

MAY 08 1991

Indiana University of Pennsylvania  
Senate University Wide Undergraduate Curriculum Committee

May 6, 1991

**SUBJECT:** Status of Curriculum Proposal for a BS in Office  
Administration

**TO:** Dr. Richard Rowell  
Administrative Services and Business Education

**FROM:** Gary Buterbaugh, Co-Chair  
Senate University Wide Undergraduate Curriculum Committee

This proposal has been reviewed by the Senate University Wide Undergraduate Curriculum Screening Committee and a few things need to be done before it is passed on to the entire Committee. First we simply do not understand what is being proposed. A good introduction and statement of the changes is needed. Second, you must include a copy of the old program. A comparison between the old and new programs would be helpful. Also you need to number all pages (this can be done by hand) of your final copy so that we can discuss the proposal. If you are able to do these things, we will be able to consider the proposal first thing in the fall. If you have questions, please call me at X3000.

**CC:** Dr. Hilda Richards, Co-Chair