

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

COURSE MODIFICATION PROPOSAL

Courses must be submitted by October 15, 2013, and finalized by the end of the fall semester to make the next catalog (2014-15) production

DATE (CHANGE DATE EACH TIME REVISED): 2-1-13; REV 2.6.13

PROGRAM AREA(S): ENGL

Directions: All of sections of this form must be completed for course modifications. Use **YELLOWED** areas to enter data. All documents are stand alone sources of course information.

1. Indicate Changes and Justification for Each. [Mark an X by all change areas that apply then please follow-up your X's with justification(s) for each marked item. Be as brief as possible but, use as much space as necessary.]

<input checked="" type="checkbox"/> Course title	<input type="checkbox"/> Course Content
<input type="checkbox"/> Prefix/suffix	<input checked="" type="checkbox"/> Course Learning Outcomes
<input type="checkbox"/> Course number	<input type="checkbox"/> References
<input type="checkbox"/> Units	<input type="checkbox"/> GE
<input type="checkbox"/> Staffing formula and enrollment limits	<input type="checkbox"/> Other <input type="checkbox"/>
<input checked="" type="checkbox"/> Prerequisites/Corequisites	<input type="checkbox"/> Reactivate Course
<input checked="" type="checkbox"/> Catalog description	
<input type="checkbox"/> Mode of Instruction	

Justification: The prerequisites are an unnecessary barrier for many students who can benefit from the professional preparation this course provides. Removing them allows more students access to a class that can improve their overall writing and provide technical and career oriented writing practices. Also, 482 and 483 need not be taught as a sequence.

The description is updated to conform to current practice in the course.

The title has been modified as it was determined that it was an artifact of an outdated way of teaching the course (as mostly a Photoshop class). What visual elements still part of this course are implied in the "document design" portion of the description.

2. Course Information.

[Follow accepted catalog format.] (Add additional prefixes if cross-listed)

OLD

Prefix ENGL Course# 483
Title Technical Visual Communication Units (3)
3 hours lecture per week
☐ hours blank per week

☒ Prerequisites: For Technical Writing Certificate students only, ENGL 482

☐ Consent of Instructor Required for Enrollment

☐ Corequisites: ☐

Catalog Description (Do not use any symbols):

The focus of this course is two-fold. First, the student will research and write a presentation on a topic of his or her choice, suitable for a specific application (conference, meeting, etc.) and receive critiques from his or her peers and the professor. Second, the student will use that paper to form the basis of a visual presentation using up-to-date technology of various forms.

General Education Categories: ☐

Grading Scheme (Select one below):

☒ A – F

☐ Credit/No Credit

☐ Optional (Student's Choice)

Repeatable for up to ☐ units

Total Completions ☐

NEW

Prefix ENGL Course# 483
Title Technical Communication Units (3)
3 hours lecture per week
☐ hours blank per week

☐ Prerequisites: None

☐ Consent of Instructor Required for Enrollment

☐ Corequisites: ☐

Catalog Description (Do not use any symbols):

Course is designed to bridge the gap between interest in technical communication and the need to develop real world skills. Students will take projects from inception to completion by incorporating key technical communication principles: document design, collaborative authoring, and project management. This class also explores the relationship between core concepts of relevant software and best practices for technical writers.

General Education Categories: ☐

Grading Scheme (Select one below):

☐ A – F

☐ Credit/No Credit

☐ Optional (Student's Choice)

Repeatable for up to ☐ units

Total Completions ☐

Multiple Enrollment in Same Semester Y/N ☐

Course Level:
☐ Undergraduate
☐ Post-Baccalaureate
☐ Graduate

Multiple Enrollment in Same Semester Y/N ☐

Course Level:
☐ Undergraduate
☐ Post-Baccalaureate
☐ Graduate

3. Mode of Instruction (Hours per Unit are defaulted)

Hegis Code(s) _____
 (Provided by the Dean)

