



FORM A
College of Arts and Sciences

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Technical & Professional Communication (TPC) revisions

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 14-1 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head	<i>W. Am...</i>	1-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee	<i>Julie...</i>	2/19/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean	<i>Matthew Gjer...</i>	2-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee	<i>Leonard Johnson</i>	3/30/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate	<i>Richard Siffert</i>	3/30/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs	<i>Donald Fleck...</i>	2/21/10	<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) _____



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.)

- Currently the TPC program has the general degree program as well as 6 concentrations in the Banner system: Technical & Professional Communication (TCOM), TPC-automotive (TPCA), TPC-computer information writing (TPCC), TPC-multimedia writing (TPCM), TPC-publication management (TCP), TPC-science & medical writing (TPCS), and Journalism & Technical Communication (JTTC). We would like to drop the first five of these concentrations from the system, using them ONLY for advising and marketing purposes. The only concentration designation that we would keep is the Journalism & Technical Communication.
- Rationale: (1) Very few students complete these 6 concentrations exactly as they were designed, primarily because they transfer into the program after completing an existing associates degree with slightly different course configurations, and (2) very few students enter the program knowing exactly which concentration/specialty they wish to complete. Both of these issues lead to our processing multiple program changes and multiple substitution forms. In reality, the student's concentration is best illustrated on their resume, not on their diploma. (3) The low number of students in each of the designated concentrations does not warrant –and in fact confuses-- tracking the concentrations separately (for any University data: assessment, grad placement, etc.)
- We recommend that the Banner system adopt these two prefixes for program students:
 - TPCJ: for Journalism & Technical Communication concentration
 - TPCW: for the remaining concentrations

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

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.

All of these check sheets to be dropped as degree descriptions; instead to be used for advising purposes only.

- TPC-multimedia writing concentration
- TPC-publication management concentration
- TPC-scientific & medical writing concentration
- TPC-automotive writing concentration
- TPC-computer information concentration

Note:

The Catalog description for the Technical & Professional Communication Program would stay THE SAME (it currently includes a description of the concentrations and appropriately says "course selection should be designated with faculty advisor.") The catalog descriptions for each of the concentrations would be cut/dropped.

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.**

**BACHELOR OF SCIENCE IN
TECHNICAL & PROFESSIONAL COMMUNICATION
COMPUTER INFORMATION CONCENTRATION**

Form D. Current

FERRIS STATE UNIVERSITY

PROGRAM COORDINATOR: SANDY BALKEMA

OFFICE: PRK 120A PHONE: (231) 591-5631 E-MAIL: balkemas@ferris.edu

ADDITIONAL CONTACT: Erin Weber

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

Admission requirements: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

Graduation Requirements:

1. 2.0 CUMULATIVE grade average in all courses.
2. 120 minimum semester credits including general education requirements.
3. Residency requirement: 30 minimum FSU semester credits.
4. Minimum of 40 credits numbered 300 or higher.
5. Portfolio approval

Program Requirements: for students entering Computer Info. Writing Fall Semester 2009

REQUIRED		COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS		FSU S.H.	GRADE
Major Courses: 53 minimum Total Credits Required					
ENGL	311	Advanced Technical Writing	(ENGL 250)	3	
ENGL	323	Proposal Writing	(ENGL 250)	3	
ENGL	325	Advanced Business Writing	(ENGL 250)	3	
COMM	121	Fundamentals of Public Speaking		3	
COMM	332	Persuasive Speaking	(COMM 121)	3	
COMM	336	Technical & Professional Presentation	(COMM 121)	3	
PTEC	153	Digital Page Layout		4	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)		1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)		1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)		1	
ENGL	380	History of Rhetoric and Style	(ENGL 311 OR 321)	3	
ENGL	411	Professional Technical Communication	(ENGL 321 OR 311)	3	
ENGL	491	TPC Internship	(ENGL 311 OR 321)	4-8	
ENGL	499	Technical Communication Seminar	(ENGL 311 OR 321 AND 411)	3	
		Program Elective		3	
		Program Elective		3	
		Program Elective		3	
		Program Elective		3	
		Program Elective		3	
PORTFOLIO APPROVAL					
21 Credit Minimum Content Specialty					
ISYS	101	Intro to Programming	(MATH 115)	3	
ISYS	105	Microcomputer Applications		3	
ISYS	200	Database Design Implementation	(ISYS 105, 202 AND MATH 115)	3	
ISYS	202	Principles of Information Systems	(ISYS 105, 202 AND MATH 115)	3	
ISYS	305	Software systems	(ISYS 105)	3	
ISYS	311	Information Systems in Business	(junior standing and ISYS 105)	3	
ISYS	350	Telecommunications	(ISYS 105 or instructor approval)	3	

