**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title:** Molecular Diagnostics Program

**Initiating Unit or Individual:** College of Allied Health Sciences/College of Professional and Technological Studies

**Contact Person's Name:** Mariane Setyabudi  e-mail: setyabm@ferris.edu  phone: 231-591-3182

**Date or Term of Proposal Implementation:** 2012

- [ ] Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- [ ] Group I - B – New minors or concentrations
- [x] Group II - A – Minor curriculum clean-up and course changes
- [ ] Group II - B – New Course
- [ ] Group III - Certificates
- [ ] Group IV – Off-Campus Programs

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Faculty</td>
<td>Mariane Setyabudi</td>
<td>10/17/2011</td>
<td>Support</td>
</tr>
<tr>
<td>Department Faculty</td>
<td></td>
<td>10/18/2011</td>
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<td>Department Head</td>
<td></td>
<td>10/18/2011</td>
<td>Support</td>
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<tr>
<td>College Curriculum Committee</td>
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<td>10/20/11</td>
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<td>College Faculty</td>
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<td>Dean</td>
<td>Julie A. Cony</td>
<td>11/2/11</td>
<td>Support</td>
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<td>11/12/12</td>
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<td>Academic Affairs</td>
<td></td>
<td>11/14/12</td>
<td>Support</td>
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</tbody>
</table>

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

**To be completed by Academic Affairs**

<table>
<thead>
<tr>
<th>President (Date Approved)</th>
<th>Board of Trustees (Date Approved)</th>
<th>President's Council (Date Approved)</th>
</tr>
</thead>
</table>
1. Proposal Summary
   (Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)
   
   One of the areas of study outlined by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for Diagnostic Molecular Science program is microbiology. To increase the flexibility of the program requirements, we would like to add BIOL 108 (Medical Microbiology). The program will accept BIOL 108 or BIOL 286 for the degree completion.

2. Summary of All Course Action Required*

   a. Newly Created Courses to FSU:
      Prefix  Number  Title

   b. Courses to be Deleted From FSU Catalog:
      Prefix  Number  Title

   c. Existing Course(s) to be Modified:
      Prefix  Number  Title

   d. Addition of existing FSU courses to program
      Prefix  Number  Title
      BIOL  108  Medical Microbiology

   e. Removal of existing FSU courses from program
      Prefix  Number  Title
3. Summary of All Consultations

<table>
<thead>
<tr>
<th>Form Sent (B or C)</th>
<th>Date Sent</th>
<th>Responding Dept.</th>
<th>Date Received &amp; by Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM B</td>
<td>10/17/11</td>
<td>Physical Sciences</td>
<td></td>
</tr>
</tbody>
</table>

4. Will External Accreditation be Sought? (For new programs or certificates only)

__________ Yes __________ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.
CURRICULUM CONSULTATION FORM: Biological Sciences

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.

2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Molecular Diagnostics Program

Initiator(s): College of Allied Health Sciences/College of Professional Technological Studies

Proposed Contact: Mariane Setyabudi Date Sent: October 17, 2011
Department: Clinical Science, Respiratory Care and Health Care System Administration
Campus Address: VFS 311
(Please print)

Responding Department: Biological Sciences

Chair/Head/Coordinator: _____ Date Returned: 11/17/11

Based upon department faculty review on 11/17/11(date), we

☐ Support the above proposal.
☒ Support the above proposal with the modifications and concerns listed below.

☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Comments below from the entire department taken directly from emails. The total vote within the department was

6 support
4 support with concern
6 do not support
Do NOT support comment #1
I do not support this proposal.

The molecular diagnostics program is being marketed as a program that can prepare students for a career in the rapidly advancing areas of diagnostic genomics and proteomics. I do not believe that an entry-level microbiology course like BIOL 108 will meet the needs of students headed toward a career in these areas. While BIOL 108 may be fine for most allied health fields, molecular diagnostics is, by design, far more technical in its focus. Students in this program will eventually take upper level courses such as BIOL 375, 373, and 475, where a deeper understanding of microbiology would be very helpful. If DMOL is going to be marketed as a cutting-edge program, their students need to take courses of an appropriate level, not the bare minimum.

Do NOT support comment #2
I oppose the change as having insufficient academic rigor to support the program.

Do NOT support comment #3
Do not support

I vote to keep the requirement to 286 (or against this proposal to change to 108) -- as 108 is a non-majors course, it is already difficult to teach to true non-majors taking it as a gen ed science class, and the allied health students. The gen ed students tend to feel lost, but, as a professor in this course, I cannot dilute things too much, for the allied health students need a good understanding of microbiology. Adding another higher level of students to 108 would make the course even more out of reach for the non-major student understanding, and would be much more difficult to teach.

