

Department Chair Meeting Minutes
College of Arts and Sciences
January 28, 2014

The meeting was called to order at 8:02 a.m. on Tuesday, January 28, 2014. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Ms. Chiong-Yiao Chen, Dr. Paul Kittle, Dr. Brent Olive, LTC (retired) Wayne Bergeron for Dr. Yaschica Williams, Dr. Larry Adams, Dr. Claudia Vance, Dr. Francis Koti, Dr. Christopher Maynard, Dr. Cindy Stenger, LTC Michael Snyder, Dr. David McCullough, Dr. Richard Hudiburg, Dr. Brenda Webb, Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. **Approval of Minutes from January 14, 2014.** The minutes were approved by consensus.
2. **Curriculum Change Proposal from the Department of Mathematics.** Dr. Stenger made a motion to create a new course, MA 100E (4) Intermediate Algebra and inactivate MA 099 (0) Beginning Algebra. The motion was seconded, discussed, and **adopted**.
3. **Curriculum Change Proposals from the Department of English.** Dr. Adams made a motion to create a new certificate in Professional Writing. The motion was seconded, opened for discussion, and **adopted**.

Dr. Adams made a motion to create a new minor in HCI/UX in Professional Writing. The motion was seconded, opened for discussion, and **adopted**.

Dr. Adams made a motion for revision in the current minor in English/Professional Writing by adding EN 310W and EN 355W; deleting from the required component EN 439W; changing the number of hours in elective component writing courses to six; adding to the elective component writing courses EN 334W, EN 396W, EN 435W, EN 439W, EN 440W, and EN 490; and deleting from the elective component EN 393W, COM 220, COM 215, COM 370, COM 410, and MG 382W. The motion was seconded, opened for discussion, and **adopted**.

Dr. Adams made a motion for revision in Option II: Professional Writing by changing the professional writing required component, changing the writing intensive course requirements, including hours required, deletion of courses, and addition of already existing courses; and the deletion of one of the optional courses from the language/history or language/rhetoric three hour requirement. The motion was seconded, opened for discussion, and **adopted**.

4. **Cindy Stenger – 3MT.** Dr. Stenger explained that 3MT is Three Minute Thesis (3MT™) is a research communication competition developed by The University of Queensland which challenges research higher degree students to present a compelling oration on their thesis and its significance in just three minutes in language appropriate to a non-specialist audience. With University of Queensland's permission, UNA is going to offer an undergraduate version of 3MT in association with our Research Week. A representative from Arts & Sciences will be contacting your department with information regarding 3MT. A short overview includes each department that chooses to participate should have competition and announce a winner by February 28. Each college should have competition

and announce a winner by March 21. UNA's research competition will be held on April 9. Training sessions regarding these competitions will be held next week. If all departments cannot participate this year, then they can plan on participating next year. Dr. Bullard mentioned that APD is participating in a round-table research-based discussion on April 23 and hope to be able to plan to join in 3MT next year based on these discussions.

5. **Grade Changes.** Dr. Hansen shared that our office is now notified whenever grades are changed and he has observed a large number of these changes and wondered if department chairs are aware of these grade changes. A number of department chairs shared that they have noticed or are aware of more pressure from students on faculty to change grades. Dr. Hansen stated he would like this topic to be addressed when copies of current policies from the *Faculty Handbook* and *Undergraduate* and *Graduate Catalogs* are researched. It was suggested that there be a Workflow process for a change in transcript such as change of grades so that the instructor, department chair, dean, etc. are aware of these changes.
6. **Report from COAD.** Dr. Hansen reported that the following topics were discussed:

-Commencement regrouping is being discussed with a suggested pairing of A&S and Nursing for the morning Commencement ceremony and Education and Business for the afternoon Commencement ceremony in order to even out attendance. [During this discussion department chairs brought up the fact that some students will have to choose which ceremony they wish to attend by listing either B.S./B.A. or B.S.Ed. first on their graduation application. This led to further discussion of double-majors versus the new catalog (2013-2014) designation of B.S.Ed. and CIP codes as it relates to advising and graduation.]

