,

8. What is the minimum rank required of the faculty members who will teach this course?

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?
The faculty member must:

PhD

10. Do you have the facilities (classroom & laboratories), instructional equipment, and library resources needed to offer the course? YES X NO

If the answer is NO, please state your needs.

11. What is the total amount of funds needed to implement this course?
None

12. Please attach a copy of the detailed course syllabus and the reading list.

Comments: _____

Signatures:

Richard Yarbette
Chairperson of Department

03/18/15
Date

Donald R. Anderson
Dean of the College

3/18/15
Date

[Signature]
Southern University Graduate Council

3-22-15
Date

Dana Carpenter
Chairperson of Southern University Curriculum Committee

3/27/15
Date

Veronica A. Hoyle
Vice Chancellor for Academic
Affair

6/5/15
Date

Date

Southern University and A & M College
College of Business MBA
STRATEGIC SALES MANAGEMENT COURSE SYLLABUS

I. Descriptive Information

- A. Course Number: MBAP 553
- B. Course Title: Strategic Sales Management
- C. Prerequisites: TBD
- D. Credit Hours: 3
- E. Intended Audience: Graduate Level Students in the Master of Business Administration Program.
- F. Method of Delivery: Face-to-Face Delivery (Evening Course)

II. Course Description:

This course provides students with the knowledge and skills necessary to effectively analyze problems and make decisions related to sales force management and managing the overall customer relationship effort in an organization. Emphasis is placed on sales negotiation, customer relationship management (CRM), identifying the types of decisions necessary, and evaluating different approaches for making decisions that lead to a more customer-centric business model. The course is designed to reflect current best practices in managing the sales initiative and customer relationships. Leadership, innovation, and technology are thematic topics. The course also includes professional development and incorporates oral, written, and analytical skills, which are critical in marketing and leadership in general. This course is taught in seminar style with emphasis on the case method.

III. Course Objectives:

1. Analyze the elements of an effective sales force as a key component of the organization's total marketing effort;
2. Develop the ability to accurately solve sales problems and make leadership-based decisions;
3. Increase sales skill sets by developing the ability to negotiate and leadership strategies

IV. Specification of Course Goals, Objectives, Standards Addressed, and Learning Outcomes

A. General Goals	B. Course Objectives: By the end of the course, students will:	C. AACSB Assurance of Learning Standards	D. MBA Program Goals Addressed	E. Learning Outcomes: Upon successful completion of the course, students will be able to:
Goal 1. To enhance the soft skills of students in the MBA Program in order to increase their marketability and strengthen their professional brand in the global business environment.	Analyze the elements of an effective sales force as a key component of the organization's total marketing effort.	AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.4 AACSB.SBA.19.4	Students completing the MBA Program will: (a) Demonstrate effective written and oral communication competencies. (b) Demonstrate the significance of ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.	Demonstrate 80% accuracy in their soft skills as measured through group chapter presentations, in-class journal analysis and discussions, analysis and discussion of group cases, and the development and presentation of a special project (in groups).
Goal 2. To develop strategic global sales managers and leaders for global enterprises in order to ensure customer satisfaction and that ROI goals are met.	Develop the ability to accurately solve sales Problems, make leadership-based Decisions, and draw Conclusions and inferences (that are well researched and supported).	AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.2 AACSB.SBA.18.3 AACSB.SBA.18.4 AACSB.SBA.19.1 AACSB.SBA.19.2 AACSB.SBA.19.3 AACSB.SBA.19.4	(a) Demonstrate Critical thinking and problem-solving skills. (b) Demonstrate the significance of Ethical, legal, and social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.	Demonstrate 80% accuracy in the ability to accurately solve sales problems, make leadership-based decisions, and draw conclusions and inferences (that are well researched and supported) as measured through in-class journal analysis and discussions, analysis and discussion of group cases, and the development of a special project (in groups).
	Increase sales skill sets through the ability to negotiate, develop leadership-based strategies, undergo customer	AACSB.SBA.15.1 AACSB.SBA.15.4 AACSB.SBA.15.5 AACSB.SBA.18.1 AACSB.SBA.18.2 AACSB.SBA.18.3	(a) Demonstrate Critical thinking and problem-skills. (b) Demonstrate the significance of Ethical, legal, and	Demonstrate 80% accuracy in the ability to negotiate, develop leadership-based strategies, undergo customer relationship

	Relationship management (CRM) Activities, and tactical decisions in order to gain a competitive edge in global professional sales.	AACSB.SBA.18.4 AACSB.SBA.19.1 AACSB.SBA.19.2 AACSB.SBA.19.3 AACSB.SBA.19.4	social responsibility. (c) Demonstrate an understanding of cross-country cultural differences.	management (CRM) activities, and tactical decisions as measured through case analysis, negotiation activities, and the special project.
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V. Primary Textbook/Materials:

Joe F. Hair, Rolph E. Anderson, Rajiv Mehta, Barry J. Babin (2009), Sales Management: Building Customer Relationships and Partnerships, 1st Edition, South-Western Cengage, ISBN-13: 978-0618721016; ISBN-10: 0618721010

Cole, B., & Dale Carnegie & Associates. (2011). *How to win friends and influence people in the digital age*. New York: Simon & Schuster.

Jamail, N. (2008). *The Sales Leaders Playbook: Stop Managing, Start Coaching*. Scooter Pub.

Jones, E. (2012). *Selling ASAP: Art, science, agility, performance*. Baton Rouge: Louisiana State University Press.

Rackham, N., & Kalomeer, R. (1998). *SPIN selling*. St. Paul, MN: HighBridge Co.

The Challenger Sale: <http://www.executiveboard.com/exbd/sales-service/challenger-sale/index.page>

Harvard business essentials: Negotiation. (2003). Boston: Harvard Business School Press.

Blackboard Access: <http://www.blackboard.subr.edu>

LiveText Access: <https://www.livetext.com>

The Basics of APA Style - <http://owl.english.purdue.edu/>

Recommended Material: Laptop Computer, Tablet Computer, or iPad

VI. Additional Reading Sources:

Southern University's Online Library – (<http://www.lib.subr.edu/>)

Harvard Business Review – (<http://hbr.org/>)

Wall Street Journal - <http://online.wsj.com/home-page>

Forbes Magazine - <http://www.forbes.com/>

Business Week - <http://www.businessweek.com/>
Sales & Marketing Management – <http://www.salesandmarketing.com>
Sales Initiative - <http://www.sales-initiative.com>
US News & World Report – <http://www.usnews.com/>
Marketing News - (American Marketing Association)
<http://www.marketingpower.com/Pages/default.aspx>
B2B Marketing Magazine - <http://www.b2bmarketing.net/magazine>

VII. *Course Requirements:*

A. **Academic Requirements:**

Students enrolled in the class are expected to:

1. Attend class regularly;
2. Check Blackboard and SUBR e-mail account daily;
3. Complete the assigned readings prior to class and be prepared to actively participate in class discussions and activities;
4. Submit all assignments via Blackboard and/or Live Text when scheduled.

Academic Honesty & Misconduct:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Academic misconduct by a student shall include, but not limited to any instance wherein a student claims credit for the work of others without citation, forges or falsifies material, cheats, participates in unauthorized collaboration with other students on term papers or assignments, or helps another student engage in misconduct, cutting and pasting text from a Web-based document into a research paper or course PowerPoint presentation without the use of proper quotation marks and without proper citation, purchasing or copying of a research paper, posting course information and discussions via Facebook, Twitter, and/or any other social media networking system, disruption of classes; threatening a Professor or fellow students in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures, falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for treatment of human and animal subjects; or acting dishonestly in research. **Academic misconduct will not be tolerated and will be dealt with in accordance with all University rules and regulations. Student(s) suspected and/or involved in academic misconduct will receive a failing grade of "F" for the course.**

B. **Administrative Requirements:**

1. Incomplete Grade:

Work which is of passing quality but because of extenuating circumstances is not complete, may be graded "I" – Incomplete. The student must initiate the incomplete grade request and must secure appropriate approval of the excuse by the professor, department head, and dean of the college in which the course is taken. Please note that extenuating circumstances for this course include the following:

"Extenuating circumstances for the purpose of granting additional time to complete course work include death in the immediate family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances surrounding the birth of a child, visa problems for international students, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of situations that will not be considered extenuating include being too busy, employment demands, minor illness, and responsibilities from optional responsibilities."

2. Class Attendance:

The policy on class attendance is consistent with that of the University. All students are expected to attend classes regularly and punctually. This is regarded as a minimal academic obligation. See the University Catalog for additional information. Failure to attend class on a regular basis can adversely impact the student's grade.

3. Disruptions (i.e., electronic devices, guests, and children):

Electronic devices such as mobile phones, iPhones, iPods, MP3, MP4 players, tape recorders, etc. are to be turned off or placed on vibrate mode prior to entering or immediately upon entry to class. See page 64 of the SUBR Student Handbook 2010- 2012 relative to the University Electronic Device Policy.

Guests are not permitted in the class unless approved by the Professor. Per the Southern University policy, children are not permitted in class under any circumstances.

7. Audio or Videotaping Lecture:

Course materials prepared by the Professor, together with the content of all lectures and review sessions presented by the Professor are property of the Professor. Video and audio recording of lectures and review sessions without the consent of the Professor is not allowed.

VIII. Evaluation of Students (Grading Policy):

This course is conducted in a "seminar" style, meaning that classes will include an instructor-led discussions, guest speakers, and in-class activities and exercises. The textbook serves as a foundation for further discussion. The case analyses, guest speakers, and in-class discussions will provide for a deeper dialogue. Technology is utilized in the classroom. Therefore, it is recommended that students bring their laptop, tablet computer, or iPad to class. Discussions will focus on real world scenarios and the review and application of chapter concepts. Students will be expected to come to class having read all assigned readings (chapters, cases, articles) and ready to share, present, and

discuss. The case studies will come from sources such as Harvard Business Review. Guidelines regarding the special project will be provided during class.

A. Course Requirements

Assessment Method	Quantity	Points
Exams (Multiple Choice) (2 Exams (Midterm & Final) @ 50 points)	2	100
Case Studies/Negotiation Activities/CRM Activities (20 points each)	10	200
Chapter Presentations (2 Presentations @ 100 points)	2	200
Special Project (Paper @ 100 points; Presentation @ 100 points)	1	200
Total Points		700

B. GRADING SCALE:

90% and above	= A
80% - 89%	= B
70% - 79%	= C
60% - 69	= D
Below 60	= F

IX. ADA Compliance:

Southern University is committed to providing equal access for all persons with disabilities. Students with a disability that requires special materials or accommodations should immediately notify the Professor via e-mail and contact the Office of Disability Services. The Office of Disability Services is located in Augustus C. Blanks Hall, Room 246; telephone number (225) 771-3950 or (225) 771- 3546; fax number (225) 771-2959. Only persons with a verifiable disability will be permitted to use appropriately modified academic accommodations to address course requirements. Upon written notification from the Office of Disability Services, the Professor will make appropriate academic accommodations as recommended.

X. Weekly Course Schedule:

CHAPTER	WEEK	RELATED ACTIVITY
Course Introduction/Overview of Syllabus	Week #1	Team Building Activities
Chapter 1: Introduction to Sales Management and its Evolving Roles	Week #2	In-Class Exercises
Chapter 2: Managing Ethics in a Sales Environment	Week #3	In-Class Exercises Case Studies
Chapter 3: Customer Relationship Management and Building	Week #4	In-Class Exercises Case Studies
Chapter 4: The Selling Process	Week #5	In-Class Negotiation Exercises
Chapter 5: Sales Forecasting and Budgeting	Week #6	In-Class Exercises Case Studies
Chapter 6: Sales Force Planning and Organizing	Week #7	In-Class Exercises Case Studies
Chapter 7: Time and Territory Management	Week #8	In-Class Exercises Case Studies Exam
Chapter 8: Recruiting and Selecting the Sales Force	Week #9	In-Class Exercises Case Studies
Chapter 9: Training the Sales Force	Week #10	In-Class Exercises Case Studies
Chapter 10: Sales Force Leadership	Week #11	In-Class Exercises Case Studies
Chapter 11: Sales Force Motivation	Week #12	In-Class Exercises Case Studies Guest Speaker
Chapter 12: Sales Force Compensation	Week #13	In-Class Exercises Case Studies
Chapter 13: Sales Volume, Costs, and Profitability Analysis	Week #14	In-Class Exercises Case Studies
Chapter 14: Sales Force Performance Evaluation	Week #15	In-Class Exercises Case Studies Exam

**SOUTHERN UNIVERISTY UNIVERSITY
CURRICULUM COMMITTEE**

RECOMMENDATION FOR A NEW COURSE

College/School: College of Business	Department: MBA
Course Title: Marketing Research and Analytics	Course Number: MBAP 554
Course Credit Hours: <u>3.0</u>	Course Contact Hours: 3

I. Course Description:

This course aims to equip MBA students with the methodology and applications of multivariate data analysis. Traditionally, courses of this nature focus on mathematical/matrix techniques used to derive the outputs. This will not be a math course but rather a course geared around making use of established statistical techniques/software. As such this course will focus on application of various software packages, data requirements, appropriateness of techniques, and analysis of output, drawing inferences and developing managerial recommendations based on data analysis.

II. Course Objectives:

1. Enhance analytical skills as well as the ability to apply appropriate knowledge to specific marketing research activities.
2. Apply high-level business written and or oral communication skills.
3. Demonstrate effective hands-on experience in applying statistical procedures and software package to real-world applications.

III. Rationale for the Course:

Marketing Research and Analytics course is centered on the rapidly evolving, data-driven business world. The course is designed to provide students with the critical knowledge and skills for gaining marketing insights and ability to influence business decisions. Through experiential learning, students will gain confidence in using advanced marketing data analytical tools and frameworks.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course been reviewed by the curriculum committee of the Department?
YES X NO _____

Please attach copies of the curriculum committee's reports, if any.

2. Are there similar course in the present curriculum? YES _____ NO X

Title	Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. What is the projected enrollment for the course per semester? 25

4. How often will the course be offered? FALL X SPRING _____ SUMMER _____

5. Is this a required or elective course and for what curriculum?
REQUIRED _____ CURRICULUM: MBA
FOUNDATION _____
ELECTIVE X

6. What is the impact of adding this course on the total number of credit hours required to complete the existing degree program?

None

7. Do you have faculty on your staff to teach the course? YES X NO _____
If the answer is no, please state the additional funds needed to hire new faculty members,

8. What is the minimum rank required of the faculty members who will teach this course?

Assistant Professor

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?
The faculty member must:

PhD

10. Do you have the facilities (classroom & laboratories), instructional equipment, and library resources needed to offer the course? YES X NO

If the answer is NO, please state your needs.

11. What is the total amount of funds needed to implement this course?
None

12. Please attach a copy of the detailed course syllabus and the reading list.

Comments: _____

Signatures:

Richard G. Gable
Chairperson of Department

03/18/15
Date

Donald R. Anderson
Dean of the College

3/18/15
Date

T. G. Gable
Southern University Graduate Council

3-22-15
Date

Dana Carpenter
Chairperson of Southern University Curriculum Committee

3/27/15
Date

Debra A. Peoples
Vice Chancellor for Academic
Affair

6/5/15
Date

Date

**Southern University and A&M College
MBA**

Marketing Research and Analytics - MBAP 554

Course Syllabus

I. Descriptive Information

- A. Course Number: MBAP 554
- B. Course Title: **Marketing Research and Analytics**
- C. Prerequisites: MKTG 300
- D. Credit Hours: 3
- E. Instructor: TBA
- F. Office Location: TBA

II. Course Description:

This course aims to equip MBA students with the methodology and applications of multivariate data analysis. Traditionally, courses of this nature focus on mathematical/matrix techniques used to derive the outputs. This will not be a math course but rather a course geared around making use of established statistical techniques/software. As such this course will focus on application of various software packages, data requirements, appropriateness of techniques, and analysis of output, drawing inferences and developing managerial recommendations based on data analysis.

III. Course Objectives:

1. Enhance analytical skills as well as the ability to apply appropriate knowledge to specific marketing research activities.
2. Apply high-level business written and or oral communication skills.
3. Utilize and demonstrate effective hands-on experience in applying statistical procedures and software package to real-world applications.

IV. Course Goals, Student Learning Outcomes/Course Outcomes, Objectives, or Conceptual Framework:

A. General Goals	B. Course Objectives - By the end of the semester students will	C. AACSB Assurance of Learning Standards	D. MBA Program Goals Addressed	E. Learning Outcomes - Upon completion of the course students will be able to
To enhance the analytical skills of the students and the ability to use data to support arguments and conclusions.	Enhance analytical skills as well as the ability to apply appropriate knowledge to specific marketing research activities.	AACSB.SBA.15.3 AACSB.SBA.15.11 AACSB.SBA.18.2 AACSB.SBA.18.3 AACSB.SBA.19.1	Demonstrate critical thinking and problem-solving skills	Demonstrate 80% accuracy in the ability to identify appropriate analytical tools in conducting marketing research as measured by class case analysis, class discussions, and group term project presentations.
To enhance soft skills with the ability to utilize supportive data in written communications and presentations.	Apply high-level business written and or oral communication skills	AACSB.SBA.15.1		Demonstrate 80% accuracy in the ability to identify appropriate written and verbal communication skills in conducting marketing research as measured by class case analysis, class discussions, and group term project presentations
To enhance knowledge of technology and commonly used analytical software packages.	Utilize and demonstrate effective hands-on skills in applying appropriate procedures, statistical packages and software.	AACSB.SBA.15.3		Demonstrate 80% accuracy in the ability to identify appropriate procedures,, statistical packages and software in conducting marketing research as measured by class case analysis, class discussions, and group term project presentations.

V. Primary Textbook/Materials:

Multivariate Data Analysis 7th ed: Joe Hair Jr., William C. Black, Barry J. Babin and Rolph E. Anderson. Prentice Hall ISBN: 978-0-13-813263-7

Blackboard Access: <http://www.blackboard.subr.edu>

LiveText Access: <https://www.livetext.com>

Recommended Material: Laptop Computer, Tablet Computer, or iPad

VI. General Reading Sources:

Southern University's Online Library – (<http://www.lib.subr.edu/>)

Harvard Business Review – (<http://hbr.org/>)

Wall Street Journal - <http://online.wsj.com/home-page>

Forbes Magazine - <http://www.forbes.com/>

Business Week - <http://www.businessweek.com/>

VII. Course Requirements:

A. Academic Requirements:

Students enrolled in the class are expected to:

1. Attend class regularly;
2. Check Blackboard and SUBR e-mail account daily;
3. Complete the assigned readings prior to class and be prepared to actively participate in class discussions and activities;
4. Submit all assignments via Blackboard and/or Live Text when scheduled.

Academic Honesty & Misconduct:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Academic misconduct by a student shall include, but not limited to any instance wherein a student claims credit for the work of others without citation, forges or falsifies material, cheats, participates in unauthorized collaboration with other students on term papers or assignments, or helps another student engage in misconduct, cutting and pasting text from a Web-based document into a research paper or course PowerPoint presentation without the use of proper quotation marks and without proper citation, purchasing or copying of a research paper, posting course information and discussions via Facebook, Twitter, and/or any other social media networking system, disruption of classes; threatening a Professor or fellow students in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures, falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for treatment of human and animal subjects; or acting dishonestly in research. **Academic misconduct will not be tolerated and will be dealt with in accordance with all University rules and regulations. Student(s) suspected and/or involved in academic misconduct will receive a failing grade of "F" for the course.**

B. Administrative Requirements:

1. Incomplete Grade:

Work, which is of passing quality but because of extenuating circumstances, is not complete, may be graded "I" – Incomplete. The student must initiate the incomplete

grade request and must secure appropriate approval of the excuse by the professor, department head, and dean of the college in which the course is taken. Please note that extenuating circumstances for this course include the following:

“Extenuating circumstances for the purpose of granting additional time to complete course work include death in the immediate family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances surrounding the birth of a child, visa problems for international students, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of situations that will not be considered extenuating include being too busy, employment demands, minor illness, and responsibilities from optional responsibilities.”

2. Class Attendance:

The policy on class attendance is consistent with that of the University. All students are expected to attend classes regularly and punctually. This is regarded as a minimal academic obligation. See the University Catalog for additional information. Failure to attend class on a regular basis can adversely impact the student’s grade.

- Disruptions (i.e., electronic devices, guests, and children):

Electronic devices such as mobile phones, iPhones, iPods, MP3, MP4 players, tape recorders, etc. are to be turned off or placed on vibrate mode prior to entering or immediately upon entry to class. See page 64 of the SUBR Student Handbook 2010-2012 relative to the University Electronic Device Policy.

Guests are not permitted in the class unless approved by the Professor. Per the Southern University policy, children are not permitted in class under any circumstances.

3. Audio or Videotaping Lecture:

Course materials prepared by the Professor, together with the content of all lectures and review sessions presented by the Professor are property of the Professor. Video and audio recording of lectures and review sessions without the consent of the Professor is not allowed.

VIII. Course Requirements and Evaluation:

A. Evaluation of Students (Grading Policy):

This course is conducted in a “seminar” style, meaning that classes will include an instructor-led discussions, analysis of homework assignments, in-class activities and exercises. The textbook serves as a foundation for further discussion. The case analyses—in the form of problems/data from various sources as well as in-class discussions will provide for a deeper understanding. Students will be expected to come to class having read all assigned readings.

(chapters, cases, articles) and ready to share, present, and discuss.

A. Course Requirements

1. Exams: a Mid-Term and a Final each at 100 points
2. Homework/in-class exercises 14 at 10 points each
3. Major Project and Presentation 200 points

B. GRADING SCALE:

90% and above	= A
80% - 89%	= B
70% - 79%	= C
60% - 69	= D
Below 60	= F

IX. ADA Compliance:

Southern University is committed to providing equal access for all persons with disabilities. Students with a disability that requires special materials or accommodations should immediately notify the Professor via e-mail and contact the Office of Disability Services. The Office of Disability Services is located in Augustus C. Blanks Hall, Room 246; telephone number (225) 771-3950 or (225) 771-3546; fax number (225) 771-2959. Only persons with a verifiable disability will be permitted to use appropriately modified academic accommodations to address course requirements. Upon written notification from the Office of Disability Services, the Professor will make appropriate academic accommodations as recommended.

