

EASTERN MICHIGAN UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS
OFFICE OF THE ASSOCIATE PROVOST
INTER OFFICE MEMORANDUM

TO: Max Kanagy, Interim Department Head, Business & Technology Education

FROM: Michael Harris, Associate Provost

SUBJECT: **2003-04 BUSINESS & TECHNOLOGY EDUCATION PROGRAM REVIEW LISTING**

DATE: 21 April 2004

At the department workshop for the Department of Business & Technology Education held on 14 March 03, the list of programs to be reviewed was presented to department faculty. The list below includes the programs discussed at the workshop and the tentative report consolidations.

Undergraduate programs:

- BT02 – Administrative Management
- BT03 – Network & Information Technology Administration
- BT04 – Legal Assistant
- BT05 – Document, Content, and Records Management
- BT31 – Marketing Education
- BT32 – Business Services & Technology Education
- BT33 – Technology Education
- BT34 – Vocational Education
- BT35 – Technology & Design Education

Graduate programs:

- BT95 – Career, Technology, and Workforce Education (MS)
- BT96 – Legal Administration Certificate
- BT97 – Information Security Certificate

Confirm the Program Review report configuration to me, in writing, no later than 31 October 2003. If the department has decided on a different arrangement, details should be included.

If there are any questions regarding this matter, or Program Review in general, you may contact Brian Hoxie at bhoxie@emich.edu or 487-0195, or Donelle Goerlitz at dgoerlitz@emich.edu, or 487-0168. We look forward to continuing to facilitate your department's Program Review experience.

Cc:

John Dugger, Dean, College of Technology

Brian Hoxie, Director, Academic Programming

Lynn Tilton, Director, Program and Catalog Maintenance

Donelle Goerlitz, Academic Programs Analyst

File, Academic Programming