FORM A
College of Arts and Sciences

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Banner cap: ENGL 499 - MINOR CURRICULUM CLEAN-UP

Initiating Unit or Individual: Department of Languages & Literature
Contact Person's Name: Sandra J Balkema  e-mail: balkemas@ferris.edu phone: x-3988
Date or Term of Proposal Implementation: October 25, 2011
☐ 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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<th>Signature</th>
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<th>Vote/Action *</th>
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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
DEC 1 2011
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 Banner cap and the course cap for English 499 differ from the other advanced and professional writing courses within the department's writing curriculum. This proposal brings all of these caps into alignment.

Change: All 300-level (and above) writing courses should be capped at 23 students, based on department enrollment practice.

There are discrepancies between the catalog description, the Banner SCADETL and SCACRSE forms, and practice. ENGL 499 should be listed as a 3-credit seminar—it is currently listed as a 3-credit lecture with a 1-credit lab.

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

   c. Existing Course(s) to be Modified:  
      Prefix   Number    Title
      ENGL     499       Tech Communication Seminar

   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

NONE needed

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

___________ Yes ___________ No

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

N/A

5. Program Checksheets affected by this proposal.

NONE needed
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): Ç, O
   b. 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. CURRENT: Include information that is in the current course database.
   a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
      ENGL 499 Lecture 3 Lab 1 INDependent Study – Check (x) □
      Practicum: □ Seminar: □
   d. Course Title: Tech Communication Seminar
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.
   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 □ 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: 23
   p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces.

   UCC Chair Signature/Date: ____________________________ /1/1 Academic Affairs Approval Signature/Date: ____________________________ /1/1

   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 SCADTL SCARRES SCAPREQ ___