X. Weekly Course Schedule:

Week	Chapter	Topic	Assignment
1	1	Overview of Multivariate Methods	Assigned Problems/readings
2	2	Preparing to Apply Multivariate Analysis	Assigned Problems/readings
3	4	Multivariate Regression	Assigned Problems/readings
4	6	Logistical Regression	Assigned Problems/readings
5	5	Discriminate Analysis	Assigned Problems/readings
6	7	MANOVA and GLM	Assigned Problems/readings
7			Mid-Term
8	8	Conjoint Analysis	Assigned Problems/readings
9	9	Cluster Analysis	Assigned Problems/readings
10	10	Multidimensional Scaling	Assigned Problems/readings
11	11	Perceptual Mapping	Assigned Problems/readings
12			Assigned Problems/readings
13	3	Exploratory Factor Analysis	Assigned Problems/readings
14	13	Confirmatory Factor Analysis	Final Report Due
15			Final Exam

**SOUTHERN UNIVERISTY UNIVERSITY CURRICULUM
COMMITTEE
RECOMMENDATION FOR A NEW COURSE
*Request for Course Title and Prefix Change***

College/School: College of Business **Department:** College of Business
Course Title: Introduction to Business & Entrepreneurship in a Global Environment
Course Number: BUSP 100
Course Credit Hours: 3.0 **Course Contact Hours:** 3
CIP Code: 520201

Request for Course Title and Prefix Change:

Request submitted to change *MGMT 100 - Introduction to Business "Introduction to Business and Entrepreneurship in a Global Environment"*

Course Description:

Introduction to Business and Entrepreneurship is designed to provide an overview (survey) of the functional areas of business and entrepreneurship in a global environment, while providing specific information on professional and career development. The course is divided into two modules. Module One (seven weeks) provides information that reviews the functional areas of business (Accounting, Finance, Management and Marketing), Entrepreneurship and Economics. Module Two (eight weeks) covers Professional Development and Communications and Professional Development from a global business perspective.

Course Goal:

In the fast paced highly connected global environment in which today's businesses operate, this course is designed to provide business students with a firm understanding of introductory concepts and how to position themselves for professional success in the global marketplace.

Course Objectives:

After successfully completing the course, students will have the skills to:

- a. Describe the basic concepts and fundamentals of the functional areas of business and entrepreneurship;
- b. Explain the contextual framework for understanding cultural, legal and political differences in the global business environment;
- c. Develop awareness on building stronger communication and soft skills for global business and professional career opportunities.

Rationale for the Course:

The global business environment and entrepreneurial activities are rapidly changing because of shift in geopolitical alliances, active roles of global institutions, and advances in information technology. This survey course provides the comprehensive foundation and functional tools needed to better prepare students for global business opportunities and entrepreneurship careers.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course been reviewed by the curriculum committee of the Department?
YES X NO _____

Please attach copies of the curriculum committee's reports, if any.

2. Are there similar course in the present curriculum? YES X NO _____

Title	Number
Intro to Business and Entrepreneurship in a global environment	BUSP 100
_____	_____
_____	_____
_____	_____

3. What is the projected enrollment for the course per semester? 30

4. How often will the course be offered? FALL X SPRING X SUMMER X

5. Is this a required or elective course and for what curriculum?

CURRICULUM: BUS
REQUIRED X
FOUNDATION _____
ELECTIVE _____

6. What is the impact of adding this course on the total number of credit hours required to complete the existing degree program?

None

7. Do you have faculty on your staff to teach the course? YES X NO _____
If the answer is no, please state the additional funds needed to hire new faculty members,

8. What is the minimum rank required of the faculty members who will teach this course?

Assistant Professor

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?

The faculty member must:
PhD

10. Do you have the facilities (classroom & laboratories), instructional equipment, and library resources needed to offer the course? YES X NO

If the answer is NO, please state your needs.

11. What is the total amount of funds needed to implement this course?

None

12. Please attach a copy of the detailed course syllabus and the reading list.

Comments: _____

Signatures:



Chairperson of Department

03/18/15
Date



Dean of the College

3/19/15
Date



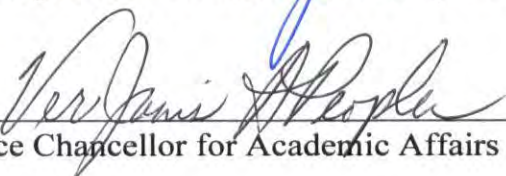
The Graduate Council

3-22-15
Date



Chairperson of Southern University Curriculum Committee

3/27/15
Date



Vice Chancellor for Academic Affairs

6/5/15
Date

**COURSE TITLE: Introduction To Business & Entrepreneurship In A
Global Environment**

COURSE SYLLABUS

COURSE NUMBER:	BUSP 100
CREDIT HOURS:	Three (3)
INSTRUCTOR:	TBA
OFFICE LOCATION:	T.T. Allain Hall
OFFICE HOURS:	TBA
OFFICE PHONE:	TBA
Website:	www.subr.edu/academics/business
E-MAIL ADDRESS:	TBA
CLASS HOURS:	TBA
PREREQUISITES(S):	None

I. Course Description:

Introduction to Business and Entrepreneurship is designed to provide an overview (survey) of business and entrepreneurship in a global environment, while providing specific information on professional and career development. The course is divided into two modules. Module One provides information that reviews the functional areas of business (Accounting, Finance, Management and Marketing), Entrepreneurship and Economics. Module Two covers Communications and Professional Development from a global business perspective.

II. Course Goal:

In the fast paced highly connected global environment in which today's businesses operate, this course is designed to provide business students with a firm understanding of introductory concepts and how to position themselves for professional success in the global marketplace.

III. Course Objectives:

After successfully completing the course, students will have the skills to:

- a. Describe the theoretical foundations of the functional areas of business and entrepreneurship
- b. Explain factors that influence the global business environment.
- c. Develop awareness on building stronger communication and soft skills for global business and professional career opportunities.

IV. Rationale for the Course:

The global business environment and entrepreneurial activities are rapidly changing because of shift in geopolitical alliances, active roles of global institutions, and advances in information technology. This survey course provides the comprehensive foundation and functional tools needed to better prepare students for global business opportunities and entrepreneurship careers.

V. Learning Outcomes

After completing this course, students will be able to:

Course Goal	Course Objectives	Expected Learning Outcomes
To provide business students with a firm understanding of introductory concepts and how to position themselves for professional success in the global marketplace	Describe the theoretical foundations of the functional areas of business and entrepreneurship	<ul style="list-style-type: none"> - Identify and explain the basic principles of the functional areas of business on an assessment instrument where 75 percent of the students score at the 70th percentile - Explain the entrepreneurial process on an assessment instrument where 75 percent of the students score at the 70th percentile.
	Explain factors that influence the global business environment	<ul style="list-style-type: none"> - Demonstrate competencies in explaining how cultural, legal and political differences impact the global business environment on an assessment instrument where 75 percent of the students score at the 70th percentile. - Demonstrate global awareness by identifying and analyzing international business issues on an assessment instrument where 75 percent of the students score at the 70th percentile.
	Develop awareness on building effective communication and soft skills for professional and career development.	<ul style="list-style-type: none"> - Demonstrate an ability to use effective written, verbal and nonverbal communication skills on an assessment instrument where 75 percent of the students score at the 70th percentile. - Use professional interpersonal skills in interacting with teams or individuals on an assessment instrument where 75 percent of the students score at the 70th percentile - Engage in data and information gathering on companies for interview preparation and internship opportunities on an assessment instrument where 75 percent of the students score at the 70th percentile.

MODULE ONE :

This module is designed to provide students with a clearer understanding of the functional areas of business and entrepreneurship. Information will be provided on markets and the economy, the role of entrepreneurship, basic business types and market structures, the products and services provided by businesses as well as the human resource management issues. Consideration is given to ethical businesses issues in society. A variety of homeworks and projects will be provided to enhance key concepts.

MODULE ONE OBJECTIVES:

- a. Describe the theoretical foundations of the functional areas of business and entrepreneurship
- b. Explain factors that influence the global business environment.

METHOD OF INSTRUCTION:

The subject matter will be presented through class lectures, assignments, homeworks, and guest speakers and exams. Students will be expected to read assigned materials.

MODULE ONE TOPICS

Part I. Understanding Markets and the Business Environment

Chapter 1: Functions of a Business

Motives of a business

Resources used by businesses

Key stakeholders in a business

The business environment

Key types of business decisions

Chapter 2: Business Ethics and Social Responsibility

Responsibility to customers

Responsibility to employees

Responsibility to stakeholders

Responsibility to creditors

Responsibility to the environment

Responsibility to the community

Chapter 3: Assessing Economic Conditions

Impact of economic growth on performance

Impact of inflation and interest rates

How market prices are determined

Government influence on economic conditions

Chapter 4: Assessing Global Conditions

How international business can enhance performance

How to conduct international business and the barriers to international business
How foreign characteristics influence international business
How exchange rates movements can affect performance

Part II. Entrepreneurship - Starting a New Business

Chapter 5: Selecting a Form of Business Ownership

Sole proprietorship, partnership, or corporation

How ownership can affect return and risk Obtaining ownership of an existing business

Chapter 6: Entrepreneurship and Business Planning

Creating a new business and assessing market conditions Developing a competitive advantage and business plan Risk management by entrepreneurs

TEST # 1: Chapters 1-6

Part III. Management and Managing Employees

Chapter 7: Managing Effectively

Levels and functions of managers

Manager skills and time management

Chapter 8: Organizational Structure

Purpose and types of organizational characteristics

Accountability in an organizational structure

Distributing authority among the job positions Structures that allow more employee input

Methods of departmentalizing tasks

Chapter 9: Improving Productivity and Quality

Resources used for the production process

Selecting a site, the design, and the layout

Production control

Methods to improve production efficiency

Chapter 10: Motivating Employees

The value of and theories on motivation

Motivating disgruntled employees

How firms can enhance job satisfaction and motivation

Chapter 11: Hiring, Training, and Evaluating Employees

Human resource planning and providing equal opportunity

Compensation packages that firms offer

Developing the skills of employees and evaluating employee performance

TEST # 2: Chapters 7-11

Part IV. Marketing

Chapter 12: Creating and Pricing Products

Products and identifying a target market

Creating new products and product differentiation

Pricing strategies and decisions

Chapter 13: Distributing Products

Channels of distribution

Selecting the degree of market coverage and transportation used to distribute

How to accelerate the distribution process

Characteristics of retailers and services offered by wholesalers

Vertical channel integration

Chapter 14: Promoting Products

Benefits of promotion

Advertising, personal selling, sales promotion, and public relations

Determining the optimal promotion mix

Test #3 12 - 14

Part V. Financial Management

Chapter 15: Accounting and Financial Analysis

How firms use accounting

Responsible financial reporting

Interpreting financial statements

Ratio analysis

Chapter 16: Financing

Methods of debt and equity financing

How firms issue securities and other methods of obtaining funds

Deciding the capital structure

Remedies for debt problems

Chapter 17: Expanding the Business

Investment decisions

Capital budgeting tasks

Mergers

Short-term investment decisions

Test #3 15 - 17

1. Book Reading Assignments

Students will be required to read at least two of the following books.

2. Collins, Jim. Good to Great, Why Some Companies Make the Leap and Others Don't, Harper Business, An imprint of Harper Collins Publisher 2001.
www.jimcollins.com
3. Gladwell, Malcolm. Outliers: The Story of Success. Little, Brown and Company, 2008.
4. 3. Gladwell, Malcolm. The Tipping Point: How Little Things Can Make a Big

Difference, Abacus, 2001.

5. Earvin “Magic” Johnson. G. 32 Ways to be a Champion in Business. Barnes & Nobles. November, 2008.
6. Krugman, Paul. The Return of Depression Economics and the Crisis of 2008, W.W. Norton 2009.
7. Ferguson, Niall. The West and the Rest, The Penguin Press, 2011
8. Sirleaf, Ellen Johnson. This Child Will Be Great: Memoir of a Remarkable Life by Africa’s First Women President. Harper Collins, 2009.
9. Stutz, Frederick P. and Barney Warf. The World Economy: Resources, Location, Trade and Development. Fifth Edition. Pearson Prentice Hall 2007. Chapter Two.
10. Honore, Russel L. Leadership in the New Normal, Acadian House Publishing, Lafayette, Louisiana, 2012.

Periodically, additional assignments will be made. Also, you will be responsible for awareness of current economic issues. BusinessWeek and the Wall Street Journal are suggested sources for current business and economic news. You are to browse the Internet using search engines such as Yahoo, Google and others for research information on business and economic activity. A great source of financial and economic news can be obtained from Consuelo Mack WealthTrack at <http://www.wealthtrack.com/index.php>, CNBC programs such as Squawk Box, Jim Cramer Mad Money http://www.cnbc.com/id/15838459/Mad_Moneysquos_Jim_Cramer_on_CNBC_Stocks_Investing_Market_Analysis__CNBC,

MODULE TWO:

Provide information on building stronger communication and professional development skills that will lead to greater awareness of business and professional career opportunities. The Professional Development and Communications Module emphasizes writing (written communication), presentation (oral communication), nonverbal communication, interpersonal (soft-skills), and interview skills through a combination of individual assessment and group exercises.

OBJECTIVE OF MODULE TWO

- a. Develop awareness on building stronger communications and soft skills for global business and professional career opportunities.

Required Readings:

Guffey, M.E., & Loewry, D. (2013). *Essentials of business communication, 9th edition*. Mason, OH: South-Western/Cengage Learning. ISBN-13: 9781111821227.

Note: Targeted chapters will be placed on Blackboard for educational purposes in compliance with copyright guidelines.

Harvard Business School. (2003). *Business Communication*. Boston, MA: Harvard Business School Press.

Cole, B., & Dale Carnegie & Associates. (2012). *How to win friends and influence people in the digital age*. New York: Simon & Schuster Paperbacks.

Klaus, P., Rohman, J. M., & Hamaker, M. (2007). *The hard truth about soft skills: Workplace lessons smart people wish they'd learned sooner*. New York, NY: HarperCollins.

Journal of Business Communication

Business Communication Quarterly

*Change The Way You Persuade by Gary A. Williams and Robert B. Miller

*Harnessing the Science of Persuasion by Robert B. Cialdini

*How to Become an Authentic Speaker by Nick Morgan

*The Five Messages Leaders Must Manage by John Hamm

*Taking the Stress Out of Stressful Conversations by Holly Weeks

*Select sections of the Publication Manual of the American Psychological Association, Sixth Edition by the American Psychological Association

**To Be Provided By Professor via Blackboard*

MODULE TWO TOPICS

Part I Module Introduction

Orientation

Chapter 1 – Communication Skills as Career Filters

Assigned Project #1

Part II Planning composing, and Revising business Messages

Chapter 2 – Planning business Messages

Chapter 3 – Composing Business Messages

Chapter 4 – Revising Business Messages

Assigned Project #2

Part III Electronic Messages and Digital Media, the Job Search and Interviewing

Chapter 5 – Electronic Messages and Digital Media

Chapter 13 – The Job Search Resumes and Cover Letters

Chapter 14 – Interviewing and Follow Up

Assigned Project #3

Part IV Professionalism at Work and Business Presentations

Chapter 11 - Professionalism at Work

Chapter 12 – Business Presentations

Assigned Project # 4

GRADING POLICY

All exams and homework's will be graded on a 100-point scale as given below. There will be additional points through reading assignments and reports. Grades are calculated based on a percentage of total points available.

Grading Scale:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	Below 60

Attendance Policy:

Students are expected to regularly attend all class sessions in which they are enrolled. Class participation and attendance are considered an indicator of responsible academic progress. Students are expected to be on time for class. Students who miss a class are responsible for handing in their assignments before the due date. Assignments will be posted on Blackboard.

ADA Compliance:

Southern University is committed to providing equal access for all persons with disabilities. Students with a disability that requires special materials or accommodations should immediately notify the Professor via e-mail and contact the Office of Disability Services. The Office of Disability Services is located in Augustus C. Blanks Hall, Room 246; telephone number (225) 771-3950 or (225) 771- 3546; fax number (225) 771-2959. Only persons with a verifiable disability will be permitted to use appropriately modified academic accommodations to address course requirements. Upon written notification from the Office of Disability Services, the Professor will make appropriate academic accommodations as recommended.

Tentative Curriculum Plan

<i>Date</i>	<i>Chapters to be Covered</i>	<i>Tasks</i>
MODULE ONE		
Week 1	Chapters 1, 2 & 3	
Week 2	Chapters 4, 5 & 6	Test #1
Week 3	Chapter 7 & 8	
Week 4	Chapters 9, 10 & 11	Test #2
Week 5	Chapters 12, & 13	
Week 6	Chapter 14	Test # 3
Week 7	Chapters 15, 16 & 17	Test #4
MODULE TWO		
Week 8	Chapters 1	Assigned Project #1
Week 9	Chapters 2 & 3	
Week 10	Chapter 4	Assigned Project #2
Week 11	Chapter 5 & 13	
Week 12	Chapter 14	Assigned Project #3
Week 13	Chapter 11	
Week 14	Chapter 12	Assigned Project #4
Week 15	Semester Review	Final Exam

Southern University and A & M College

COLLEGE OF BUSINESS BACHELOR OF SCIENCE IN ACCOUNTING

124 Hour Curriculum (Fall 2015)

Revised May 1, 2015

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

Dept/ No	Course	Hrs.	Grade
General Education (40 Credit Hours)			
ENGL 110	*Freshman Composition	3	_____
ENGL 111	*Freshman Composition	3	_____
ENGL ____	**English Literature Elective	3	_____
SPTH 210	Techniques of Speech	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____
____ ____	**Arts Elective	3	_____
PSYC 210	General Psychology	3	_____
ECON 200	Principles of Economics I	3	_____
MATH 135	*Pre-Calculus I: College Algebra	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____
BIOL ____	Biological Science	3	_____
____ ____	Physical Science	4	_____
____ ____	Science Sequence	3	_____

***General Business Education (18 Credit Hours)**

BUSP 100	Intro to Business & Entrepreneurship	3	_____
ACCT 200	Financial Accounting Principles	3	_____
ACCT 201	Managerial Accounting Principles	3	_____
ECON 210	Principles of Economics II	3	_____
ECON 275	Business and Economic Statistics	3	_____
CMPS 291	Advance Techniques Using Spreadsheets	3	_____

*A grade of "C" or better is required

**200 Level or above

*** The Accounting Curriculum is 121 hours if the African American Experience Elective is satisfied in the general education curriculum. Students that have not satisfied the African American Experience will be required to take an additional three hour course to satisfy this requirement.

Dept/No	Course	Hrs.	Grade
*Business Courses (30 Credit Hours)			
ECFI 3 ____	Economics/Finance Elective	3	_____
ECON 375	Business and Economic Statistics II	3	_____
FINC 330	Managerial Finance I	3	_____
MKTG 300	Principles of Marketing	3	_____
MGMT 300	Principles of Management	3	_____
ACCT 340	Accounting Information Systems	3	_____
MGMT 306	Quantitative Analysis in Business	3	_____
MGMT 310	Production Management	3	_____
MGMT 360	Legal Environment in Business	3	_____
MGMT 490	Strategic Management	3	_____

***Courses in Major Field (27 Credit Hours)**

ACCT 300	Intermediate Accounting I	3	_____
ACCT 301	Intermediate Accounting II	3	_____
ACCT 310	Tax Accounting	3	_____
ACCT 320	Managerial Cost Accounting	3	_____
ACCT 400	Advanced Accounting	3	_____
ACCT 430	Auditing	3	_____
ACCT 461	Advanced Business Law for Accountants	3	_____
ACCT ____	Accounting Elective	3	_____
ACCT ____	Accounting Elective	3	_____

Other Requirements (9 Credit Hours)

ENGL 362	Technical Writing	3	_____
SVLR ____	Service Learning	3	_____
***AAE Elective	African American Exp. Elective	3	_____

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 120 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.

Southern University and A & M College

COLLEGE OF BUSINESS

BACHELOR OF SCIENCE IN FINANCE

121 Hour Curriculum (Fall 2010 - Spring 2015)

Revised March 19, 2015

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>	<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
General Education (40 Credit Hours)				*Business Courses (30 Credit Hours)			
ENGL 110	*Freshman Composition	3	_____	ECON/FINC 3XX	Economics/Finance Elective	3	_____
ENGL 111	*Freshman Composition	3	_____	ECON 375	Business and Economic Statistics II	3	_____
ENGL ____	**English Literature Elective	3	_____	FINC 330	Managerial Finance I	3	_____
SPTH 210	Techniques of Speech	3	_____	MKTG 300	Principles of Marketing	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____	MGMT 300	Principles of Management	3	_____
____	**Arts Elective	3	_____	MGMT 305	Management Information Systems	3	_____
PSYC 210	General Psychology	3	_____	MGMT 306	Quantitative Analysis in Business	3	_____
SOSC ____	**Social Science Elective	3	_____	MGMT 310	Production Management	3	_____
MATH 135	*Pre-Calculus I: College Algebra	3	_____	MGMT 360	Legal Environment in Business	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____	MGMT 490	Strategic Management	3	_____
BIOL ____	Biological Science	3	_____	*Courses in Major Field (24 Credit Hours)			
____	Physical Science	4	_____	ACCT 300	Intermediate Accounting I	3	_____
____	Science Sequence	3	_____	FINC 430	Managerial Finance II	3	_____
				FINC 436	Investments	3	_____
				FINC 451	Financial Institutions and Capital Markets	3	_____
				FINC 481	International Finance	3	_____
				FINC ____	Finance Elective	3	_____
				FINC ____	Finance Elective	3	_____
				ECON/FINC ____	Economics/Finance Elective	3	_____
*General Business Education (21 Credit Hours)				Other Requirements (9 Credit Hours)			
BUSP 100	Intro to Business & Entrepreneurship	3	_____	ENGL 362	Technical Writing	3	_____
ACCT 200	Financial Accounting Principles	3	_____	SVLR ____	Service Learning	3	_____
ACCT 201	Managerial Accounting Principles	3	_____	***AAE Elective	African American Exp. Elective	3	_____
ECON 200	Principles of Economics I	3	_____				
ECON 210	Principles of Economics II	3	_____				
ECON 275	Business and Economic Statistics	3	_____				
CMPS 291	Advance Techniques Using Spreadsheets	3	_____				

*A grade of "C" or better is required

**200 Level or above

*** The Finance Curriculum is 121 hours if the African American Experience Elective is satisfied in the general education curriculum. Students that have not satisfied the African American Experience will be required to take an additional three hour course to satisfy this requirement.

