Minnesota State University, Mankato
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):

College: Arts and Humanities  
Department: English  
Program: English: Tech Com & Certific. Progs  
Type of Change: COURSE PROPOSALS

Proposal #: 1
Effective Date of Change:
Academic Year: 06 - 07
(For Office Use Only)

Course Designator: English 4/572
Number of Credits: 4
Number and Credits:
English 4/572: 1-4
(if applicable)

Title Current: Topics in Technical Communication
24-Char. Abbrev: English 4/572

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):
No change.

Rationale or Justification for change:
Provides additional flexibility for faculty and students in scheduling courses; 1 or 2 credit courses might work especially well as summer courses or as courses targeted to working professionals seeking specialized training.

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

General Education Course:

<table>
<thead>
<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

? 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.

Attach paper copies of the following:
a. Syllabus or course outline.
b. Course's student learning outcomes associated with each GE competency or CD designation.
c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.

Cultural Diversity Course:

(Please check one.)

☐ Core (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)
☐ Related (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.)

***For New Courses***

(Check all that apply):

Instructional Type: Lecture
Course is an elective.
Course is required for program
Pre- or Co-requisites:
Other courses are being changed or eliminated. (Explain.)

Course will be offered:
☐ Fall Semester
☐ Spring Semester
☐ Summer Session

☐ 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.)

Attach paper copies of the following:
a. Syllabus or course outline.
b. Course's student learning outcomes.
c. A list of resources required to offer and support this course.
d. A description of how teaching this course will affect department staffing.
e. If 400/500 level course, an explanation of added expectations of graduate students.

Received
APR 17 2006

Revised September 2002
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:

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:

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 official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.

---

Revised September 2002
Minnesota State University, Mankato
Curriculum Proposal

***Signature Page***

**Department**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**College Curriculum Committee**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>Committee Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**College Dean**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Education Subcommittee**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>General Education Subcommittee Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**Undergraduate Curriculum and Academic Policy Committee**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>UCAP Faculty Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**Faculty Association Graduate Committee**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>Faculty Association Graduate Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**Graduate Dean**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>Graduate Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**Academic Affairs Council**
- **Recommended**
- **Not Recommended**

<table>
<thead>
<tr>
<th>Assistant Vice President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**Senior Vice President and Vice President for Academic Affairs**
- **Approved**
- **Not Approved**

<table>
<thead>
<tr>
<th>Sr. Vice President / Vice Pres. Academic Affairs</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

3 Revised September 2002
English Department Meeting Minutes
9:00 a.m., April 5, 2006, AH 208

Present: Arnold, Banschbach, Black, Bunkers, Casella, Davis, Drescher, Dyer, Flaherty, Joseph, Larsson, McClure, Mink, Nord, O’Meara, Robbins, Sewell, Solo, Stoynoff, Terrill and Tesdell

1. Minutes for meeting of March 1, 2006, were moved, seconded, and approved.

2. Committee Reports

A. Assessment & Program Review (Drescher): None

B. Curriculum (Casella): Casella presented proposals that had already been approved by the department Curriculum Committee. The following proposals were moved, seconded, and approved:
   i. New course English 215/Topics in Literature;
   ii. Title change of English 214 to Topics in Film (from Topics in Literature and Film);
   iii. Change in credits for English 4/536 from 4 credits to 2-4 credits;
   iv. Change in credits for English 4/538 from 4 credits to 2-4 credits
   v. Change in credits for English 4/572 from 4 credits to 1-4 credits.

C. Departmental, Student and Community Relations (Black):
   i. EDN is at Printing Services and should be available by the end of the month.
   ii. Spring awards announcements were made on Monday. The Outstanding Graduate Student Award deadline is March 31st, so announcement at a later date. Three student candidates are needed to help in the decision process; forward your suggestions to Black.
   iii. A Student Advisory Council will be established fall semester. Also, next semester the committee will investigate establishing an English honorary society.

