TO: FULL-SERVICE FACULTY, ADMINISTRATION, AND STUDENT GOVERNMENT

FROM: VIRGINIA PHILLIPS, SECRETARY, THE ACADEMIC SENATE

RE: MEETING OF THE ACADEMIC SENATE
WEDNESDAY, JUNE 3, 1987
ARTS AND SCIENCES AUDITORIUM, ROOM 132, DEBARTOLO HALL
4:00 P.M.

AGENDA

1. Call to Order.

2. Approval of Minutes of Academic Senate, May 6, 1987.

3. Charter and Bylaws Committee.

4. Senate Executive Committee, Report by Duane Rost.

5. Elections and Balloting Committee.

6. Reports of Other Senate Committees.
   867-20 Academic Standards and Events Committee--
          Informational Report.
   867-21 Academic Programs and Curriculum Committee,
          Programs Division--Program Changes.
   867-22 Academic Programs and Curriculum Committee,
          Programs Division--Proposed Major.*
   867-23 Student Academic Affairs Committee--
          Informational Report.
   867-24 Academic Research Committee--Report of Committee
          Activities.
   867-25 Continuing Education Committee--Report of
          Committee Activities.
   867-26 Student Academic Grievances Committee--Report of
          Committee Activities.

7. Unfinished Business.

8. New Business.

9. Adjournment.

*Additional Documentation available from Chairman of Senate.

Date___5/18/87_____   Report Number (For Senate Use Only)

Name of Committee Submitting Report ACADEMIC STANDARDS & EVENTS COMMITTEE

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)_____

_____chartered_____.

Names of Committee members: B. Brothers, Chair; J. Gill-Wigal, L. Harris,
R. Hoover, I. Heal (leave), L. Hicken, W. Jenkins, D. Rost, J. Scriven
R. Tabak, R. Antal, E. Higby

Please write a brief summary of the report which the Committee is submitting to

the Senate: __(attach complete report)_____

    At the May 8, 87 meeting, AS&E committee denied approval

_____to the proposal that H&PE 699 be included in the "Humanities" area

_____since the course did not meet the criteria as stated in the____

_____catalog description/definition_____

Do you anticipate making a formal motion relative to the report?_____none_____

If so, state the motion:_____

_____

_____

_____

If there are substantive changes made from the floor in your committee recommendation,

would the committee prefer that the matter be sent back to committee for further

consideration?_____

Other relevant data:_____

_____

_____

Chairman (please initial)

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date __April 20, 1987__   Report Number (For Senate Use Only) 867-21

Name of Committee Submitting Report __Programs Dvision, Academic Programs and__
                                                              __Curriculum Committee__

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)_____

Names of Committee members: D. Brown, K. Foutz, R. Kramer, R. Hoover,
R. Rollin, T. Lyons, M. Vendemia, D. Curry (student)

Please write a brief summary of the report which the Committee is submitting to

the Senate: __(attach complete report)__ __The committee has examined and__

__processed proposals for changes in the Business Management Technology__

__and Accounting Technology programs as attached.__

Do you anticipate making a formal motion relative to the report? __No__

If so, state the motion:_____

If there are substantive changes made from the floor in your committee recommendation,

would the committee prefer that the matter be sent back to committee for further

consideration?_____

Other relevant data:_____

_____
Chairman (please initial)

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PD# 867 14   Date rec'd 4/50

Addition of a new program_____(Complete B, C)

Deletion of an existing program_____(Complete A, C)

Change in an existing program___X___(Complete A, B, C)

Program title_ Business Management Technology___Department__Bus. Ed. and Tech.___

A. Describe the requirements of the program as it currently exists. (Attach
    additional sheets if necessary.)

    See Attached Sheet - APPENDIX A

B. Describe the requirements of the proposed program. (Attach additional
    sheets if necessary.)

    See Attached Sheet - APPENDIX B

C. Using as many additional sheets as are necessary, provide a rationale and
    estimate how this addition/deletion/change of program will impact upon the
    resources of departments other than the one originating the form (e.g. enroll-
    ments, frequency of support-course offerings, staffing, budgets, equipment,
    duplicate courses, etc.).
    The purpose of the proposed change is to reduce the number of hours in the
    Business Management Technology program to fewer than 100. More than 100
    credit hours takes more than 2 years to finish and the A.A.B. degree is
    supposed to be a 2-year degree.

    The proposed change would drop Economics III as a required course and add it
    to the list of approved electives. Students could still take this course if
    so desired. The impact on the Economics department is estimated to be

Signatures

Department Chairperson_____

Dean_____Prog. Div._____

C. con't.

minimal due to the large number of students currently required to take this
course, and the fact that it would still be available as an elective.

PD# 8675 Date rec'd ...