-Dr. Hansen stated that on Saturday, February 15 the Office of Advancement will hold a meeting with UNA supporters and potential supporters. The deans have been asked to hold break-out sessions with these supporters and Dr. Hansen would like to ask department chairs to work with him in these break-out sessions for two reasons. The first reason is for continuity as we transition from the current dean to the new dean. The second reason is that in our college the department chair is the face that a donor would respond to in many cases. He stated that he will send out something by email but in the meantime to please let him know if you are interested and available on February 15.

-Dr. Hansen shared that he has invited Craig Robertson to meet with this group in two weeks to discuss the Interdisciplinary and Continuing Education programming that is now directing. [Discussion of this topic included observations that offering credit through CE could adversely affect our summer school attendance/revenue and that CE is free to offer courses at various price ranges for participation and various salaries for instructors' pay whereas tuition costs and salaries are mandated to us.]

The meeting adjourned at 9:25 a.m.

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: Arts and Sciences **Department Name:** Mathematics

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Proposed New Course(s) —attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> Revised Major/Option/Concentration/Minor |
| <input checked="" type="checkbox"/> Inactivation of Course | <input type="checkbox"/> New/Revised Certificate Program |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | |

Will this proposal result in the need for a Revised Faculty Roster Form? Yes ☒ No ☐

If yes, for whom: Miranda Bowie, Jason Briley, Herve Dovoedo, Karen Driskell, Mark Greer, Jayson Jackson, Ashley Johnson, Marlow McCullough, David Muse, Jesse Prince-Lubawy, Jayne Prude, Lee Raney, Cynthia Stenger and Jessica Stovall.

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

1. Add new course MA 100E (4) Intermediate Algebra Enhanced.
2. Delete MA 099 (0) Beginning Algebra.
3. Rational: The addition of two chapters and the expansion from 3- to 4-credit hours will allow students who do not have the traditional MA 100 prerequisite ACT score the opportunity to successfully prepare for MA 112 (Pre-calculus Algebra).

Proposed Banner Course Title (30 character maximum): Intermediate Algebra Enhanced

The proposed change(s) will be effective beginning: Fall semester 2014 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

October 18, 2013
Date Approved by Department Curriculum Committee

January 28, 2014
Date Approved by College Curriculum Committee**


Chair's Signature


Academic Dean's Signature**

*Proposals within this category require submission and approval by ACHE. Consult the VPAA Office for additional information.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the Undergraduate Curriculum Committee.

**COURSE SYLLABUS
MA 100E
INTERMEDIATE ALGEBRA ENHANCED**



I. *INSTRUCTOR INFORMATION

- A. Name:
- B. Office:
- C. Office Phone Number:
- D. E-mail Address:
- E. Office Hours:

II. COURSE INFORMATION

- A. Intermediate Algebra Enhanced, MA 100E, 4 Semester Hours
- B. Course Description:

Principles and techniques of elementary algebra; products, factors, and quotients of polynomials; operations with rational expressions, ratio and proportion; rectangular coordinate system; systems of equations and inequalities; roots and radicals; second-degree equations; the quadratic formula. The 4 credit hours will allow more time to develop and master the principles and techniques of elementary algebra.
- C. Course Objectives:

This course is intended to refresh the student's memory of beginning algebra and to expose the student to additional aspects of algebra and its applications in the scientific and business world. This course also provides the student necessary mathematical background and skills for the study of pre-calculus algebra or elementary statistics.
- D. Course Content:

Properties of Real numbers, exponents, polynomials, factoring, roots and radicals, rational expressions, linear equations, quadratic equations, linear inequalities, linear systems.

MATHEMATICS (MA)

~~MA 099. (0) **Beginning Algebra.** A noncredit course in basic mathematics and introductory algebra required of all students with scores of 15 or below on the ACT Mathematics Subtest whose major requires MA 112. Except as noted below, no other mathematics course may be taken until a grade of S is earned in MA 099. May also serve as a refresher or beginning course in mathematics for other students. Counts as three semester hours in determining hour load. Grading is S (Satisfactory) or U (Unsatisfactory). Students may be exempted only by approval of the Department of Mathematics. A student receiving a grade of U must repeat the course. After the second term in MA 099 the student, no matter what the grade, must proceed to the credit sequence beginning with MA 100. In the case of a complete withdrawal, a grade of WS, Withdrawal Satisfactory, or WU, Withdrawal Unsatisfactory, will be assigned. Grades of WS or WU have no effect on the student's scholastic standing. (Fall, Spring)~~

