



Minnesota State University, Mankato HOLD and CLEAR buttons only compatible with Acrobat V. 4 and 5  
**Curriculum Proposal**



Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

		(Check all that apply):		Proposal #	<b>135</b>
College:	Arts and Humanities	<input checked="" type="checkbox"/>	Undergraduate	Effective Date of Change:	
Department:	Speech Communication	<input checked="" type="checkbox"/>	Graduate	Academic Year	<b>05-06</b>
Program:	BA/BS/MA/MS/MFA		CIP #	(For Office Use Only)	
Type of Change	PROGRAM PROPOSALS			<b>Course Designator</b>	<b>Number of Credits</b>
Proposed:	<b>DEPT POLICY</b>				
Title Current:	Speech Communication Course Repeat Policy				
Title Proposed:					
24-Char. Abbrev:					

*Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):*  
 Students with a major/minor in Speech Communication may repeat any course in the department in an effort to improve grades. A student may repeat a specific course only once. In exceptional circumstances, a student may appeal to the department chair for a second repeat of a course. The official grade for the course, listings on a student's transcript, and other matters related to course repeats will adhere to appropriate university policies.

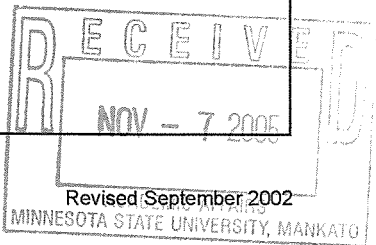
*Rationale or Justification for change:*  
 Our department has struggled with issues of students repeating certain courses numerous times. This policy is designed to limit such practices.

\*\*\*For General Education or Cultural Diversity Courses Only\*\*\*

<b>General Education Course:</b>		<b>Cultural Diversity Course:</b> (Please check one.)
<b>GE Category #</b>	<b>GE Category Name (Maximum of 3 Categories)</b>	
N/A		
N/A		
<p>? For Writing Intensive Courses, attach a description of the kind and quantity of writing.          ? For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.</p>		<input type="checkbox"/> <b>Core</b> (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)  <input type="checkbox"/> <b>Related</b> (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)
<p>Attach paper copies of the following:</p> <ol style="list-style-type: none"> <li>Syllabus or course outline.</li> <li>Course's student learning outcomes associated with each GE competency or CD designation.</li> <li>List of strategies to be used to assess students' achievement of each GE competency or CD designation.</li> </ol>		

\*\*\*For New Courses\*\*\*

(Check all that apply):	Instructional Type: <input type="text" value="Lecture"/>	Course will be offered:
<input type="checkbox"/> Course is an elective.	Grading Format: <input type="checkbox"/> Grade <input type="checkbox"/> P/N	<input type="checkbox"/> Fall Semester
<input type="checkbox"/> Course is required for program		<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Pre- or Co-requisites:		<input type="checkbox"/> Summer Session
<input type="checkbox"/> Other courses are being changed or eliminated. (Explain.)		
<input type="checkbox"/> Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)		
<p>Attach paper copies of the following:</p> <ol style="list-style-type: none"> <li>Syllabus or course outline.</li> <li>Course's student learning outcomes.</li> <li>A list of resources required to offer and support this course.</li> <li>A description of how teaching this course will affect department staffing.</li> <li>If 400/500 level course, an explanation of added expectations of graduate students.</li> </ol>		





## Minnesota State University, Mankato Curriculum Proposal

### \*\*\*For Program Proposals\*\*\*

Attach paper copies of the following:

- a. Student learning outcomes for the program.
- b. Minutes from department and college curriculum meetings in which action was taken on this proposal.
- c. Program Assessment Plan. Forms are available on the Academic Affairs Web site:  
[http://www.mnsu.edu/acadaf/words/PRA\\_SampSLOAssessPlan.doc](http://www.mnsu.edu/acadaf/words/PRA_SampSLOAssessPlan.doc)
- d. List of program requirements for **New** programs, or a list of **Current** and **Proposed** program requirements for **Redesigned** programs.
- e. A list of resources required to offer and support this program.
- f. A description of how offering this program will affect department staffing.
- g. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits:

