

## Initial and Signature Page

Initials: Division Chair \_\_\_\_\_ Registrar \_\_\_\_\_ Teacher Education Chair \_\_\_\_\_

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**Division:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Teacher Education Committee:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_  
\_\_\_\_\_ TE vote not required

\_\_\_\_\_  
Teacher Education Chair

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Curriculum Committee:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
Curriculum Committee Chair

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Faculty Association:**

Record of vote: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
Faculty Association President

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**VPAA:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_  
VPAA

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**University President:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_  
University President

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**USAO Board of Regents:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_  
Chair, USAO Board of Regents

\_\_\_\_\_  
Date

Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Procedure

1. The originating faculty member (OFM) works with department faculty and division chair to develop curriculum change (CC).<sup>1</sup>
2. OFM sends CC to division chair, *then* to registrar, and *then* to chair of teacher education. Each person electronically initials and returns CC to OFM. This step is only to communicate that a change is being proposed.
3. OFM forwards CC to curriculum committee chair and to faculty association president.
4. Curriculum committee holds digital forum for faculty and staff for questions and discussion of CC. Faculty/staff are notified by e-mail about the forum. The forum lasts five business days.<sup>2</sup>
5. Division faculty vote on CC. Division chair records result of the vote, electronically signs CC, and forwards to chair of teacher education.
6. Chair of teacher education determines if vote by teacher education committee is required. If so, teacher education committee votes on CC. Chair of teacher education records result of vote or indicates that vote was not required, electronically signs CC, and forwards to chair of the curriculum committee.
7. Curriculum committee votes on CC. President of curriculum committee records result of vote and electronically signs CC.
8. Chair of curriculum committee presents CC to faculty association. Faculty association votes on CC. Faculty association president records result of vote, electronically signs CC, and forwards to vice president of academic affairs (VPAA).
9. VPAA determines approval of CC, electronically signs it, and forwards to university president.
10. The university president determines approval of CC, electronically signs it, and forwards to USAO board of regents. University president sends letter of intent (LOI) to chancellor of the state regents.
11. USAO board of regents votes on CC. Chair of the board of regents signs CC and returns to university president. University president forwards CC to state regents no earlier than one month after the LOI was submitted. If the change is substantive a vote is required by the state regents. If it is non-substantive, only notification to the state regents is necessary.<sup>3</sup>
12. Once approved by state regents, the University president contacts Academic Affairs. Academic Affairs contacts OFM, registrar, and division chair about approval.
13. Registrar updates changes in Jenzabar and verifies updated checksheet. Registrar forwards verified checksheet to C&M who updates the checksheet on the website.
14. OFM works with administrative assistant to VPAA to update course catalog. CC record is held in the office of VPAA for 5 years. After 5 years it is relocated to university archives in Nash library.

<sup>1</sup> A curriculum change will take approximately two months to complete the cycle of approvals within the university and another 6 months to be approved by the state regents. However, that time may be longer based on the date when the proposal is initially submitted, the timing of regents' meetings, and the level of completeness of the proposal.

<sup>2</sup> It is the responsibility of the OFM to incorporate text of any agreed upon changes to the original proposal, as they see fit, based on comments from the faculty forum period in step 4. The division chair will review the revised proposal to verify that the text was altered accurately.

<sup>3</sup> A substantive change is a change in what students must complete to graduate (# of hours, deleting/adding a required course, changing admission requirements). A non-substantive change does not change what students must complete to graduate (adding/removing an elective, changing a course prefix or title, changing a course #)

Originating Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Title of program to be changed: \_\_\_\_\_

Has your program undergone a program review within the last 5 years?    yes    no

Append the following:

- A.    Description of changes.
- B.    Justification for changes.
- C.    Current degree checksheet (highlight areas of change).
- D.    Proposed degree checksheet (highlight areas of change).
- E.    If this is a resubmission of a previous curriculum change, include a description of the changes that have been made to the proposal.