D. TESL Search (Banschbach): Dr. Karen Lybeck will join our department this fall. Thanks to the Personnel Committee for its efficiency and overall good work.

E. Professional Development and Research Activities (Griffin): None

F. Scheduling (Solo): None

G. Technology (Haas): None

H. Graduate (Stoynoff): Deadlines coming up: April 14 for theses and APP’s, and April 29 for Application for Awarding the Degree. If any students need extensions, email Stoynoff and the Graduate Office. April 30 is the comprehensive exam for MFA students.
   Initial assistantship offers have been made, and Stoynoff is consulting with track heads about later offers. He distributed current admission numbers for the programs.

3. Information and Topics for Discussion

A. Scheduling deadlines: After the second proof is submitted to the registrar, the only changes that can be made are changes in staffing and enrollment limits.

B. Alumni on department website: The goal is to feature a different alumnus weekly. Send nominations of alumni to Nord.

C. Dean Lapitski will meet with English faculty on April 12th (9:00, AH208) about programs at Normandale.

D. The number of undergraduate English majors as of March 28th is 231. Kate used lists from IT
and from Institutional Research, and contacted students individually if their status was uncertain. Kate has also created distribution lists for the majors in each program (Public Folders/All Public Folders/Departments/English).

E. Assessment reports (rubrics and A&H scores): Assessment reports are due to Bunschbach in mid-May and to the Dean by June 1st. Bunschbach reviewed the university rubric for assessing academic assessment plans. Areas needing attention are the inclusion of dispositions, multiple measures for outcomes, and rubrics for outcomes.

F. Online course enrollment limits: Across the campus enrollment limits typically range from 20-30 students. Discussion focused on the difficulty of managing chats with large numbers. Sewell noted that University of Phoenix online courses are capped at 13. Department reaffirmed policy that online course enrollments would be capped at 15, with the instructor having the option of increasing enrollment.

G. Office for Lybeck: Request for a volunteer to move to a third-floor office.

H. Awards and parties: Robbins chosen for the Kay Sexton award, the tech. comm. program nominated for MnSCU Excellence in Curriculum Programming award. O’Meara will arrange a retirement party for Dave Popowski.

I. Writing across Borders DVD is available; see McClure.

Dates:
April 7, 5 p.m., Linehan and Reese thesis reading, CSU201
April 8, 8 p.m., Nicolai and Smith thesis reading, Wiecking Auditorium
April 12, 9 a.m., meeting with Dean Lapitski regarding Normandale programs, AH208
April 13, 4 p.m., Carlson, Godfrey and Masse thesis reading, CSU201
April 14, 7 p.m., Baumgart and Benesh thesis reading, AH102
April 14, APP and thesis deadline
April 14, Deadline for dropping classes
April 19, 12:30-2:30pm Earth Day clean up
April 20, Final Good Thunder event, poets Patricia Kirkpatrick and Le Ann Roripaugh
April 21, 4 p.m., Mason and Wardinski thesis reading, Wiecking Auditorium
April 28, 5:30 p.m., Drevlow and Havely thesis reading, Ostrander Auditorium
April 28, 7 p.m., Popowski party at Neighbors Restaurant
April 28, Final proof of spring 2007 schedule due to Dean
April 29, Deadline Awarding degree deadline
May 3, 9 a.m., department meeting, AH208
May 4, 11:30am SU Ballroom’s retirement luncheon (RSVP due by 4/21)
May 10, 3pm Dean’s Spring meeting at Performing Arts E.J. Halling Recital Hall
May 13, 9 a.m., Graduation ceremony
May 13, 11 a.m., English Dept. Awards reception, CSU Heritage Room
May 15, FREE breakfast in Carkoski Commons 8-10am
May 15, Noon, grades due to Kate
May 15-August 18th – Summer hours begin, Department offices open from 7:30-4pm
May end – Information for assessment and annual reports due to John

Next meeting: May 3, 9:00 a.m., AH 208

Respectfully submitted

Kate Voight
Administrative Assistant
English Department