Addition of a new program_____(Complete B, C)

Deletion of an existing program_____(Complete A, C)

Change in an existing program_XX___(Complete A, B, C)

Program title__Accounting Technology_____Department__Bus. Educ. & Tech.___

A. Describe the requirements of the program as it currently exists. (Attach
    additional sheets if necessary.)

    See Attached - APPENDIX A

B. Describe the requirements of the proposed program. (Attach additional
    sheets if necessary.)

    See Attached - APPENDIX B

C. Using as many additional sheets as are necessary, provide a rationale and
    estimate how this addition/deletion/change of program will impact upon the
    resources of departments other than the one originating the form (e.g. enroll-
    ments, frequency of support-course offerings, staffing, budgets, equipment,
    duplicate courses, etc.).

    BT 540, Principles of Marketing, is being substituted for Spch. 652 in order
    to provide the students with a better overall understanding of business.
    In addition, the students are exposed to speech communication skills in
    BET 704, Business Communications. BET 643, Electronic Files Management,
    is being substituted for BET 740, Records Management, in order to provide
    the students with an opportunity to learn record storage and retrieval through
    electronic media.

Signatures

Department Chairperson _Violet F. Boggess_

Dean _____ Prog. Div. _____

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COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date <u>April 20, 1987</u>   Report Number (For Senate Use Only) 067-22

Name of Committee Submitting Report <u>Programs Dvision, Academic Programs and</u>
<u>   Curriculum Committee</u>

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)_____

_____

Names of Committee members: <u>D. Brown, K. Foutz, R. Kramer, R. Hoover,</u>
<u>R. Rollin, T. Lyons, M. Vendemia, D. Curry (student)</u>

_____

Please write a brief summary of the report which the Committee is submitting to

the Senate: (attach complete report) <u>After studying the attached proposal</u>

<u>entitled "English/Professional Communication", the Programs Division is</u>

<u>recommending approval of the program but with a title change. The title</u>

<u>"Professional Writing and Editing" is acceptable to the Programs Division</u>

<u>and the English Department.</u>

Do you anticipate making a formal motion relative to the report? <u>Yes</u>

If so, state the motion: <u>Move the Senate approve the proposed new major</u>

<u>originally titled "English/Professional Communication" with the title</u>

<u>"Professional Writing and Editing".</u>

_____

If there are substantive changes made from the floor in your committee recommendation,

would the committee prefer that the matter be sent back to committee for further

consideration? <u>Yes</u>

Other relevant data:_____

_____

<u>   </u>
Chairman (please initial)

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PD# 867-2   Date Rec'd 1/14/87

Addition of a new program __X__(Complete B, C)

Deletion of an existing program_____(Complete A, C)

Change in an existing program_____(Complete A, B, C)

Program title _English / Professional Communication_ Department _English_

- -

A. Describe the requirements of the program as it currently exists. (Attach
    additional sheets if necessary.)

- -

B. Describe the requirements of the proposed program. (Attach additional
    sheets if necessary.)

    See attached proposal

- -

C. Using as many additional sheets as are necessary, provide a rationale and
    estimate how this addition/deletion/change of program will impact upon the
    resources of departments other than the one originating the form (e.g. enroll-
    ments, frequency of support-course offerings, staffing, budgets, equipment,
    duplicate courses, etc.).

    See attached proposal

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Signatures

Department Chairperson _____

Dean _____ 1/13/87 ___Prog. Div._____

A. Program description and objectives.

A. 1. Specific objectives of the program.

The English/Professional Communication major is designed to meet the following objectives:

* to prepare two kinds of communicators--those whose major responsibility is communication (i.e., professional writers and editors) and those who are not writers and editors per se, but whose jobs demand considerable writing and good communication skills.

* to cover the writing, editing, and communication skills expected of professionals in government, business, and industry so that graduates can adapt their background to a variety of career goals.

* to offer a program that is both "broad" and "specialized," "humanistic" and "technological"-- a program that provides a foundation in language and literature while at the same time requiring courses in professional communication, electives in support areas, and courses in a particular technical or professional field. In this respect, the proposed program is much like Miami University of Ohio's Bachelor of Arts in English with Emphasis in Business and Technical Writing, a nationally recognized model.

* to serve other students at YSU--such as those in Civil Engineering Technology, Mechanical Engineering Technology, and Electrical Engineering Technology, all of whom are now required to take English 743, the basic course in technical writing.

* to furnish both the guidance and the equipment that will enable students to complete sophisticated, "real-world" projects in the classroom, thereby acquiring valuable expertise in composition, graphics, layout, and design.

* and to offer students additional opportunities to gain practical experience by serving internships both on and off campus--an element that graduates of other professional and technical communication programs have identified as one of their most useful educational experiences.

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A. 2. Program entrance requirements.

The entrance requirements for this program are the same as those for majoring in English--completion of the freshman English sequence (English 550 and 551).

