MEMO TO: Dr. Bonnie Springer, Faculty Curriculum Committee, Chair
FROM: Dr. Bethany C. Goodier, Department of Communication, Chair
DATE: 2/20/15
SUBJECT: Pre-Requisite to Co-Requisite Change

Attached, please find a curriculum proposal to change an existing requirement for CSCI 112 or higher as a pre-requisite for COMM 310 to a co-requisite. We are requesting this change for two reasons: 1) we have determined that material learned in these course is more relevant for courses COMM 410 and 480; 2) we have determined that having CSCI 112 or higher as a pre-requisite to COMM 310 creates delays for students moving through the major often requiring students to take COMM 310 over the summer or delaying their graduation by at least one semester. Since we are changing a pre-requisite to co-requisite, we hope this change can go into effect in Fall 2016 as previously discussed with Dr. Ford and Dr. Springer. Please don’t hesitate to contact me with any questions 953-7420.
FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

- In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
- You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

- Change an Existing Course Form

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   [Signature]
   Date: 3/20/15

2. Signature of Academic Dean:

   [Signature]
   Date: 3/23/15

3. Signature of Provost:

   [Signature]
   Date: 3/10/15

4. Signature of Business Affairs (only for course fees):

   [Signature]
   Date: ________________
   ☐ fee approved on __________
   ☐ BOT approval pending

5. Signature of Curriculum Committee Chair:

   [Signature]
   Date: 3/21/2015

6. Signature of Budget Committee Chair (only for new programs):

   [Signature]
   Date: ________________

7. Signature of Academic Planning Committee Chair (only for new programs):

   [Signature]
   Date: ________________

8. Signature of Faculty Senate Secretary:

   [Signature]
   Date: ________________

Date Approved by Faculty Senate: ____________________
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
• Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
• Fill out the parts of the form specified in part B. You must do this before your request can move forward!
• Remember that your changes will not be implemented until the next catalog year at the earliest.
• If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Bethany Goodier
Phone: 7420
Email: goodierb@cofc.edu

Department or Program: Communication
School: HSS

Subject Acronym and Course Number: COMM 310

Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J)
☒ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
☐ Course Number (you must submit a course deactivation request for the old course number)
☐ Course Name
☐ Course Description
☐ Credit/Contact Hours
☒ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

The department believes it is more appropriate to require CSCI 112 or higher as a co-requisite rather than pre-requisite for COMM 310. Students do not rely on material learned in this course in COMM 310 as originally intended, though it is still needed for upper level writing courses. The pre-requisite has created an unanticipated roadblock for many students who neglect to take the course early enough in their program which can limit their opportunities to study abroad and/or delay graduation timeframe.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

Since we are making the course a co-requisite rather than a prerequisite, there is no substantial change for the department providing the course. Similarly, the only change in our program is that it will allow students to move more quickly into major courses and may reduce the need to take COMM 310 over the summer to remain on track for graduation.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: Communication  School: HSS  Subject Acronym: COMM  Course Number: 310

Credit hours:  3 lecture ___ lab ___ seminar ___ independent study
Contact hours: __3__ lecture ___ lab ___ seminar ___ independent study

Course title: Message Design and Influence

Course description (maximum 50 words, exactly as it appears in the catalog):

Crafting messages for particular contexts and publics. Students develop advanced writing skills and demonstrate proficiency in information gathering, message design and visual communication. Topics vary depending on the course section and instructor. Students can take this course up to three times and earn credit, as long as the course content varies, and with permission of the department chair.

Restrictions (pre-requisites, co-requisites, majors only, etc.):  
Prerequisites: COMM 104 or COMM 280; COMM 214 or COMM 215; CSCI 112 or higher; or department chair permission. Pre- or co-requisite COMM 281. A grade of C- or better must be earned or all prerequisite courses.

Cross-listing, if any: n/a

Is this course repeatable? ☒ yes ☐ no  If yes, how many total credit hours may the student earn? ___9___

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: Communication  School: HSS  Subject Acronym: COMM  Course Number: 310

Credit hours:  __3__ lecture ___ lab ___ seminar ___ independent study
Contact hours: __3__ lecture ___ lab ___ seminar ___ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Crafting messages for particular contexts and publics. Students develop advanced writing skills and demonstrate proficiency in information gathering, message design and visual communication. Topics vary depending on the course section and instructor. Students can take this course up to three times and earn credit, as long as the course content varies, and with permission of the department chair.

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Prerequisites: COMM 104 or COMM 280; COMM 214 or COMM 215; or department chair permission. Pre- or co-requisite COMM 281; CSCI 112 or higher; A grade of C- or better must be earned or all prerequisite courses.
If this is a newly-created course, is it intended to be the equivalent of an existing course? ☐ yes ☒ no
If so, which course? ______________________

If equivalent, will the newly-created course replace the existing course? ☐ yes ☒ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): _n/a_____________________
Note: Cross-listed courses are equivalent.

Is this course repeatable? ☒ yes ☐ no If yes, how many total credit hours may the student earn? ___9___

Is there an activity, lab, or other fee associated with this course? ☐ yes ☒ no What is the fee? $________
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

No new costs

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
</tbody>
</table>

1. 

2. 

3. 

4. 

This form was last updated on 12/13/13 and replaces all others.
How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

1. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.