**BACHELOR OF SCIENCE IN
TECHNICAL & PROFESSIONAL COMMUNICATION
MULTIMEDIA WRITING CONCENTRATION**

FERRIS STATE UNIVERSITY

Form D, Current

PROGRAM COORDINATOR: SANDY BALKEMA

OFFICE: PRK 120A PHONE: (231) 591-5631 E-MAIL: balkemas@ferris.edu

ADDITIONAL CONTACT: Erin Weber

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

Admission requirements: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

Graduation Requirements:

1. 2.0 CUMULATIVE grade average in all courses.
2. 120 minimum semester credits including general education requirements.
3. Residency requirement: 30 minimum FSU semester credits.
4. Minimum of 40 credits numbered 300 or higher.
5. Portfolio approval

Program Requirements: effective for students entering Multi-Media Writing Fall Semester 2009

REQUIRED		COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS		FSU S.H.	GRADE
Major Courses: 53 minimum Total Credits Required					
ENGL	311	Advanced Technical Writing	(ENGL 250)	3	
ENGL	323	Proposal Writing	(ENGL 250)	3	
ENGL	325	Advanced Business Writing	(ENGL 250)	3	
COMM	121	Fundamentals of Public Speaking		3	
COMM	332	Persuasive Speaking	(COMM 121)	3	
COMM	336	Technical & Professional Presentation	(COMM 121)	3	
PTEC	153	Digital Page Layout		4	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)		1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)		1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)		1	
ENGL	380	History of Rhetoric and Style	(ENGL 311 OR 321)	3	
ENGL	411	Professional Technical Communication	(ENGL 311 OR 321)	3	
ENGL	491	TPC Internship	(ENGL 311 OR 321)	4-8	
ENGL	499	Technical Communication Seminar	(ENGL 311, 321 AND 411)	3	
		Program Elective		3	
		Program Elective		3	
		Program Elective		3	
		Program Elective		3	
		Program Elective		3	
PORTFOLIO APPROVAL					
21 Credit Minimum Content Specialty					
VISD	116	Computers in Visual Media		3	
VISD	126	Computers in Graphics		3	
VISD	216	Electronic Imaging	(VISD 224)	3	
VISD	226	Multimedia Production	(VISD 216)	3	
ISYS	216	Introduction to Java Programming	(min C in MATH 115 and min C in ISYS 204)	3	
ISYS	280	Current Topics in ISYS: HTML		1	
ISYS	280	Current Topics in ISYS : Powerpoint		1	
ISYS or ISYS	490 130	Special Topics in ISYS: Multimedia Internet Principles and Design	(ISYS 105)	1 – 4 3	

BACHELOR OF SCIENCE IN TECHNICAL & PROFESSIONAL COMMUNICATION AUTOMOTIVE WRITING CONCENTRATION

FERRIS STATE UNIVERSITY

Form D, Current

PROGRAM COORDINATOR: SANDY BALKEMA

OFFICE: PRK 120A PHONE: (231) 591-5631 E-MAIL: balkemas@ferris.edu

ADDITIONAL CONTACT: Erin Weber

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

Admission requirements: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

Graduation Requirements:

1. 2.0 CUMULATIVE grade average in all courses.
2. 120 minimum semester credits including general education requirements.
3. Residency requirement: 30 minimum FSU semester credits.
4. Minimum of 40 credits numbered 300 or higher.
5. Portfolio approval

Program Requirements: for students entering Automotive Writing Fall Semester 2009

	REQUIRED	COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS	FSU S.H.	GRADE
MAJOR COURSES: 53 minimum Total Credits Required				
	ENGL 311	Advanced Technical Writing (ENGL 250)	3	
	ENGL 323	Proposal Writing (ENGL 250)	3	
	ENGL 325	Advanced Business Writing (ENGL 250)	3	
	COMM 121	Fundamentals of Public Speaking	3	
	COMM 332	Persuasive Speaking (COMM 121)	3	
	COMM 336	Technical & Professional Presentation (COMM 121)	3	
	PTEC 153	Digital Page Layout	4	
	ENGL 280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
	ENGL 280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
	ENGL 280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
	ENGL 380	History of Rhetoric and Style (ENGL 311 OR 321)	3	
	ENGL 411	Professional Technical Communication (ENGL 311 OR 321)	3	
	ENGL 491	TPC Internship (ENGL 311 OR 321)	4-8	
	ENGL 499	Technical Communication Seminar (ENGL 311 OR 321 AND 411)	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
PORTFOLIO APPROVAL				
21 Credit Minimum Content Specialty				
	AUTO 111	Manual Transmission & Drivelines	4	
	AUTO 112	Automatic Brake Systems	4	
	AUTO 113	Automatic Electrical & Electronics	4	
	AUTO 114	Automotive Engines	4	
	AUTO 115	Suspension/Steering/Alignment	4	
	AHEM 360	Automotive Culture	3	