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 120 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.

Southern University and A & M College

COLLEGE OF BUSINESS BACHELOR OF SCIENCE IN MANAGEMENT

121 Hour Curriculum (Fall 2010 - Spring 2015)

Revised March 19, 2015

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

Dept/No	Course	Hrs.	Grade	Dept/No	Course	Hrs.	Grade
General Education 40 Credit Hours				*Business Courses (30 Credit Hours)			
ENGL 110	*Freshman Composition	3	_____	ECON/FINC 3XX	Economics/Finance Elective	3	_____
ENGL 111	*Freshman Composition	3	_____	ECON 375	Business and Economic Statistics II	3	_____
ENGL ____	**English Literature Elective	3	_____	FINC 330	Managerial Finance I	3	_____
SPTH 210	Techniques of Speech	3	_____	MKTG 300	Principles of Marketing	3	_____
				MGMT 300	Principles of Management	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____	MGMT 305	Management Information Systems	3	_____
____	**Arts Elective	3	_____	MGMT 306	Quantitative Analysis in Business	3	_____
PSYC 210	General Psychology	3	_____	MGMT 310	Production Management	3	_____
				MGMT 360	Legal Environment in Business	3	_____
SOSC ____	**Social Science Elective	3	_____	MGMT 490	Strategic Management	3	_____
				*Courses in Major Field (24 Credit Hours)			
MATH 135	*Pre-Calculus I: College Algebra	3	_____	MGMT 320	Human Resources Management	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____	MGMT 420	Organizational Behavior	3	_____
				MGMT 470	Entrepreneurship	3	_____
BIOL ____	Biological Science	3	_____	MGMT480	Management of International Business	3	_____
____	Physical Science	4	_____	MGMT ____	Management Elective	3	_____
____	Science Sequence	3	_____	MGMT ____	Management Elective	3	_____
				MGMT ____	Management Elective	3	_____
				MGMT ____	Management Elective	3	_____
*General Business Education (21 Credit Hours)				Other Requirements (9 Credit Hours)			
BUSP 100	Intro to Business & Entrepreneurship	3	_____	ENGL 362	Technical Writing	3	_____
ACCT 200	Financial Accounting Principles	3	_____	SVLR ____	Service Learning	3	_____
ACCT 201	Managerial Accounting Principles	3	_____				
ECON 200	Principles of Economics I	3	_____	***AAE Elective	African American Exp. Elective	3	_____
ECON 210	Principles of Economics II	3	_____				
ECON 275	Business and Economic Statistics	3	_____				
CMPS 291	Advance Techniques Using Spreadsheets	3	_____				

*A grade of "C" or better is required
**200 Level or above

*** The Management Curriculum is 121 hours if the African American Experience Elective is satisfied in the general education curriculum. Students that have not satisfied the African American Experience will be required to take an additional three hour course to satisfy this requirement.

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 120 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.

Southern University and A & M College

COLLEGE OF BUSINESS

BACHELOR OF SCIENCE IN MARKETING

124 Hour Curriculum (Fall 2015)

Revised May 1, 2015

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
General Education (40 Credit Hours)			
ENGL 110	*Freshman Composition	3	_____
ENGL 111	*Freshman Composition	3	_____
ENGL ____	**English Literature Elective	3	_____
SPTH 210	Techniques of Speech	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____
____	**Arts Elective	3	_____
PSYC 210	General Psychology	3	_____
SOSC ____	**Social Science Elective	3	_____
MATH 135	*Pre-Calculus I: College Algebra	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____
BIOL ____	Biological Science	3	_____
____	Physical Science	4	_____
____	Science Sequence	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
*Business Courses (30 Credit Hours)			
ECON/FINC 3XX	Economics/Finance Elective	3	_____
ECON 375	Business and Economic Statistics II	3	_____
FINC 330	Managerial Finance I	3	_____
MKTG 300	Principles of Marketing	3	_____
MGMT 300	Principles of Management	3	_____
MGMT 305	Management Information Systems	3	_____
MGMT 306	Quantitative Analysis in Business	3	_____
MGMT 310	Production Management	3	_____
MGMT 360	Legal Environment in Business	3	_____
MGMT 490	Strategic Management	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
*Courses in Major Field (24 Credit Hours)			
MKTG 320	Consumer Behavior	3	_____
MKTG 335	Professional Selling	3	_____
MKTG 360	Marketing Promotion	3	_____
MKTG 475	Marketing Research	3	_____
MKTG 480	International Marketing	3	_____
MKTG 491	Marketing Strategy	3	_____
MKTG ____	Marketing Elective	3	_____
MKTG ____	Marketing Elective	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
*General Business Education (21 Credit Hours)			
BUSP 100	Intro to Business & Entrepreneurship	3	_____
ACCT 200	Financial Accounting Principles	3	_____
ACCT 201	Managerial Accounting Principles	3	_____
ECON 200	Principles of Economics I	3	_____
ECON 210	Principles of Economics II	3	_____
ECON 275	Business and Economic Statistics	3	_____
CMPS 291	Advance Techniques Using Spreadsheets	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
Other Requirements (9 Credit Hours)			
ENGL 362	Technical Writing	3	_____
SVLR ____	Service Learning African American Exp. Or Free	3	_____
***AAE Elective	Elective	3	_____

*A grade of "C" or better is required

**200 Level or above

*** The Marketing Curriculum is 124 hours. If the African American Experience Elective is satisfied in the general education curriculum the student can use those hours as a Free Elective.

Students that have not satisfied the African American Experience will be required to take a three hour course to satisfy this req.

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 124 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.



Office of the
 Vice Chancellor for Academic Affairs
 P.O. Box 9820
 Baton Rouge, LA 70813

Phone: (225) 771-2360
 Fax: (225) 771-2018

June 2, 2015

Mr. Flandus McClinton
 Acting Chancellor
 Southern University-Baton Rouge

Dear Acting Chancellor McClinton:

The Office of Academic Affairs wishes to submit a recommendation from the University Curriculum Committee to allow the College of Business to extend its Curriculum from 121 hours to a maximum of 124 hours, effective Fall 2015.

Please find attached the proper paperwork which has been signed by the College of Business, University Curriculum Committee and the Office of Academic Affairs. Approval has to be obtained from the Board of Supervisors before it goes to the Board of Regents.

If further information is needed, I will be happy to reply.

Sincerely,

VerJanis A. Peoples, Ph.D.
 Executive Vice Chancellor for Academic Affairs

Approved:

Flandus McClinton
 Mr. Flandus McClinton, Acting Chancellor

INCORPORATED 1880  RELOCATED 1914

SOUTHERN UNIVERSITY

And

Agricultural & Mechanical College

UNIVERSITY COLLEGE
P.O. Box 9251
Baton Rouge, Louisiana 70813

Office: (225) 771-2394
Fax: (225) 771-2371

May 18, 2015

RECEIVED

MAY 19 2015

ACADEMIC AFFAIRS
SOUTHERN UNIVERSITY

Dr. VerJanis Peoples
Executives Vice Chancellor
3rd Floor, J.S. Clark Building
Southern University
Baton Rouge, LA. 70813

Dear Dr. Peoples:

The University Curriculum Committee met on Friday, May 1, 2015 and reviewed the curricula changes from the College of Business, and the College of Education, Arts and Humanities. Several suggestions were made and corrections/adjustments were requested by the Committee before the documents could be submitted to you for approval. These corrections/adjustments have been made; therefore, I am submitting the following for your approval:

College of Business

A. The Committee voted to recommend that the College of Business be allowed to ~~extend its Curriculum from 121 hours to a maximum of 124 hours~~ (a letter from the Dean is attached). The action is waiting for your approval or disapproval.

B. If "A" is approved and granted the exception to the LA Board of Regents 120 credit hours standard, the Committee is recommending the approval of BUSP 100, Introduction to Business and Entrepreneurship in a Global Environment (see attachment).

College of Education and Arts and Humanities

A. The Committee voted to recommend ~~MCOM 355, Public Relations Case Studies (3 hours credit)~~ for your approval (attachment is enclosed).

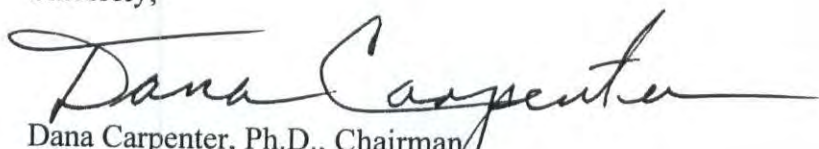
B. The Committee voted to recommend ~~HIST 114, History of Civilization (3 credit hours) and HIST 115, History of Civilization (3 credit hours) online courses~~ for your approval, Fall 2015 (see attachment).

College of Education and Arts and Humanities, cont'd

C. The Committee voted to recommend CRIN 531, Advanced Diagnosis and Correction of Reading Difficulties (3 credit hours); CRIN 561, Literacy and Language Diversity (3 credit hours); and CRIN 527, Advanced Methods in Mathematics and Science for Elementary Teachers (3 credit hours) for your approval.

If you have any questions regarding these recommendations, please inform me by phone, e-mail or letter and I will respond immediately. Also, please send a copy of your approval list to the Colleges involved in the attached charges. Your response to the University Curriculum Committee's recommendations is appreciated.

Sincerely,



Dana Carpenter, Ph.D., Chairman
University Curriculum Committee
121 W.W. Stewart Hall
225-771-2394 or 2395





Office of the Dean
College of Business
P. O. Box 9723
Baton Rouge, Louisiana 70813

Voice: (225) 771-2763
FAX: (225) 771-5262
www.mba.subr.edu

May 4, 2015

Dana Carpenter, PhD
Chair
Curriculum Committee
Southern University and A&M College
Baton Rouge, LA 70813

RE: Request an Exception to the LA Board of Regents 120 Credit Hours Standard

Dear Dr. Carpenter,

This letter is to request an exception to the 120 Credit Hours standard of the Louisiana Board of Regents as stipulated in the Board's Academic Affairs Policy 2.15.

The College of Business accrediting body, the Association to Advance Collegiate Schools of Business International (AACSB) instituted its new accreditation standards in 2013 that call for enhanced Engagement, Innovation and Impact. The accreditation standards also call for more effective teaching and faculty student interaction. The College of Business has developed an innovative required course entitled "Introduction to Business and Entrepreneurship in a Global Environment" that includes modules on fundamentals of the functional areas of business and professional development. The course is intended to provide all business majors the competencies and skills necessary to successfully enter the work environment or pursue advanced studies to achieve their desired career goals.

I, therefore, appreciate the approval of the proposed exemption of the 120 credit hour standard by the University Curriculum Committee so that we can move the existing 121hour business program to a maximum of 124 hours. This adjustment will not impact transfer students for the 60 hour transfer process and they will not be required to take the 3 hours for the BUSP 100. The new course will be offered effective fall 2015.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donald R. Andrews'.

Donald R. Andrews, PhD
Professor and Dean

Southern University and A & M College

COLLEGE OF BUSINESS BACHELOR OF SCIENCE IN MARKETING

124 Hour Curriculum (Fall 2015)

Revised May 1, 2015

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
General Education (40 Credit Hours)			
ENGL 110	*Freshman Composition	3	_____
ENGL 111	*Freshman Composition	3	_____
ENGL ____	**English Literature Elective	3	_____
SPTH 210	Techniques of Speech	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____
____	** Arts Elective	3	_____
PSYC 210	General Psychology	3	_____
SOSC ____	**Social Science Elective	3	_____
MATH 135	*Pre-Calculus I: College Algebra	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____
BIOL ____	Biological Science	3	_____
____	Physical Science	4	_____
____	Science Sequence	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
*Business Courses (30 Credit Hours)			
ECON/FINC 3XX	Economics/Finance Elective	3	_____
ECON 375	Business and Economic Statistics II	3	_____
FINC 330	Managerial Finance I	3	_____
MKTG 300	Principles of Marketing	3	_____
MGMT 300	Principles of Management	3	_____
MGMT 305	Management Information Systems	3	_____
MGMT 306	Quantitative Analysis in Business	3	_____
MGMT 310	Production Management	3	_____
MGMT 360	Legal Environment in Business	3	_____
MGMT 490	Strategic Management	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
*Courses in Major Field (24 Credit Hours)			
MKTG 320	Consumer Behavior	3	_____
MKTG 335	Professional Selling	3	_____
MKTG 360	Marketing Promotion	3	_____
MKTG 475	Marketing Research	3	_____
MKTG 480	International Marketing	3	_____
MKTG 491	Marketing Strategy	3	_____
MKTG ____	Marketing Elective	3	_____
MKTG ____	Marketing Elective	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
*General Business Education (21 Credit Hours)			
BUSP 100	Intro to Business & Entrepreneurship	3	_____
ACCT 200	Financial Accounting Principles	3	_____
ACCT 201	Managerial Accounting Principles	3	_____
ECON 200	Principles of Economics I	3	_____
ECON 210	Principles of Economics II	3	_____
ECON 275	Business and Economic Statistics	3	_____
CMPS 291	Advance Techniques Using Spreadsheets	3	_____

<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
Other Requirements (9 Credit Hours)			
ENGL 362	Technical Writing	3	_____
SVLR ____	Service Learning African American Exp. Or Free Elective	3	_____
***AAE Elective		3	_____

*A grade of "C" or better is required
 **200 Level or above
 *** The Marketing Curriculum is 124 hours if the African American Experience Elective is satisfied in the general education curriculum the student can use these hours as a Free Elective.
 Students that have not satisfied the African American Experience will be required to take a three hour course to satisfy this requirement.

- GRADUATION REQUIREMENTS:**
1. Completion of the prescribed curriculum as outlined in the University catalog.
 2. Completion of a minimum of 124 semester hours, with a cumulative GPA of 2.0 or better.
 3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
 4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
 5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
 6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
 7. Satisfying the African American Experience and the Service Learning requirements.

Southern University and A & M College

COLLEGE OF BUSINESS BACHELOR OF SCIENCE IN ECONOMICS

121 Hour Curriculum (Fall 2010 - Spring 2014)

Revised August 13, 2013

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F
Writing Proficiency	
Departmental Comprehensive	

<u>Dept/ No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>	<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
General Education (40 Credit Hours)				*Business Courses (30 Credit Hours)			
ENGL 110	*Freshman Composition	3	_____	ECON/FINC 3XX	Economics/Finance Elective	3	_____
ENGL 111	*Freshman Composition	3	_____	ECON 375	Business and Economic Statistics II	3	_____
ENGL ____	**English Literature Elective	3	_____	FINC 330	Managerial Finance I	3	_____
SPTH 210	Techniques of Speech	3	_____	MKTG 300	Principles of Marketing	3	_____
				MGMT 300	Principles of Management	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____	MGMT 305	Management Information Systems	3	_____
				MGMT 306	Quantitative Analysis in Business	3	_____
____	**Arts Elective	3	_____	MGMT 310	Production Management	3	_____
				MGMT 360	Legal Environment in Business	3	_____
PSYC 210	General Psychology	3	_____	MGMT 490	Strategic Management	3	_____
SOSC ____	**Social Science Elective	3	_____	*Courses in Major Field (24 Credit Hours)			
				ECON 300	Intermediate Macro Theory	3	_____
MATH 135	*Pre-Calculus I: College Algebra	3	_____	ECON 310	Intermediate Microeconomics Theory	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____	ECON 340	Money and Banking	3	_____
				ECON 415	Managerial Economic Analysis	3	_____
BIOL ____	Biological Science	3	_____	ECON 480	International Economics	3	_____
____	Physical Science	4	_____	ECON ____	Economics Elective	3	_____
____	Science Sequence	3	_____	ECON ____	Economics Elective	3	_____
				ECON/FINC ____	Economics/Finance Elective	3	_____
*General Business Education (18 Credit Hours)				Other Requirements (9 Credit Hours)			
ACCT 200	Financial Accounting Principles	3	_____	ENGL 362	Technical Writing	3	_____
ACCT 201	Managerial Accounting Principles	3	_____	SVLR ____	Service Learning	3	_____
ECON 200	Principles of Economics I	3	_____	***AAE Elective /	African American Exp. Elective or		
ECON 210	Principles of Economics II	3	_____	Free Elective	Free Elective	3	_____
ECON 275	Business and Economic Statistics	3	_____				
CMPS 291	Advance Techniques Using Spreadsheets	3	_____				

*A grade of "C" or better is required

**200 Level or above

*** This requirement may be satisfied by selecting a 200 or above course offered in humanities, literature, or history. Please refer to the catalog for acceptable courses in those areas. Note: Transfer students that have not satisfied this requirement must take the AAE Elective, however SUBR students that have satisfied the AAE Elective requirement in the General Education core are free to take any free elective.
PROGRAM TERMINATED EFFECTIVE MAY 1, 2011. This program is no longer accepting new applicants. Students that entered the program prior to the termination date will be allowed to complete the program.

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 120 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.

Southern University and A & M College

COLLEGE OF BUSINESS BACHELOR OF SCIENCE IN FINANCE

121 Hour Curriculum (Fall 2010 - Spring 2015)
Revised March 19, 2015

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

<u>Dept/ No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>	<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
General Education (40 Credit Hours)				*Business Courses (30 Credit Hours)			
ENGL 110	*Freshman Composition	3	_____	ECON/FINC 3XX	Economics/Finance Elective	3	_____
ENGL 111	*Freshman Composition	3	_____	ECON 375	Business and Economic Statistics II	3	_____
ENGL ____	**English Literature Elective	3	_____	FINC 330	Managerial Finance I	3	_____
SPTH 210	Techniques of Speech	3	_____	MKTG 300	Principles of Marketing	3	_____
				MGMT 300	Principles of Management	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____	MGMT 305	Management Information Systems	3	_____
				MGMT 306	Quantitative Analysis in Business	3	_____
____	**Arts Elective	3	_____	MGMT 310	Production Management	3	_____
				MGMT 360	Legal Environment in Business	3	_____
PSYC 210	General Psychology	3	_____	MGMT 490	Strategic Management	3	_____
SOSC ____	**Social Science Elective	3	_____	*Courses in Major Field (24 Credit Hours)			
				ACCT 300	Intermediate Accounting I	3	_____
MATH 135	*Pre-Calculus I: College Algebra	3	_____	FINC 430	Managerial Finance II	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____	FINC 436	Investments	3	_____
				FINC 451	Financial Institutions and Capital Markets	3	_____
BIOL ____	Biological Science	3	_____	FINC 481	International Finance	3	_____
____	Physical Science	4	_____	FINC ____	Finance Elective	3	_____
____	Science Sequence	3	_____	FINC ____	Finance Elective	3	_____
				ECON/FINC ____	Economics/Finance Elective	3	_____
*General Business Education (21 Credit Hours)				Other Requirements (9 Credit Hours)			
BUSP 100	Intro to Business & Entrepreneurship	3	_____				
ACCT 200	Financial Accounting Principles	3	_____	ENGL 362	Technical Writing	3	_____
ACCT 201	Managerial Accounting Principles	3	_____	SVLR ____	Service Learning	3	_____
ECON 200	Principles of Economics I	3	_____	***AAE Elective	African American Exp. Elective	3	_____
ECON 210	Principles of Economics II	3	_____				
ECON 275	Business and Economic Statistics	3	_____				
CMPS 291	Advance Techniques Using Spreadsheets	3	_____				

*A grade of "C" or better is required
**200 Level or above

*** The Finance Curriculum is 121 hours if the African American Experience Elective is satisfied in the general education curriculum. Students that have not satisfied the African American Experience will be required to take an additional three hour course to satisfy this requirement.

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 120 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.

Southern University and A & M College

COLLEGE OF BUSINESS

BACHELOR OF SCIENCE IN MANAGEMENT

121 Hour Curriculum (Fall 2010 - Spring 2015)

Revised March 19, 2015

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

<u>Dept/ No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>	<u>Dept/No</u>	<u>Course</u>	<u>Hrs.</u>	<u>Grade</u>
<u>General Education (40 Credit Hours)</u>				<u>*Business Courses (30 Credit Hours)</u>			
ENGL 110	*Freshman Composition	3	_____	ECON/FINC 3XX	Economics/Finance Elective	3	_____
ENGL 111	*Freshman Composition	3	_____	ECON 375	Business and Economic Statistics II	3	_____
ENGL ____	**English Literature Elective	3	_____	FINC 330	Managerial Finance I	3	_____
SPTH 210	Techniques of Speech	3	_____	MKTG 300	Principles of Marketing	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____	MGMT 300	Principles of Management	3	_____
____	**Arts Elective	3	_____	MGMT 305	Management Information Systems	3	_____
PSYC 210	General Psychology	3	_____	MGMT 306	Quantitative Analysis in Business	3	_____
SOSC ____	**Social Science Elective	3	_____	MGMT 310	Production Management	3	_____
MATH 135	*Pre-Calculus I: College Algebra	3	_____	MGMT 360	Legal Environment in Business	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____	MGMT 490	Strategic Management	3	_____
BIOL ____	Biological Science	3	_____	<u>*Courses in Major Field (24 Credit Hours)</u>			
____	Physical Science	4	_____	MGMT 320	Human Resources Management	3	_____
____	Science Sequence	3	_____	MGMT 420	Organizational Behavior	3	_____
				MGMT 470	Entrepreneurship	3	_____
				MGMT 480	Management of International Business	3	_____
				MGMT ____	Management Elective	3	_____
				MGMT ____	Management Elective	3	_____
				MGMT ____	Management Elective	3	_____
				MGMT ____	Management Elective	3	_____
<u>*General Business Education (21 Credit Hours)</u>				<u>Other Requirements (9 Credit Hours)</u>			
BUSP 100	Intro to Business & Entrepreneurship	3	_____	ENGL 362	Technical Writing	3	_____
ACCT 200	Financial Accounting Principles	3	_____	SVLR ____	Service Learning	3	_____
ACCT 201	Managerial Accounting Principles	3	_____	***AAE Elective	African American Exp. Elective	3	_____
ECON 200	Principles of Economics I	3	_____				
ECON 210	Principles of Economics II	3	_____				
ECON 275	Business and Economic Statistics	3	_____				
CMPS 291	Advance Techniques Using Spreadsheets	3	_____				

*A grade of "C" or better is required

**200 Level or above

*** The Management Curriculum is 121 hours if the African American Experience Elective is satisfied in the general education curriculum. Students that have not satisfied the African American Experience will be required to take an additional three hour course to satisfy this requirement.