### \*\*\*For Programs Requiring MnSCU Approval\*\*\*

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site:

<http://www.mnsu.edu/acadaf/html/currformsprocesses.htm>

1. **Creation** of an entirely new program.
2. **Redesign** of existing programs, which takes any of the following forms:
  - ? Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
  - ? Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
  - ? Change in program name.
  - ? Change in program CIP #.
  - ? Change in TOTAL program credits.
  - ? Change in degree award. For example, changing a B.A. to B.S.
  - ? Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)
3. **Relocation** of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.
4. **Replication** of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.
5. **Suspension** or **reinstatement** of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.
6. **Closure** of a program. This proposal requests closure of an existing program and its removal from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.



**Minnesota State University, Mankato  
Curriculum Proposal**

\*\*\*Signature Page\*\*\*

**Department**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 Department Chair

\_\_\_\_\_  
 Date

Comments:

**College Curriculum Committee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

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

\_\_\_\_\_  
 Date

Comments:

**College Dean**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 Dean

\_\_\_\_\_  
 Date

Comments:

**General Education Subcommittee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 General Education Subcommittee Chair

\_\_\_\_\_  
 Date

Comments:

**Undergraduate Curriculum and Academic Policy Committee**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 UGAP Faculty Chair

\_\_\_\_\_  
 Date

Comments:

**Faculty Association Graduate Committee**

Recommended  
 Not Recommended

\_\_\_\_\_  
 Faculty Association Graduate Chair

\_\_\_\_\_  
 Date

Comments:

**Graduate Dean**

Recommended  
 Not Recommended

\_\_\_\_\_  
 Graduate Dean

\_\_\_\_\_  
 Date

Comments:

**Academic Affairs Council**

Recommended (Category/ies \_\_\_\_\_)  
 Not Recommended (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 Assistant Vice President

\_\_\_\_\_  
 Date

Comments:

**Senior Vice President and Vice President for Academic Affairs**

Approved (Category/ies \_\_\_\_\_)  
 Not Approved (Category/ies \_\_\_\_\_)

\_\_\_\_\_  
 Sr. Vice President / Vice Pres. Academic Affairs

\_\_\_\_\_  
 Date

Comments:

## DEPARTMENT OF SPEECH COMMUNICATION

### Minutes – September 28, 2005

Present: Christa Brown, Kathryn Cady, Dan Cronn-Mills, Kristen Cvancara, Jim Dimock, Lou Eckert, David Engen, Martine Harvey, Nan Johnson-Curiskis, Brian Klosa, Kristen Treinen, Leah White  
GAC Rep: Hillary Hoover

The faculty of the Department of Speech Communication met at 12 Noon on Wednesday, September 28, 2005 in MH 215.

Meet with Sara Granberg-Rademacher (A&H SRC): Postponed to a future meeting.

TA – Laptop Requirement: Kristen Treinen reported TAs can be awarded additional financial aid for purchasing a lap top. Kristen will check into this.

Major Fair: October 25, 2005, 10:30 a.m.-2 p.m., CSU Ballroom. Speech Communication volunteers:

- 10:30 a.m. – K. Cvancara, L. Eckert, M Harvey
- 11:00 a.m. – D. Cronn-Mills, D. Engen
- 11:30 a.m. – K. Cady
- 12 Noon - C. Brown, L. White
- 12:30 p.m. – C. Brown, K. Treinen
- 1:00 p.m. – J. Dimock, B. Klosa

Academic Dishonesty Committee Report/Suggestions: The faculty agreed the department should limit how many times a student can retake a course. After discussion, the faculty agreed that a student can retake a course one time for a total of two. Please be sure all academic issues go through the department chairperson.

Undergraduate Colloquium Committee: Postponed to October 19<sup>th</sup> faculty meeting.

Summer 2006 Schedule: Schedule submitted to Dean's Office.

Fall 2006 Schedule: Faculty to review Fall 2006 course schedule.

Spring 2006 Schedule: When Martine's leave of absence is approved, we will need to revised the Spring 2006 schedule. Dan reported that everyone is eligible for an overload except for Jim Dimock.

Respectfully submitted,  
Kathy Steiner