

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Prerequisite change: English 411 and 499

Initiating Unit or Individual: Department of Languages and Literature

Contact Person's Name: Sandy Balkema e-mail: balkemas@ferris.edu phone: ext. 5631

Date or Term of Proposal Implementation: 201008 (Fall 2010)

- 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
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program or Academic Unit Faculty	<i>Sandy Balkema</i>	1-18-10	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty	<i>Sandy Balkema</i>	1-18-10	<input checked="" type="checkbox"/> Support 15-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head	<i>Nat Ash</i>	1-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee	<i>Nat Ash</i>	2/19/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean	<i>Meredith G. De</i>	2-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee	<i>Richard Lippert</i>	3/22/10	<input checked="" type="checkbox"/> Support 7-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate	<i>Richard Lippert</i>	3/22/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs	<i>Ronald Flecken</i>	4/1/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

* 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

President (Date Approved)

Board of Trustees (Date Approved)

President's Council (Date Approved)

VPAA
MAR 31 2010
PROVOST

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.)

This proposal recommends the revision of prerequisite course grades for English 411 and English 499.

Currently, the prerequisite course grade requirement for English 411 and English 499 (required courses in the Technical and Professional Communication (TPC) program) are D-. This proposal recommends that the course grade be raised to C or better in the prerequisite courses.

Rationale: Both English 411 and 499 are required courses in the TPC B.S. program, the English/Professional Writing minor, and the Technical Writing certificate. All of these programs prepare students to enter their professional careers with solid writing and editing skills. Both courses require students to complete advanced writing projects that require a foundation of writing and editing skills. Students electing these courses should have demonstrated their writing and editing skills in the prerequisite courses by earning at least a C grade or better.

Note: This change may have been (should have been) covered by an earlier curriculum revision and is simply not reflected accurately in the online college catalog.

2. Summary of All Course Action Required*

a. **Newly Created Courses to FSU:**

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

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

Prefix	Number	Title
English	411	Prof Technical Communication
English	499	Tech Communication Seminar

d. **Addition of existing FSU courses to program**

Prefix	Number	Title
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e. **Removal of existing FSU courses from program**

Prefix	Number	Title
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3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
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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 Check sheets affected by this proposal.

MODIFY COURSE
Course Data Entry Form

FORM F

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Prerequisite changes

b. Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix ENGL b. Number 411 c. Enter Contact Hours per week in boxes.
LECTure 3 LAB 1 INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: Prof. Technical Communication

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: f. Department Code:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable Fixed h. Maximum Credit Hours i. Minimum Credit Hours

j. May Be Repeated for Added Credit: Check (x) Yes No

k. Levels: Check (x) Undergraduate Graduate Professional


l. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

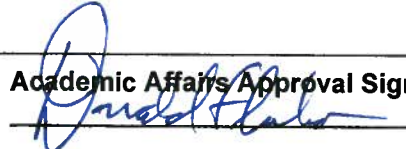
n. Term(s) Offered: (See instructions for listing.) o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. ENGL 311, 321, 323 or 325 with grade of C or better.

UCO Chair Signature/Date:

 3/22/10

Academic Affairs Approval Signature/Date:

 4/5/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

MODIFY COURSE
Course Data Entry Form

FORM F

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Prerequisite changes

b. Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix ENGL b. Number 499 c. Enter Contact Hours per week in boxes.
LECTure 3 LAB INDEPENDent Study – Check (x)
Practicum: Seminar:

d. Course Title: Tech Communication Seminar

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEPENDent Study – Check (x)
Practicum: Seminar:

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: f. Department Code:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable Fixed h. Maximum Credit Hours i. Minimum Credit Hours

j. May Be Repeated for Added Credit: Check (x) Yes No

k. Levels: Check (x) Undergraduate Graduate Professional

l. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered: (See instructions for listing.) o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. ENGL 311, 321, 323 or 325 with grade of C or better.

UCC Chair Signature/Date:

3/27/10

Academic Affairs Approval Signature/Date:

4/5/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___



Fwd: Re: Curriculum Proposals
Leonard R Johnson Jr to: hadley

03/31/2010 07:34 AM

Hi Paula

These revisions are for proposals that have already been approved.

They should be ready to go on to Mo.

Thanks.

Leonard

NathanGarrelts@ferris.edu wrote:

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>
> Leonard,
> I am attaching the revisions you requested. I believe that you have the
> original signed cover page. I am also attaching a PDF of an email I sent
> regarding the one dissenting vote. In essence, I gave the faculty member a
> chance to speak up and heard nothing back.

>
> Please let me know if you need anything else.
> (See attached file: pw minor revised.PDF) (See attached file: 41 and 499
> prereq revised.PDF) (See attached file: tw certif revised.PDF) (See attached
> file: vote explanation.PDF)

> Best Regards,

> Nate

> -----
> Nathan Garrelts, Ph.D
> Academic Department Head
> Department of Languages and Literature
> Ferris State University
> Big Rapids, MI 49307
> Phone: 231-591-3988
> Fax: 231-591-2910

>
> I have been devoting the last 20 years, really, to
> developing the comic strip media, which I have always
> experimented with, into a serious teaching tool. This is
> really the thing I'm proud of. And I'll teach anything
> with that tool.-Will Eisner

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> From: Leonard Johnson/FSU

>

> To: Nathan C Garrelts/FSU@FERRIS

>

> Cc: Sandra L Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris,
> Andrew L Purvis/FSU@FERRIS, Barbara A Ross/FSU@Ferris, Joanne
> Gerst/FSU@FERRIS, Paula L Hadley-Kennedy/FSU@Ferris, Donald
> Flickinger/FSU@FERRIS, Harold G Palmer/FSU@Ferris, Terrence J
> Doyle/FSU@FERRIS, Ronald A Mehringer/FSU@FERRIS, Kristen L
> Motz/FSU@FERRIS, Fritz J Erickson/FSU@FERRIS, Tracey

> Boncher/FSU@FERRIS, Steve Karnes/FSU@FERRIS, Mitzi A

> Day/FSU@Ferris, Anita Fagerman/FSU@FERRIS

----- Forwarded by Nathan C Garrelts/FSU on 02/12/2010 10:18 AM -----

Nathan C Garrelts/FSU

01/18/2010 04:54 PM

To L and L ALL

cc

Subject 1-19-2010 Department Meeting Agenda

Colleagues,

Sorry for the late meeting agenda, I have been a bit busy these last two weeks. Our department meeting tomorrow is dedicated to good news, assessment, and other opportunities. I have pasted the agenda below and am also attaching it as a document.

On another note, all of the curriculum proposals from last semester passed. However in some instances there was a single dissenting vote. It is my understanding that anyone with a dissenting vote has the right to attach a comment to the curriculum proposal. If you would like to attach commentary to the curriculum proposal, please provide me with that ASAP.

Lastly, these next few weeks will be filled with post-tenure review and classroom observations. If you see me dashing by or notice my office door closed, please know that I am probably engaged in one of these activities. I will return to my usual social self in the near future.

Best Regards,
Nate

Voting was
anonymous and no
one spoke up.