FORM A
College of Arts and Sciences

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Bundle of Changes to Communication Program

Initiating Unit or Individual: Lon Green
Contact Person's Name: Grant Snider  e-mail: snider@ferris.edu  phone: 2777
Date or Term of Proposal Implementation: 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

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
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<tbody>
<tr>
<td>Program or Academic Unit Faculty</td>
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<td>10/29/09</td>
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<tr>
<td>Department Faculty</td>
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<td>11-19-09</td>
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<td>Department Head</td>
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<td>11-19-09</td>
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<td>College Curriculum Committee</td>
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<td>University Curriculum Committee</td>
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<td>Senate</td>
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<td>2/24/10</td>
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<tr>
<td>Academic Affairs</td>
<td></td>
<td>2/24/10</td>
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</tbody>
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* 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
FEB 24 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.)

   The Communication Program has completed an extensive review and clean-up of its curriculum, and this proposal bundles those changes into a single document. The changes can be identified in four groupings. These changes remove duplications, inefficiencies, inconsistencies, and they will help create room for later possible concentrations.

1) we are deleting three COMM courses completely: COMM 200, 201, and 205.
2) we are changing pre-requisites or grading for two courses: COMM 300 and COMM 493.
3) we are removing three courses from the program: ISYS 105, COMM 251, and COMM 421. The COMM 251 and COMM 421 courses will remain as electives.

NOTE: Because the proposals to change GPA requirements contained dissenting votes, individual Form A's have been included for all proposals. Additionally, to forestall possible questions, we wanted the curriculum committees to have the varied justifications for all proposals.

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
      COMM    205      Effective Listening
      COMM    200      Foundations of Interpersonal Communication
      COMM    201      Public Presentation Practices

   c. Existing Course(s) to be Modified:
      Prefix   Number   Title
      COMM    300      Research Methods in Communication
      COMM    493      Internship in Communication

   d. Addition of existing FSU courses to program
      Prefix   Number   Title
e. Removal of existing FSU courses from program

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>COMM</td>
<td>251</td>
<td>Argumentation and Debate</td>
</tr>
<tr>
<td>ISYS</td>
<td>105</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>COMM</td>
<td>421</td>
<td>Leadership in Small Group COMM</td>
</tr>
</tbody>
</table>
3. Summary of All Consultations

<table>
<thead>
<tr>
<th>Form Sent (B or C)</th>
<th>Date Sent</th>
<th>Responding Dept.</th>
<th>Date Received &amp; by Whom</th>
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</thead>
<tbody>
<tr>
<td>Form B (COMM 421)</td>
<td>3/24/2009</td>
<td>Management</td>
<td>8/26/09 signed by Dept Head</td>
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<tr>
<td>Form B (ISYS 105)</td>
<td>8/13/2009</td>
<td>AFIS</td>
<td>8/13/09 response by Jim Woolen</td>
</tr>
</tbody>
</table>

4. Will External Accreditation be Sought? (For new programs or certificates only)

___________ Yes    _____ X _____ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.

AA in Applied Speech Communication (attached)
BA in Communication (attached)
BS in Applied Speech Communication (attached)
Speech Teaching Minor (attached)
I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 2010 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix
   COMM

b. Number
   200

c. Enter Contact Hours per week in boxes.
   LECTure [3] LAB [x] INDependent Study – Check (x) [ ]
   Practicum: [x] Seminar: [ ]

d. Full Course Title: Foundations of Interpersonal Communication

UCC Chair Signature/Date: 2/4/10
Academic Affairs Approval Signature/Date: 2/8/10

Office of the Registrar use ONLY

Date Rec’d: ___ Date Completed: ___ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __
DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 2010 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
   COMM 201 LECTure 3 LAB INDependent Study – Check (x) □
   Practicum: [ ] Seminar: [ ]

d. Full Course Title: Public Presentation Practices

UCC Chair Signature/Date: ———— 7/24/10

Academic Affairs Approval Signature/Date: ———— 2/16/10

Office of the Registrar use ONLY
Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __
DELETE COURSE
Course Data Entry Form

FORM F
Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 2010 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix COMM
b. Number 205

c. Enter Contact Hours per week in boxes.
   LECTure 3 LAB [ ] INDependent Study – Check (x) [ ]
   Practicum: [ ] Seminar: [ ]

d. Full Course Title: EFFECTIVE LISTENING

UCC Chair Signature/Date: ___________________________ 2/12/10

Academic Affairs Approval Signature/Date: ___________________________ 2/16/10

Office of the Registrar use ONLY
Date Rec’d: _____ Date Completed: _____ Entered: SCACRSE ___ SCADETL ___SCARRES ___ SCAPREQ ___
I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:
1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use ‘Delete Course’ and ‘Create New Course’ forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): P

b. Term Effective (6 digit code only): 201008 (Spring) Examples: 200801(Spring), 200805(Summer), 200808(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix: COMM
b. Number: 300

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix: 

b. Number: 

c. Enter Contact Hours per week in boxes.