A. 3. Program completion requirements.

I. English Core Courses (27-28 hours), distributed as follows:

English 600: Introduction to Literary Study	4	Genre 777, 778, 866, 868, or 895	4
Linguistics 755 and 757, or 758, or 859	4 4	Historical Period in British Literature	
American Literature 771, 772, 776, 815, or 871	4	885, 887, 888, or 891	4
		Major Figures 760, 761, 783, or 860	3-4

II. Required Professional Communication Core Courses (21 hours):

English	743	Technical Communication	4
English	743L	Text Processing	1
English	744	Proposal and Report Writing	4
English	749	Professional and Tech. Editing	4
English	622	Newswriting	4
English	623	Makeup and Design	4

III. Electives (19-20 total hours), distributed as follows:

A. Additional Writing Courses (7-8 hours):

English	716	Feature Writing	4
English	721L	Journalism Workshop	3
English	740	Expository Writing	4
English	746	Creative Writing	3
English	898	Professional Writing Intern	2-8

B. Support courses will provide students with additional expertise and background in specific subject areas. The courses below were selected because of their ability to enhance understanding of the professional communication field and/or to improve communication skills. Other support courses may be used to meet this requirement if they are approved by an English department advisor. Support Courses (12 hours):

Speech	652	Business & Prof. Speech Commun.	3
Speech	759	Commun. in Organizations	4
Speech	859	Adv Studies of Com. in Organ.	3-4
Art	780	Photography 1	4
Art	800	Studio Problems	1-10
Mechanical Engineering	500	Drawing Fundamentals	3
Mechanical Engineering	501	Engineering Drawing	3
Public Relations	710	Basic Public Relations	4
Public Relations	750	Public Relations Communication	4
Advertising	704	Principles of Advertising	5
Math	714	Probability and Statistics	5
Computer Science	600	Introduction to Programming	4
Physics & Astronomy	509	Contemporary Physics	2
Sociology	789	Man & the Technological Society	4
Philosophy	715	Philosophy of Science	4

IV. Professional Area Courses (20 hours)

Students seeking a major in English/Professional Communication must take an additional 20 hours in a professional or technical area such as economics, marketing, computer science, biology, or engineering. Courses and degrees in the College of Applied Science and Technology can also meet this requirement. Ideally, such preparation will provide the content for some of the writing in the professional communication courses. Each professional or technical area sequence must be approved by an English department advisor.

V. The student must show evidence of having written one critical paper of approximately 3,000 words in an upper-division literature course in English or Humanities and of having completed one professional writing/editing project of similar scope.

Total hours required for completion of program:

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I. English courses.......................................27-28
II. Professional Communication courses.......................21
III. Electives:  A. Writing courses..........................7-8
                 B. Support courses............................12
IV. Professional area courses................................20
                                                           ‾‾‾‾‾
                                                           87-89
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Note: Many of the courses from categories III and IV will also fulfill general education requirements.

A. 4. Degree to be awarded.

Bachelor of Arts in English/Professional Communication.
A. 5. Curriculum considerations.

Because the proposed program permits choices in all but the
Professional Communication Core Courses (see A. 3. II), it offers
students a number of options to encompass their own special
interests and needs. As long as students have completed
prerequisites noted in the YSU catalog (English 600 before
upper-division literature courses in the English department;
English 743 before English 744 and 749; English 622 before English
623, 716, and 721L; etc.), they may take courses from this major in
any order.

However, because knowledge gained in the Professional Area Courses
(see A. 3. IV.) will supply some of the "content" for writing in
the professional communication courses, English department advisors
recommend that students who have not already completed most of
their Professional Area Courses (area IV) take the Professional
Area Courses and Professional Communication Core Courses (area II)
concurrently. Most students will be encouraged to start core
courses during their junior year, leaving the internship(s) for
their senior year.

The proposed major does not involve course modifications or the
addition of new courses; it draws on courses and strengths already
existing within the English department and the University as a
whole. Support courses necessary for the program are already being
offered by other departments. As these departments add courses
that would enhance the English/Professional Communication program,
we will incorporate such courses in area III, Electives.

A. 6. Accreditation considerations.

A majority of the courses in the proposed program are offered by
the English department, which is currently accredited by the North
Central Association of Colleges and Universities.

There is presently no accrediting organization for professional
communication programs. Professional communication programs
typically appoint advisory boards to evaluate course requirements
periodically and suggest changes. As one provision of the Academic
Challenge Grant just awarded the English department, we began to
select advisory board members during summer 1986.

As already noted, YSU's proposed English/Professional Communication
major shares features of the nationally recognized program at Miami
University of Ohio. We will continue to look to Miami University,
as well as to other models and to professional organizations such
as the Society for Technical Communication, the Association of
Teachers of Technical Writing, and the Council for Programs in
Technical and Scientific Communication, for ways to improve our
program.

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