Do NOT support comment #4
Do Not Support:

On the basis of content nor course design, Biol 108 is not designed support students in a molecular based diagnostics program and clearly should not be used as such!

Do NOT support comment #5

I do **NOT** support due to, in my opinion, they should be taking Biol-286 instead of Biol-108.

Do NOT support comment #6

Since I don't know the detailed course contents of Bio 108 or Bio 286, I had a discussion with Cliff and Mike about these courses. It appears that all agree that Bio 108 is a lower level microbiology course. If that is the case, I am not sure if the students will be trained well in microbiology since they won't take any other microbiology course except this one.
Support with concerns #1
I believe that Allied Health has the ability to choose the courses that they see appropriate. However, given that their program requires courses like Biol 375-373 and 475, these are clearly students that can handle a much more rigorous Microbiology course. It would be better to make sure that they can handle a more rigorous course earlier in their studies.

Support with concerns #2
Support with concerns:
These students would be better served by taking 286 or 386. They are in a technical, molecular curriculum, and need a more solid foundation in microbiology than nurses or dental hygienists would. Then again, until recently, we allowed our majors to take 108, and AHS knows this course well, since most of their majors take it.

Support with concerns #3

Support with Concerns.

Support with concerns #4
Support with concerns, The choice should be ultimately with Allied Health on the requirement, but based on the course of study, 108 would not be the best course for them to take.

Support #1
I support this change. The BIOL 108 will ease the load on 286 which our majors need and even Pharmacy used to accept 108, Medical Micro has a history of being one of the hardest non-majors courses that are taught around campus, and the content used to be nearly identical in 108 and 386 before Cliff arrived as kindly resurrected 286 to lift the standards. I know the student body of Molecular Diagnostics and related programs and they will get what they need and still be challenged with 108.

This support comes from my experience teaching a Micro class (Microbial Ecology), seeing what labs are taught in each course, and working with Frank to evaluate the differences between each of our Micro courses. If you have questions about the courses, Frank Hartley would be an excellent person to ask.

Support #2
I support this proposal.

Allied Health emphasis is hospital based medical diagnostics not research based, therefore Biol 108 with is emphasis on medically related pathogens is adequate for these students.

Support #3
I support. Mainly because it is not our program so I expect they have had these conversations in their own department and they are more versed in the needs of their students.
Hello,

Thank you for the input.

How do I proceed to respond to the comments? Here's our thought when we add the BIOL 108 as an option for their basic microbiology course.

Looking at the concerns from the form, it seems that they are not aware that our students do take another clinical microbiology course from our department, the course code is CLLS 236, diagnostic microbiology. In addition, our students do not take CHEM 122 which is one of the prerequisites for BIOL 286, and since they are going to take our clinical microbiology course, I see that the students would be ok. In addition, they also will take molecular diagnosis for infectious disease later in the curriculum (DMOL 420/421)

Let me know what I need to do to proceed forward with this.

Thank you again,

Mariane Setyabudi, MS, MT (ASCP)
Clinical Laboratory Sciences
200 Ferris Drive
Big Rapids, MI 49307
Phone: 231-591-3182
Email: setyabm@ferris.edu

-----Mary E Zimmer/FSU wrote: -----

To: Mariane Setyabudi/FSU@FERRIS
From: Mary E Zimmer/FSU
Date: 11/17/2011 11:12AM
Subject: RE: proposal biol 108

Marianne

Sorry for such a long delay on this form - First there was problems with the form having Physical sciences - so you made the change and then it went out to our Curriculum committee and that takes time - and then it went out to the faculty.

There were concerns with the choice of 108 as an optional course for your students. The majority of the concerns came from the people that actually teach the courses. If you would like to talk to them directly I can put you in contact with them.

I am not sure at what stage of the process the proposal is in, however, it will probably be helpful to hear the concerns (and the ones of support). The vote in the department was a 6 votes of support, 4 votes of support with concern and 6 votes of do NOT support.
If you have any questions, let me know - This the first time that I am the chair of the curriculum committee and returning forms, I will mail you the hard copy with signatures, but I am attaching the form B with all of the comments attached.