Existing

Proposed

	Units	Hours Per Unit	Benchmark Enrollment	Graded		Units	Hours Per Unit	Benchmark Enrollment	Graded	CS No. (filled out by Dean)
Lecture	<u>3</u>	<u>1</u>	<u>25</u>	<input type="checkbox"/>	Lecture	<u>3</u>	<u>1</u>	<u>25</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seminar	<input type="checkbox"/>	<u>1</u>	<input type="checkbox"/>	<input type="checkbox"/>	Seminar	<input type="checkbox"/>	<u>1</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab	<input type="checkbox"/>	<u>3</u>	<input type="checkbox"/>	<input type="checkbox"/>	Lab	<input type="checkbox"/>	<u>3</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity	<input type="checkbox"/>	<u>2</u>	<input type="checkbox"/>	<input type="checkbox"/>	Activity	<input type="checkbox"/>	<u>2</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indep Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indep Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other blank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other blank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Course Attributes:

☐ **General Education Categories:** All courses with GE category notations (including deletions) must be submitted to the GE website: <http://summit.csuci.edu/ge>
 Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.

A (English Language, Communication, Critical Thinking)

- ☐ A-1 Oral Communication
- ☐ A-2 English Writing
- ☐ A-3 Critical Thinking

B (Mathematics, Sciences & Technology)

- ☐ B-1 Physical Sciences
- ☐ B-2 Life Sciences – Biology
- ☐ B-3 Mathematics – Mathematics and Applications
- ☐ B-4 Computers and Information Technology

C (Fine Arts, Literature, Languages & Cultures)

- ☐ C-1 Art
- ☐ C-2 Literature Courses
- ☐ C-3a Language
- ☐ C-3b Multicultural

D (Social Perspectives)

E (Human Psychological and Physiological Perspectives)

UDIGE/INTD Interdisciplinary

Meets University Writing Requirement (Graduation Writing Assessment Requirement)

Meets University Language Requirement

American Institutions, Title V Section 40404: ☐ Government ☐ US Constitution ☐ US History
Regarding Exec Order 405, for more information: <http://senate.csuci.edu/comm/curriculum/resources.htm>

Service Learning Course (Approval from the Center for Community Engagement must be received before you can request this course attribute).

Online Course (Answer YES if the course is ALWAYS delivered online).

5. Justification and Requirements for the Course. *[Make a brief statement to justify the need for the course]*

OLD

This course is an elective in the English major and a required course in the Business major.

NEW

This course is an elective in the English major and an option in the Business major.

☐ Requirement for the Major/Minor
☐ Elective for the Major/Minor
☐ Free Elective

☐ Requirement for the Major/Minor
☒ Elective for the Major/Minor
☐ Free Elective

Submit Program Modification if this course changes your program.

6. Student Learning Outcomes. (List in numerical order. Please refer to the Curriculum Committee's "Learning Outcomes" guideline for measurable outcomes that reflect elements of Bloom's Taxonomy: <http://senate.csuci.edu/comm/curriculum/resources.htm>. The committee recommends 4 to 8 student learning outcomes, unless governed by an external agency (e.g., Nursing).

Upon completion of the course, the student will be able to:

OLD

Learning Objectives:

Students completing this course will

- Demonstrate a beginning proficiency in integrating visual communication techniques and technologies with written text
- Show an introductory facility with basic visual design concepts, practices, and technologies, and demonstrate the ability to apply these concepts, practices and technologies pragmatically in a fully developed project
- Demonstrate basic skills of collaboration and peer evaluation
- Demonstrate basic skills of critical analysis
- Demonstrate basic skills of independent life-long learning

Upon completion of the course, the student will be able to:

NEW

- Pinpoint elements of effective document design both in own work and other's work.
- Analyze a set of technical data with an eye to select for relevant information to present to target audience.
- Manage projects with multiple micro-deadlines
- Evaluate technologies and tools for strengths and weaknesses then appropriately select one to execute a project.
- Demonstrate ability to self-evaluate and reflect on the efficacy of previous assignments in order to improve.
- Identify key "best practices" of the field and apply them, rather than being tied to a particular technology or context.
- Produce professional writing using appropriate conventions of grammar, usage, and style.