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 120 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.

Southern University and A & M College

COLLEGE OF BUSINESS

BACHELOR OF SCIENCE IN MARKETING - Sales Concentration

121 Hour Curriculum (Fall 2010 - Spring 2014)

Revised August 13, 2013

Student:
Banner#:
Phone:
Email Address:
Advisor:
Date:

EXAM	P/F	Sem	Yr
Writing Proficiency			
Departmental Comprehensive			

Dept/No	Course	Hrs.	Grade	Dept/No	Course	Hrs.	Grade
<u>General Education (40 Credit Hours)</u>				<u>*Business Courses (30 Credit Hours)</u>			
ENGL 110	*Freshman Composition	3	_____	ECON/FINC 3XX	Economics/Finance Elective	3	_____
ENGL 111	*Freshman Composition	3	_____	ECON 375	Business and Economic Statistics II	3	_____
ENGL ____	**English Literature Elective	3	_____	FINC 330	Managerial Finance I	3	_____
SPTH 210	Techniques of Speech	3	_____	MKTG 300	Principles of Marketing	3	_____
				MGMT 300	Principles of Management	3	_____
HIST ____	**History Elective (HUMN Requirement)	3	_____	MGMT 305	Management Information Systems	3	_____
____	**Arts Elective	3	_____	MGMT 306	Quantitative Analysis in Business	3	_____
				MGMT 310	Production Management	3	_____
PSYC 210	General Psychology	3	_____	MGMT 360	Legal Environment in Business	3	_____
				MGMT 490	Strategic Management	3	_____
SOSC ____	**Social Science Elective	3	_____	<u>*Courses in Major Field (24 Credit Hours)</u>			
MATH 135	*Pre-Calculus I: College Algebra	3	_____	MKTG ____	MKTG312, MKTG410 or MKTG446	3	_____
MATH 203	*Calculus for Business and Social Sciences	3	_____	MKTG 315	Bus-to-Bus Marketing	3	_____
				MKTG 320	Consumer Behavior	3	_____
BIOL ____	Biological Science	3	_____	MKTG 335	Professional Selling	3	_____
____	Physical Science	4	_____	MKTG 450	Industrial Marketing	3	_____
____	Science Sequence	3	_____	MKTG 475	Marketing Research	3	_____
				MKTG 480	International Marketing	3	_____
				MKTG 491	MKTG, MGMT Policies	3	_____
<u>*General Business Education (18 Credit Hours)</u>				<u>Other Requirements (9 Credit Hours)</u>			
ACCT 200	Financial Accounting Principles	3	_____	ENGL 362	Technical Writing	3	_____
ACCT 201	Managerial Accounting Principles	3	_____	SVLR ____	Service Learning	3	_____
ECON 200	Principles of Economics I	3	_____	***AAE Elective /	African American Exp. Elective or		
ECON 210	Principles of Economics II	3	_____	Free Elective	Free Elective	3	_____
ECON 275	Business and Economic Statistics	3	_____				
CMPS 291	Advance Techniques Using Spreadsheets	3	_____				

*A grade of "C" or better is required

**200 Level or above

*** This requirement may be satisfied by selecting a 200 or above course offered in humanities, literature, or history. Please refer to the catalog for acceptable courses in those areas. Note: Transfer students that have not satisfied this requirement must take the AAE Elective, however SUBR students that have satisfied the AAE Elective requirement in the General Education core are free to take any free elective.

GRADUATION REQUIREMENTS:

1. Completion of the prescribed curriculum as outlined in the University catalog.
2. Completion of a minimum of 120 semester hours, with a cumulative GPA of 2.0 or better.
3. Completion of ENGL 110, ENGL 111, MATH 135, and MATH203 with a grade of "C" or better.
4. Completion of Gen. Business Education, Business Courses, and Courses in Major Field with a grade of "C" or better.
5. Completion of at least 30 semester hours in residence at Southern University - Baton Rouge.
6. Passing the Departmental Comprehensive and the Writing Proficiency Exams.
7. Satisfying the African American Experience and the Service Learning requirements.

EMPLOYMENT AGREEMENT

The Board of Supervisors of Southern University and Agricultural and Mechanical College (the “Board” or “University”) hereby employs as President-Chancellor, Dr. Ray L. Belton, (“President”) who hereby accepts the following terms of employment.

1 TERM OF EMPLOYMENT

- 1.1 The employment established in this Agreement is for a fixed term of three (3) years, to begin on July 1, 2015 and ending on June 30, 2018.
- 1.2 The Board shall have an option to extend this agreement for an additional one (1) year.
- 1.3 This agreement shall expire and terminate on the later of June 30, 2018 or the end of the option year, if exercised.
- 1.4 The President-Chancellor shall be appointed as a full professor with tenure at the Southern University Agricultural & Mechanical College in Baton Rouge, La.

2 DUTIES AND CONDITIONS OF EMPLOYMENT

- 2.1 The President-Chancellor shall oversee and provide leadership for the overall operations of the University System.
- 2.2 The President-Chancellor shall report and be responsible to the Board as required in the Board’s by-laws. The President-Chancellor agrees to perform such further and additional duties and responsibilities as may reasonably be assigned to office of President-Chancellor by the Board from time to time.
- 2.3 The President-Chancellor shall have the authority necessary for the execution of all policies, resolution, rules and regulations of the Board for the effective operation of the Southern University Agricultural and Mechanical College in Baton Rouge..
- 2.4 The President-Chancellor’s employment shall be subject to all other rules, orders and regulations established and adopted by the Board, as amended from time to time except as such rules, orders and regulations conflict with the express terms of this Agreement.
- 2.5 The President-Chancellor shall comply with all other laws and regulations applicable to his specific office and public officials.
- 2.6 The President-Chancellor will be subject to an annual review by the Board to be

conducted in a manner and by a procedure determined by the Board.

3 COMPENSATION

- 3.1 The President shall be paid an annual salary of **four hundred thousand dollars and zero cents** (\$400,000.00) for the term of this Agreement as compensation for his services while serving as President-Chancellor.
- 3.2 The University will provide the President-Chancellor a vehicle allowance of \$16,000 annually.
- 3.3 The University will provide the President-Chancellor a housing allowance of \$36,000 annually.
- 3.4 The President-Chancellor will be eligible to participate in the benefits plans for health insurance, retirement and any other benefits that are available for full time administrative employees.
- 3.5 The President-Chancellor's compensation as a faculty member at SUBR shall be determined by the mean average of the faculty salary of the three highest paid tenured full professors in the department in which he serves as of the date his employment ends as President-Chancellor. This calculation shall exclude full professors who may be receiving salaries based upon an administrative appointment. (i.e. Chancellor, Vice-Chancellor, etc.)
- 3.6 Incentive Compensation
 - 3.6.1 The Board may provide, in its discretion, incentive compensation to the President-Chancellor based upon the following criteria or other criteria as may be provided to the President in writing by the board.
 - 3.6.1.1 Improvements in overall graduation rates as measured against the mean average of the graduation rates for each campus for the three years immediately preceding employment.
 - 3.6.1.2 Increases in enrollment and overall retention rates for all campuses.
 - 3.6.1.3 Improvements in alumni participation in development as measured against the mean average of the alumni giving rate (i.e. percentage of alumni who donate annually) for the three years immediately preceding the President-Chancellor's employment.
 - 3.6.1.4 Increases in private giving as measured against the mean average of

private donations to the University and its Foundations for the three years immediately preceding the President-Chancellor's employment.

3.6.1.5 Increases in research funding through grants and other non-state appropriations.

3.6.1.6 Improvements in the rankings of the respective campuses as reported in nationally recognized publications.

4 TERMINATION

4.1 Termination Without Cause.

4.1.1 The President-Chancellor may be terminated without cause at the sole discretion of the Board. If terminated without cause, he will be entitled to the same base salary that he would have received as President-Chancellor for the balance of the term of employment specified herein. Such payments shall be subject to change in accordance with 4.1.3 below.

4.1.2 The President-Chancellor, upon termination as President-Chancellor without cause, shall have the right to: (a) remain at the University and assume the position of full professor with tenure or other such position as may be mutually agreed upon by the parties or (b) he may elect to leave the University. For purposes of this paragraph, the President-Chancellor's faculty compensation shall be calculated and begin as last date of payment of the base salary due under this agreement.

4.1.3 If the President-Chancellor elects to leave the University following a termination without cause and accepts new employment prior to the expiration date of this agreement, the University shall be entitled to a credit for the amount of salary, allowances, or fringe benefits earned from such new employment. The amount of any payment due by the University following a termination without cause shall be reduced by the credit.

4.1.4 The parties agree that the above payments represent liquidated damages and are all that is due should the agreement be terminated without cause.

4.2 Resignation.

4.2.1 The President-Chancellor shall provide the Board with notice of a resignation of at least ninety days unless such notice is waived by the Board or occasioned by illness or disability. If the President-Chancellor voluntarily elects to leave his position as President-Chancellor during the term of

employment herein he shall be entitled to assume his appointment as a full professor with tenure. He shall be compensated at the faculty pay described in section 3.5 to be calculated as of the date of his letter of resignation. His faculty position will begin at the start of the fall or spring semester immediately following the expiration of the ninety (90) day notice period or following the effective date of his resignation should it be sooner.

4.3 Expiration.

4.3.1 After the end of the term of employment specified herein, the President-Chancellor will be entitled to assume his position as a full professor to begin in the fall of 2018. He shall be compensated as calculated in section 3.5.

4.4 Termination For Cause.

4.4.1 If the President-Chancellor is terminated for cause, he shall be terminated from all positions with the University immediately, including his position as a tenured faculty member. If terminated for cause, the President-Chancellor shall be entitled to no further payments whatsoever after his termination date. The reasons for termination shall be provided to the president in writing and he shall be afforded an opportunity of not less than ten days to respond to such notice and a due process hearing before the Board.

4.4.2 The Board may terminate the President-Chancellor for cause for the following reasons:

4.4.2.1 Conviction of a crime of moral turpitude;

4.4.2.2 A finding of academic dishonesty as that term is used in the Faculty Handbook.

4.4.2.3 Felony indictment for a crime of moral turpitude or other crime which would bring the University reputation in disrepute.

4.4.2.4 Neglect of duty; and

4.4.2.5 Disability (defined as an inability to fulfill the duties of President for a period of at least ninety (90) consecutive days);

5 SERVICE ON CORPORATE BOARDS

5.1 The President-Chancellor may serve as a member of the Board of Directors of other public or private corporations so long as such service is not a violation of any law

and will not interfere with or detract from the performance of his duties and responsibilities as President-Chancellor or create any conflict of interest involving or affecting the University. The President-Chancellor shall obtain approval from the Board prior to accepting an appointment to, or agreeing to continued service on, any such Board. The Board shall not unreasonably withhold its approval.

6 EDUCATIONAL BENEFITS.

6.1 The President-Chancellor and the members of his immediate family shall be entitled to any privileges or benefits of attendance at the University as afforded other full-time employees of the University.

7 NOTICES

7.1 Any notice required or desired to be given under this Agreement shall be deemed given if given in writing, sent by postage prepaid certified mail, or hand delivery to:

7.1.1 President-Chancellor, Dr. Ray Belton, _____, and/or delivered to him at his office at the University.

7.1.2 Chairman, Board of Supervisors of Southern University Agricultural and Mechanical College, 4th Floor, J.S. Clark Administrative Building, Baton Rouge, LA.

8 ENTIRE CONTRACT

8.1 This Agreement constitutes the entire understanding and agreement between the University and the President-Chancellor with regard to all matters related to his employment. There are no other agreements, conditions or representations, oral written, express or implied, with regard thereto. This Agreement may be amended only in writing and signed by both parties thereto.

IN WITNESS WHEREOF, this Agreement is executed by Dr. Ray L. Belton and Chairman, Dr. Leon Tarver, on behalf of the Board of Supervisors of Southern University and Agricultural and Mechanical College, as of the _____ day of _____, 2015.

DR. RAY L. BELTON Date

BOARD OF SUPERVISORS OF SOUTHERN
UNIVERSITY AND AGRICULTURAL AND
MECHANICAL COLLEGE

BY: _____
DR. LEON TARVER, CHAIR

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

CAMPUS: SUS X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) _____

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Ronald Mason, Jr. Reason Left End of Contract
 Date Left June 30, 2015 Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2015 To June 30, 2016
 Effective Date July 1, 2015

Name Ray L. Belton SS# xxx-xx Sex M Race* B
(Last 4 digits only)

Position Title: President-Chancellor Department: President's Office

Check One Existing Position *Visa Type (See Reverse Side):

New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 27 Southern University Experience 21

Degree(s):	Type/Discipline(BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D.</u>	<u>University of Texas</u>	<u>1998</u>
	<u>M.A.</u>	<u>University of Nebraska</u>	<u>1987</u>
		<u>Southern University at Shreveport</u>	<u>1985</u>

Current Employer Southern University Shreveport

Personnel Action

Check One New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence _____
 Transfer _____ Replacement _____ Other (Specify) _____

Recommended Salary \$400,000 Salary Budgeted \$400,000

Source of Funds General Fund

Identify Budget: 111001-11151-61002-16000 Location _____

Form Code: _____ Page _____ Item # _____

Change of: _____

Position Chancellor - Southern University Shreveport From President-Chancellor/SU System & SUBR Campus To

Status _____

Salary Adjustment _____ \$400,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
Housing Allowance	\$36,000
Auto Allowance	\$16,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 6/30/15 Dean/Unit Head _____ Date _____

Vice Chancellor [Signature] Date 7/1/2015 Chancellor [Signature] Date 7/7/15
 Director/Personnel _____ Date _____ Vice President for Finance & Business/Comptroller _____ Date _____

President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- _____ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- _____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify) _____

Academic Non-Academic Civil Service
 Temporary Part-time (_____ % of Full Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) _____ Retiree Return To Work Permanent Status

Previous Employee N/A Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 01, 2015 To June 30, 2016
 Effective Date July 15, 2015

Name Robyn Merrick SS# xxx-xx- Sex F Race* B
 (Last 4 digits only)

Position Title: Executive Associate to the President-Chancellor Department: President's Office

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 21 Southern University Experience 21

Degree(s):	Type/Discipline(BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Master of Public Administration</u>	<u>Public Administration - Southern University</u>	<u>12/1994</u>
	<u>BA</u>	<u>Bachelor of Science in Business- Southern University</u>	<u>12/1991</u>
	<u>Anticipated Graduation</u>	<u>Doctor of Philosophy in Public Policy - SU</u>	<u>12/2015</u>

Current Employer Southern University System

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$100,000 Salary Budgeted \$100,000

Source of Funds General Fund

Identify Budget: 111001-11151-61002-16000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Director of Alumni Affairs</u>	<u>Executive Associate to the President-Chancellor</u>
Status	_____	_____
Salary Adjustment	<u>\$65,412</u>	<u>\$100,000</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side
 Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side Graduate School signature (if, applicable):

Supervisor <u>[Signature]</u> Date <u>7/01/15</u>	Dean/Unit Head <u>[Signature]</u> Date <u>7/01/15</u>
Vice Chancellor <u>[Signature]</u> Date <u>7/2/15</u>	Chancellor <u>[Signature]</u> Date <u>7/7/15</u>
Director/Personnel <u>[Signature]</u> Date <u>7/01/15</u>	Vice President for Finance & Business/Comptroller _____ Date _____
President _____ Date _____	Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00am-5:00pm (AS NEEDED)

EMPLOYEE DIRECT SUPERVISOR:

Dr. Ray L. Belton, President-Chancellor

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

211001-26051-41002-24000

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

CODE SOUTHERN UNIVERSITY SYSTEM EXPIRES

US BUDGET OFFICE

RA

HI

JUL 01 2015

J1

F1

F0

[Signature]

FONDS AVAILABLE

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

POSITION DESCRIPTION

EXECUTIVE ASSOCIATE TO PRESIDENT/CHANCELLOR

The Executive Associate to the President/Chancellor is a senior level System administrator who serves as a member of the Executive Cabinet. Like other senior level administrators, the Executive Associate reports to the President/Chancellor. The Executive Associate advises the President/Chancellor on policy, procedural, operational and programmatic issues of the System.

The primary responsibilities of the Executive Associate are listed below; however, the list is not intended to be exhaustive:

- Provide oversight and serve as a liaison for the areas/units of Communications, Alumni Affairs, Foundation and the Southern University Museum of Art for planning and implementation of programs and projects that engage the University's stakeholders.
- Provides support to the President/Chancellor in his role as Secretary to the Board of Supervisors.
- Responsible for ensuring that various duties assigned to Executive Cabinet members and other staff are completed timely.
- Handling suggestions, recommendations, and resolving complaints sent to the President/Chancellor from internal and external constituents.
- Ensuring that various reports and requests from the Board of Regents and Board of Supervisors are submitted accurately and timely.
- Advises the President/Chancellor on various matters.
- Represents the President/Chancellor or various activities or occasions when requested.
- Prepares responses on behalf of the President/Chancellor.
- Assumes any other duties and responsibilities as assigned by the President/Chancellor.

Resume

Robyn Michele Merrick

Office:
Post Office Box 9746, Southern Branch Post Office
Baton Rouge, LA 70813
225.771.5361
robyn_merrick@sus.edu

Education

Doctor of Philosophy in Public Policy
Anticipated graduation – December 2015
Nelson Mandela School of Public Policy and Urban Affairs
Southern University and A&M College
Baton Rouge, Louisiana

Master of Public Administration, December 1994
Southern University and A&M College
Baton Rouge, Louisiana

Bachelor of Science in Business, December 1991
Southern University and A&M College
Baton Rouge, Louisiana

Scotlandville Magnet High School, May 1986
Baton Rouge, Louisiana

Professional Experience

2009 – Present	Director of Alumni Affairs/ Executive Director Host, <i>Inside the Southern University System Radio Show</i> Office of Alumni Affairs/SU Alumni Federation Southern University System
2002 – 2009	Director of Public Affairs/Legislative Liaison Managing Editor of <i>SU System Magazine</i> Co-Host, <i>Inside the Southern University System Radio Show</i> Office of the President Southern University System

Professional experience, continued

1997 – 2002	Assistant to the President/ Policy Development and Scholarship Coordinator Southern University System
1995 – 1996	Assistant to the Vice Chancellor for Administration Southern University at Baton Rouge
1994 – 1995	Assistant Engagements Administrator Office of the Legislative Auditor, State of Louisiana
1993 – 1994	Graduate Assistant Program Development School of Public Policy and Urban Affairs Southern University-Baton Rouge
Summer 1993	Administrative Coordinator New Orleans Summerbridge – <i>A Summer of Service Program</i>
1989 – 1993	News Aide/Editorial Assistant <i>The Advocate</i>
1991	Intern – Internal Audit Blue Cross/Blue Shield of Louisiana
1989 – 1991	Copy Editor/Reporter <i>The Southern Digest</i> (Newspaper) Southern University-Baton Rouge
1990	Copy Editor/Writer <i>The Jaguar</i> (Yearbook) Southern University-Baton Rouge

Research/Publications

Editor/Writer, *Jaguar Nation Magazine*, *SU System Magazine*, *The Southermite*
Promotional publications, SUAF News and Notes, SUAF Membership Brochure
Southern University System Quick Facts, 1998, 1999, 2001

“Does Gender Matter? Similarities and Differences in the Governance of Southern Municipalities” Watson, Robert P., Sharon K. Parsons and Robyn Merrick. *The Journal of Political Science* – South Carolina Political Science Association, 1998

Masters Thesis – “Women in Executive Office in the Deep South: A Comparative Analysis Between Female and Male Mayors in the States of Alabama, Louisiana and Mississippi”

Affiliations (Professional and Community)

Member - Greater New Guide Baptist Church
Board of Directors, Girl Scouts USA - Girl Scouts Louisiana East
Board of Directors, Friends of Louisiana Public Broadcasting
Judge, Miss Louisiana Pageant 2015
(Former) Advisory Board, Teens As Leaders, Big Buddy of Baton Rouge
(Former) Advisory Board, BREC Communications
(Former) Advisory Council, Louisiana Book Festival
(Former) Board Member – National Conference for
Community and Justice
Graduate - Leadership Greater Baton Rouge
(Former) Member – National Association of College and University
Business Officers (NACUBO)
Member – Council on University Relations and Development –
National Association of State Universities and Land Grant Colleges
(Former) Member – Admissions and Allocations Committee,
Arts Council of GBR
Diamond Life Member - Delta Sigma Theta Sorority, Inc.,
(Former) Louisiana State Journalist, Delta Sigma Theta Sorority, Inc.
Member - The Links, Incorporated – La Capitale Chapter
Member – The Council for Advancement and Support of Education
(Former) Member – Forum 35
Member – Leadership Greater Baton Rouge Alumni
Young Women’s Christian Association (YWCA)
Member and former board member – Women’s Council of GBR
(Former) Chair, Board of Directors – Greater New Guide Learning Academy
(Former) Grant reviewer/panelist – Office of Culture, Recreation and
Tourism, State of Louisiana
(Former) Member – Louisiana Film Commission
(Former) Member – BREC Community Resource Development Committee
(Former) Member – Louisiana Tobacco-Free Living Steering Committee
Life Member – Southern University National Alumni Federation
Volunteer – St. Vincent dePaul Dining Hall
Volunteer – Louisiana Voices

