# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## **Cover page** scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] **please read these.**

**N.B. ALL numbered categories in section (A) must be completed. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not delete any of the numbered categories—if they do not apply leave them blank. If there are no resources impacted, please put “none” in each A. 7 category.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **CUS in professional Writing** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A. 1b. Academic unit | **Faculty of Arts and Sciences** | | | |  |
| A.2. [Proposal type](#type) | **Program:** [**creation**](#creation) **|** | | | |  |
| A.3. [Originator](#Originator) | **Sue Abbotson** | [Home department](#home_dept) | **English (Chair Professional Writing Committee)** | | |
| A.4. [Context and Rationale](#Rationale) Must include additional information listed in smart tip for all [new programs](#type). If **online** course or program, you need to explain what mode(s) you plan to use and why you need that specific delivery. | **Given its evident usefulness in many disciplines beyond English studies, the department would like to be able to offer a CUS in Professional Writing to be able to make this program a more apparent option to a potentially new group of students. Given that all of these courses we are listing are already being offered for English major/minors, there should be no cost, and the possibility they might attract more students to fill out courses which have not been running at 100% enrollment. The CUS will consist of 20 credits of courses, carefully chosen so that should the student decide that they would like to go further, they would all be able to use these toward a BA in Professional Writing. To assist students in course selection the department is prepared to allow (by request) any students pursuing the certificate to take any of the 200-level classes concurrent with FYW 100 (which is their prerequisite).** | | | | |
| A.5. [Student impact](#student_impact)  Must include to explain why this change is being made? | **Offer new options for those attracted to the CUS options, such as non-matriculating, Continuing Ed. and older students.** | | | | |
| A.6. [Impact on other programs](#impact) | **None** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **None** | | | |
| [*Library*:](#library) | **None** | | | |
| *Technology (for in person delivery)*  The VP of Information Services should be consulted prior to submission and their acknowledgement signature included. | **\_\_\_RIC Campus \_\_\_NEC \_\_\_Other X None** | | | |
| *Technology: (for online delivery. Must be RIC supported)*  The VP of Information Services should be consulted prior to submission and their approval signature included. | **n/a** | | | |
| [*Facilities*](#facilities): | **None** | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2024** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. | | | | | |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised: | | | | | |
| A. 12 **Check to see if your proposal will impact any of our** [**transfer** **agreements,**](file:///Users/SAbbotson/Documents/Curriculum/ManualandWebsite/transfer%20agreements) **and if it does explain in what way. Please indicate clearly what will need to be updated, including any changes in prefix numbers/titles for TES.** | | | | | |
| A. 13 Check the section that lists “Possible NECHE considerations” on the UCC Forms and Information page and if any apply, indicate what that might be here and contact Institutional Research for further guidance. | | | | | |

**E.** [**Program Proposals**](#program_proposals) **For IN-Person or mixed modalities (for fully online programs: see section F):**

### **Complete only what is relevant to your proposal. Delete section E. if not needed. PLease add in the 2020 CIP number for MAJOR revisions or new programs in E 2; these can be found at** [**https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56**](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) **consult with Institutional research to be sure you select the correct one.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| E.1. [Enrollments](#enrollments)  Must be completed. |  | **20** |
| E. 2. [2020 CIP number](#CIPnumber" \o "THESE CAN BE FOUND AT HTTPS://NCES.ED.GOV/IPEDS/CIPCODE/BROWSE.ASPX?Y=56 CONSULT WITH INSTITUTIONAL RESEARCH TO BE SURE YOU SELECT THE CORRECT ONE.) |  | **Professional Writing 23.1304** |
| E.3. [Admission requirements](#admissions) |  | **None** |
| E.4. [Retention requirements](#retention) |  | **A 2.0 GPA in the program is required** |
| E.5. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. |  | Professional Writing CUS  The CUS in professional writing consists of a minimum of 20 credit hours (five courses), as follows:  Course Requirements  **Courses**   |  |  |  | | --- | --- | --- | | FYW 100 | First Year Writing | 4 | | ENGL 222W | Introduction to Professional Writing | 4 |   THREE COURSES from the following with at least ONE at the 300-level   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ENGL 230W | | | Workplace Writing | 4 |  | | ENGL 231W | | | Multimodal Writing | 4 |  | | ENGL 232W | | | Public and Community Writing | 4 |  | | ENGL 233W | | | Writing for the Health Professions | 4 |  | | ENGL 350 | | | Topics Course in English | 4 |  | | ENGL 378W | | Advanced Workshop in Professional Writing | | 4 | | | ENGL 379W | | Rhetoric for Professional Writing | | 4 | | | ENGL 477W | Internship in Professional Writing | | | 4 |  |   ENGL 350: When on appropriate topic.  Contact English department for permission to take any 200-level course concurrent with FYW 100. |
| E.6. [Credit count](#credit_count) for each program option |  | **20** |
| E.7. Note any needs for program accreditation (if relevant). |  | **None** |
| E.8 Program modality. Online percentage of delivery; calculate % within required hybrids and the total for the program cannot go over 49% |  | **Mixed course types (Some courses may be offered in a hybrid format, but most will be in-person, so less than 20 % online)** |
| E.9 Will any classes be offered at sites other than RIC campus or the RI Nursing Ed. Center?\* |  | **| NO** |
| E. 10. Do these revisions reflect more than 25% change to the [program?\*](file:///Users/sabbotson/Documents/Curriculum/Program%20goals) |  | **| NO** |
| E.11. [Program goals](file:///Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  | Upon completion of this certificate, students will be able to:   * Understand writing as both an activity (something you do) and a subject of study (something into which you can inquire). * Practice “writing-to-learn” in order to understand writing as a knowledge-generating activity & method of critical thinking. * Develop knowledge of and practice with key aspects of document design. * Understand and appreciate the ethical dimensions of writing (i.e. to write is to propose a relationship with other human beings). * Develop critical literacy skills in order to learn how to locate reliable information, learn from it, and write effectively about it. |
| E.12. Other changes if any |  |  |

\* If answered YES to either of these questions will need to inform Institutional Research and get their acknowledgement on the signature page.

**G. Signatures**

* **Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair**.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) to the current Chair of UCC. Check UCC website for due dates. **Do NOT convert to a .pdf.**

##### G.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Alison Shonkwiler | Chair of English | Alison Shonkwiler | 2/8/24 |
| Quenby Hughes | Dean of FAS | \*Approved via email | 2/9/2024 |
|  |  |  |  |

##### G.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
| Becky Caouette | Director of Writing | Becky L. Caouette | 02.08.24 |
|  |  |  |  |
|  |  |  | Tab to add rows |