Thanks,

Beth

(See attached file: FORM B_BIOL 108 allied health.doc)

M. Beth Zimmer  
Department of Biological Sciences  
Ferris State University  
820 Campus Drive, 2120 ASC  
Big Rapids, MI 49307  
Tel (231) 591-5022  
Fax (231) 591-2540  
Email: zimmerm4@ferris.edu

[attachment "FORM B_BIOL 108 allied health.doc" removed by Mariane Setyabudi/FSU]
PROGRAM, MAJOR, OR MINOR CHECK SHEET(S)

Insert both the current curriculum check sheet (if applicable) followed by proposed curriculum check sheet” and/or “academic program requirements” list.

- LABEL CHECK SHEETS AS “FORM D CURRENT” and “FORM D PROPOSED.”
- Checksheets should indicate total credits, General Education requirements per catalog guidelines (include course levels), and the minimum number of 300 and 400 level courses.
- Indicate all course prerequisites.
- Indicate any special admissions, continuation, or graduation requirements.
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<tr>
<td>BIOL 121</td>
<td>General Biology 1</td>
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<td>CHEM 114</td>
<td>Introduction to General Chemistry</td>
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<td>CLLS 101</td>
<td>Clinical Lab Science Orientation</td>
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<td>MATH 115</td>
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<td>CHEM 324</td>
<td>Fund of Biochemistry</td>
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<td>ENGL 150</td>
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<td>Hematology</td>
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<td>CLLS 236</td>
<td>Diagnostic Microbiology</td>
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<td>Advanced Laboratory Techniques in Molecular Diagnostics</td>
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<td>DMOL 220/221</td>
<td>Clinical Flow Cytometry and Lab</td>
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<td>DMOL 410/411</td>
<td>Principles in Molecular Diagnostics</td>
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<td>ENGL 321/323</td>
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Total Credits = 124
PROGRAM, MAJOR, OR MINOR CHECK SHEET(S)

Insert both the current curriculum check sheet (if applicable) followed by proposed curriculum check sheet" and/or "academic program requirements" list.

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<tr>
<td>BIOL 121 General Biology 1</td>
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<td>BIOL 122 General Biology 2</td>
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<td>CHEM 114 Introduction to General Chemistry</td>
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<td>CCHS 102 Safety Issues in Health Care</td>
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<td>CLLS 101 Clinical Lab Science Orientation</td>
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<td>CHEM 214 Fund of Organic Chemistry</td>
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<td>MATH 115 Intermediate Algebra</td>
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<td>COMM 105/121/221 Communications Course</td>
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<tr>
<td>BIOL 205 Human Anatomy and Physiology</td>
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<td>BIOL 285 OR BIOL 108 General Microbiology Medical Microbiology</td>
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<tr>
<td>CHEM 324 Fund of Biochemistry</td>
<td>3</td>
<td>CCHS 101 Orientation to Health Care</td>
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<td>ENGL 150 English 1</td>
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<td>ENGL 250 English 2</td>
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<td>Cultural Enrichment Elective</td>
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<tr>
<td>BIOL 373 Cell Biology</td>
<td>3</td>
<td>BIOL 300 Pathophysiology</td>
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<td>CLLS 231 Hematology</td>
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<td>BIOL 475 Bioinformatics</td>
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<td>CLLS 238 Diagnostic Microbiology</td>
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<td>CLLS 241 Virology-Mycology-Parasitology</td>
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<td>DMOL 210 Advanced Laboratory Techniques in Molecular Diagnostics</td>
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<tr>
<td>CCHS 315 Epidemiology and Statistics</td>
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<td>DMOL 420/421 Molecular Diagnosis of Infectious Disease and Lab</td>
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<td>DMOL 220/221 Clinical Flow Cytometry and Lab</td>
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<td>DMOL 430/431 Molecular Hematology/Oncology and Lab</td>
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<td>DMOL 410/411 Principles in Molecular Diagnostics</td>
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<td>DMOL 440/441 Molecular Genetics and Lab</td>
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<td>ENGL 321/323 Advanced Composition/Proposal Writing</td>
<td>3</td>
<td>DMOL 450/451 Molecular Forensics/Identity Based Testing and Lab</td>
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**Total Credits = 124**
Diagnostic Molecular Science proposal
Sandra L Alspach

to:
Mariane Setyabudi
11/25/2011 04:17 PM
Cc:
Tracey Boncher, Terrence J Doyle, Olukemi Fadayomi, Anita Fagerman, Steve Karnes, Kristen L Motz, Carol L Rewers, Chrystal R Roach, Douglas Zentz, Paula L Hadley-Kennedy, Donald Flickinger, Mitzi A Day

Show Details

Mariane,

Your proposal to add a prerequisite option to the Diagnostic Molecular Science program entrance requirements is being held by UCC pending receipt of a Form B consultation with the Biological Sciences department, interim dept. head Joe Lipar. On Form A, you indicated that a consultation Form B was being sent to the Physical Sciences department; however, BIOL 108 is in the Biological Sciences department, not the Physical Sciences department. That confusion could explain why we haven't received the consultation form we need to see.