Presentations/Speaking

Award – 2008 Woman of Distinction, SU Association of Women Students
Inside the Southern University System Radio Show
Louisiana Public Broadcasting – Baton Rouge
Southern University System Foundation Annual Radiothon
Moderator – Children’s Defense Fund – Louisiana Summit
Southern University National Alumni Federation
Louisiana Highway Safety Commission
Garrett A. Morgan Business Institute, Southern University College of Business
Leadership Greater Baton Rouge
University press conferences
Arts Council of Greater Baton Rouge
Capital Area Network
College Bound of Los Angeles
Moderator – Black Graduate School Conference – “Research in Higher Education”
Introduction to Agriculture – “Professionalism”

University Involvement

Search Committees

President/Chancellor
Director of Alumni Affairs
Director of Student Media
Director of Marketing and Public Relations
Public Relations Specialist

Other Campus/System-wide Committee Involvement

Southern University System President’s Executive Cabinet
Donald C. Wade House Dedication
Governor’s Communications Council
Southern University System Foundation Radiothon
State Farm Bayou Classic Joint Coordinating Committee
Chair – Southern University System Council on Public Affairs
Southern University Legislative Team
Southern University Founders Day
Nelson Mandela Visit
Southern University Museum of Art – Grand Opening/Dedication
Homecoming
Founders’ Day
Essence Music Festival Press Tour
Olympic Torch Run

References available upon request

Resume

Robyn Merrick

Page 4 of 4

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	8	0	2
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify) _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee Flandus McClinton, Jr. Reason Left New Appointment
 Date Left June 30, 2015 Salary Paid _____

Profile of Person Recommended

Length of Employment July 01, 2015 To June 30, 2016
 Effective Date July 13, 2015

Name Benjamin Pugh SS# xxx-xx-5636 Sex M Race* B
(Last 4 digits only)

Position Title: Vice Chancellor for Finance & Administration Department: Finance and Administration

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 37 years Southern University Experience 37 years
 Degree(s): Type/Discipline(BA-Education): Institution/Location (SU-Baton Rouge): Year: _____
B.S. - Accounting Southern University - Baton Rouge 1976
M.S.A. - Health Services Administration Central Michigan University 2007

Current Employer Southern University at Shreveport

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$127,500 Salary Budgeted \$127,500

Source of Funds _____

Form Code: _____ Page 23 Location _____ Item # _____

Change of: **From** Vice Chancellor for Finance & Business, SUSLA **To** Vice Chancellor for Finance & Business, SUBR
 Status _____
 Salary Adjustment \$95,000 \$127,500

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side
 Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side Graduate School signature (if, applicable):

Supervisor _____ Date _____	Dean/Unit Head _____ Date _____
Vice Chancellor _____ Date <u>7/1/2015</u>	Chancellor _____ Date <u>7/1/15</u>
Director/Personnel _____ Date _____	Vice President for Finance & Business/Comptroller _____ Date _____
President _____ Date _____	Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00am-5:00pm (AS NEEDED)

EMPLOYEE DIRECT SUPERVISOR:

Dr. Ray L. Belton, President-Chancellor

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

211001-26051-41002-26000

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

CODE ~~SOUTHERN UNIVERSITY SYSTEM~~ EXPIRES

US BUDGET OFFICE

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HI

JUL 01 2015

J1

F1

F0

Ydones
FUNDS AVAILABLE

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Resume

Benjamin W. Pugh

3633 Lakeside Drive

Shreveport, LA 71119

Home: (318) 525-1248; Cell: (318) 518-2459

E-mail: bpugh@susla.edu

OBJECTIVE:

Seeking a challenging position which offers responsibility and opportunity for growth in higher education administration and management

EDUCATIONAL EXPERIENCE:

Master of Science in Administration (MSA)

Concentration in Health Services Administration

Central Michigan University – May 2007

Bachelor of Science in Accounting (BS)

Southern University, 1976 – Cum Laude

(Minor in Economics)

PROFESSIONAL EXPERIENCE

2007–Present Southern University-Shreveport - Vice Chancellor for Finance & Administration

- Serves as Chief Financial and Administrative Officer for the University reporting directly to the Chancellor
- Directly responsible for supervision of the Business Office, University Police, Information Technology Center, Human Resources, Facilities and Property

2001–2007 Southern University-Shreveport - Vice Chancellor for Fiscal Affairs

- Serves as Chief Financial and Administrative Officer for the University reporting directly to the Chancellor
- Directly responsible for supervision of the Business Office, University Police, Information Technology Center, Human Resources, Facilities and Property

1999-2001 Southern University-Baton Rouge - Comptroller

- Planned, directed and coordinated fiscal operations and financial accounting functions
- Developed accounting systems and procedures for recording revenues and expenditures
- Directed the maintenance of accounting records concerning appropriations or other revenues, payroll expenses, supply and equipment purchases, travel expenses, contracting costs, and other financial transactions

- Planned and directed operational or financial audits and other reviews to insure financial accountability, insure compliance with established standards, and enhance agency operating procedures;
- Directed the preparation of financial statements and reports;
- Reviewed and approved obligations and expenditures as needed;
- Directed the review and preparation of budgets;
- Supervised approximately 55 staff members.

1995-1999 Southern University-Shreveport – Vice Chancellor for Fiscal Affairs & Administration

- Served as Chief Financial and Administrative Officer for the University;
- Served as supervisor for managers responsible for the Business Office, University; Police, Human Resources, Facilities and Property.

1990-1995 Southern University-Baton Rouge – Director of Accounting Services

- Coordinated the day-to-day operation of the Accounting Services Division of the Comptroller's Office;
- Served as supervisor to managers responsible for the areas of general accounting, auditing, accounts receivable, bank reconciliations and grants administration;
- Reviewed the reconciliation of various general ledger accounts to ensure accuracy and accountability;
- Prepared various work papers in conjunction with the fiscal year-end audit of the University's financial statements.

1980-1990 Southern University-Baton Rouge – Accountant II

- Maintained the general fund account group under the general supervision of the accounting supervisor;
- Participated in the compilation of the annual general fund budget;
- Prepared journal entries for recording financial transactions and prepared various reconciliations;
- Reviewed the general ledger accounts for valid ending balances;
- Assisted in the preparation of the annual and interim financial statements.

1978-1980 Southern University-Baton Rouge – Accountant I

- Maintained the general fund account group under the general supervision of the Accountant II
- Assisted in the compilation of the annual general fund budget;
- Assisted in the preparation of journal entries for recording financial transactions;
- Assisted in the review of general ledger accounts.

1977-1978 . Lemoine Community Action Agency, Plaquemine, LA – Bookkeeper

- Responsible for accounts payable function
- Responsible for double entry bookkeeping transactions
- Responsible for accounts receivable function
- Responsible for preparation of financial draw-down report
- Responsible for inventory control

COMMUNITY ACTIVITIES:

Member/Deacon of Morning Star Baptist Church – Shreveport, LA



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
J. S. CLARK ADMINISTRATION BUILDING, 4TH FLOOR
BATON ROUGE, LOUISIANA 70813

July 6, 2015

Office of the President
(225) 771-4680

Fax Number
(225) 771-5522

Dr. Leon R. Tarver II, Chairman
Southern University Board of Supervisors
Southern University System
Office of the Board of Supervisors
Baton Rouge, Louisiana 70813

Dear Chairman Tarver:

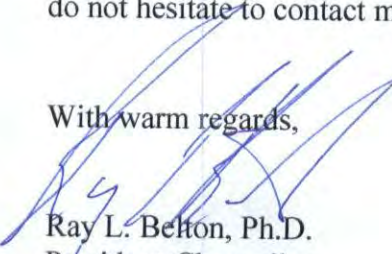
Please accept this communication as one requesting your consideration and that of the Southern University Board of Supervisors, particularly relative to the submittal of this recommendation to waiver the search and to appoint Mr. Flandus McClinton, Vice President of Finance & Business Affairs at the University System level and Mr. Ben Pugh, Vice Chancellor for Finance & Administration, for the Southern University Baton Rouge campus, each with an effective date of July 13, 2015.

Therein, and as you are aware, both of these leaders have invested much to the evolution of the Southern University and A&M College System having dedicated collectively more than 70 years of service to this great enterprise. More importantly, such service has been marked by work that reflects fiscal accountability and operational excellence. Their outstanding tenure provides evidence that under their respective leadership, campuses have been able to demonstrate fiscal stability to its accrediting agencies. Such leadership has also promoted the belief that our campuses are good stewards of institutional resources as evident by notices of compliance indicating no finding on institutional federal audits or in the preparation of Annual Financial Reports.

These individuals are no strangers to the Southern University community where they enjoy great credibility and respect. I am therefore hopeful these personnel actions warrant your endorsement and that of your colleagues on the Board of Supervisors.

Thank you in advance for your kind consideration. If additional clarification is required, please do not hesitate to contact me at your earliest convenience.

With warm regards,


Ray L. Belton, Ph.D.
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) _____

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Kevin Appleton Reason Left Resigned
 Date Left June 1, 2015 Salary Paid \$170,000

Profile of Person Recommended

Length of Employment July 01, 2015 To June 30, 2016
 Effective Date July 13, 2015

Name Flandus McClinton, Jr. SS# xxx-xx-6063 Sex M Race* B
 (Last 4 digits only)

Position Title: Vice President for Finance & Business Affairs Department: Finance and Business

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 43 years Southern University Experience 43 years

Degree(s):	Type/Discipline(BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MBA</u>	<u>Louisiana State University</u>	<u>1981</u>
	<u>BS</u>	<u>Southern University- BR</u>	<u>1971</u>
	<u>CPA</u>		<u>1985</u>

Current Employer Southern University Baton Rouge

Personnel Action

Check One New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence _____
 Transfer _____ Replacement _____ Other (Specify) _____

Recommended Salary \$170,000 Salary Budgeted \$170,000

Source of Funds General Fund

Identify Budget: 111001-11091-61002-16000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>[Signature]</u> Date <u>7/01/15</u>	Dean/Unit Head <u>[Signature]</u> Date <u>7/01/15</u>
Vice Chancellor <u>[Signature]</u> Date <u>7/2/15</u>	Chancellor <u>[Signature]</u> Date <u>7/7/15</u>
Director/Personnel <u>[Signature]</u> Date <u>7/01/15</u>	Vice President for Finance & Business/Comptroller <u>[Signature]</u> Date _____
President <u>[Signature]</u> Date _____	Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00am-5:00pm (AS NEEDED)

EMPLOYEE DIRECT SUPERVISOR:

Dr. Ray L. Belton, President-Chancellor

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

RÉSUMÉ

FLANDUS McCLINTON, JR., CPA

1640 Gleneagles Bend

Zachary, LA 70791

Voice: (225) 771-6278 • Fax: (225) 771-2018

E-Mail: flandus_mcclinton@subr.edu

PROFESSIONAL SUMMARY:

- Visionary leader with more than 43 years experience in higher education administration.
- Dedicated executive with a demonstrated commitment to the University and those it serves.
- Innovative change agent with a strong passion for student success.
- Skillful and experienced administrator capable of making hard but fair decisions quickly and efficiently.
- Proven commitment to the University's strong tradition of teaching, research, public service, scholarship, and diversity.
- Experienced senior administrator serving on the Senior Leadership Team; currently leads the Chancellor's Senior Leadership Team.
- Strong team leader in the last four (4) successful University accreditations.
- Served on the Southern Association of Colleges and Schools (SACS) Visiting and Special Committee as a team member.
- Collaborates with faculty, students, staff, and other University constituents to meet the University's mission and goals.
- Possesses strong organizational, written, verbal, and interpersonal communication skills.
- Team builder/motivator who promotes team effort through networking and recognition of team members.
- Represents the University to the public and serves on various Committees and Community Boards.

EDUCATIONAL BACKGROUND:

- B.S. Accounting, 1971, Southern University, Baton Rouge, Louisiana
- M.B.A., 1981, Louisiana State University, Baton Rouge, Louisiana

PROFESSIONAL AFFILIATIONS:

- Certified Public Accountant (CPA), 1985
- Certified Governmental Financial Manager (CGFM), 1996
- American Institute of Certified Public Accountants (AICPA)
- Member of the Board of Directors, Southern Teachers and Parents Credit Union
- Member of the Board of Directors, Louisiana Leadership Institute
- Association of Government Accountants (AGA)
- National Association of Colleges and University Business Officers (NACUBO)

WORK HISTORY:

- **ACTING CHANCELLOR/VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION (JULY 2014-PRESENT)**
 - Serves as the chief executive officer of Southern University and A&M College at Baton Rouge (SUBR).
 - Oversees and provides strong leadership for the overall operations of the SUBR campus.
 - Reports and is responsible to the Board through the System President as required in the Board's by-laws.
 - Complies with laws and regulations applicable to the Chancellor's office and public officials.
 - Provides executive leadership in the development and execution of SUBR's long-term strategic plan.
 - Collaborates with faculty, staff and student leaders to make improvements to programs and services.
 - Meet required performance expectations as determined by the System President.
 - Oversees the planning and development of the University's budget to ensure institutional mission and goals are met.
 - Oversees the recruitment and retention of a diverse faculty, staff, and student body.
 - Oversee and provide leadership for the Division of Finance and Administration.

- **VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION (JANUARY 1998-JUNE 2014)**
 - Responsible to the Chancellor for all financial, business and administration functions for Southern University at Baton Rouge.
 - Provides broad oversight for the units of Budgets, Fiscal Operations, Facilities Operations, and University Police.
 - Directs the preparation of the general operating budget. Presents budget to Chancellor for approval.
 - Establishes budget priorities and ensures expenditures are kept within available revenues and conform to prescribed guidelines.
 - Oversees the development short term and long term strategic plans for the division of finance and administration.
 - Ensures the University's physical environment is safe and conducive to intellectual growth and development.
 - Maintains fiscal accountability and transparency through effective internal control process
 - Ensures fiscal and legal compliance with appropriate regulatory bodies.

- **SOUTHERN UNIVERSITY, BATON ROUGE, LOUISIANA-- (SEPTEMBER 1971-JANUARY 1998)**
 - **ASSOCIATE COMPTROLLER**
 - Served as Chief Fiscal Officer for a combined operating budget in excess of \$140

million and a combined plant of approximately \$289 million. Was responsible for directing the development and monitoring of the University's budget, managing financial reporting, accounting for revenues and expenditures, receipts and disbursements, monitoring investments, securities, cash management, and maintaining fiscal accountability and control.

DEPUTY COMPTROLLER

- Coordinated the University's accounting and reporting functions.
- Acted as fiscal executive advisor to the System Vice President for Finance and Business Affairs and Comptroller to ensure that University's state, federal and local policies and procedures were followed.

FINANCIAL CONTROL OFFICER

- Directed budgetary control, cash management, financial analysis, and controlled investment of all institutional funds.

MANAGEMENT INFORMATION SYSTEM

- Worked with Arthur Anderson and Company (CPA), and Louisiana Information Processing Authority in documenting and designing the financial accounting procedures for the University (i.e., purchasing, accounting, inventory control, job orders, personnel, movable property).

GRANTS AND CONTRACTS ADMINISTRATOR

- Directed the financial reporting and accounting for all federal, state and private grants and contracts.

ASSISTANT ACCOUNTING SUPERVISOR

- Supervised accountants that performed accounting services, maintained budgetary control and prepared reports on all federal, state and private funds.

ACCOUNT ANALYST

- Performed accounting services, maintained budgetary control and prepared reports for approximately 44 grants.

• **INSTRUCTOR-- Louisiana State University, Baton Rouge, Louisiana (August 1980-May 1981)**

- Part-time accounting instructor and full-time student.

• **CORPORATE STAFF ACCOUNTANT-J. I. CASE, RACINE, WISCONSIN (JULY 1971-SEPTEMBER 1971)**

- Prepared all capital authorization and expenditure reports.

REFERENCES AVAILABLE UPON REQUEST

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC ___ SUNO ___ SUSLA X

EMPLOYMENT CATEGORY: 9-MONTH ___ 12-MONTH X OTHER ___ (Specify) _____

<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input checked="" type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (___ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee _____ Reason Left _____ Still employed _____
 Date Left _____ Self Employed _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2015 To June 30, 2016
 Effective Date July 1, 2015

Name Sam A. Gilliam SS# xxx-xx-9877 Sex Female Race* B
 (Last 4 digits only)

Position Title: Interim Chancellor Department: Office of the Chancellor

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): M. Ed., Administration Institution/Location (SU-Baton Rouge): LSU Year: 1970-1971
 BS Social Studies and English SU SUBR 1960-1965

Current Employer _____

Personnel Action

Check One New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence
 Transfer ___ Replacement ___ Other (Specify) _____

Recommended Salary \$131,921.00 (Auto, \$15,000) (Housing, \$35,000) Salary Budgeted \$131,921.00

Source of Funds General Appropriations

Identify Budget: State Location 2-10607
 Form Code: _____ Page _____ Item # _____

Change of: From To
 Position Interim Chancellor

Status _____
 Salary Adjustment \$131,921.00 (Auto, \$15,000) (Housing, \$35,000)

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
511001	\$131,921.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 7/01/15
 Vice Chancellor Wayne B. Boyer Date 6/30/15
 Director/Personnel [Signature] Date 7/01/15
 President [Signature] Date 7/01/15

Dean/Unit Head [Signature] Date 7/01/15
 Chancellor _____ Date _____
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8 a.m. -5p.m.—M-F
EMPLOYEE DIRECT SUPERVISOR: Dr. Ray I. Belton, System President
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225 771-4680
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Sam A. Gilliam

Experience

Taught English / Language Arts to Alternative Students for The Ombudsman Program of Nashville, TN during the 2014/2015 Academic Year

Currently serving as a member of the University Health Board of Directors... Formerly LSUHSC (Appointed January 2014)

Licensed Realtor since 1989 (Woodley Realty)

Served as a member of the Southern University Board of Supervisors from 2000 thru 2006

Served as Chairman of the Board... November 2002 thru December 2004

Certified Contract Compliance Officer (CCA)

2000 (University of Minnesota)

Master Contract Compliance Officer (MCA)

2003 (University of Cincinnati)

1999-2008 City of Shreveport Shreveport, LA
Assistant Chief Administrative Officer

- { Coordinated the City's Fair Share Program
- { Developed business plans for small businesses
- { Provided technical assistance to small and developing businesses
- { Tracked and monitored City contracts and commodity procurement
- { Compiled an Annual Directory of Developing Businesses
- { Compiled an Annual Goods and Services Directory
- { Developed Business Resource Guides for small and developing businesses

1998-1999 Southern University Shreveport, LA

Interim Chancellor

- { Increased Fall'98 and Spring'99 enrollments to all-time record levels
- { Procured funding for new Hospitality Program
- { Reaffirmed accreditation of Surgical Technology and Respiratory Therapy Programs

- ‡ Obtained accreditation of Dental Hygiene and Physical Therapy Assistant Programs
- ‡ Developed Strategic and Operational Plans
- ‡ Organized Institutional Self-Study Initiative
- ‡ Coordinated development of University's Internet Web page
- ‡ Created Office of Continuing Education
- ‡ Established Teleconference Center with Distance Learning components

1990-1998 Southern University Shreveport, LA
Vice Chancellor for Student Affairs

- ‡ Created offices of Counseling and Guidance Services
- ‡ Developed Testing and Assessment Center
- ‡ Originated comprehensive program of Intercollegiate and Intramural sports programs
- ‡ Developed Office of Student Activities and formulated program of Student Activities
- ‡ Presented series of customer-service seminars
- ‡ Planned and implemented first mentoring program on campus

1988-1990 Southern University Shreveport, LA
Vice Chancellor for Academic Affairs

- ‡ Coordinated University-Wide Self-Study for reaffirmation of institutional accreditation
- ‡ Established satellite (credit and none credit) courses in outlying areas
- ‡ Developed in-service staff development program

1982-1988 Southern University Shreveport, LA
Vice Chancellor for Student Affairs

- ‡ Created Veterans Affairs Service Center
- ‡ Restructured Recruiting and Marketing Plans resulting in 10% increase in enrollment
- ‡ Coordinated writing of grants for Upward Bound, Educational Talent Search and Student Support Services programs - ALL FUNDED
- ‡ Drafted proposal for design of Student Center with accompanying programs

1979-1982 Southern University Shreveport, LA

Director of Financial Aid

Administered \$2 million student assistance and scholarship programs.
 Cited for meritorious service and appointed to serve on blue ribbon Program Review Panel – Region VI Dallas, TX – 1980.

1974-1979 Southern University Shreveport, LA

Director/Recruitment & Marketing

Developed prototype for annual Senior Day and Career Day programs.
 Increased enrollment by an average of 10%.

1972-1974 Southern University Shreveport, LA

Director of Public Relations

Wrote a weekly feature newspaper article.

Produced feature stories for area radio and television stations.

1970-1972 Southern University Shreveport, LA

Administrative Assistant to Vice President

Wrote proposals and procured funding for Title III and Title IV Grants.

1965-1970 Caddo Parish Schools Shreveport, LA

Instructor of Social Sciences and English

Increased GED scores of adult students by 30%.

Chaired in-service training program for instructors and staff

Education

1970-1971 Louisiana State University Baton Rouge, LA

§ M.Ed., Administration.

1960-1965 Southern University Baton Rouge, LA

BS, Social Studies and English.

