



FINAL FACULTY SENATE APPROVAL ON JANUARY 16, 2018

MEMORANDUM

TO: Faculty Senate
FROM: Jack Kirby *JK*
DATE: November 28, 2017
SUBJECT: Curriculum Proposal #17-18-06
Technical Report Writing


I recommend approval of the attached Curriculum Proposal 17-18-06. This proposal seeks to change the title of ENGL 1103 (Technical Report Writing) to Writing for the Workplace.

Dr. Christina Lavorata
Dr. Deanna Shields
Dr. Angela Schwer
Mr. Brian Floyd
Ms. Laura Ransom
Ms. Cheri Gonzalez



MEMORANDUM

TO: Curriculum Committee

FROM: Jack Kirby 

DATE: November 3, 2017

SUBJECT: Curriculum Proposal #17-18-06
Technical Report Writing

I recommend approval of the attached Curriculum Proposal 17-18-06. This proposal seeks to change the title of ENGL 1103 (Technical Report Writing) to Writing for the Workplace.

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CURRICULUM PROPOSAL (Submit one hard copy and an electronic copy to the Associate Provost by the second Tuesday of the month.)

Proposal Number: 17-18-06

School/Department/Program: Language and Literature/English

Preparer/Contact Person: Angela Schwer

Telephone Extension: x4723

Date Originally Submitted: November, 2017

**Revision (Indicate date and label it
Revision #1, #2, etc.):** _____

Implementation Date Requested: Fall, 2018

- I. **PROPOSAL.** Write a brief abstract, not exceeding 100 words, which describes the overall content of the proposal.

This proposal changes the title of ENGL 1103: Technical Report Writing to **ENGL 1103: Writing for the Workplace.**

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-H, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

- A. Deletion of course(s) or credit(s) from program(s)

Total hours deleted. 0

- B. Addition of course(s) or credit(s) from program(s)

Total hours added. 0

- C. Provision for interchangeable use of course(s) with program(s)

- D. Revision of course content. Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

No changes are being made to course outcomes or content.

- E. Other changes to existing courses such as changes to title, course number, and elective or required status.

ENGL 1103: Technical Report Writing will become **ENGL 1103: Writing for the Workplace**

- F. Creation of new course(s). For each new course **N/A**

1. Designate the course number, title, units of credit, prerequisites (if any), ownership (FSU or shared) and specify its status as an elective or required course. If you are creating a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for the course being shared.
2. Include, as an appendix, a course description, written in complete sentences, suitable for use in the college catalog.
3. Include, as an appendix, a detailed course outline consisting of at least two levels.
4. In order to meet the requirements as outlined in Goal One of the Strategic Plan, please include Outcome Competencies and Methods of Assessment as an appendix. Examples are available upon request from the Chair of the Curriculum Committee.

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

No loss or gain in hours; course number and outcomes remain the same.

III. **RATIONALE FOR THE PROPOSAL.**

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

Over the last two semesters, the number of students taking this useful course has fallen drastically. From a total of 50 students enrolled in Spring, 2017, the number of students enrolled dropped to 28 in Fall, 2017. One reason for this may be the fact that the title of the course suggests it is only useful for students in highly technical fields. In order to more successfully market a course which will serve students well in the workplace, we propose a change in the title of the course.

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

General Studies has accepted this course as an alternative to ENGL 1102 as of the 2016-17 Catalog and it is particularly useful to students as a preparation for workplace writing. A more accurate title would be a service to advisors and programs considering recommending this course to their students.

- IV. Should this proposal affect any course or program in another school, a memo must be sent to the Dean of each school impacted and a copy of the memo(s) must be included with this proposal. In addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature

- V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.
- VI. ADDITIONAL COMMENTS.