~~MA 100. (3) **Intermediate Algebra.** This course is required of all students whose major requires MA 112 and whose score ranges from 16-21 on the ACT Mathematics Subtest. Principles and techniques of elementary algebra; products, factors, and quotients of polynomials; operations with rational expressions; ratio and proportion; rectangular coordinate system; systems of equations and inequalities; roots and radicals; second-degree equations; and the quadratic formula. Prerequisite: minimum ACT mathematics score of 16 and one unit of high school algebra, or satisfactory completion of MA 099. Not open to students with credit in MA 100E. (Fall, Spring, Summer)~~

~~MA 100E. (34) **Intermediate Algebra Enhanced.** This course is required of all students whose major requires MA 112 and whose score is 15 or below on the ACT Mathematics Subtest. This course covers principles and techniques of elementary algebra, products, factors, and quotients of polynomials, operations with rational expressions, ratio and proportion, rectangular coordinate system, systems of equations, and the quadratic formula. To enhance the course, additional material has been added from elementary algebra. Students who successfully complete MA 100E will not be allowed to register for the traditional Intermediate Algebra course (MA 100). (Fall, Spring)~~

MA 105. (3) **Mathematics for Liberal Arts.** This course emphasizes the breadth of application of contemporary mathematics to modern society. It is intended primarily for the liberal arts major. Topics covered include charts, graphs, compound interest, problem solving, sets, probability, and statistics. (Fall, Spring, Summer)

MA 110. (3) **Finite Mathematics.** This course is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course includes sets, counting, permutations, combinations, basic probability (including Bayes' Theorem), an introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. Prerequisite: minimum mathematics ACT score of 22 and credit in high school Algebra I, Algebra II, and Geometry; or grade of C or better in Intermediate Algebra; or Mathematics for Liberal Arts (MA 105 is preferable to MA 100). (Fall, Spring, Summer)

*MA 111. (3) **Crucial Skills in Mathematics.** This course emphasizes mastery of foundational skills and facts in mathematics in the context of problem solving. Topics include understanding and composing logically correct arguments, using abstract mathematical thinking and improving problem solving ability. It is intended for majors that do not require calculus or statistics. Students will complete a significant project that applies mathematics to their field of interest. (Fall, Spring, Summer)

*Course may not transfer for general education program credit.

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: Arts and Sciences

Department Name: English

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|--|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input checked="" type="checkbox"/> New/Revised Certificate Program |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | |

Will this proposal result in the need for a Revised Faculty Roster Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

A proposed Certificate in Professional Writing with no substantive change from the Minor in Professional Writing. A non-degree option for Special Students, serving the substantial markets in Asia and the high-tech corridor in North Alabama. This option is also attractive to middle managers and professionals, most of whom already hold degrees yet seek additional skill sets.

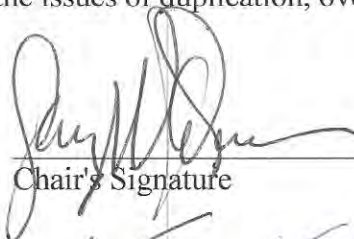
Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2014 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

January 10, 2014
Date Approved by Department Curriculum Committee


Chair's Signature

January 28, 2014
Date Approved by College Curriculum Committee**


Academic Dean's Signature**

*Proposals within this category require submission and approval by ACHE. Consult the VPAA Office for additional information.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the Undergraduate Curriculum Committee.

English Internship/Practicum (EN 490)	3
Selected Topics in Writing (EN 495W)	3
Three to six hours from the following: (web publishing/journalism)	
Basic Reporting (COM 220)	3
(Prerequisite: COM 215 Media Writing)	
Feature Writing (COM 370)	3
Desktop Publishing (COM 410)	3
Managerial Communications (MG 382W)	3
Total	<u>18</u>



REQUIREMENTS FOR A CERTIFICATE IN PROFESSIONAL
WRITING
(refer to section on SPECIAL PROGRAMS AND ACTIVITIES)

Law Enforcement Academic Certificate. The Department of Criminal Justice offers a Law Enforcement Academic Certificate for practicing professionals in the criminal justice system. The certificate serves to enhance professional skills and maximize promotional opportunities while also satisfying state-mandated training requirements. The certificate is comprised of six advanced courses designed to broaden knowledge of the organizational, investigative and legal components of law enforcement work (all credits count toward the requirements for a degree in criminal justice at UNA). One night course is offered each fall and spring semester at an off-campus site selected for professional convenience. Persons enrolled in certificate courses must be employed by a criminal justice agency, possess a high school diploma or GED, and be admitted to the University.