1979 Adams Institute of Marketing Shreveport, LA

§ Licensed Real Estate Agent / Louisiana Real Estate Commission

1989 Harvard University Cambridge, MA

Institute for Educational Management as an AT&T Scholar

2000 University of Minnesota Minneapolis, MN

§ Certified Contract Compliance Administrator

2003 University of Cincinnati Cincinnati, Ohio

Certified Master Contract Compliance Administrator

Interests

President of Caddo Council on Aging (two terms), served on Boards of Directors; Louisiana Association of the Blind, Shreveport Chamber of Commerce-Leadership Shreveport, Association for Community Training, Northwest Louisiana Boy Scout Urban Initiative.

Amateur radio operator (Ham...KC5XO), computers (internet, desktop publishing, word processing), bicycling, motivational public speaking and physical fitness.

Consulting skills: management, administration, strategic planning, program evaluation, contract compliance and grant writing.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify) _____

Academic Non-Academic Civil Service
 Temporary Part-time (_____ % of Full Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) _____ Retiree Return To Work Permanent Status

Previous Employee Benjamin Pugh Reason Left Relocation
 Date Left June 30, 2015 Salary Paid \$97,850

Profile of Person Recommended

Length of Employment July 1, 2015 To June 30, 2016
 Effective Date July 1, 2015

Name Brandy Jacobsen SS# xxx-xx-4048 Sex F Race* W
(Last 4 digits only)

Position Title: Interim Vice Chancellor for Fin. & Bus. Admin. Department: Finance and Business Administration

Check One Existing Position *Visa Type (See Reverse Side):

U	S	A
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 New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 17 Southern University Experience 6.5 yrs.

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Business Administration - BS</u>	<u>Northeast Louisiana University</u>	<u>1998</u>
	<u>Masters of Prof. Accountancy-MPA</u>	<u>Louisiana Tech University</u>	<u>2000</u>

Current Employer Grambling State University

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$88,065 Salary Budgeted \$88,065

Source of Funds General Appropriations

Identify Budget: State Location 511001 56110 561002 56000
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position _____ From _____ To _____
 Status _____
 Salary Adjustment \$81,500 _____ \$88,065

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
State: 511001 56110 561002 56000	\$88,065

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor [Signature] Date 6/30/15
 Vice Chancellor Wayne A. Bynum Date 6/30/15
 Director/Personnel [Signature] Date 7/01/15
 President [Signature] Date _____

Dean/Unit Head [Signature] Date 6/30/15
 Chancellor [Signature] Date _____
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 a.m.-6:00 p.m./M-Th; 8:00 a.m.-12 noon/Fri
EMPLOYEE DIRECT SUPERVISOR: S. Albert Gilliam/Int. Chancellor - (318) 670-9312
SUPERVISOR/DEPARTMENT CONTACT NUMBER _____
NUMBER OF EMPLOYEES SUPERVISED, (if any) 17

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Faculty/Unclassified Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Brandy Jacobsen, CPA

- Objective** Financial management in higher education.
- Education** Louisiana Tech University
Ruston, LA
Masters of Professional Accountancy
- Northeast Louisiana University
Monroe, LA
Bachelor of Business Administration, Major Accounting
- Professional experience**
- December 2009 – Present Southern University at Shreveport
Shreveport, LA
Comptroller
- Coordinates and supervises the daily financial operations of the University including the review and approval of expenditures and the receipt of revenues.
 - Supervises the Accounts Payable, Travel, General Accounting, Student Accounts, and Grants Administration Departments that includes approximately 7 employees.
 - Assist with the preparation of the University's Annual Financial Report (AFR).
 - Prepares reports for outside entities, including the Southern University System and Board of Regents.
 - Assists with the development of departmental policies and procedures.
 - Works with both internal and external auditors to provide information for analysis and review.
- December 2008 – December 2009 Grambling State University
Grambling, LA
Controller
- Coordinates and supervises the daily financial operations of the University including the review and approval of expenditures and the receipt of revenues.
 - Supervises the Accounts Payable, Travel, Payroll, General Accounting, Student Accounts, and Grants Administration Departments that includes approximately 20 employees.
 - Prepares the University's Annual Financial Report (AFR).
 - Prepares reports for outside entities, including the University of Louisiana System and Board of Regents.
 - Assists with the development of departmental policies and procedures.
-

- Works with both internal and external auditors to provide information for analysis and review.
- Serves on University committees.
- Attends conferences and conventions to remain current with changes in professional accounting standards and state and federal regulations.

2005 – November 2008 Grambling State University
Grambling, LA

Assistant Controller

- Coordinates and supervises the daily financial operations of the University including the review and approval of expenditures and the receipt of revenues.
- Supervises the Accounts Payable, Travel, Payroll, General Accounting, and Grants Administration Departments that includes approximately 15 employees.
- Works with the Controller to prepare the University's Annual Financial Report (AFR).
- Developed training manuals for requisition entry and approval on-line as well as encumbrance entry and web-based time entry. Also conducts training to inform employees of these procedures.
- Assisted with the development of accounts payable procedures.
- Works with both internal and external auditors to provide information for analysis and review.
- Serves on University committees.
- Attends conferences and conventions to remain current with changes in professional accounting standards and state and federal regulations.

2002 – 2005 Grambling State University Grambling, LA

Senior Accountant

- Prepared reconciliations for University bank accounts & liability accounts.
- Directed the processing of payroll including the preparation of quarterly payroll tax returns and W-2s.
- Recorded University investment activity.
- Assisted in the development and implementation of web-based time entry for employees and students as well as online requisition entry and approval.
- Provided technical guidance and/or training to accounting employees.

2000 – 2002 KPMG LLP Shreveport, LA

Associate Accountant

- Participated in audits for a variety of client types, such as banking, oil and gas, timber, governmental, transportation, and not-for-profits, by reviewing client records, analyzing entries, and preparing financial statements for management review.
- Provided agreed-upon procedure engagements for clients based on contracted accounting services.

1999 – 2000 Robert E. Holladay, III, CPA Ruston, LA

Accountant/Computer Operator

- Processed payroll for business clients including preparing quarterly payroll tax returns and W-2s.
- Tracked investment activity and recorded earnings for clients.
- Analyzed and prepared financial statements.
- Prepared sales tax reports.

**Additional
Professional
Activities**

National Association of College and University Business Officers
Southern Association of College and University Business Officers
American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants
Grambling State University – SACS Accreditation Team – Financial and
Physical Resources
Grambling State University – Policy Review Committee

**Professional
Certification**

Certified Public Accountant – licensed May 2002

**Honors and
Affiliations**

Graduated Magna Cum Laude
Beta Gamma Sigma
Beta Alpha Psi

References

Norman Jones, Assistant Vice President for Finance and Comptroller,
Alabama A&M University, 256-372-5205, norman.jones@aamu.edu

Desirea Wilson, Assistant Business Officer, NWLTC-Minden, 318-607-
7170, desireaw83@yahoo.com

Raymond Abraham, Associate Vice Chancellor for Finance, Bossier Parish
Community College, 318-678-6070, rabraham@bpcc.edu

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	8	5	8
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CAMPUS: SUS X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) _____

Academic Non-Academic Civil Service
 Temporary Part-time (_____ % of Full Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) _____ Retiree Return To Work Permanent Status

Previous Employee _____ Reason Left Continuation
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2015 To July 31, 2015
 Effective Date July 1, 2015

Name Carlos Thomas SS# xxx-xx- Sex M Race* B
(Last 4 digits only)

Position Title: Interim Vice President for Information & Technology Department: Information & Technology Management

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline(BA-Education): Institution/Location (SU-Baton Rouge): Year:
Doctor of Philosophy (Ph.D.) Bus. Adm. Louisiana State University May 2010
Doctor of Philosophy (Ph.D.) Pub. Adm. Tennessee State University May 2006
Master of Science (M.S.) Louisiana State University May 2002

Current Employer Southern University Baton Rouge

Personnel Action

Check One _____ New Appointment Continuation _____ Sabbatical _____ Leave of Absence _____
 _____ Transfer Replacement Other (Specify) Interim Position

Recommended Salary \$121,000 Salary Budgeted \$121,000

Source of Funds _____

Identify Budget: _____ Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position Chief Information Officer Interim Vice President for Information & Technology
 Status _____
 Salary Adjustment \$110,000 \$121,500

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side
 Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side Graduate School signature (if, applicable):

Supervisor _____ Date _____
 Dean/Unit Head _____ Date _____
 Vice Chancellor _____ Date 2/2/15
 Director/Personnel _____ Date _____
 President _____ Date _____
 Chancellor _____ Date 2/7/15
 Vice President for Finance & Business/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

1 month continuation (July 1-31, 2015)

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am-5:00pm (AS NEEDED)
EMPLOYEE DIRECT SUPERVISOR: Dr. Ray L. Belton, President-Chancellor
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	7	8	4
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify) _____

Academic Non-Academic Civil Service
 Temporary Part-time (% of Full Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) Retiree Return To Work Permanent Status

Previous Employee _____ Reason Left Continuation
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 01, 2015 To June 30, 2016
 Effective Date July 01, 2015

Name Chantel Winfield-Williams SS# xxx-xx-6839 Sex F Race* B
(Last 4 digits only)

Position Title: Interim Director of Purchasing Department: Purchasing

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 18 years Southern University Experience 14 years

Degree(s):	Type/Discipline(BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Certificate</u>	<u>Camelot College</u>	<u>1995-1997</u>
		<u>Southern University</u>	<u>2001-2003</u>

Current Employer Southern University and A&M College

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Interim Position

Recommended Salary \$62,500 Salary Budgeted \$62,500

Source of Funds General Fund Budget

Identify Budget: 211001-26103-61002-26000 Location JS Clark Annex Building
 Form Code: BOR-10 Page 23 Item # 414

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Manager of Procurement Services</u>	<u>Interim Director of Purchasing</u>
Status	_____	_____
Salary Adjustment	<u>\$43,500</u>	<u>\$62,500</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001-26103	\$43,500

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Dean/Unit Head _____ Date _____

Vice Chancellor [Signature] Date 7/2/15
 Director/Personnel _____ Date _____

Chancellor [Signature] Date 7/1/15
 Vice President for Finance & Business/Comptroller _____ Date _____

President _____ Date _____

Chairman/S.U. Board of Supervisors _____ Date _____

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00am-5:00pm (AS NEEDED)

EMPLOYEE DIRECT SUPERVISOR:

Dr. Ray L. Belton, President-Chancellor

NUMBER OF EMPLOYEES SUPERVISED, (if any)

3

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area

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ETHNIC ORIGIN (Please check one):

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- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Mr. Terrance Cyriaque will take the place of Nolan Johnson as the Network Administrator for the Division of Information Technology at a rate of \$72,000.00/yr. for FY 2015-2016.

EMPLOYEE REGULAR WORK SCHEDULE: 8-5 Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: Lloyd Allen

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-3512

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS)

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
FOR THE UNIVERSITY SYSTEM

JUN 12 2015
\$72,000.00
242028-210A1-61000-215000
COMPTROLLER OFFICE

se function and from the unit shall be at hand

Terrence L. Cyriaque

4404 Blue Ribbon Drive

Baton Rouge, Louisiana 70814

Cell: 225-505-9858 Home: 225-272-2151 Office: 225-771-5055 email: tlcyrriague@yahoo.com

QUALIFICATIONS SUMMARY

- ❖ Strong background in personal computers and desktop publishing.
- ❖ Extensive experience with local area network and wide area network management.
- ❖ Familiar with state purchasing procedures and educational requirements
- ❖ Work effectively both as a team member and independently.
- ❖ Excellent management skills.
- ❖ Enthusiastic, sharp and well organized.

PROFESSIONAL EXPERIENCE

Southern University Information Technology Security Officer 2004-Present

Supervise all network security hardware and software installations, monitor network security physical and logical connections from the router to the desktop computer connection.

- ❖ Manage IT Security hardware and software maintenance and support contracts.
- ❖ Meet and negotiate with telecommunications and IT security vendors, resellers and contractors.
- ❖ Manage contractors working on security, surveillance and IT Security work devices on the campus.
- ❖ Conduct internet security awareness training for university personnel and students.
- ❖ Provide forensic investigation on possible computer on network breaches or virus infection.
- ❖ Install and upgrade Tipping Point IDS/IPS System for campus and server farm.
- ❖ Converted old Cisco PIX firewall system into point-to-point VPN solution for remote campus VPN to connect to Banner ERP access.
- ❖ Install Audible Magic Peer-to-Peer control and management system.
- ❖ Install and maintain IP camera surveillance system on campus with campus police.
- ❖ Install and maintain SYSLOG server for the NOC (network operation center).
- ❖ Transferred antivirus solution from CA Antivirus to Microsoft Forefront Endpoint solution.
- ❖ Install password self-service management system (Password Station).
- ❖ Review and recommend security policies and procedures for the campus network.
- ❖ Enforce network and computer security policies and procedures on the campus network.
- ❖ Installation and maintenance of network access control (NAC) clean access system.
- ❖ Update technical contacts on campus about the threats of virus or network vulnerabilities on the network.
- ❖ Maintain and support router configuration to internet service provider.
- ❖ Install maintain and support firewall configurations for the campus internet connection.
- ❖ Install and maintain bandwidth management hardware for the campus internet connection.
- ❖ Evaluate new network security products for the campus network.
- ❖ Meet with various departments and technical contacts to train and improve security awareness.
- ❖ Recommend types of pc antivirus and software updates for the campus.
- ❖ Maintain DNS records with ARIN and EDUCAUSE.
- ❖ Conduct Network and Computer Forensic analysis.

Southern University Network Engineer 1998-2004

Supervise and participate in the planning, procurement, implementation, monitoring and repair of activities of the cat-5 and fiber optic communications system.

- ❖ Tested installed and maintaining new ATM network core.
- ❖ Maintain and support router configuration to internet service provider.
- ❖ Install and configure new network devices.
- ❖ Meet and negotiate with telecommunications vendors, resellers and contractors.
- ❖ Installed and maintain CATV network for dorms.
- ❖ Installed voice over ATM telephone test and demonstration system.
- ❖ Maintaining the Remote access server to allow remote dialup connection.
- ❖ Installed DS-3 ATM connection to the internet with the ISP.
- ❖ Installed Internet II connection to the I-2 research network.

Reference

Professor Huey K. Lawson
Interim Chair Civil Engineering
Southern University
Email: huey_lawson@subr.edu
Phone# 225-771-5099

LaTonya Green-Jones
Director of Auxiliary Services
Southern University
Email: latonya_green-jones@subr.edu
Phone# 225-771-5610

Darrell Roberson
Media Engineer
Mass Communications Department
Southern University
Email: Darrell_roberson@subr.edu
Phone# 225-771-2545

Clifton Riley
Engineer
State of Louisiana
OTM / Enhanced Network Services
Email: criley@la.gov
Phone# 225-219-4862

Alice M. Douzier
Assistant Director
ITRM
Southern University System
Email: adouzier@sus.edu
Phone# 225-771-3775

L. NcGai Wiltz
President
Intelek Technology Solutions
Email: ncgai@intelektech.com
Phone# 225-270-3429

JOB CLASS				
JOB CODE				
CAL ID	M			
	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M				
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

EMPLOYMENT CATEGORY: 9-MONTH ___ 12-MONTH X OTHER ___ (Specify)

Academic Non-Academic Civil Service
 Temporary Part-time (___ % of Full Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) Retiree Return To Work Permanent Status

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment July 01, 2015 To June 30, 2016
Effective Date July 01, 2015

Name Demetria George XXX-XX-3435 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Finance and Budgets Department: Law Center - Institutional Support

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: ___

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 33 years Southern University Experience 16 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA-Accounting</u>	<u>Louisiana State University</u>	<u>1997</u>
	<u>MBA-Finance/Accounting</u>	<u>University of Wisconsin-Madison</u>	<u>1999</u>

Current Employer Southern University - Baton Rouge Campus

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify)

Recommended Salary \$79,000 Salary Budgeted \$ 79,000

Source of Funds General Appropriation

Identify Budget: State Location 311001-36110-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To

Position Budget Officer Director of Finance and Budget
 Status _____
 Salary Adjustment \$65,000 \$79,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31120-61002	\$65,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Phnk Pierre for Jerry Hall 6/25/15 Date
 Vice Chancellor Phnk Pierre for Jerry Hall 6/25/15 Date
 Director/Personnel Phnk Pierre for Freddie Pitcher 6/30/15 Date
 President Sharon Matthews 7/2/15 Date
 Dean/Unit Head _____ Date
 Assoc. VC for Fin. Affairs _____ Date
 Chancellor _____ Date
 Vice President/Finance _____ Date
 Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

RECEIVED 2015 JUN 30 AM 11:27

SOUTHERN UNIVERSITY HUMAN RESOURCES 2015 JUN 29 AM 10:56

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Promoted from Budget Officer to Director of Finance and Budgets

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Terry Hall
NUMBER OF EMPLOYEES SUPERVISED, (if any) 10

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization
Resident Alien
H-1 Visa (Distinguished Merit & Ability)
J-1 Visa (Exchange Visitor Program)
F-1 Visa (Student Emp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
CODE _____ EXPIRES _____
DOC. I.D. # _____
DATE US 6/25/15
BY RA
HT
J1
F1
F0

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

DEMETRIA MARIE GEORGE, CPA

12775 LAZK K AVENUE
BATON ROUGE, LA 70810
(225) 767-1665

OBJECTIVE

To obtain a challenging position which will require the use of problem solving, analytical and interpersonal skills and provide an opportunity for continuing professional growth and advancement.

SUMMARY OF QUALIFICATIONS

Over thirty five years of professional accounting and financial experience with primary concentration in financial services, real estate and higher education, including six years with a national public accounting firm and eighteen years in higher education. Conscientious, highly motivated and energetic; capable of working both independently and as a member of an integrated team. Proficient in Excel, Word and familiar with general ledger and other accounting software, including SIS PLUS and BANNER.

EXPERIENCE**Southern University – Law Center, Baton Rouge, LA****2014-Present***Budget Officer*

- Prepare the general ledger operating budget and the monitor the budget for the Title III grant.
- Develop revenue and expenditure projections for the operating budget.
- Responsible for the rollover and reconciliation of budgets and position numbers.
- Monitor, review and approve Personnel Action Forms.
- Prepare Interim Financial Statements for the System Office.
- Review and approve purchase requisitions, travel requests and other expenditures for budget compliance.

Southern University – Baton Rouge Campus, Baton Rouge, LA**1997-2014***Assistant Comptroller for Student Operations/Bursar*

- Responsible for the cash receipts and student account receivables, including the collection efforts of the University's student account receivables of approximately \$2.7 million.
- Managed a staff of approximately 6 full-time professional accountants and clerical employees and 15 part-time employees hired during the registration periods, to ensure compliance with University, state and federal regulations and guidelines.
- Coordinated with other department heads to ensure that student accounts are accurate, i.e. tuition and fees are correct based on the number of hours enrolled and that the students' financial aid, out-of-state fees, housing and board is accurate.
- Assisted the U S Department of Education, State Legislative and Independent Auditors in their audits of the University.
- Served on the University's Strategic Planning and Retention Committees.

Interim Comptroller(March 1999 thorough October 1999)

- Responsible for directing and coordinating the accounting, bursar, payroll, accounts payable, financial control and operational auditing functions for the Southern University Baton Rouge Campus, one of the largest historically black colleges with an average enrollment of approximately 9,000 students.
- Managed a staff of approximately 50 professional accountants and clerical employees to ensure compliance with University, state and federal regulations and guidelines.
- Interacted with federal, state and private governmental agencies in regard to fiscal matters affecting the University. Confers with internal auditors, Legislative, Federal and other external auditors in their audits of the University.

Very Special Arts/Louisiana, Inc., Baton Rouge, LA**1995-1997***Director of Finance and Administration*

- Responsible for all accounting, financial reporting, budgeting and payroll processing for a \$1.5 million grant funded by the U S Department of Education to intergrate the arts in the lives of people with disabilities.
- Ensured compliance with Federal and State regulations.
- Coordinated audits conducted by independent accountants.
- Assisted in researching funding sources and in developing grants and proposals.

J E Robert Companies, Houston, TX

1990-1995

Controller - Houston Office

- Responsible for all accounting, financial reporting and information systems functions for the Houston office of a major asset management firm, managing in excess of \$5 billion of loans and real estate for the Resolution Trust Corporation (RTC), Goldman Sachs, First Boston Corporation, Cargill Financial Services Corporation and other private investors.
- Managed a staff of approximately 75 professional and clerical employees involved in the accounting, reporting and systems functions of the organization assuring consistent compliance with asset management agreements and successful completion of external audits.
- Assisted in the planning, hiring and establishment of the firm's office in Milford, Connecticut, which managed over \$3 billion in assets for the Federal Deposit Insurance Corporation (FDIC).
- Successfully planned and coordinated the wind down of the operations in the Houston office as a result of the completion of the RTC contracts, including employee terminations and liquidation of furniture and equipment.

NationsBank, Houston, TX

1989-1990

Senior Vice President - Internal and External Reporting

- Worked closely with RTC to develop and implement the accounting and reporting systems required of Asset Management Contractors.
- Developed and implemented an internal reporting package used for timely reporting to NationsBank's Corporate Accounting Department on the activity of the division under contract with the RTC.
- Assisted in the smooth transition of the accounting and reporting functions from NationsBank to the J E Robert Companies upon expiration of the contract with RTC.

University Savings Association, Houston, TX

1986-1989

Senior Vice President - Special Projects

- Actively participated with the RTC in the takeover of the Association and establishing the RTC's accounting systems and financial reports.
- Supervised and monitored the accounting and reporting functions of the Association during the transition subsequent to RTC's takeover.
- Coordinated the due diligence reviews performed by potential purchasers of the Association and contractors interested in managing the Association's assets for the Resolution Trust Corporation.

