

## Prefix Name Change Proposal

### BBA 3341 to EH 3341

### Technical Writing

#### Proposal:

BBA 3341 – Technical Writing is a course housed in General Studies in the College of Arts and Sciences. It is listed as a Humanities and Fine Arts requirement or elective in CSU degree programs (see attached *CSU Degree Program Requirements*). According to the Benchmarking Report of five SACS accredited schools, the Technical Writing course is traditionally housed in the English Department. The goal is to change the prefix of Technical Writing from BBA 3341 to EH 3341 to reflect the location of the course when the course rewrite is completed.

#### Goals:

- Change the prefix of BBA 3341 to EH 3341
- Require instructors assigned to teach this course to have a master's degree and at least 18 graduate hours of English course
- Launch date: Jan 2012 (tentative)

Action Item	Participants	Date	Notes	Task Complete
<b>Benchmarking</b>	Traci Frees	<b>May 25</b>	Benchmarked the Technical Writing course with eight other SACS accredited schools (see attached <i>Benchmarking Report</i> ). Outlined CSU Degree Program Requirements and which programs would be affected by the name change (see attached <i>CSU Degree Program Requirements</i> ).	X
<b>Committee Meeting</b>	<i>Curriculum Development:</i> Josh Smith  <i>Registrar's Office:</i> Vickie Hayes Carol Kling Tori Steber Sonya Kopp  <i>Colleges:</i> Dr. Sonya Rogers Traci Frees	<b>June 1</b>	Formed and met with committee to discuss feasibility of proposed change. All members were in favor of the change. Will discuss change with all departments involved, then email committee the proposal for comments before submitting.	X
<b>Data Gathering</b>	Registrar's Office Curriculum Development Marketing	<b>June 6</b>	Discussed steps to implement the proposed name change with each department.	X
<b>Committee Recommendations</b>	<i>Curriculum Development:</i> Josh Smith Cheryl Walker  <i>Registrar's Office:</i> Vickie Hayes Carol Kling Tori Steber Sonya Kopp  <i>Colleges:</i> Dr. Sonya Rogers Traci Frees	<b>June 9</b>	Sent first draft of proposal to committee members for further recommendations.	X

<b>Proposal</b>	Undergraduate Dean and Vice President of Academic Affairs	<b>June 10</b>	<ul style="list-style-type: none"> <li>• Approved with action plan of course rewrite to make official change when new course launches.</li> <li>• Joshua Smith scheduled course rewrite to begin Aug 2011.</li> <li>• Wendy Styron will put in request by October to have BBA 3341 changed to EH 3341 on <i>Go Army Ed Portal</i> beginning Jan. 2012.</li> </ul>	X
<b>Committee Follow-Up and Implementation</b>	<p><i>Curriculum Development:</i> Josh Smith Cheryl Walker Melissa Pierce</p> <p><i>Registrar's Office:</i> Vickie Hayes Carol Kling Tori Steber Sonya Kopp</p> <p><i>Colleges:</i> Dr. Sonya Rogers Traci Frees</p> <p><i>Go Army Ed.:</i> Wendy Styron</p>	<b>Aug 17</b>	<p><b>Discuss Implementation Plan</b> Follow through on action items with departments involved:</p> <p><b>Registrar's Office:</b></p> <ul style="list-style-type: none"> <li>• <b>Action Item:</b> Vickie will check to see how announcement needs to be communicated as required to inform student of change and report back to committee and how much notice needs to be given to students.</li> <li>• Will update evaluation reports for students enrolled in degree programs that require BBA 3341 to reflect EH 3341 on case by case basis</li> </ul> <p><b>Go Army Ed Portal:</b></p> <ul style="list-style-type: none"> <li>• <b>Action Item:</b> Wendy Styron will put in request by October to have BBA 3341 changed to EH 3341 on <i>Go Army Ed Portal</i> beginning Jan. 2012.</li> </ul> <p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• <b>Action Item:</b> Josh will check schedule and determine estimated completion date for course rewrite and recommend launch date for term/course and report to committee</li> <li>• BBA 3341 will be closed to new enrollments when new course launched</li> <li>• Melissa will update course name change in master courses list when finalized</li> </ul> <p><b>Follow-up Action Items:</b> When the above highlighted items are finalized, then information will be sent to the following:</p> <p><b>Marketing/Military Corporate</b></p> <ul style="list-style-type: none"> <li>• Information for website /Catalogue/ etc. updates by ____ (date)</li> </ul> <p><b>IT</b></p> <ul style="list-style-type: none"> <li>• Make changes in Omega to reflect new name</li> </ul> <p><b>Announcement to CSU</b></p> <ul style="list-style-type: none"> <li>• Send announcement to all departments when dates are finalized</li> </ul>	