REQUIREMENTS FOR THE LAW ENFORCEMENT ACADEMIC CERTIFICATE*

Course	Credit
Criminal Law (CJ 295)	3
Professional Ethics and Liabilities (CJ 326)	3
Criminal Investigation (CJ 405)	3
Forensic Investigation (CJ 406, 406L)	3
Criminal Evidence (CJ 430)	3
Criminal Procedure (CJ 434)	3
Total	18

Certificate in Professional Writing. The Department of English offers a certificate program in Professional Writing. This certificate is offered to both degree seeking students as well as non-degree seeking students desiring professional/personal advancement. Non-degree seeking students will be admitted to the University via established admission guidelines. The certificate is designed to prepare students to work as professional writers in a wide variety of positions, including but not limited to grant writing, publishing, technical writing, and technical editing. The certificate is comprised of 18 hours of coursework.

REQUIREMENTS FOR PROFESSIONAL WRITING CERTIFICATE

Course	Credit
REQUIRED COMPONENT:	
Technical Writing (EN 300W)	3
Advanced Composition (EN 310W)	3
Genres in Creative Writing (EN 355W)	3
New Media Writing (EN 445W)	3
ELECTIVE COMPONENT:	
Six hours from the following three-credit-hour courses:	6
Language and Gender (EN 334W)	
Writing about Film (EN 396W)	
Writing Protest and Dissent (EN 435W)	
Technical Editing (EN 439W)	
Grant Writing (EN 442W)	
(continued on next page)	

Advanced Creative Writing: Fiction and Drama (EN 455W)
 Advanced Creative Writing: Poetry and Creative Nonfiction (EN 456W)
 English Internship/Practicum (EN 490)
 Selected Topics in Writing (EN 495W)

18

Security and Emergency Management. The Department of Criminal Justice offers a minor and certificate in Security and Emergency Management for students of all majors, and an area of concentration in Security and Emergency Management for students pursuing the Bachelor of Interdisciplinary Studies degree. The Security and Emergency Management coursework is designed to help prepare students for careers related to, or that involve elements of, security and emergency and disaster management in local, state, or federal government, business, and volunteer organizations. Professionals in these fields may also complete the certificate program as non-degree seeking students.

CERTIFICATE IN SECURITY AND EMERGENCY MANAGEMENT (SEM)	
Course	Credit
Survey of Homeland Security (SEM 250)	3
Introduction to Emergency Management and Civil Response (SEM 255) . .	3
Security and Emergency Management Electives (300-400 level).	6
Total	12

* CJ 250-Introduction to Criminal Justice is a prerequisite to all Law Enforcement Academic certificate courses. Professionals who submit evidence of the completion of a state-certified police academy

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: Arts and Sciences **Department Name:** English

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input checked="" type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> New/Revised Certificate Program |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | |

Will this proposal result in the need for a Revised Faculty Roster Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

Adding this minor in English-- HCI/UX in Professional Writing (18 credit hours)-- will accommodate students filling positions in regional industry.


Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2014 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: Psychology, Art, CIS

January 10, 2014
Date Approved by Department Curriculum Committee


Chair's Signature

January 28, 2014
Date Approved by College Curriculum Committee**


Academic Dean's Signature**

*Proposals within this category require submission and approval by ACHE. Consult the VPAA Office for additional information.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the Undergraduate Curriculum Committee.