**Program under Revision:** Minor in Professional Writing  
**Originating Faculty Member:** Dr. Ben Wetherbee  
bwetherbee@usao.edu

### **Description of Changes:**

- Include ENGL 2143: Technical Writing as a required course rather than a professional communication elective.
- Remove ENGL 2403: Creative Writing from required course list; offer Creative Writing instead as a writing elective.
- As Business majors' alternative to BADM 3223: Business Communication, substitute an ENGL elective for Technical Writing.
- As English majors' alternative to ENGL 3503: Rhetoric & Composition, substitute a non-ENGL elective for Technical Writing.
- Offer MGMT 3233: Management Communication as a professional communication elective.
- Revise syntax of professional communication electives list for clarity.
- Fix course number for News Reporting II.
- List THRT 2303: Playwriting as an open writing elective.
- Clarify which courses can satisfy open writing elective, and specify that ENGL electives cannot be redundant with English majors' degree requirements.

### **Reasons for Changes:**

Proposed changes strengthen both the professional and interdisciplinary emphases of the minor. Most notably, the minor now requires Technical Writing and offers Creative Writing as an elective. As a required course, Technical Writing will fortify Professional Writing minors' knowledge of genre- and audience-centered writing conventions essential to professional communication. Because Creative Writing's outcomes are only ancillary to professional communication and rhetoric, it is now listed as an elective and not a requirement. This move creates room to require Technical Writing as a core class.

Simultaneously, the new arrangement allows Business majors to take an extra English class in place of Business Communication and English majors to take a non-English class in place of Rhetoric & Composition, thereby augmenting the minor's interdisciplinary experience. (These substitutions are necessary to avoid redundancy; BADM 3223 and ENGL 3503 are required courses in each respective major.)

Management Communication, which prerequires only Business Communication, logically strengthens the list of professional writing electives, especially for students interested in business. MGMT 3233 is not a required course in the Business Administration BS, so even Business majors can take this course toward their Professional Writing minors.

The string of conjunctions separating professional communication electives in the previous checklist has been removed to clarify that Professional Writing minors can take *any* of the listed classes to satisfy that elective requirement. (Only MGMT 3233 prerequires a class other than Writing II, and that prerequisite—BADM 3223—is already required for the Professional Writing minor.) A brace has been formatted alongside NSCI 2012 and 2711 to clarify that these courses must *both* be taken to satisfy the 3-hour requirement. An inaccurate course number for News Reporting II has been fixed to avoid confusion.

Finally, the rewritten list of open writing elective options better emphasizes the range of classes Professional Writing minors can take, while clarifying that English majors cannot use BA requirements toward the minor. Playwriting is listed because it is neither an English course nor one of the professional writing offerings that already appears on the checklist.

## Requirements for Minor in Professional Writing (REVISED version)

**18 hours, including:**

BADM 3223 Business Communication 3  
*(Business majors substitute an ENGL elective)*

ENGL 2143 Technical Writing 3

ENGL 3403 Advanced Grammar 3

ENGL 3503 Rhetoric & Composition 3  
*(English majors substitute a non-ENGL elective)*

A course (or 3 cumulative hours) in professional communication: 3

COMM 2313 News Reporting I

COMM 2323 News Reporting II

MGMT 3233 Management Communication

{ NSCI 2102 Scientific Writing *and*  
{ NSCI 2711 STEM Communication

A writing elective approved by the advisor, including: 3

Any other ENGL class (including ENGL 2403: Creative Writing)  
*(English majors may choose from ENGL courses not redundant with major)*

Any second course in professional communication

THRT 2303 Playwriting

**Any substitutions must be approved by the division chair**

## Requirements for Minor in Professional Writing

### 18 Hours, including:

ENGL 2403 Creative Writing 3

BADM 3223 Business Communication 3

*(Business majors should substitute ENGL 2143 Technical Writing)*

ENGL 3403 Advanced Grammar 3

ENGL 3503 Rhetoric and Composition 3

*(English majors substitute ENGL 2143 Technical Writing)*

A course in professional communication 3

ENGL 2143 Technical Writing

*(English and Business majors must select one of the options below)*

*Or*

NSCI 2102 Scientific Writing

*And*

NSCI 2711 STEM Communication

*Or*

COMM 2313 News Reporting I

*Or*

COMM 2314 News Reporting II

A writing elective approved by the advisor 3

Choose from any other ENGL class, or other classes that have a significant writing component

**Any substitutions must be approved by the division chair**