Vice President - Director of Internal Audit

- Coordinated and monitored the audits of all departments and functions of a \$4.5 billion savings and loan, including audits of 93 branch offices located throughout the state of Texas.
- Supervised, trained and evaluated twelve accountants in three locations.
- Evaluated internal accounting controls and communicated with the Board of Directors on recommendations to enhance accounting, reporting and control systems.
- Developed and implemented an internal reporting package used for reporting to management and for the Association's publicly held parent company's Security and Exchange Commission filing.
- Assisted the CFO in the development of an asset/liability management and earnings projection model used for evaluating potential acquisitions of other failing savings and loans.
- Prepared financial statements, disclosures and regulatory reports for the acquisition of the Association by senior management.
- Assisted the independent auditors and examiners (federal and state) in their examinations of the Association.

Arthur Andersen & Co., Houston, TX

1980-1986

Senior Auditor

- Gained extensive experience with a diversified client base in a variety of industries such as banks, real estate, savings and loans, pension plans, profit sharing plans, mortgage servicing, finance companies and brokerage firms.
- Responsible for the planning and administration of audit engagements, supervision and training of staff auditors and preparation and analysis of financial statements, audit reports, management letters and special reports.
- Evaluated operating results and trends using analytical procedures.
- Involved in all aspects of financial reporting including evaluation of compliance with technical requirements and the propriety and completeness of disclosures.
- Promoted and maintained client relationships.

EDUCATION

University of Wisconsin, Madison, Wisconsin

MBA in Accounting/Finance, May 1980

Louisiana State University, Baton Rouge, Louisiana

BS in Accounting, December 1978

REFERENCES

Available upon request.



SOUTHERN UNIVERSITY LAW CENTER

OFFICE OF THE VICE CHANCELLOR

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

INSTITUTIONAL ACCOUNTABILITY
AND EVENING DIVISION

TEL (225) 771-2552

FAX (225) 771-2474

July 1, 2015

Dr. Ray Belton, President
Southern University System Office – 4th Floor
Baton Rouge, LA 70813

Dear Dr. Belton:

The position of Director of Finance and Budgets has been created to combine two positions at the Law Center, the Comptroller Position and the Budget Office Positions. The Comptroller's position has been vacant since July 2013, and has an assigned salary of \$65,000. The Budget Officer's position has been filled since July of 2014 and has a salary of \$65,000. The Law Center proposes to combine these two positions with an assigned annual salary of \$79,000, thereby realizing a savings of \$51,000 a year.

I am requesting the Board approve the selection of Ms. Demetria George for the position. Ms. George will report to the Associate Vice Chancellor for Finance and Business Affairs at the SU Law Center. The primary functions of the combined position will include financial reporting, general accounting, sponsored program accounting, general ledger account maintenance, cash management and operations, chart maintenance, assist and manage the preparation of general operating budget and budget request, budget projections, budget Adjustments (BA-7s), budget reconciliation, position control, internal budget revisions, Banner Systems integration, develop policies and procedures, monitor internal controls for the finance and budget office. Ms. George will also be responsible for assisting internal and external auditors, manage and assist with year-end closing requirements and with the preparation of the annual financial Report.

If you have any questions, please feel free to contact me.

Sincerely,


John Pierre
Interim Chancellor

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2015 JUN 30 AM 11:21
VP/FINANCE & BUSINESS
AFFAIRS - COMPTROLLER

SOUTHERN UNIVERSITY
HUMAN RESOURCES
2015 JUN 29 AM 10:55



SOUTHERN UNIVERSITY LAW CENTER

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INSTITUTIONAL ACCOUNTABILITY
AND EVENING DIVISION

TEL (225) 771-2552

FAX (225) 771-2474

July 1, 2015

Dr. Ray L. Belton - President
Southern University System
J. S. Clark Administration Building – 4th Floor
Baton Rouge, Louisiana 70813

Re: Unclassified Employee Retirement Incentive Plan and Classified
Employee Layoff Avoidance and Retirement Incentive Plan

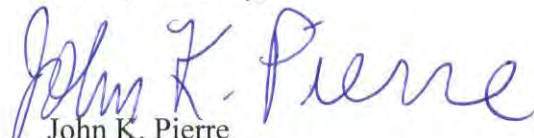
Dear President Belton:

On May 15, 2015, the Southern University System Board of Supervisors approved a Tenured Faculty Retirement Incentive Plan for the Southern University Law Center (SULC). Nationally, enrollment declines at law schools have caused many law schools to “down-size” and “right-size” its operations.

In addition, there is an anticipated reduction in legislative appropriations for the 2015-2016 fiscal years. SULC, consistent with the national trend in legal education has experienced enrollment declines.

SULC is proposing to offer a thirty-five (35) percent, one-time lump sum payment to retirement eligible classified and unclassified employees to capture savings from those retirements. The proposed plans will allow SULC to “down-size” and “right-size” its operations, so that SULC can continue to be competitive in the current national legal education market. Therefore, we humbly request that the Southern University System Board be presented the plans attached to this letter and that the plans be approved. The plans are consistent with previously approved plans of this nature adopted by the Southern University System. I am available to answer any questions that may arise related to the proposed plans.

Yours, Sincerely,


John K. Pierre
SULC – Interim Chancellor

JKP/tw
Attachment

SOUTHERN UNIVERSITY LAW CENTER
Classified Employees
LAYOFF AVOIDANCE RETIREMENT INCENTIVE PLAN

The Southern University Law Center (SULC) will offer a layoff avoidance/retirement incentive plan in accordance with Louisiana Civil Service Rules 17.2 and 17.9. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered from June 15, 2015 through July 31, 2015 with a retirement/resignation date of August 31, 2015.

Layoff Avoidance Retirement Incentive Option

1. SULC Classified employees who are current and fulltime are eligible to participate in the Layoff Avoidance Retirement Incentive Option.
2. Employees must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
3. To participate in the option, a SULC classified employee shall not have applied for retirement or received notice of termination prior to application. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
4. The retirement incentive will be thirty-five (35) percent of the SULC classified employee's base salary, for 2014-2015, with a cap not to exceed \$35,000. The incentive is subject to all applicable federal and state taxes and regulations.
5. The position vacated by the SULC classified employee who resigns through participation in the retirement option will not be filled prior to the Fall semester of 2017 unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2016-2017 budget year.
6. This plan cannot be applied to any portion of a classified employee's salary that is paid from any grant(s) and/or contract(s).
7. In each department, for every three (3) classified employees eligible for retirement, one (1) qualified employee will be allowed to participate in the retirement incentive plan on a first come, first served basis. If all applications are received at the same time, the lottery method will be employed.

8. Applications for the retirement option herein described shall be submitted in writing to the System Vice President of Human Resources, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service will be considered received on the date they are received by Human Resources Department.
9. Upon notification of approval, the SULC classified employee must submit a letter of resignation as required in the application.
10. Any classified employee who participates in this plan cannot be rehired by SULC for a period of two (2) years.

SOUTHERN UNIVERSITY LAW CENTER
Unclassified Employees
RETIREMENT INCENTIVE PLAN

The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M System Board of Supervisors' (Board) Policy for Unclassified Employee Regular Retirement Incentive Plan. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered from June 15, 2015 through July 31, 2015 with a retirement/resignation date of August 31, 2015.

Retirement Incentive Option

1. SULC Unclassified employees who are current and fulltime are eligible to participate in the retirement option.
2. Employees must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
3. To participate in the retirement option, a SULC unclassified employee shall not have applied for retirement or received notice of termination prior to application. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
4. The retirement incentive will be thirty-five (35) percent of the SULC unclassified employee's base salary, for 2014-2015, with a cap not to exceed \$35,000. The incentive is subject to all applicable federal and state taxes and regulations.
5. The position vacated by the SULC unclassified employee who resigns through participation in the retirement option will not be filled prior to the Fall semester of 2017 unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2016-2017 budget year.
6. This plan cannot be applied to any portion of an unclassified employee's salary that is paid from any grant(s) and/or contract(s).
7. In each department, for every three (3) unclassified employees eligible for retirement, one (1) qualified employee will be allowed to participate in the retirement incentive plan on a first come, first served basis. If all applications are received at the same time, the lottery method will be employed.

8. Applications for the retirement option herein described shall be submitted in writing to the System Vice President of Human Resources, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service will be considered received on the date they are received by Human Resources Department.
9. Upon notification of approval, the SULC unclassified employee must submit a letter of resignation as required in the application.
10. Any unclassified employee who participates in this plan cannot be rehired by SUCL for a period of two (2) years.



SOUTHERN UNIVERSITY LAW CENTER

OFFICE OF THE VICE CHANCELLOR

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BATON ROUGE, LOUISIANA 70813-9294

INSTITUTIONAL ACCOUNTABILITY
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FAX (225) 771-2474

July 1, 2015

Dr. Ray L. Belton, President
Southern University System
J. S. Clark Administration Building – 4th Floor
Baton Rouge, Louisiana 70813

Re: Request to Approve Memorandum of Understanding (MOU)
Between the Community Initiatives Foundation (CIF) and
The Southern University Law Center (SULC)

Dear President Belton:

I am requesting that the enclosed MOU be presented to the Southern University System Board of Supervisors for approval. The purpose of the MOU is for the CIF to receive assistance from SULC to enhance the quality of life, reduce blight, and improve the housing stock in an area known as Highland Farms and University Place Subdivision, north of Mills Street and adjacent to the northern boundary of the Southern University Baton Rouge land mass. The area has over fifty (50) properties that have been adjudicated to the City Parish of East Baton Rouge.


SULC has acquired substantial expertise and experience over the last eight (8) years dealing with adjudicated, heirship, and blighted properties in Lafayette, Baton Rouge, and New Orleans. The MOU will formalize efforts between CIF and SULC to engage in activities that will seek to eliminate or remediate the adverse effects of adjudicated, heirship, and blighted properties.

CIF and SULC will collaborate on planning, research, and implementation on projects that bring heirship, blighted, and adjudicated properties back into commerce. These projects will:

- Aid property owners in perfecting a merchantable title as part of a student experiential educational project coordinated by SULC;
- Educate students, policy makers, and stakeholders about problems associated with heirship, blighted, and adjudicated properties;
- Facilitate the mentorship of law students through internships and externships; and
- Aid in insuring that constitutionally mandated notice requirements are adhered to for targeted adjudicated properties.

I request that the MOU be presented to the Board of Supervisors for their review and approval. I am available to answer any questions that may be raised related to this request.

Yours Sincerely,



John K. Pierre
SULC – Interim Chancellor

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COMMUNITY INITIATIVES FOUNDATION
AND
SOUTHERN UNIVERSITY LAW CENTER**

**STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE**

BE IT KNOWN, that on the date indicated below, before me, the undersigned, a Notary Public in and for the aforesaid Parish and State, duly commissioned and qualified as such, and in the presence of the undersigned competent witnesses, personally came and appeared:

THE COMMUNITY INITIATIVES FOUNDATION represented herein by Sister Judith Brun, C.S.J., Director, domiciled at 304 Laurel Street, Suite 3D, Baton Rouge, Louisiana 70802, (herein referred to as "CIF")

and

SOUTHERN UNIVERSITY AND SOUTHERN UNIVERSITY LAW CENTER, a law school domiciled in East Baton Rouge Parish, Louisiana, represented herein by John Pierre, Vice Chancellor and designated Interim Chancellor, duly authorized in the premises, (hereafter referred to as "SULC");

who, having been duly sworn, did state and declare, as follows:

WHEREAS, Southern University Law Center is an institution of higher learning whose primary mission is the preparation of law students for practice in the legal profession;

WHEREAS, Community Initiatives Foundation is developing, with the residents and stakeholders of the Highland Farms and University Place Subdivision, (the "area") located north of Mills Street and adjacent to the northern boundary of the Southern University campus, a plan of redevelopment aimed at enhancing the quality of life, reducing blight and increasing quality housing in this area;

WHEREAS, this area has over fifty(50) properties that have been adjudicated to the City Parish of East Baton Rouge;

WHEREAS, there are numerous heirship properties where successions have not been opened and heirs and legatees have not been legally placed in possession by a judgment of possession;

WHEREAS, there are blighted properties in this area;

WHEREAS, these adjudicated, heirship and blighted properties are reducing the value of the

WHEREAS, The Community Initiatives Foundation and Southern University Law Center desire to formalize their efforts in this area adjacent to Southern University by engaging in activities that will seek to eliminate or remediate the adverse effects of adjudicated, heirship and blighted properties;

WHEREAS, Article VII, Section 14(C) of the 1974 Constitution of the State of Louisiana and LSA-R.S. 33:1324, et seq. provide that, for a public purpose, public entities, and universities may engage in and make cooperative endeavor agreements for specific purposes;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained and the mutual benefits to be derived here from, the adequacy of which is hereby acknowledged, it is stipulated and agreed as follows:

1. **AGREEMENT**: Upon mutual agreement, CIF and SULC shall agree to collaborate on planning, research, and implementation of projects that bring heirship, blighted, and adjudicated properties back into commerce. These projects will:

- A. Aid property owners in perfecting a merchantable title as part of a student legal clinical experience to be coordinated by SULC;
- B. Educate through the preparation and distribution of informative materials related to the problems associated with heirship, blighted, and adjudicated properties;
- C. Facilitate the mentorship of law students through unpaid internships with CIF; and
- D. Aid in the perfection of the constitutionally mandated notice requirements for targeted adjudicated properties;

2. **PLAN ADMINISTRATION**: Plan, grant and fiscal administration shall be handled by SULC.

3. **OVERHEAD AND INDIRECT COSTS**: Participating parties shall negotiate overhead and indirect cost on a project by project basis with granting agencies.

4. **STORAGE AND DISTRIBUTION OF MATERIALS**: CIF and SULC and/or other assignees shall serve as archival repositories for information gathered through these projects as agreed by the participating parties.

5. **MAINTENANCE OF RECORDS**: CIF and SULC shall maintain and keep the necessary

bound hereby, to the same extent as though such additional party had executed this Agreement concurrently with the execution hereby by the original parties. Other parties may be included, such as other non-profits, municipalities and educational institutions.

8. **TERMINATION**: CIF and/or SULC, may terminate this agreement at any time by giving thirty (30) days prior written notice.

9. **DISCRIMINATION CLAUSE**: CIF and/or SULC agree to abide by the requirements of the following as applicable:

- A. *Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972.*
- B. *Federal Executive Order 11246*
- C. *Federal Rehabilitation Act of 1972, as amended*
- D. *Vietnam Era Veteran's Readjustment Assistance Act of 1974*
- E. *Title IX of the Education Amendments of 1972*
- F. *Age Act of 1975*
- G. *Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008*
- H. *LSA-R.S. 23:323 et. seq.*

10. **ENTIRE AGREEMENT** This Agreement shall constitute the entire agreement between the parties and shall be effective as of the date that this Agreement is fully executed; all prior agreements between the parties, whether written or oral, are merged into this Agreement and shall have no force and effect with regard to this Agreement.

11. **NOTICES** All notices called for or contemplated hereunder shall be in writing and shall be given by personal delivery or by certified mail return receipt requested, postage prepaid and addressed as set forth below:

Sister Judith Brun, C.S.J.
Director, Community Initiatives Foundation
304 Laurel Street
Suite 3D
Baton Rouge, LA 70802

Or

John Pierre, Vice Chancellor
and Designated Interim Chancellor
Southern University, Lees Ferry

13. APPROVAL AND EFFECTIVE DATE

This agreement shall be effective upon the formal approval of The Southern University Board of Supervisors and The Board of the Community Initiatives Foundation.

THUS DONE AND SIGNED, in multiple original, on this 21st day of May 2015, by the authorized representatives of the SOUTHERN UNIVERSITY LAW CENTER (hereinafter referred to as SULC) and the COMMUNITY INITIATIVES FOUNDATION (hereinafter referred to as CIF) in the presence of the undersigned witnesses who signed their names, and me, said notary public, in the present of each other after due reading of the whole.

WITNESSES:


Roederick C. White



Ernestine J. Washington

COMMUNITY INITIATIVES FOUNDATION

BY: 
Sister Judith Brun, C.S.J.
Director

SOUTHERN UNIVERSITY LAW CENTER

BY: 
John Pierre, J.D.
Vice Chancellor and Interim Chancellor



Winston Wade Riddick

Notary Public

Attorney at Law

Bar Roll No. 11263




SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www. suno.edu

OFFICE OF THE CHANCELLOR

MEMORANDUM

To: Ray Belton, Ph.D.,
President, Southern University System

From: Victor Ukpolo, Ph.D. 
Chancellor

Date: July 1, 2015

Re: July 2015 Meeting of the Board of Supervisors

Southern University at New Orleans presents the following action items to be included on the agenda of the Board of Supervisors:

1. Increase in Student Energy Surcharge Fee
2. Live Text Fee for First-time Students

Thanks very much for your consideration.

VU/hec

Attachments

Approval Ray Belton, Ph.D., President



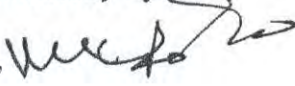
SOUTHERN UNIVERSITY AT NEW ORLEANS

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OFFICE OF THE CHANCELLOR

MEMORANDUM

To: Ray Belton, Ph.D.,
President, Southern University System

From: Victor Ukpolo, Ph.D., 
Chancellor

Date: July 1, 2015

Re: Increase in Student Energy Surcharge Fee

Due to increased costs for energy consumption, Southern University at New Orleans is requesting an increase in the Energy Surcharge Fee charged to students. For more than ten years SUNO has assessed the \$12.00 rate. This equates to \$1.00 per credit hour, not to exceed \$12.00.

We are asking to increase our fee by \$36.00 for a total of \$48.00, \$4.00 per credit hour not to exceed \$48.00. This will bring us in line with our fellow System campuses that currently levy the \$48.00 fee. I seek your approval and that of the Board of Supervisors.

VU/hec



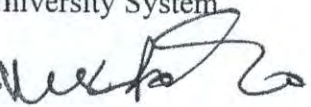
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OFFICE OF THE CHANCELLOR

MEMORANDUM

To: Ray Belton, Ph.D.,
President, Southern University System

From: Victor Ukpolo, Ph.D., 
Chancellor

Date: July 1, 2015

Re: Live Text Assessment Fee (first-time students)

Southern University at New Orleans seeks your approval and that of the SUS Board of Supervisors to charge all first-time students a one-time fee of \$98.00 for assessment services that will be provided by the LiveText electronic data monitoring and reporting system. Returning students are exempted.

SUNO has adopted the LiveText e-portfolio development and accreditation management system for across-the-curriculum assessment of student learning outcomes and as the electronic data reporting system for SACSCOC accreditation. The LiveText e-portfolio enables students to personally monitor and highlight their academic progress during the entire matriculation period. Thanks for your consideration.

VU/hec



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

MEMORANDUM

To: Ray Belton, Ph.D.,
President, Southern University System

From: John Pierre 
Interim Chancellor, Southern University Law Center

Date: July 2, 2015

Re: Live Text Assessment Fee (first-time students)

Southern University Law Center seeks your approval and that of the SUS Board of Supervisors to charge all first-time students a one-time fee of \$98.00 for assessment services that will be provided by the LiveText electronic data monitoring and reporting system. Returning students are exempted.

SULC has adopted the LiveText e-portfolio development and accreditation management system for across-the-curriculum assessment of student learning outcomes and as the electronic data reporting system for SACSCOC accreditation. The LiveText e-portfolio enables students to personally monitor and highlight their academic progress during the entire matriculation period.

Thanks for your consideration.



RAY L. BELTON, PH.D.
CHANCELLOR



June 30, 2015

Dr. Ray L. Belton, President-Chancellor
Southern University System Office
4th Floor, J.S. Clark Administration Building
Baton Rouge, La 70813

RE: Adoption of Proposed Summer School Tuition Adjustment (SUSLA)

Dear Dr. Belton:

As per the attached recommendation, this request solicits your authorization allowing Southern University at Shreveport (SUSLA) to adopt an increase in the general summer school tuition.

More specifically, SUSLA's current summer school tuition for nine (9) credit hours is significantly below the average summer school rate of peer institutions in the area. At present, the tuition charged by SUSLA for nine hours is \$487.00 as compared to the next closest tuition rate of \$1,364.00 at Bossier Parish Community College. Therein, this submittal requests an increase that begins effective summer 2016 in an amount totaling \$1,047.00. A schedule of fee comparisons is enclosed to offer additional justification for this request.

Finally, these recommendations originated from an AD Hoc Budget Committee comprised of faculty and staff who were charged with assessing potential cost-saving and revenue generating measures. I concur with the Committee's findings and therefore submit this matter for your review and favorable consideration. Indeed, if you find this action is warranted, I further request this matter be presented to the Southern University Board of Supervisors for their respective review.

With warm regards,

A handwritten signature in blue ink, appearing to read "Melva Williams".