REQUIREMENTS FOR A MINOR IN FILM STUDIES

Course	Credit
REQUIRED COMPONENT:	
Approaches to Film Studies (EN 307)	3
Film Theory and Criticism (EN 309)	3
ELECTIVE COMPONENT:	
Nine hours from the following:	
Film Authors (EN 391)	3
Film Genres (EN 392)	3
Screenwriting (EN 393W)	3
Perspectives in European Film (EN 394)	3
World Cinema (EN 395)	3
Writing about Film (EN 396W)	3
Special Topics in Film Studies (EN 494)	3
At least three hours from the following:	
Introduction to Radio-TV-Film Production (COM 240)	3
History of Film (COM/TH 300/EN 315)	3
Culture through Cinema (FL 301)	3
Total	18

REQUIREMENTS FOR A MINOR IN HCI/UX
PROFESSIONAL WRITING

Course	Credit
REQUIRED COMPONENT:	
Introduction to HCI/UX (CIS 289)	3
Cognitive Psychology (PY 385)	3
Design I (AR 231)	3
Language and Gender (EN 334W)	3
Rhetoric: Argument and Style (EN 472W)	3
Professional Writing Portfolio Workshop (EN 489W)	3
Total	18

REQUIREMENTS FOR A MINOR IN PROFESSIONAL WRITING

Course	Credit
REQUIRED COMPONENT:	
Advanced Composition (EN 310W)	3
Technical Writing (EN 339W)	3
Technical Editing (EN 439W)	3
Genres in Creative Writing (EN 355W)	3
New Media Writing (EN 445W)	3
ELECTIVE COMPONENT:	
(A total of nine required hours will be selected from the two sections listed below)	
Six Three to nine hours from the following: (writing intensive courses)	
Short Screenplay Writing (EN 393W)	3
Language and Gender (EN 334W)	3
Writing about Film (EN 396W)	3
Writing Protest and Dissent (EN 435W)	3
Technical Editing (EN 439W)	3
Grant Writing (EN 440W)	3
Advanced Creative Writing: Fiction and Drama (EN 455W)	3
Advanced Creative Writing: Poetry and Creative Nonfiction (EN 456W)	3
Classical and Contemporary Rhetoric: Argument and Style (EN 472W)	3

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: Arts and Sciences

Department Name: English

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|--|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
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| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> New/Revised Certificate Program |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | |

Will this proposal result in the need for a Revised Faculty Roster Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds). _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

This change will reorganize the minor in English/Professional Writing to reflect the new courses added to Professional Writing in the last five years. Also, the new revisions offer more choices for specialization within the field.

- Courses added to the Required Component: EN 310W, Advanced Composition and EN 355W, Genres in Creative Writing.
- Course deleted from Required component: EN 439W, Technical Editing.
- Number of hours in Elective Component writing courses changed to six (6).
- Courses added to Elective Component writing courses: EN 334W, Language and Gender; EN 396W, Writing about Film; EN 435W, Writing Protest and Dissent; EN 439W, Technical Editing; EN 440W, Grant Writing; EN 490, English Internship/Practicum.
- Under Elective Component Writing courses: Course name for EN 472W was erroneously listed as "Classical and Contemporary Rhetoric" corrected to "Rhetoric: Argument and Style" to match the correct title listed in the course description section of the UNA catalog.
- Courses deleted from Elective Component writing courses: EN 393W, Short Screenplay Writing; COM 220, Basic Reporting (prerequisite: COM 215, Media Writing); COM 370, Feature Writing; COM 410, Desktop Publishing; MG 382W, Managerial Communications.

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: _____

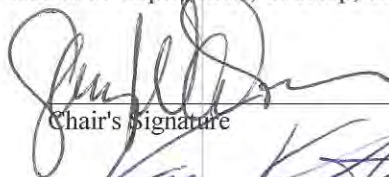

Fall semester 2014 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

January 10, 2014
Date Approved by Department Curriculum Committee

January 28, 2014
Date Approved by College Curriculum Committee**


Chair's Signature

Academic Dean's Signature**

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REQUIREMENTS FOR A MINOR IN FILM STUDIES

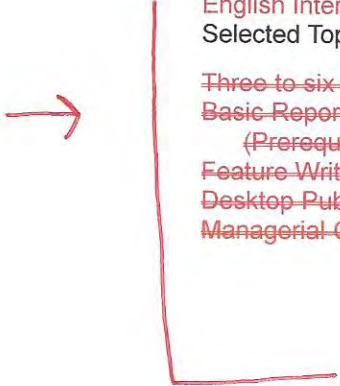
Course	Credit
REQUIRED COMPONENT:	
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Film Theory and Criticism (EN 309)	3
ELECTIVE COMPONENT:	
Nine hours from the following:	
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Film Genres (EN 392)	3
Screenwriting (EN 393W)	3
Perspectives in European Film (EN 394)	3
World Cinema (EN 395)	3
Writing about Film (EN 396W)	3
Special Topics in Film Studies (EN 494)	3
At least three hours from the following:	
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History of Film (COM/TH 300/EN 315)	3
Culture through Cinema (FL 301)	3
Total	18