LECTure: 3  LAB:  INDependent Study – Check (x) □
Practicum: □  Seminar: □

d. Course Title: Research Methods in Communication (Limit to 30 characters/spaces.)

e. College Code:  
f. Department Code:  

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: □ Variable  □ Fixed  h. Maximum Credit Hours:  
i. Minimum Credit Hours:  

j. May Be Repeated for Added Credit: Check (x) □ Yes  □ No

k. Levels: Check (x) □ Undergraduate □ Graduate □ Professional

l. Grade Method: Check (x) □ Normal Grading  □ Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered:  (See instructions for listing.)  o. Max. Section Enrollment:  

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. COMM 299

UCSD Chair Signature/Date: 2/14/10

Academic Affairs Approval Signature/Date: 2/25/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

□ Basic Skill (BS) □ General Education (GE) □ Occupational Education (OC) □ G.E. Codes

Office of the Registrar use ONLY

Date Rec’d:  Date Completed:  Entered: SCACRSE  SCADETL  SCARRES  SCAPREQ  
I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:
1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): I

b. Term Effective (6 digit code only): 201008  Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix  b. Number  c. Enter Contact Hours per week in boxes.
   COMM  493  LECTure  LAB  INDependent Study – Check (x)  
          Practicum:  Seminar:  

d. Course Title: Internship in Communication

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix  b. Number  c. Enter Contact Hours per week in boxes.
          LECTure  LAB  INDependent Study – Check (x)  
          Practicum:  Seminar:  

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code:  f. Department Code:  

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable  Fixed  h. Maximum Credit Hours  i. Minimum Credit Hours .

j. May Be Repeated for Added Credit: Check (x) Yes  No

k. Levels: Check (x) Undergraduate  Graduate  Professional

l. Grade Method: Check (x) Normal Grading  X Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered: (See instructions for listing.)  o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces.
CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed new major, minor, or new course. Potential duplication of coursework will be consulted.

1. This completed form must be forwarded with the proposal to the Associate Dean for Academic Affairs for final approval. The completed form is returned to the initiating Department for their records.

Failure to respond is interpreted as support for the proposal.

2. The department must respond within 20 calendar days of receipt of the proposal.

3. The proposing Department must address any concerns of the Responding Department in writing and be included in the proposal following the return of this form.

RE: Proposal Title Deleting ISYS 105 from AA Communication

Initiator(s): Elizabeth Wilson

Proposal Contact: Elizabeth Wilson Date Sent: 3/24/2009

Department: Communication Area/Department of Humanities Campus Address: Johnson 119
(Please print)

Responding Department: ______

Chair/Head/Coordinator: ______ Date Returned: ______

Based upon department faculty review on ______(date), we

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.
Liz:

I will definitely respect your decision -- after all, it is your program.

However, it has been my experience that high school students are not getting enough depth in computer classes as evidenced by 4 years of data collected during the COB Orientation which shows that only 12% of high school students can pass a simple competency exam for the Microsoft Office products (Excel, PowerPoint, Word). Also, when we give a pretest in the first week of ISYS 105 with students enrolled in majors from across the campus, we actually see a reduced pass rate. We give the same exam as a post-test and final exam --- data has shown a 40-45% gain on average.

Just thought you might like to know these facts before I discuss it with our faculty.

Dr. Jim Woolen, Certified Computing Professional (CCP)
Department Head, AFIS [Accountancy, Finance & Information Systems]
FERRIS STATE UNIVERSITY, College of Business
119 South Street, BUS 212H – Big Rapids, MI 49307
Phone 231-591-2436 Fax 231-591-3521 Email JimWoolen@ferris.edu

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Hi Jim!

This fall the communication area will send forward a proposal to eliminate ISYS 105 from our core of required courses in the BS and AA programs. We are taking this action for two reasons: 1) we are finding that students are taking computer classes in high school that enable them to meet our computer skills' expectations; 2) we are attempting to develop concentrations and need to replace ISYS 105 with a communication elective in order to fit the concentrations into each program. We do not believe this change will significantly impact your enrollments since we estimate that less than 12 of our students enroll in ISYS 105 in any year.

I am sending this material to you today since I have completed my appointment as the communication area's program coordinator, and I don't want to leave this task to my replacement, Lon Green. (He'll have enough to keep him busy.) You need not act on this now but can wait until school starts so you have time to discuss this with your faculty before responding.

The attachments follow:
CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.

2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as approval.

3. The Proposing Department Chair will collect responses from all the department. This response will be in written form and will be submitted with the consultation form.

RE: Proposal Title: Applied Speech Communication

Initiator(s): Elizabeth Wilson

Proposed Contact: Elizabeth Wilson

Department: Communication

(Please print)

Responding Department: [Signature]

Chair/Head/Coordinator: [Signature] Date Returned: 8-26-09

Based upon department faculty review on 8-24-09, we

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.