We were also a bit confused by the title for this proposal on Form A. In future, please use the official (Banner) title for this program. We know how easy it is to become so familiar with your curriculum that you use your own jargon for your program ;-)

file://C:\Documents and Settings\SATS Customer\Local Settings\Temp\notes6030CR\~w... 11/28/2011
Re: Diagnostic Molecular Science proposal  
Sandra L Alspach  
to:  
Mariane Setyabudi  
11/27/2011 01:53 PM  
Cc:  
Paula L Hadley-Kennedy  
Show Details  

Mariane,  

If you received a Form B consultation from Biological Sciences, it should go to the Academic Senate office c/o Paula Hadley. She keeps all the originals until we sign off on a proposal and send it forward to the Provost's office. If there is a concern coming from Biological Sciences, your area should send a reply to that department and cc to Paula, for the record. We don't stop proposals because of concerns, but we want to make sure that concerns are addressed by all parties.

The name issue isn't a biggie; but we need to communicate clearly to the folks in the Records Office when we ask them to scribe any course material in Banner. Once a title is in Banner, that's the best title to use consistently with the "Banner people".

-----Mariane Setyabudi/FSU wrote: -----  

To: Sandra L Alspach/FSU@FERRIS  
From: Mariane Setyabudi/FSU  
Date: 11/26/2011 08:00PM  
Subject: Re: Diagnostic Molecular Science proposal  

Hello Ms. Alspach,  

I have received the form from Biological Sciences, and there was some concern which I forwarded the responses to Mary Zimmer. I forwarded the original responses to my department head, Greg Zimmerman. I did change the Physical sciences to Biological Sciences and forward that to Joe Lipar (which their responses was in the correct consultation form). And I apologize for the jargon, the accreditation program noted us as diagnostic molecular science but here we do use molecular diagnostics program. How should I proceed forward? should I route the new form with the correct name?

Would you like me to forward a copy from the biological science program's responses? I can do that on Monday.

Let me know how I should proceed forward. Thank you!

Mariane Setyabudi

-----Sandra L Alspach/FSU wrote: -----  

To: Mariane Setyabudi/FSU@FERRIS  
From: Sandra L Alspach/FSU
Date: 11/25/2011 04:17PM
Cc: Tracey Boncher/FSU@FERRIS, Terrence J Doyle/FSU@FERRIS, Olukemi Fadayomi/FSU@FERRIS, Anita Fagerman/FSU@FERRIS, Steve Karnes/FSU@FERRIS, Kristen L Motz/FSU@FERRIS, Carol L Rewers/FSU@FERRIS, Chrystal R Roach/FSU@FERRIS, Douglas Zentz/FSU@FERRIS, Paula L Hadley-Kennedy/FSU@Ferris, Donald Flickinger/FSU@FERRIS, Mitzi A Day/FSU@Ferris
Subject: Diagnostic Molecular Science proposal

Mariane,

Your proposal to add a prerequisite option to the Diagnostic Molecular Science program entrance requirements is being held by UCC pending receipt of a Form B consultation with the Biological Sciences department, interim dept. head Joe Lipar. On Form A, you indicated that a consultation Form B was being sent to the Physical Sciences department; however, BIOL 108 is in the Biological Sciences department, not the Physical Sciences department. That confusion could explain why we haven’t received the consultation form we need to see.

We were also a bit confused by the title for this proposal on Form A. In future, please use the official (Banner) title for this program. We know how easy it is to become so familiar with your curriculum that you use your own jargon for your program ;-)
Diagnostic Molecular Science program revision
Sandra L Alspach

to:
Mariane Setyabudi
11/30/2011 08:28 PM
Cc:
Tracey Boncher, Terrence J Doyle, Olukemi Fadayomi, Anita Fagerman, Steve Karnes, Kristen L Motz, Carol L Rewers, Chrystal R Roach, Douglas Zentz, Paula L Hadley-Kennedy, Donald Flickinger, Mitzi A Day
Show Details

Mariane,

Your proposal to add another BIOL prerequisite option to the Diagnostic Molecular Science program was approved by UCC today, pending receipt of support from the Biological Sciences program.

