FORM A
College of Arts and Sciences

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: COMM 190 Parliamentary Procedure and Meeting Management

Initiating Unit or Individual: Neil Patten, Communication Area
Contact Person's Name: Neil Patten e-mail: pattenn@ferris.edu phone: 231-591-3621
Date or Term of Proposal Implementation: 201201

☐ 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

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<thead>
<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
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<tr>
<td>Program or Academic Unit Faculty</td>
<td>George Nagel</td>
<td>9/6/11</td>
<td>Support</td>
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<tr>
<td>Department Faculty</td>
<td>Scott Gray</td>
<td>10-5-11</td>
<td>Support</td>
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<td>Department Head</td>
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<td>10/6/11</td>
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<td>Academic Affairs</td>
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<td>Support</td>
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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)
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.)

Over 20 years ago, a member of the Communication faculty designed and taught a 2 credit hour course in Parliamentary Procedure. When he was no longer on the faculty, the course left the active curriculum and has not been taught since. This proposal presents a new 3 credit hour course that features Parliamentary Procedure in an activity-based and expanded version, packaged with fundamentals of successful meeting management. The course is intended to be the foundation course for a certificate, minor, or concentration in Leadership and Civic Engagement, under development by the Communication faculty. Offering this course as an experimental course will provide information about student interest, and teaching this course will provide useful feedback for corrections in the course design before it is added to the Communication curriculum.

2. Summary of All Course Action Required

a. Newly Created Courses to FSU:
   Prefix  Number  Title
   COMM  190  Parliamentary Procedure and Meeting Management

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

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.
NEW COURSE INFORMATION FORM

Course Identification: COMM 190 Parliamentary Procedure and Meeting Management

Prefix: COMM  Number: 190  Title: Parliamentary Procedure and Meeting Management

Course Description:
Students learn the basic rules for managing meetings in most organizations, with emphasis on Robert's Rules of Order. Through observation, simulations and other class activities they practice how to prepare organizational constitutions, design meeting agenda, conduct meetings, and manage conflict in meeting settings.

Course Outcomes and Assessment Plan:

Students demonstrate mastery of the basics of parliamentary procedure as detailed in Roberts’ Rules of Order, theories of leadership, conflict management, general meeting management, group dynamics and service learning/civic engagement: assessed through examinations and practical application in class simulations.

Students write an organizational constitution and by-laws; or revise an existing constitution.

Students observe and evaluate an organizational meeting: assessed through written reports and oral summaries.

In teams, students design and implement a service project: assessed through written reports and oral summaries.

Course Outline including Time Allocation:

<table>
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<tr>
<th>Topic</th>
<th>Time Allocation</th>
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<tr>
<td>Time Management</td>
<td>3 hrs.</td>
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<tr>
<td>Parliamentary Procedures</td>
<td>12 hrs.</td>
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<tr>
<td>General Meeting theory and practice</td>
<td>3 hrs.</td>
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<tr>
<td>Leadership, conflict, group dynamics and team presentation skills</td>
<td>10 hrs.</td>
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<tr>
<td>Project planning</td>
<td>3 hrs.</td>
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<tr>
<td>Project activities and presentation</td>
<td>12 hrs.</td>
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<tr>
<td>Assessment (in class exams)</td>
<td>2 hrs.</td>
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</table>
I. ACTION TO BE TAKEN: CREATE A NEW COURSE
   Notes
   1. Complete each item in Section I and Section II.
   2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect
      the prerequisite change must be submitted for those courses as well.

   Term Effective (6 digit code only): 201201 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. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

   a. Course Prefix: COMM
   b. Number: 190
   c. Enter Contact Hours per week in boxes.
      LECture 3 LAB 0 INDependent Study – Check (x) □
      Practicum: □ Seminar: □
   d. Course Title: Parliamentary Procedure and Meeting Management (Limit to 30 characters/spaces.)
   e. College Code: AS f. Department Code: HUMN
   Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.
   g. Type: □ Variable x Fixed h. Minimum Credit Hours 3 i. Maximum Credit Hours 3
   j. May Be Repeated for Added Credit: Check (x) □ Yes x □ No
   k. Levels: Check (x) x Undergraduate □ Graduate □ Professional
   l. Grade Method: Check (x) x□ Normal Grading □ Credit/No Credit only (Pass/Fail)
   m. Does proposed new course replace an equivalent course? Check (x) □ Yes x □ No
   n. Equivalent course: Prefix □ □ Number See instructions on Replacement courses.
   o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
      Students learn the basic rules for managing meetings in most organizations, with emphasis on
      Robert's Rules of Order. Through observation, simulations and other class activities they practice how
      to prepare organizational constitutions, design meeting agenda, conduct meetings, and manage
      conflict in meeting settings.
   p. Term(s) Offered: Spring (See instructions for listing.) q. Max. Section Enrollment: 2 □ 28
   r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces.

   UCC Chair Signature/Date: ____________________________ 1/1
   Academic Affairs Approval Signature/Date: ________________ 10/31/11

   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 _
October 11, 2011

TO: Don Flickinger, Associate Provost of Academic Affairs
    Meral Topcu, Chair, College Curriculum Committee

FR: Karen Strasser, Interim Dean

RE: COMM 190 – Parliamentary Procedure and Meeting

Enclosed for your information is the proposal for COMM 190 – Parliamentary Procedure and Meeting which I have approved to be offered Spring 2012 by the Department of Humanities.

Thank you.

Cc: Trinidy Williams
    Amy Truong