REQUIREMENTS FOR A MINOR IN HCI/UX
PROFESSIONAL WRITING

Course	Credit
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Design I (AR 231)	3
Language and Gender (EN 334W)	3
Rhetoric: Argument and Style (EN 472W)	3
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New Media Writing (EN 445W)	3
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(A total of nine required hours will be selected from the two sections listed below)	
Six Three to nine hours from the following: (writing intensive courses)	
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Language and Gender (EN 334W)	3
Writing about Film (EN 396W)	3
Writing Protest and Dissent (EN 435W)	3
Technical Editing (EN 439W)	3
Grant Writing (EN 440W)	3
Advanced Creative Writing: Fiction and Drama (EN 455W)	3
Advanced Creative Writing: Poetry and Creative Nonfiction (EN 456W)	3
Classical and Contemporary Rhetoric: Argument and Style (EN 472W)	3



English Internship/Practicum (EN 490)	3
Selected Topics in Writing (EN 495W)	3
Three to six hours from the following: (web publishing/journalism)	
Basic Reporting (COM 220)	3
(Prerequisite: COM 215 Media Writing)	
Feature Writing (COM 370)	3
Desktop Publishing (COM 410)	3
Managerial Communications (MG 382W)	3

Total	<u>18</u>
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**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: Arts and Sciences

Department Name: English

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input checked="" type="checkbox"/> Revised Major/ <u>Option</u> /Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> New/Revised Certificate Program |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | |

Will this proposal result in the need for a Revised Faculty Roster Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☒ No ☐

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds.

1. Changes to Option II: Professional Writing required component: **Addition** of EN 310W, Advanced Composition and EN 355W, Genres in Creative Writing; **deletion** of EN 439W, Technical Editing (refer to #1 below).
2. Changes to Writing intensive course requirements: **Addition** of EN 334W, Language and Gender, EN 396W, Writing about Film, EN 435W, Writing Protest and Dissent, EN 439W, Technical Editing, EN 440W, Grant Writing, and EN 490, English Internship/Practicum; **deletion** of EN 393W, Short Screenplay Writing, COM 220, Basic Reporting, COM 370, Feature Writing, COM 410, Desktop Publishing, and MG 382W, Managerial Communications (refer to #2 below).
3. Changes to Option II: Professional Writing optional courses: **Deletion** of EN 306, Introduction to English Linguistics (refer to #3 below).

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

This change will reorganize the Option II: Professional Writing English major to better update students skills while offering a broader range of specialization with the selection of courses, all while incorporating the required three (3) QEP courses as milestones for evaluation. The new course rotations also provide a more viable progression of courses, culminating in a more usable, comprehensive, and timely capstone portfolio.

1. Changes the Option II: Professional Writing required component.
2. Changes the writing intensive course requirements, including hours required [changed to nine (9)], deletion of courses, and additional of already existing courses.
3. Deletes one (1) of the optional courses from the language/history or language/rhetoric three (3) hour requirement.

Proposed Banner Course Title (30 character maximum): _____

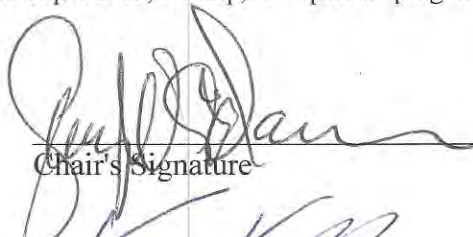
The proposed change(s) will be effective beginning: Fall semester 2014 year

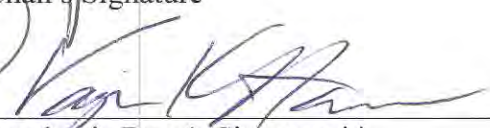
If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: Communications, Marketing & Management

January 10, 2014
Date Approved by Department Curriculum Committee

January 28, 2014
Date Approved by College Curriculum Committee**


Chair's Signature


Academic Dean's Signature**

*Proposals within this category require submission and approval by ACHE. Consult the VPAA Office for additional information.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the Undergraduate Curriculum Committee.

