







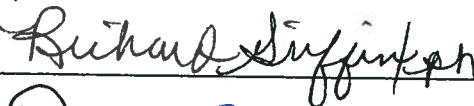

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Revisions to English/Professional Writing minor

Initiating Unit or Individual: Nathan Garrelts, Department of Languages and Literature
 Contact Person's Name: Nathan Garrelts e-mail: garreln1@ferris.edu phone: ext 3668
 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
- X 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		1-18-10	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty		1-18-10	<input type="checkbox"/> Support 14-1 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head		1-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee		2/19/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean		2-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee		3/22/10	<input checked="" type="checkbox"/> Support 7-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate		3/31/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs		4/5/10	<input 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 changes to the required courses for the English/Professional Writing minor

- Currently the English/Professional Writing minor has this configuration:
 - Required courses:
 - English 301, Introduction to Linguistics
 - English 380, History of Rhetoric and Style
 - English 411, Professional Technical Communication
 - Choose one:
 - English 311, Advanced Technical Writing
 - English 321, Advanced Composition
 - English 325, Advanced Business Writing
 - Choose two:
 - Journalism 228, Feature and Opinion Writing
 - Journalism 230, Publication Editing
 - English 222, Introduction to Creative Writing
 - English 323, Proposal Writing
- The revised minor has this configuration (changes are highlighted):
 - Required courses:
 - English 323, Proposal Writing
 - English 380, History of Rhetoric and Style
 - English 411, Professional Technical Communication OR English 499, Technical Communication Seminar
 - Choose one:
 - (stays the same): ENGL 311, 321, or 325
 - Choose two:
 - Journalism 228, Feature and Opinion Writing
 - Journalism 230, Publication Editing
 - English 222, Introduction to Creative Writing
 - English 301, Introduction to Linguistics
- **Rationale for Change in Required / Optional Courses:**
 - Adding ENGL 323 to required courses: The minor serves the needs of students who wish to increase their professional writing skills and their success in the job market. Thus, we recommend moving Proposal Writing to the required courses, as this course provides experience and skills used in nearly all professional settings.
 - Adding ENGL 499 as an alternative to ENGL 411. Scheduling conflicts often occur with English 411 because it is offered only once a year. By allowing students to complete English 499 (also covering professional writing issues and practices), we can avoid these conflicts while providing similar / related skills.
 - Moving English 301 to list of "optional" courses. Although Linguistics background is useful for professional writers, we feel that the proposal writing background is more essential. We wish to maintain some flexibility within the minor to maintain its usefulness to students across the campus, thus wish to move the ENGL301 to the list of options.

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
English 323 Proposal Writing
English 499 Technical Communication Seminar
- e. **Removal of existing FSU courses from program**
Prefix Number Title

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.

- English / Professional Writing Minor

Nathan C Garrelts/FSU

01/18/2010 04:54 PM

ToL and L ALL

cc

Subject1-19-2010 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

FORM D CURRENT
FORM D PROPOSED

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.**

ENGLISH – PROFESSIONAL WRITING MINOR

FERRIS STATE UNIVERSITY - COLLEGE OF ARTS AND SCIENCES

ADVISOR: Ms. Erin Weber

PHONE: (231) 591-3740 E-MAIL: webere@ferris.edu CAMPUS ADDRESS: PRK 120E

Why Choose the English Literature Minor?

This minor develops students' skills in writing, critical reading, and analytical thinking – precisely the skills needed for advancement in nearly any career. The Professional Writing minor includes course work in linguistics, rhetoric, and a number of courses that develop specific professional writing (e.g., grant proposals, publications, technical communication, opinion writing). Students in this minor may select the courses that apply most closely to their future career and employment goals. This minor enhances the employability of students for careers requiring intensive technical and professional reports, interpretive and critical thinking skills, formal proposals for funding, advanced writing abilities and methods of research, analysis, and interpretation.

While all careers are enhanced by communication skills, specific academic programs at Ferris especially lend themselves to the English/Professional Writing minor including:

Printing Management, Automotive and Heavy Equipment Management, Business Management, Marketing, and Public Administration

Admission Requirements

This English/Professional Writing minor is open to any student admitted to Ferris State and pursuing a baccalaureate degree except those pursuing the Technical Professional Communication degree. The minor is designed to complement any Ferris major program.

Graduation Requirements

An academic minor may only be awarded upon completion of a baccalaureate degree at Ferris State. This minor requires a minimum of 18 credits with a minimum 2.0 grade average in these courses. Also, 50% of the credits for a minor must be taught by Ferris State University.

Required courses:

ENGL 301	Introduction to Linguistics	3
ENGL 380	History of Rhetoric and Style	3
ENGL 411	Professional Technical Communication	4
Choose one:		
ENGL 311	Advanced Technical Writing	3
ENGL 321	Advanced Composition	3
ENGL 325	Advanced Business Writing	3
Choose two:		
ENGL 222	Creative Writing	3
ENGL 323	Proposal Writing	3
JRNL 228	Feature Opinion Writing	3
JRNL 230	Publication Editing	3

COLLEGE OF ARTS AND SCIENCES - ACADEMIC MINOR CLEARANCE FORM

MINOR IN ENGLISH PROFESSIONAL WRITING

NAME _____ STUDENT NUMBER _____

STUDENT'S COLLEGE: _____ B.S./B.A. PROGRAM: _____

Procedures:

- 1) The student and the advisor for this minor will review and complete the General Requirements and Required Courses sections of this form (Section A).
- 2) Upon completion of Section A, this form will be sent to the department office for approval. The original form will be filed in the appropriate office (either the advisor or the department) and copied for the student. Students in Bachelor of Arts degree programs must also provide a copy of this form to both the B.A. coordinator and their faculty advisor. All deviations from or substitutions for courses listed in this original plan must be approved by the Department Head on official Course Substitution Forms and must accompany this form.
- 3) Upon completion of this minor, the student will notify the advisor of the minor. The department and the advisor will verify that the student has completed the minor and will forward the original form to the College of Arts and Sciences Dean's Office for approval and from there it will be forwarded either to the Registrar's Office (Section B) or to the B.A. coordinator as appropriate.