Melva Williams, Ph.D.
Executive Associate to the Chancellor

3050 MARTIN LUTHER KING, JR. DRIVE • SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 • FAX (318) 670-6374
WWW.SUSLA.EDU



Southern University at Shreveport
Proposed Summer 2016 Fee Comparison
As of 6/30/15

Description	SUSLA	GSU	LSUS	BPCC
Credit hours	9	9	9	9
Proposed Tuition	\$730.00	\$2,578.00	\$2,103.00	\$1,364.00
Difference	\$0.00	\$1,848.00	\$1,373.00	\$634.00



Southern University at Shreveport
Proposed Summer 2017 Fee Comparison
As of 6/1/15

Description	SUSLA	GSU	LSUS	BPCC
Credit hours	9	9	9	9
Proposed Tuition	\$1,047.00	\$2,578.00	\$2,103.00	\$1,364.00
Difference	\$0.00	\$1,531.00	\$1,056.00	\$317.00



SUSLA Proposed Summer 2016 Fees

		AUDIT	1 HOURS	2 HOURS	3 HOURS	4 HOURS	5 HOURS	6 HOURS	7 HOURS	8 HOURS	9 HOURS
General Fee	GEN	\$319.00	\$319.00	\$319.00	\$319.00	\$455.25	\$510.25	\$510.25	\$510.25	\$510.25	\$510.25
Academic Enhancement	ENH					\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50
Academic Excellence	ACEX	\$5.00	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00
Athletic Fee	ATHL	\$24.50	\$24.50	\$24.50	\$24.50	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50
Breakage Fee	BRKG					\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Building Use Fee	BLDG	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Class Fee	CLAS					\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Lyceum	LYCE					\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25
Student Activities	ACT					\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Student Government	SGOV					\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student I.D.	ID	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Student Life Improvement Fee	SLIF	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student Life Insurance	INSL	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Student Loan Association	SLNA					\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Band Fee	BAND	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50
Student Union	UNI	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50
Technology Fee	TECH	\$5.00	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00
TOTAL		\$418.50	\$418.50	\$428.50	\$438.50	\$625.00	\$690.00	\$700.00	\$710.00	\$720.00	\$730.00
Minimum 60% Down with Deferred Payment Plan Agreement		\$252.00	\$252.00	\$258.00	\$264.00	\$375.00	\$414.00	\$420.00	\$426.00	\$432.00	\$438.00
BALANCE DUE AT MID-TERM		\$166.50	\$166.50	\$170.50	\$174.50	\$250.00	\$276.00	\$280.00	\$284.00	\$288.00	\$292.00
NON-Resident/Out-of-State Fee: \$825.00											
LATE FEE (1st day of classes): \$100.00											
Note 1. If Clinical fee added - 60% Down calculated with fee added to tuition cost											
Note 2. Late Fee not eligible for deferred calculation											
Note 3. Fees are subject to change											

PLEASE NOTE: Books and Supplies are additional out-of-pocket expenses. Therefore, students must bring money for the purchase of books and supplies. These expenses should not be included with payments for tuition and other related expenses. Such expenses may range from \$300 to \$700 per semester, depending on a student's major and class load.

Housing and Meal Plan	
2-bedroom unit	\$675.00
4-bedroom unit	\$570.00
Meal plan A	\$325.00



SUSLA Proposed Summer 2017 Fees

		AUDIT	1 HOURS	2 HOURS	3 HOURS	4 HOURS	5 HOURS	6 HOURS	7 HOURS	8 HOURS	9 HOURS
General Fee	GEN	\$636.00	\$636.00	\$636.00	\$636.00	\$455.25	\$827.25	\$827.25	\$827.25	\$827.25	\$827.25
Academic Enhancement	ENH					\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50
Academic Excellence	ACEX	\$5.00	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00
Athletic Fee	ATHL	\$24.50	\$24.50	\$24.50	\$24.50	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50	\$42.50
Breakage Fee	BRKG					\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Building Use Fee	BLDG	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Class Fee	CLAS					\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Lyceum	LYCE					\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25
Student Activities	ACT					\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Student Government	SGOV					\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student I.D.	ID	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Student Life Improvement Fee	SLIF	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student Life Insurance	INSL	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Student Loan Association	SLNA					\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Band Fee	BAND	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50
Student Union	UNI	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50
Technology Fee	TECH	\$5.00	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00
TOTAL		\$735.50	\$735.50	\$745.50	\$755.50	\$625.00	\$1,007.00	\$1,017.00	\$1,027.00	\$1,037.00	\$1,047.00
Minimum 60% Down with Deferred Payment Plan Agreement		\$442.00	\$442.00	\$448.00	\$454.00	\$375.00	\$605.00	\$611.00	\$617.00	\$623.00	\$629.00
BALANCE DUE AT MID-TERM		\$293.50	\$293.50	\$297.50	\$301.50	\$250.00	\$402.00	\$406.00	\$410.00	\$414.00	\$418.00
NON-Resident/Out-of-State Fee: \$825.00											
LATE FEE (1st day of classes): \$100.00											
Note 1. If Clinical fee added - 60% Down calculated with fee added to tuition cost						Housing and Meal Plan					
Note 2. Late Fee not eligible for deferred calculation						2-bedroom unit	\$675.00				
Note 3. Fees are subject to change						4-bedroom unit	\$570.00				
						Meal plan A	\$325.00				

PLEASE NOTE: Books and Supplies are additional out-of-pocket expenses. Therefore, students must bring money for the purchase of books and supplies. These expenses should not be included with payments for tuition and other related expenses. Such expenses may range from \$300 to \$700 per semester, depending on a student's major and class load.



RAY L. BELTON, PH.D.
CHANCELLOR



June 29, 2015

Dr. Ray L. Belton, President-Chancellor
Southern University System Office
4th Floor, J. S. Clark Administration Building
Baton Rouge, La 70813

RE: Request for Fee Increase at SUSLA

Dear Dr. Belton:

The purpose of this correspondence is to request authorization to increase fees up to 10 percent at Southern University at Shreveport (SUSLA) in accordance with guidelines set forth by the Louisiana Legislature in the form of House Bill 152. As you are aware, this bill allows for the Southern University Board of Supervisors to establish at each institution under their respective management and supervision mandatory fees to be charged to students enrolled at such institutions and to adjust the amounts of such fees as they deem necessary. Such authority shall apply for the 2015-2016 and 2016-2017 academic years only, and the authority to increase fees pursuant thereto shall terminate on June 30, 2017.

We look to benefit from this opportunity to increase our fees to ensure that SUSLA remains competitive with our peer institutions. Further, this adjustment will allow for SUSLA to utilize the fee increase to provide additional student services that will hopefully lead to increased retention and graduation rates and provide more academic resources for our high demand high wage programs such as our allied health programs.

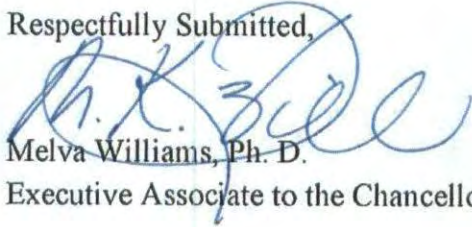
The attached schedule provides an estimate of the per student increase and the total projected revenue for the fiscal year.

Therein, this communication requests your favorable endorsement of this decision and that of the Southern University Board of Supervisors.

3050 MARTIN LUTHER KING, JR. DRIVE • SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 • FAX (318) 670-6374
WWW.SUSLA.EDU

If you have any questions or require additional information, please feel free to contact me at (318) 670-9312.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'M. Williams', is written over the printed name.

Melva Williams, Ph. D.

Executive Associate to the Chancellor

Attachment

Southern University at Shreveport FALL 2015 10% Fee Increase

Southern University at Shreveport FALL 2015 10% Fee Increase														
Current Fall 2014 Fee Schedule		AUDIT	1 HOURS	2 HOURS	3 HOURS	4 HOURS	5 HOURS	6 HOURS	7 HOURS	8 HOURS	9 HOURS	10 HOURS	11 HOURS	12 + HOURS
General Fee	GEN	\$660.00	\$660.00	\$672.00	\$683.00	\$694.00	\$707.00	\$879.00	\$896.00	\$906.00	\$1,151.00	\$1,160.00	\$1,170.00	\$1,309.00
Academic Enhancement	ENH	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Academic Excellence	ACEX		\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	\$70.00	\$80.00	\$90.00	\$100.00	\$110.00	\$120.00
Athletic Fee	ATHL	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Breakage Fee	BRKG													\$1.00
Building Use Fee	BLDG	\$4.00	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00	\$44.00	\$48.00
Class Fee	CLAS													\$2.00
Energy Surcharge	ENER	\$4.00	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00	\$44.00	\$48.00
Intramurals	IMUR	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student Insurance	INSL	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
Lyceum	LYCE								\$3.00	\$3.00	\$3.00	\$5.00	\$5.00	\$5.00
Special Events Fee	EVNT							\$5.00	\$7.50	\$7.50	\$10.00	\$10.00	\$10.00	\$10.00
Student Activities	ACT	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student Government	SGOV		\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$15.00	\$18.00	\$18.00	\$20.00	\$20.00	\$20.00	\$20.00
Student I.D.	ID	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Student Life Improvement Fee	SLIF	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student Loan Association	SLNA													\$1.00
Student Union	UNI	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Technology Fee	TECH		\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
Band Fee	BAND	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
TOTAL		\$841.00	\$866.00	\$901.00	\$935.00	\$969.00	\$1,005.00	\$1,233.00	\$1,278.50	\$1,311.50	\$1,586.00	\$1,618.00	\$1,651.00	\$1,817.00
FY 15 FEE INCREASE CALCULATION		\$84.00	\$87.00	\$90.00	\$94.00	\$97.00	\$101.00	\$123.00	\$128.00	\$131.00	\$159.00	\$162.00	\$165.00	\$182.00

HB No 766

Subsequent to a postsecondary management board granting approval to an institution in its system to exercise operational autonomies, the division of administration shall approve the exercise of such autonomies to all institutions in the system governed by the management board, provided the system received for its most recent audit, a financial audit with an unmodified opinion, where the financial statements were free of material misstatements and material weaknesses, and the financial position, results of operations, and cash flows were represented fairly in accordance with Generally Accepted Accounting Principles.

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT

BY AND BETWEEN THE BOARD OF SUPERVISORS FOR THE SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM ON BEHALF OF SOUTHERN UNIVERSITY AND A & M COLLEGE AND THE BOARD OF SUPERVISORS FOR THE UNIVERSITY OF LOUISIANA SYSTEM ON BEHALF OF GRAMBLING STATE UNIVERSITY

AND SOUTHERN UNIVERSITY SYSTEM FOUNDATION

AND GRAMBLING UNIVERSITY FOUNDATION , INC.

This Cooperative Endeavor Agreement (Agreement), made and entered into by and between Board of Supervisors for the SOUTHERN UNIVERSITY and A & M College System on behalf of Southern University and A & M College ("Southern University") and Board of Supervisors for the University of Louisiana System on behalf of GRAMBLING STATE UNIVERSITY ("Grambling State University"), both State Universities of the State of Louisiana, hereinafter referred to as the "Universities", and SOUTHERN UNIVERSITY SYSTEM FOUNDATION AND GRAMBLING UNIVERSITY FOUNDATION, INC., both corporations officially domiciled in the State of Louisiana and respectively referred to as the "Foundations" shall be effective December 31, 2014.

DEFINITIONS:

Ancillary Activities: Ancillary Activities shall mean those activities ancillary or related to the Bayou Classic football game such as the Corporate Reception, Coaches' Luncheon, Battle of the Bands, Thanksgiving Day Parade, and Greek Show and any other official events associated with the Bayou Classic other than the football game in New Orleans, Louisiana.

Bayou Classic: Bayou Classic shall mean the annual football game played between the Universities in New Orleans, Louisiana.

The Foundations: Southern University System Foundation and Grambling University Foundation, Inc.

The Parties: Southern University System Foundation, Grambling University Foundation, Inc., Grambling State University, and Southern University.

The Universities: Southern University A&M College and Grambling State University.

WITNESSETH:

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivision or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual"; and

WHEREAS, the Universities desire to cooperate with the Foundations in the manner as hereinafter provided; and

WHEREAS, the Universities each year participate in an annual football game called the Bayou Classic with ancillary activities; and

WHEREAS, the Parties are desirous of having the Bayou Classic football game televised nationally; and

WHEREAS, the national television networks declined to renew their sponsorship following the 1998 broadcast but offered to enter into a new contract if the Universities would guarantee air-time changes; and

WHEREAS, the respective Universities do not possess the statutory authority to incur such debt (Article VII Section (C) of the State Constitution); but have a legal obligation to supply educational opportunities to qualified Louisiana students; and

WHEREAS, the Parties recognize that exposure on national television would enhance the public image of the participating Universities, increase student recruitment, attract capable faculty and encourage alumni financial assistance; and

WHEREAS, the Foundations have agreed to accept financial responsibility for obtaining the national broadcast and the Universities will incur no cost or liability nor use any public funds; and

WHEREAS, the Louisiana legislature has encouraged private support which enhances the programs, facilities, and research and educational opportunities offered by public institutions of higher education in Louisiana. Therefore, each higher education management board –and institution is encouraged to promote the activities of alumni associations, foundations, and other private nonprofit organizations that raise private funds for the support of public institutions of higher education. Further, it is recognized that private, nonprofit organizations under the direction and control of private individuals who support institutions of higher education are effective in obtaining private support for those institutions (La. Rev. Stat. 17:3390); and

WHEREAS, the Parties agree that they will engage in the promotion of ancillary activities, such as the Corporate Reception, Coaches' Luncheon, Battle of the Bands, the Greek Show, and any other official events associated with the Bayou Classic in New Orleans, Louisiana; and

WHEREAS, the public purpose to be derived from this legal obligation is that the Foundations will remit monies for scholarship and other educational purposes that benefit the Universities and will result in the Universities' ability to provide educational opportunities for a greater number of qualified students; and

WHEREAS, the actions of the Universities and the Foundations will result in educational benefits for the Louisiana students that greatly exceed any financial expenditure incurred by the Universities pursuant to this Agreement.

NOW, THEREFORE, in consideration of the mutual covenant herein contained, the legal obligation; the public purpose; and the public benefit, the parties hereto agree as follows:

Scope of Services

The Foundations hereby agree to furnish the following services:

1. The Foundations shall guarantee the monetary requirement, for the National Broadcasting Company's ("NBC"), or an equivalent major network national broadcast (e.g., CBS, FOX, or ABC), airing of the Bayou Classic, whatever that requirement may be. This guarantee shall provide that the Foundations shall be solely responsible for any liability under such agreement and shall exclude the Universities and the State from any liability. The Foundations shall provide the Universities notice by July 1 of each year that the broadcast has been guaranteed. In the event the Foundations are unable to guarantee the television broadcast by July 1, (or a later date established under option 1 below), then all parties by mutual agreement may do the following: (1) provide the Foundations with additional time to secure the broadcast; (2) allow the Foundations to continue to fulfill all other obligations of this agreement with the exception of the broadcasts or with a lesser broadcast (Cable, Internet, etc.); or (3) immediately cancel and terminate the agreement for cause with no further obligations upon the universities or the foundations, subject to the terms and provisions of the NBC or equivalent major network national broadcast contract including any confidentiality provisions of all contracts. Should the parties fail to mutually agree to 1, 2, or 3 above, the contract shall terminate for cause.
2. The Foundations shall have a license to use, promote and retain revenues from all Ancillary Activities and Bayou Classic Corporate Sponsorship revenue. This shall include, but not be limited to, the planning of the events, the staging of the events, and implementation of all ancillary events. All reasonable and related expenses of the events shall be managed and covered by the Foundations. All contracts with vendors for these ancillary events shall specifically exclude any liability by the Universities. The University will retain ownership of all rights, title and interest in events including any intellectual property associated with trademarks, logos, event names, etc.
3. The Foundations agree that any supplemental compensation paid to state employees who assist in planning and executing the Bayou Classic ancillary events shall be disclosed to their respective management boards and shall be administered in accordance with La. Rev. Stat. 17:3390(F); La. Rev. Stat. 42:1111(A); La. Rev. Stat. 42:1114 and the Louisiana Code of Ethics for Public Officers and Employees, and remitted to the Universities by the Foundation/Association.
4. The Foundations shall require that the annual audit report required under LRS 17:3390 include a footnote summary of all revenues and expenditures of the Bayou Classic ancillary events.
5. The Foundations shall make all of their contractual liabilities related to the Bayou Classic coterminous with this agreement such that no contractual liability of the Foundations related to the Bayou Classic will extend beyond expiration or termination of this agreement.

The Universities hereby agree to furnish the following services:

1. The Universities specifically grant, designate, and assign unto the Foundations the exclusive and sole right to implement and manage, in all respects, its Ancillary events, as defined and provided for herein. The Universities shall cooperate in providing the football team, band, cheerleaders, orchesis and other university personnel to participate in the Ancillary Activities of the Bayou Classic.
2. In order to facilitate the sale of promotional packages, the Universities shall comply with the provisions of La. Rev. Stat. 17:3390 and make game tickets and other promotional materials available to the Foundations.
- 3.

Compensation and Payments Schedule

In consideration of the services described above, the Foundations hereby agree to pay the Universities for all rights to Bayou Classic, which include, but are not limited to, the performance of the bands and other university groups or organizations and the use —and publishing of the Universities' names and logos. The Universities' names and logos shall at all times remain the exclusive property of the Universities. This payment shall be as follows:

1. The Foundations shall reimburse the Universities for costs associated with participation by the bands and other Foundation approved university groups or organizations in the Ancillary Activities of the Bayou Classic. This reimbursement payment shall be made to each University within one hundred twenty (120) days after the Bayou Classic event.
2. The Foundations may retain the net proceeds resulting from the Bayou Classic Ancillary Activities and the Bayou Classic sponsorship revenue. Said proceeds shall be used by the Foundations for scholarship awards and other educational purposes that generally benefit the Universities and shall be distributed according to protocol established by the Universities and their respective System Presidents on behalf of the Management Boards, and may not be used for any administrators unless otherwise authorized by the respective Management Boards.

Term of Agreement

This Agreement shall begin on December 31, 2014, and shall terminate on December 30, 2018.

Taxes

The Foundations hereby agree that the responsibility for payment of *any* taxes from the funds thus received under this Agreement shall be the Foundations' obligation and identified under Federal tax identification numbers 23-705291 (Southern University System Foundation) and 05-0624523 (Grambling State University Black and Gold Foundation, Inc.).

Termination Clause

The Universities may terminate this Agreement for cause based upon the failure of the Foundations to comply with the terms and/or conditions of the Agreement provided that the Universities shall give the Foundations written notice specifying the Foundations' failure. If, within thirty (30) days after receipt of such notice, the Foundations shall not have corrected such failure and thereafter proceeded diligently to complete such correction, then the Universities may, at their option, place the Foundations in default and the Agreement shall terminate on the date specified in such notice. Any party may also terminate this agreement in accordance with the terms of paragraph 1 above for failure to guarantee the

television broadcast. The Foundations may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Universities to comply with the terms and conditions of this Agreement; provided that the Foundations shall give the Universities written notice specifying the Universities' failure and a reasonable opportunity for the Universities to cure the defect.

Any party may terminate this Agreement without cause by providing all other parties herein ten (10) months written notice and such notice terminate the agreement not less than eight (8) months prior to the next scheduled Bayou Classic.

Upon termination of this agreement, all contracts entered into by the Foundations shall be assigned to the Universities subject to the terms and provisions of those contracts and any confidentiality provisions therein.

Nonassignability

The Foundations shall not assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the Universities. This provision shall not be construed to prohibit the Foundations from assigning its bank, trust company, or other financial institution any money due or to become due from approved agreements or contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Universities and the Office of Contractual Review.

Fiscal Funding

The continuation of this Agreement is contingent upon the appropriation of funds to the respective Universities to fulfill the requirements of the Agreement by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenue for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

Indemnification; Insurance

The Foundations shall indemnify and save harmless the Universities against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money to any party accruing against the Universities growing out of, resulting from, or by reason of any act or omission of the Foundations, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such indemnification shall include the Universities' fees and costs of litigation, including, but not limited to, reasonable attorney's fees. The Foundations shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

Similarly, the Universities shall indemnify and save harmless the Foundations against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money to any party accruing against the Foundations growing out of, resulting from, or by reason of any act or omission of the Universities, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such

indemnification shall include the Foundations' fees and costs of litigation, including, but not limited to, reasonable attorney's fees. The Universities shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

Persons affiliated with any of the parties to this agreement may only execute documents or take actions in a single capacity for the entity they represent and must designate the entity they represent when signing documents.

Discrimination Clause

The Foundations agree to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Foundation/Association agree to abide by the requirements of the Americans with Disabilities Act of 1990.

The Foundations agree not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities.

Any act of discrimination committed by the Foundations, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

Partial Invalidity; Severability

If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

Entire Agreement; Modification

This Agreement, including any attachments that are expressly referred to in this Agreement, contains the entire agreement between the parties and supersedes any and all agreements or contracts previously entered into between the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. This Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modifications or amendment shall be operative and valid, it shall be reduced to writing and signed by both parties.

Controlling Law

The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of State of Louisiana.

Remedies for Default

In the event of default by either party, the aggrieved party shall have all rights granted by the general laws of the State of Louisiana.

Notices

All notices and other communications pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand delivery (and receipted for) or deposited in the United States mail, as certified mail, return receipt requested and postage prepaid, to the other party, addressed as follows:

Dr. Ray Belton, President & Chancellor
Southern University System
Southern University
J.S. Clark Administration Bldg.
4th Floor President's Office
Baton Rouge, LA 70813

Dr. Willie D. Larkin President
Grambling State University
403 Main Street
P. O. Drawer 605
Grambling, LA 71245

Helen Godfrey Smith, Chairperson
Grambling University Foundation

Domonie D. Rutledge, President
Southern University System Foundation
P. O. Box 9562
Baton Rouge, LA 70813

403 Main Street
P. O. Drawer 605
Grambling, LA 71245

Thus done and signed in the presence of the undersigned witnesses this _____ day of _____, 2014, in Baton Rouge, Louisiana.

WITNESSES:

BOARD OF SUPERVISORS FOR THE SOUTHERN
UNIVERSITY AND A&M COLLEGE SYSTEM

Dr. Ray Belton, PRESIDENT
SOUTHERN UNIVERSITY SYSTEM

Thus, done and signed in the presence of the undersigned witnesses this _____ day of _____, 2014, in Baton Rouge, Louisiana.

WITNESSES:

SOUTHERN UNIVERSITY SYSTEM FOUNDATION

Domoine D. Rutledge, CHAIRMAN
SOUTHERN UNIVERSITY SYSTEM FOUNDATION

Thus, done and signed in the presence of the undersigned witnesses this _____ day of _____, 2014, in Baton Rouge, Louisiana.

WITNESSES:

BOARD OF SUPERVISORS FOR THE UNIVERSITY OF
LOUISIANA SYSTEM ON BEHALF OF GRAMBLING STATE
UNIVERSITY

Dr. Willie Larkin PRESIDENT
GRAMBLING STATE UNIVERSITY

Thus, done and signed in the presence of the undersigned witnesses this _____ day of _____, 2014, in Baton Rouge, Louisiana.

WITNESSES:

GRAMBLING UNIVERSITY FOUNDATION

Helen Godrey Smith, CHAIRPERSON
GRAMBLING UNIVERSITY FOUNDATION