As a courtesy, you might want to inquire about the status of the Form B consultation with Joe Lipar, department head. Sometimes a gentle nudge from the proposer is all it takes.
Mariane,

sorry to hear that you are leaving Ferris, but I wish you well in your next endeavor!

I've copied your message so that this information can get to the appropriate parties in the pipeline.

Sandra L. "Sandy" Alspach, Ph.D.
Professor / Sports Communication champion
Department of Humanities: Communication
127 Johnson Hall
1009 Campus Drive
Ferris State University
Big Rapids, MI 49307
(c) 231-591-2779
(f) 231-591-2188

Mariane Setyabudi  Hello, FYI: I am resigning my position at Ferris... 12/14/2011 09:03:32 AM

From: Mariane Setyabudi/FSU
To: Sandra L Alspach/FSU@FERRIS
Date: 12/14/2011 09:03 AM
Subject: Re: Diagnostic Molecular Science program revision

Hello,

FYI: I am resigning my position at Ferris at the end of this semester. It's been my pleasure to have the opportunity to work with you. Please forward all correspondence for the Molecular Diagnostics Program to Greg Zimmerman (department head for CRHA) or Julie Coon (interim dean for CAHS)

Happy holidays!
Mariane

-----Sandra L Alspach/FSU wrote: -----
To: Mariane Setyabudi/FSU@FERRIS
From: Sandra L Alspach/FSU
Date: 12/06/2011 02:26PM
Subject: Re: Diagnostic Molecular Science program revision

The official signed copy of the Form B needs to go to the Academic Senate office, CSS 208A, attn. Paula Hadley.

Sandra L. "Sandy" Alspach, Ph.D.
Professor / Sports Communication champion
Department of Humanities: Communication
127 Johnson Hall
1009 Campus Drive
Ferris State University
Big Rapids, MI 49307
(c) 231-591-2779
Mariane Setyabudi—12/06/2011 02:06:09 PM—Actually, where do I need to send this to? I suppose I should’ve ask that before. Mariane

From: Mariane Setyabudi/FSU
To: Sandra L Alspach/FSU@FERRIS
Date: 12/06/2011 02:06 PM
Subject: Re: Diagnostic Molecular Science program revision

Actually, where do I need to send this to? I suppose I should’ve ask that before.

Mariane

-----Sandra L Alspach/FSU wrote: -----
To: Mariane Setyabudi/FSU@FERRIS
From: Sandra L Alspach/FSU
Date: 12/06/2011 01:37PM
Subject: Re: Diagnostic Molecular Science program revision

Thanks, Mariane,

We’ll look forward to receiving the signed Form B in the Academic Senate office via Paula Hadley.

Sandra L. "Sandy" Alspach, Ph.D.
Professor / Sports Communication champion
Department of Humanities: Communication
127 Johnson Hall
1009 Campus Drive
Ferris State University
Big Rapids, MI 49307
(o) 231-591-2779
(f) 231-591-2188

Mariane Setyabudi—12/05/2011 09:47:13 AM—Hi Sandra, I have the form B and my department head have the form B, and I will forward that to UCC

From: Mariane Setyabudi/FSU
To: Sandra L Alspach/FSU@FERRIS
Date: 12/05/2011 09:47 AM
Subject: Re: Diagnostic Molecular Science program revision

Hi Sandra,

I have the form B and my department head have the form B, and I will forward that to UCC.
Thank you!
Mariane
To: Mariane Setyabudi/FSU@FERRIS
From: Sandra L Alspach/FSU
Date: 11/30/2011 08:28PM
Cc: Tracey Boncher/FSU@FERRIS, Terrence J Doyle/FSU@FERRIS, Olukemi Fadayomi/FSU@FERRIS, Anita Fagerman/FSU@FERRIS, Steve Karnes/FSU@FERRIS, Kristen L Motz/FSU@FERRIS, Carol L Rewers/FSU@FERRIS, Chrystal R Roach/FSU@FERRIS, Douglas Zentz/FSU@FERRIS, Paula L Hadley-Kennedy/FSU@Ferris, Donald Flickinger/FSU@FERRIS, Mitzi A Day/FSU@Ferris
Subject: Diagnostic Molecular Science program revision

Mariane,

Your proposal to add another BIOL prerequisite option to the Diagnostic Molecular Science program was approved by UCC today, pending receipt of support from the Biological Sciences program.

As a courtesy, you might want to inquire about the status of the Form B consultation with Joe Lipar, department head. Sometimes a gentle nudge from the proposer is all it takes.