SECTION A	General Requirements:			
	1) At least 50% of the credits of the minor must be numbered 300 or higher			
	2) At least 50% of the credits of the minor must be Ferris State University credits			
	3) This minor requires a minimum of <u>18</u> credits			
	4) This minor requires a minimum GPA of <u>2.0</u> in these courses.			
	5) A minor will not be entered in the academic record until the student has been certified for a bachelor's degree			
	Required Courses	Credit Hours	Grade	Semester Completed
	ENGL 301	3		
	ENGL 380	3		
	ENGL 411	4		
Choose one: ENGL 311, ENGL 321 or ENGL 325	3			
Choose two: ENGL 222, ENGL 323, JRNL 228, JRNL 230	3			
Signatures			Date	
Student				
Advisor				
Department				

SECTION B	Routing (FOLLOWING COMPLETION OF THE REQUIRED COURSES FOR THE MINOR)		Date
	Department		
	CAS Dean		
	Registrar		

DECLARATION SENT TO RECORDS _____ COMPLETION SENT TO RECORDS _____

ENGLISH – PROFESSIONAL WRITING MINOR

FERRIS STATE UNIVERSITY - COLLEGE OF ARTS AND SCIENCES

ADVISOR: Ms. Erin Weber

PHONE: (231) 591-3740 E-MAIL: webere@ferris.edu CAMPUS ADDRESS: PRK 120E

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Graduation Requirements

An academic minor may only be awarded upon completion of a baccalaureate degree at Ferris State. This minor requires a minimum of 18 credits with a minimum 2.0 grade average in these courses. Also, 50% of the credits for a minor must be taught by Ferris State University.

Required courses:		Prerequisite	
ENGL 323	Proposal Writing	(ENGL250 with C or better.)	3
ENGL 380	History of Rhetoric and Style	(ENGL311 or ENGL321 with D- or better.)	3
ENGL 411	Professional Technical Communication	(ENGL311, 321, 323, 325 with C or better.)	4
	OR		
ENGL 499	Tech Communication Seminar	(ENGL311, 321, 323, 325 with C or better.)	3
Choose two:			
ENGL 222	Creative Writing	(ENGL150 with C- or better.)	3
ENGL 301	Introduction to Linguistics	(ENGL250 or 211 with D- or better.)	3
JRNL 228	Feature Opinion Writing	(ENGL150)	3
JRNL 230	Publication Editing	(ENGL150)	3

MINOR IN ENGLISH PROFESSIONAL WRITING

NAME _____ STUDENT NUMBER _____

STUDENT'S COLLEGE: _____ B.S./B.A. PROGRAM: _____

Procedures:

- 1) The student and the advisor for this minor will review and complete the General Requirements and Required Courses sections of this form (Section A).
- 2) Upon completion of Section A, this form will be sent to the department office for approval. The original form will be filed in the appropriate office (either the advisor or the department) and copied for the student. Students in Bachelor of Arts degree programs must also provide a copy of this form to both the B.A. coordinator and their faculty advisor. All deviations from or substitutions for courses listed in this original plan must be approved by the Department Head on official Course Substitution Forms and must accompany this form.
- 3) Upon completion of this minor, the student will notify the advisor of the minor. The department and the advisor will verify that the student has completed the minor and will forward the original form to the College of Arts and Sciences Dean's Office for approval and from there it will be forwarded either to the Registrar's Office (Section B) or to the B.A. coordinator as appropriate.

SECTION A	General Requirements:				
	1) At least 50% of the credits of the minor must be numbered 300 or higher				
	2) At least 50% of the credits of the minor must be Ferris State University credits				
	3) This minor requires a minimum of <u>18</u> credits				
	4) This minor requires a minimum GPA of <u>2.0</u> in these courses.				
	5) A minor will not be entered in the academic record until the student has been certified for a bachelor's degree				
	Required Courses (Perquisites in parenthesis)		Credit Hours	Grade	Semester Completed
	ENGL 323 (ENGL250 with C or better.)		3		
	ENGL 380 (ENGL311 or ENGL321 with D- or better.)		3		
	ENGL 411 OR 499 (ENGL311, 321, 323, 325 with C or better.)		4/3		
Choose two: ENGL 222, JRNL 228, JRNL 230 (ENGL150)		3			
ENGL301 (ENGL250 or 211 with D- or better.)		3			
Signatures			Date		
Student					
Advisor					
Department					

SECTION B	Routing (FOLLOWING COMPLETION OF THE REQUIRED COURSES FOR THE MINOR)		Date
	Department		
	CAS Dean		
	Registrar		

DECLARATION SENT TO RECORDS _____ COMPLETION SENT TO RECORDS _____