Students with major course concentrations in Literature and those who choose Language Arts as a teaching field concentration in a program in education certification are required to take a standardized exit examination in English for graduation. For students majoring in professional writing, the exit examination will consist of a portfolio evaluation.

REQUIREMENTS FOR A BACHELOR OF ARTS OR BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN ENGLISH

Course	Credit
A. General Education Component.	41
For general education requirements and additional requirements for UNA students, refer to Academic Procedures and Requirements.	
For the Bachelor of Arts degree the student must satisfy the following requirement: 6 hours of a required foreign language at the intermedi- ate level.	
B. Major Core Requirements:	
Three hours selected from the following (pre-19th century British literature): EN 303, EN 371, EN 401, EN 402, EN 403	3
Three hours selected from the following (American literature): EN 305, EN 405, EN 450, EN 451, EN 452, EN 460, EN 464.	3
Three hours selected from the following (literature of diversity): EN 305, EN 331, EN 333, EN 405, EN 463	3
Three hours in a writing intensive course (EN 310W, EN 355W, or EN 472W)	3
Prescribed Supporting Course: CIS125 (3) or ED 381(3)	3
	15
C. Option I: Literature	
Three hours in a course with a language, history of language, or rhetoric concentration: (EN 306, EN 441, EN 442, or EN 472W)	3
EN 360	3
EN 491W.	3
18 hours English electives (300-400 level) with at least 12 of these hours in literature courses (i.e. English courses other than those in writing, rhetoric, language, or film studies)	18
	27
Option II: Professional Writing	
REQUIRED COMPONENT:	
Technical Writing (EN 339W)	3
Technical Editing (EN 439W)	3
New Media Writing (EN 445W)	3
*Professional Writing Portfolio Workshop (EN 489W)	3
ELECTIVE COMPONENT:	
(A total of 12 5 required hours will be selected from the two three sections listed below)	

*Fulfills exit examination requirement.

Course	Credit
Three to nine hours from the following: (writing intensive courses)	
Short Screenplay Writing (EN 393W)	3
Language and Gender (EN 334W).....	3
Writing about Film (EN 396W).....	3
Writing Protest and Dissent (EN 435W).....	3
Technical Editing (EN 439W).....	3
Grant Writing (EN 440W).....	3
Advanced Creative Writing: Fiction and Drama (EN 455W).....	3
Advanced Creative Writing: Poetry and Creative Nonfiction (EN 456W).....	3
English Internship/Practicum (EN 490).....	3
Selected Topics in Writing (EN 495W).....	3
Three to nine hours from the following: (web publishing/journalism) Basic Reporting (COM 220)	3
(Prerequisite: COM 215 Media Writing)	
Feature Writing (COM 370)	3
Desktop Publishing (COM 410)	3
Managerial Communications (MG 382W)	3
Three hours from the following: (language/history or language/rhetoric)	
Introduction to English Linguistics (EN 306)	3
History of the English Language (EN 441).....	3
Survey of Grammar (EN 442).....	3
Rhetoric: Argument and Style (EN 472W).....	3

27

Option III: Language Arts

ENGLISH COMPONENT:

British/World Literature Course (300 or 400 level).....	3
Introduction to English Linguistics (EN 306).....	3
*Literature for Young Adults (EN 323).....	3
Oral Tradition (EN 324).....	3
Shakespeare (EN 403).....	3
Instruction of Composition (EN 443).....	3

COMMUNICATIONS COMPONENT:

Communications in a Global Age (COM 205).....	3
Media Writing (COM 215).....	3
Basic Reporting (COM 220).....	3
Group Communication (COM 330).....	3
Theatre Appreciation (TH 210).....	3
Acting I (TH 220).....	3

36

**An additional 24 hours above the 200 level.

D. A minor or second major is required for this major.

REQUIREMENTS FOR A MINOR IN ENGLISH

Students will complete 18 hours of coursework in English at the 300 level or above to include:

- At least 3 hours in a literature course
- At least 3 hours in a writing intensive course