

KINGSBOROUGH COMMUNITY COLLEGE  
The City University of New York

CURRICULUM DATA TRANSMITTAL SHEET

DEPARTMENT Tourism & Hospitality DATE 3/2/15

Title of Course or Degree: TA 41 - Meetings + Conventions Mgmt

Change(s) Initiated: (Please check)

- |   |  |
|---|--|
| <input type="checkbox"/> Closing of Degree              | <input type="checkbox"/> Change in Degree or Certificate Requirements                    |
| <input type="checkbox"/> Closing of Certificate         | <input type="checkbox"/> Change in Degree Requirements (adding concentration)            |
| <input type="checkbox"/> New Certificate Proposal       | <input type="checkbox"/> Change in Pre/Co-Requisite                                      |
| <input type="checkbox"/> New Degree Proposal            | <input type="checkbox"/> Change in Course Designation                                    |
| <input type="checkbox"/> New Course                     | <input checked="" type="checkbox"/> Change in Course Description                         |
| <input type="checkbox"/> New 82 Course                  | <input checked="" type="checkbox"/> Change in Course Titles, Numbers, Credits &/or Hours |
| <input type="checkbox"/> Deletion of Course             | <input type="checkbox"/> Change in Academic Policy                                       |
| <input type="checkbox"/> Other (please describe): _____ |  |

PLEASE ATTACH PERTINENT MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

**I. DEPARTMENTAL ACTION**

Action by Department and/or Departmental Committee, if required:

Date approved 3/2 Signature, Committee Chairperson: A. Berger

Signature, Department Chairperson: A. Berger

**II. PROVOST ACTION**

Provost to act within 30 days of receipt and forward to College-wide Curriculum Committee exercising one of the following options:

- A. Approved  B. Returned to department with comments

Recommendations (if any): \_\_\_\_\_

Signature, Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**III. CURRICULUM SUB-COMMITTEE RECOMMENDATIONS:**

- A. Approved  B. Tabled  (no action will be taken by Curriculum Committee)

Recommendations (if any): \_\_\_\_\_

Signature, Sub-Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. COLLEGE-WIDE CURRICULUM COMMITTEE ACTION**

Committee to act within 30 days of receipt, exercising one of the following options:

A. Approved  (forwarded to Steering Committee)

B. Tabled  (Department notified)

C. Not Approved  (Department notified)

Signature, Chairperson of Curriculum Committee \_\_\_\_\_ Date: \_\_\_\_\_

Spring 2015 Curriculum Committee

**Proposed:** Change in Course Title and Course Description for:

TAH 4100: Introduction to Meeting Planning

**From:** TAH 4100: Introduction to Meeting Planning

The basic essentials and elements of meeting planning plus an introduction to the opportunities and responsibilities in this growing field.

**To:** TAH 4100: Meeting and Convention Management

A focus on the principles and skills required for the management of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions including: needs assessment, identifying meeting objectives, program development, facility selection, negotiations, contracts, meeting and function space setup, promotion and publicity, budgeting, evaluation, unions and legal issues. Industry certification from Education Institute-American Hotel & Lodging Association (EI-AH&LA) is possible with passing score on certification exam.

**Rationale:** Changing the title and description for TAH 4100 more accurately reflects the content of what is taught in the course.