

CHANGE MINOR

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For each proposed change, you MUST also include the existing requirement.

1. GENERAL INFORMATION			
1a	Home college ¹ : Arts & Sciences		
1b	Home educational unit (department or school) ¹ : Writing, Rhetoric and Digital Studies		
1c	Current minor name: Minor in Professional and Technical Writing	<i>Proposed minor name:</i>	
1d	CIP Code ² : 23.1304	Today's Date: 3-13-18	
1e	Is there an accrediting agency related to this minor?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," name:		
1f	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR <input type="checkbox"/> Specific Date ³ : <i>Fall 20</i>
1g	Contact person name: Michael Pennell	Email: michaelpennell@uky.edu	Phone: 8592576985
2. OVERVIEW OF CHANGES			
2a	Describe the rationale for the changes. (450 word limit)		
	We are adding an existing course, WRD 225: Craft Writing, to our list of Minor Electives. Students completing the minor are required to take two classes from the list of electives. We are adding WRD 225 to the list to expand the options for students, as well as to recognize that WRD 225 functions as a professional writing course for the craft beer and bourbon industry.		
2b	Will the requested changes result in the use of courses from another unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		
	If "Yes," two pieces of supporting documentation are required.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director ⁴ of each unit from which individual courses will be used.		

¹ It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <https://www.uky.edu/universitysenate/forms> and look for the heading, "Forms Related to Academic Organizational Structure."

² The CIP code is provided by Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-1962 or OSPIE@l.uky.edu).

³ No program will be effective until all approvals are received.

⁴ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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Check to confirm that appended to the end of this form is verification that the chair/director of each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.

2c Will the minor’s faculty of record change? Yes No

If “Yes,” indicate current system and proposed changes below. (150 word limit)

Current: _____ Proposed: _____

3. COURSE-RELATED CHANGES

3a Will the minor’s prerequisites change? Yes No

If “Yes,” use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁵
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

3b Provide the narrative about the changed prerequisites to include in the Bulletin. (150 word limit)

3c Will the minor’s required courses change? Yes No

If “Yes,” use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁶
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

⁵ Use the drop-down list to indicate if the course is a new course (“new”), an existing course that will change (“change”), or if the course is an existing course that will not change (“n/c”).

⁶ Indicate if the course is new (“new”), existing but will change (“change”), or exists but will not change (“no change”).

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						Select one....
						Select one....
						Select one....
						Select one....

3d Provide the narrative about the changed required courses to include in the Bulletin. (150 word limit)

3e Will the minor’s elective courses change? Yes No

If “Yes,” use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ⁷
WRD 203	3	Business Writing	WRD 203	3	Business Writing	N/C
WRD 208	3	Multimedia Writing	WRD 208	3	Multimedia Writing	N/C
WRD 301	3	Style for Writers	WRD 225	3	Craft Writing	N/C
WRD 304	3	Writing in the Social Sciences	WRD 301	3	Style for Writers	N/C
WRD 322	3	Rhetoric and Argument	WRD 304	3	Writing in the Social Sciences	N/C
WRD 405	3	Editing English Prose	WRD 322	3	Rhetoric and Argument	N/C
WRD 408	3	Digital Composing	WRD 405	3	Editing English Prose	N/C
			WRD 408	3	Digital Composing	N/C
						Select one....
						Select one....

3f Provide the narrative about the changed elective courses to include in the Bulletin. (150 word limit)

Choose 6 hours from the following:

4. OTHER CHANGES

4a Are there any other changes to the minor? If “Yes,” note below. (150 word limit) Yes No



⁷ Indicate if the course is new (“new”), existing but will change (“change”), or exists but will not change (“no change”).

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5. APPROVALS/REVIEWS

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.

		Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email	
5a	(Within College)				
3/27/18		A&S EPC	3/27/18	Rynetta Davis/	/ rynetta.davis@uky.edu 
3/27/18		A&S Assoc Dean	3/27/18	Anna Bosch /	/ bosch@uky.edu 
				/	/
				/	/
5b	(Collaborating and/or Affected Units)				
				/	/
				/	/
				/	/
				/	/
				/	/
5c	(Senate Academic Council)		Date Approved	Contact Person Name	
	Health Care Colleges Council (if applicable)				
	Undergraduate Council		4/17/18	Joanie Ett-Mims	

Current

The minor in Professional and Technical Writing requires 18 hours of course work to include:

Minor Prerequisites

Students must fulfill the Composition and Communication Core requirement:

WRD/CIS 110 Composition and Communication I 3
WRD/CIS 111 Composition and Communication II
or
WRD/CIS 112 Accelerated Composition
and Communication II (WRD) 3

Minor Requirements

WRD 204 Technical Writing 3
WRD 300 Introduction to Writing, Rhetoric,
and Digital Studies 3
WRD 306 Introduction to Professions in Writing 3
WRD 406 Topics in Professional Writing
(Subtitle required) 3

Minor Electives

Choose 6 hours from the following:

WRD 203 Business Writing 3
WRD 208 Multimedia Writing 3
WRD 301 Style for Writers 3
WRD 304 Writing in the Social Sciences 3
WRD 305 Writing Public Science 3
WRD 310 Writing in the Natural Sciences 3
WRD 322 Rhetoric and Argument 3
WRD 405 Editing English Prose 3
WRD 408 Digital Composing 3

Proposed

The minor in Professional and Technical Writing requires 18 hours of course work to include:

Minor Prerequisites

Students must fulfill the Composition and Communication Core requirement:

WRD/CIS 110 Composition and Communication I 3
WRD/CIS 111 Composition and Communication II
or
WRD/CIS 112 Accelerated Composition
and Communication II (WRD) 3

Minor Requirements

WRD 204 Technical Writing 3
WRD 300 Introduction to Writing, Rhetoric,
and Digital Studies 3
WRD 306 Introduction to Professions in Writing 3
WRD 406 Topics in Professional Writing
(Subtitle required) 3

Minor Electives

Choose 6 hours from the following:

WRD 203 Business Writing 3
WRD 208 Multimedia Writing 3
WRD 225 Craft Writing 3
WRD 301 Style for Writers 3
WRD 304 Writing in the Social Sciences 3
WRD 305 Writing Public Science 3
WRD 310 Writing in the Natural Sciences 3
WRD 322 Rhetoric and Argument 3
WRD 405 Editing English Prose 3
WRD 408 Digital Composing 3

March 27, 2018

Dear Undergraduate Council,

On behalf of the faculty of the College of Arts and Sciences, the Education Policy Committee discussed and approved the change to the WRD minor in Professional and Technical 7:0:2 on Tuesday, March 27, 2018.

Sincerely,



Rynetta Davis
Chair, Education Policy Committee

March 13, 2008

Colleagues

I am writing to confirm that the WRD faculty voted and approve the addition of WRD 225: Craft Writing to the list of electives students may choose from in the Professional and Technical Writing minor. This addition will allow students an additional opportunity to learn the genres and stylistics of professional writing, particularly for how they pertain to the alcohol and craft beer industries.

Sincerely,



Jeff Rice
Chair, Writing, Rhetoric and Digital Studies
Martha B. Reynolds Professor in Writing, Rhetoric, and Digital Studies
University of Kentucky