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  Undergraduate
Department: English  Graduate
Program: English—Technical Communication  CIP #
Type of Change: PROGRAM PROPOSALS
Proposed: Change in -Course(s) Added

Title Current: Technical Communication minor
Title Proposed:  
24-Char. Abbrev:  

Effective Date of Change: 07-08
Academic Year: 07-08

Course Designator  Number of Credits
(if applicable)

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

Rationale or Justification for change:
Since the courses overlap significantly in content, add option to take Business Communication (Eng 272) or Technical Communication (Eng 271) to required courses. Students may not count both courses toward minor.
Add three new courses—Document Design and Usability (468), Project Management in Technical Communication (469) and Proposals (Eng 460)—to shopping list of electives.

***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>
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<tr>
<td>N/A</td>
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<td>N/A</td>
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</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.

***For New Courses***

(Check all that apply):
Instructional Type: Lecture  Course will be offered:

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

☐ 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.

1

Revised September 2002
<table>
<thead>
<tr>
<th><strong>Signature Page</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
</tr>
</tbody>
</table>
| ✔ Recommended  (Category/ies ________)  
Not Recommended  (Category/ies ________)  
Comments:  
Department Chair  
Date  |
| **College Curriculum Committee** |
| ✔ Recommended  (Category/ies ________)  
Not Recommended  (Category/ies ________)  
Comments:  
Committee Chair  
Date  |
| **College Dean** |
| ✔ Recommended  (Category/ies ________)  
Not Recommended  (Category/ies ________)  
Comments:  
Dean  
Date  |
| **General Education Subcommittee** |
| ✔ Recommended  (Category/ies ________)  
Not Recommended  (Category/ies ________)  
Comments:  
General Education Subcommittee Chair  
Date  |
| **Undergraduate Curriculum and Academic Policy Committee** |
| ✔ Recommended  (Category/ies ________)  
Not Recommended  (Category/ies ________)  
Comments:  
UCAP Faculty Chair  
Date  |
| **Faculty Association Graduate Committee** |
| ✔ Recommended  
Not Recommended  
Comments:  
Faculty Association Graduate Chair  
Date  |
| **Graduate Dean** |
| ✔ Recommended  (Category/ies ________)  
Not Recommended  (Category/ies ________)  
Comments:  
Graduate Dean  
Date  |
| **Academic Affairs Council** |
| ✔ Recommended  (Category/ies ________)  
Not Recommended  (Category/ies ________)  
Comments:  
Assistant Vice President  
Date  |
| **Senior Vice President and Vice President for Academic Affairs** |
| ✔ Approved  (Category/ies ________)  
Not Approved  (Category/ies ________)  
Comments:  
Sr. Vice President / Vice Pres. Academic Affairs  
Date  |

**Revised September 2002**
## Current Requirements for Technical Communication Minor

### 16 credits

**Required Courses: 8 credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 271</td>
<td>Technical Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENG 475</td>
<td>Editing Technical Publications</td>
<td>4</td>
</tr>
</tbody>
</table>

**Elective Courses: 8 credits**

<table>
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<tr>
<th>Course #</th>
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</thead>
<tbody>
<tr>
<td>ENG 471</td>
<td>Visual Technical Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENG 472</td>
<td>Topics in Technical Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENG 473</td>
<td>Desktop Publishing</td>
<td>4</td>
</tr>
<tr>
<td>ENG 474</td>
<td>Researching and Writing Technical Reports</td>
<td>4</td>
</tr>
<tr>
<td>ENG 476</td>
<td>Online Documentation</td>
<td>4</td>
</tr>
<tr>
<td>ENG 477</td>
<td>Technical Documentation, Policies, and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>ENG 478</td>
<td>Technical and Scientific Literature</td>
<td>4</td>
</tr>
<tr>
<td>ENG 479</td>
<td>Rhetorical Theory Applied to Technical Documents</td>
<td>4</td>
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## Proposed Requirements for Technical Communication Minor

### 16 credits

**Required Courses: 8 credits**

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</tr>
</thead>
<tbody>
<tr>
<td>ENG 271</td>
<td>Technical Communication</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 272</td>
<td>Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENG 475</td>
<td>Editing Technical Publications</td>
<td>4</td>
</tr>
</tbody>
</table>

**Elective Courses: 8 credits**

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</tr>
</thead>
<tbody>
<tr>
<td>ENG 468</td>
<td>Document Design and Usability</td>
<td>4</td>
</tr>
<tr>
<td>ENG 469</td>
<td>Project Management in Technical Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENG 471</td>
<td>Visual Technical Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENG 472</td>
<td>Topics in Technical Communication</td>
<td>4</td>
</tr>
<tr>
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<td>Desktop Publishing</td>
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</tr>
<tr>
<td>ENG 480</td>
<td>Proposals</td>
<td>4</td>
</tr>
</tbody>
</table>
A list of resources required to offer and support this program.  
No additional resources are required to offer and/or support the proposed program changes.

A description of how offering this program will affect department staffing.  
The proposed changes will not affect departmental staffing for this program.

A list of additional library holdings required for this program.  
No additional library holdings are required for this program.
English Department Meeting
9:00 a.m., September 26, 2007, AH 208
Minutes


1. Approval of minutes for September 5 and 27, 2007, was moved, seconded and approved.

2. Committee Reports:
   Assessment & Program Review (Banschbach): The track self-studies will be due at the end of October. There will be meetings in November to complete the department’s self-study.
   Curriculum (Haas): Several proposals for changes in the technical communications curriculum were moved, seconded and approved. The title of English 680 was changed to Proposals. Four new courses were approved: English 272 Business Communications, English 480 Proposals, English 4/568 Document Design and Usability, and English 4/569 Project Management in Technical Communications. Program requirements were changed: English 272 can be used as an entrance requirement to the programs, and English 480, 4/568, 4/569, 674, and 680 can be used as electives.
   Departmental, Student and Community Relations (Sewell): Sigma Tau Delta’s first event of the year will be an evening of bowling on October 3rd. Everyone is invited; see Candace for information.
   Personnel (Robbins): Heather Camp, the new director of composition, will join the department on February 29.
   Professional Development & Research Activities (Sheffer): No report.
   Scheduling: (O’Meara): The first draft of 2008-2009 teaching assignments will be available this week. Please check the assignments carefully to see that program needs are being met.
   Technology (Flaherty): The department’s equipment request list is almost ready. There has been no announcement yet about allocations.
   Graduate (Stoynoff):
      a) The Career Workshop will be held October 23rd, from 11-1 p.m. in CSU 284.
      b) Graduate student enrollments are now 3% higher than last year’s.

1. Other Topics:
   • Fall 2007 enrollment numbers indicate a gradual decline in several areas. There was discussion about ways to reverse the decline through changes in scheduling and through recruitment, and about the need to consider this in the department’s self-study.
   • Lee Tesdell’s sabbatical application was voted on and approved by the department.
   • Terry Flaherty’s application for phased retirement was voted on and approved by the department.

Dates and Events:
   October 11    Good Thunder: Robert David Clark, Gwen Hart, Thomas Maltman
   October 12    Faculty Improvement Grant applications due
October 12  Faculty Research Grant applications due
October 19  Teaching Scholar Fellowship applications due
November 1  Andreas faculty research grant applications due
November 1  Good Thunder: Robert C. Wright Minnesota Writer Residency:
             Luke Rolfes and Marie Myung-Ok Lee
November 7  Department meeting

Respectfully submitted

Kate Voight
Administrative Assistant
English Department