**BACHELOR OF SCIENCE IN
TECHNICAL & PROFESSIONAL COMMUNICATION
PUBLICATION MANAGEMENT CONCENTRATION**

FERRIS STATE UNIVERSITY
PROGRAM COORDINATOR: SANDY BALKEMA

Form D, Current

OFFICE: PRK 120A PHONE: (231) 591-5631 E-MAIL: balkemas@ferris.edu

ADDITIONAL CONTACT: Erin Weber

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

Admission requirements: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

Graduation Requirements:

1. 2.0 CUMULATIVE grade average in all courses.
2. 120 minimum semester credits including general education requirements.
3. Residency requirement: 30 minimum FSU semester credits.
4. Minimum of 40 credits numbered 300 or higher.
5. Portfolio Approval

Program Requirements: effective for students entering Publication Management Fall Semester 2009

REQUIRED		COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS	FSU S.H.	GRADE
Major Courses: 53 minimum Total Credits Required				
ENGL	311	Advanced Technical Writing (ENGL 250)	3	
ENGL	323	Proposal Writing (ENGL 250)	3	
ENGL	325	Advanced Business Writing (ENGL 250)	3	
COMM	121	Fundamentals of Public Speaking	3	
COMM	332	Persuasive Speaking (COMM 121)	3	
COMM	336	Technical & Professional Presentation (COMM 121)	3	
PTEC	153	Digital Page Layout	4	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
ENGL	380	History of Rhetoric and Style (ENGL 311 OR 321)	3	
ENGL	411	Professional Technical Communication (ENGL 321 OR 311)	3	
ENGL	491	TPC Internship (ENGL 311 OR 321)	4-8	
ENGL	499	Technical Communication Seminar (ENGL 311 OR 321 AND 411)	3	
		Program Elective (PTEC 132 recommended)	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
PORTFOLIO APPROVAL				
21 Credit Minimum Content Specialty				
PTEC	101	Intro to Publication Process	3	
PTEC	123	Binding & Finishing	3	
PTEC	143	Image Assembly	4	
PTEC	273	Paper & Ink Technology (sophomore status)	3	
PTEC	232	Digital Color Imaging (PTEC 231)	4	
MGMT	301	Applied Management (JR. STANDING OR CONSENT)	3	
MGMT	302	Organizational Behavior (MGMT 301 OR CONSENT)	3	

**BACHELOR OF SCIENCE IN
TECHNICAL & PROFESSIONAL COMMUNICATION
SCIENTIFIC & MEDICAL WRITING CONCENTRATION**

FERRIS STATE UNIVERSITY

Forum D. Current

PROGRAM COORDINATOR: SANDY BALKEMA

OFFICE: PRK 120A

PHONE: (231) 591-5631

E-MAIL: balkemas@ferris.edu

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Graduation Requirements:

1. 2.0 CUMULATIVE grade average in all courses.
2. 120 minimum semester credits including general education requirements.
3. Residency requirement: 30 minimum FSU semester credits.
4. Minimum of 40 credits numbered 300 or higher.
5. Portfolio Approval

Program Requirements: effective for students entering Scientific/Medical Writing Fall Semester 2009

REQUIRED		COURSE TITLE – FOR PREREQUISITES NOT INDICATED, SEE FSU CATALOG COURSE DESCRIPTIONS	FSU S.H.	GRADE
Major Courses: 53 minimum Total Credits Required				
ENGL	311	Advanced Technical Writing (ENGL 250)	3	
ENGL	323	Proposal Writing (ENGL 250)	3	
ENGL	325	Advanced Business Writing (ENGL 250)	3	
COMM	121	Fundamentals of Public Speaking	3	
COMM	332	Persuasive Speaking (COMM 121)	3	
COMM	336	Technical & Professional Presentation (COMM 121)	3	
PTEC	153	Digital Page Layout	4	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)	1	
ENGL	280	Special Topics in Technical Communication (req.: repeat min. 3 times)	3	
ENGL	380	History of Rhetoric and Style (ENGL 321 OR 311)	3	
ENGL	411	Professional Technical Communication (ENGL 311 OR 321)	3	
ENGL	491	TPC Internship (ENGL 311 OR 321)	4-8	
ENGL	499	Technical Communication Seminar (ENGL 311 OR 321 AND 411)	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
		Program Elective	3	
PORTFOLIO APPROVAL				
CONTENT SPECIALTY: 21 credit minimum				
BIOL	109 or 205	Basic Human Anatomy & Physiology Human Anatomy & Physiology (CHEM 114)	4 or 5	
BIOL	300	Pathophysiology (BIOL 205 AND CHEM 124)	3	
CHEM	114	Intro to General Chemistry (previous CHEM and MATH 110)	4	
CHEM	124	Intro to Organic Chemistry (CHEM 114)	3	
MRIS	102	Orientation to Medical Vocabulary	1	
MRIS	222	Health Information Sci. (CCHS 101, MRIS 101 and ISYS 202)	3	
CCHS	101	Orientation to Health Care Systems	3	