7. Course Content in Outline Form. (Be as brief as possible, but use as much space as necessary)

OLD

Mapping out a visual communication project
Cohesion and Coherence
Intentionality and Acceptability
Informativity
Situationality
Intertextuality
Basic visual design
Photoshop skills
Pagemaker skills

NEW

Introduction to the technical writing field
Writing – grammar, usage, style, content, clarity
Identifying audience needs, understanding persuasiveness
Tools – underlying axioms, single-source authoring, usability, learning curves, mediums, document design
Interviewing, research, and collaboration
Criteria for successful writing, and revision in light of
Producing and evaluating writing

Does this course content overlap with a course offered in your academic program? Yes ☐ No ☒ X

If YES, what course(s) and provide a justification of the overlap. ☐

Does this course content overlap a course offered in another academic area? Yes ☐ No ☐
If YES, what course(s) and provide a justification of the overlap.

Overlapping courses require Chairs' signatures.

8. Cross-listed Courses (Please note each prefix in item No. 1)

- A. List cross-listed courses (Signature of Academic Chair(s) of the other academic area(s) is required).
- B. List each cross-listed prefix for the course:
- C. Program responsible for staffing:

9. References. [Provide 3-5 references]

OLD Alred, Gerald, Charles Brusaw, and Walter Oliu. The Business Writer's Handbook. St. Martin's, 2000.
Weinmann, Elaine and Peter Lourekas. Photoshop 7 for MacIntosh. Peachpit Press, 2002.
Alspach, Ted. Pagemaker 7 for MacIntosh & Windows. Peachpit Press, 2001.
DeBeaugrande, Robert and Wolfgang Dressler. Introduction to Text Linguistics. Longman, 1981.

NEW

Van Laan, K. (2012). *The Insider's Guide to Technical Writing*. XML Press.
Strunk, W. & White, E. B. (1999). *The Elements of Style (4th Edition)*. Longman.
Markel, M. (2010). *Technical Communication*. Boston: Bedford/St Martin's

10. Tenure Track Faculty qualified to teach this course.

11. Requested Effective Date or First Semester offered:

12. New Resource Requested: Yes ☐ No ☐

If YES, list the resources needed.

- A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)
- B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)
- C. Facility/Space/Transportation Needs:
- D. Lab Fee Requested: Yes ☐ No ☐ (Refer to the Dean's Office for additional processing)
- E. Other.

13. Will this course modification alter any degree, credential, certificate, or minor in your program? Yes ☐ No ☒

If, YES attach a program update or program modification form for all programs affected.

Priority deadline for New Minors and Programs: **October 1, 2013** of preceding year.

Priority deadline for Course Proposals and Modifications: **October 15, 2013**.

Last day to submit forms to be considered during the current academic year: **April 15th**.

Brad Monsma, Mary Adler

2-1-13

Proposer(s) of Course Modification

Date

Type in name. Signatures will be collected after Curriculum approval.

Approval Sheet

Course: [REDACTED]

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

The CI program review process includes a report from the respective department/program on its progress toward accessibility requirement compliance. By signing below, I acknowledge the importance of incorporating accessibility in course design.

Program Chair		
Signature		Date
Program Chair		
Signature		Date
Program Chair		
Signature		Date
General Education Chair		
Signature		Date
Center for Intl Affairs Director		
Signature		Date
Center for Integrative Studies Director		
Signature		Date
Center for Multicultural Engagement Director		
Signature		Date
Center for Civic Engagement and Service Learning Director		
Signature		Date
Curriculum Chair		
Signature		Date
AVP		
Signature		Date