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SEP 4 2014

OFFICE OF THE
SENATE COUNCIL**Course Information**

Date Submitted: 8/12/2013

Current Prefix and Number: CIS - Communication and Information Studies, CIS 112 ACCELERATED COMP. AND COMM. II (CIS)

Other Course:

Proposed Prefix and Number:

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: COMMUNICATION AND INFORMATION

b. Department/Division: Communication and Information Studies

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Sarah Kerksmar

Email: sarah.kerksmar@uky.edu

Phone: 7-9589

Responsible Faculty ID (if different from Contact)

Name: Deanna Sellnow

Email: deanna.sellnow@uky.edu

Phone: 7-2886

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: ACCELERATED COMPOSITION AND COMMUNICATION II (CIS)

Proposed Title: ACCELERATED COMPOSITION AND COMMUNICATION II (CIS)

c. Current Transcript Title: ACCELERATED COMP. AND COMM. II (CIS)

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: Composition and Communication 112 is an accelerated version of the standard two-semester composition and communication sequence. It focuses on integrated oral, written, and visual communication skill development and emphasizes critical inquiry and research. Students will sharpen their ability to conduct research; compose and communicate in written, oral, and visual modalities; and use interpersonal skills to work effectively in groups (dyads and small groups).

Proposed Course Description for Bulletin: Composition and Communication 112 is an accelerated version of the standard two-semester composition and communication sequence. It focuses on integrated oral, written, and visual communication skill development and emphasizes critical inquiry and research. Students will sharpen their ability to conduct research; compose and communicate in written, oral, and visual modalities; and use interpersonal skills to work effectively in groups (dyads and small groups).

2j. Current Prerequisites, if any: Prereq: AP English Composition score of 4 or 5, an ACT English score of 32 or higher, an SAT verbal score of 720 or higher, or acceptance into the University's Honors Program.

Proposed Prerequisites, if any: Prereq: AP English Composition score of 4 or 5, an ACT English score of 32 or higher, an SAT verbal score of 720 or higher, or acceptance into the University's Honors Program.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name: Sarah Kerksmar

Instructor Email: sarah.kerksmar@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The online syllabus conforms to the University Senate Syllabus Guidelines, specially for distance learning. This course provides for timely and appropriate interactions between students and faculty and among students by requiring students to engage in discussion boards (among students) and journals (between the instructor). Students will also conduct peer review of speeches and essays with a classmate.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. The students in the online course have the same learning outcomes, textbooks, course goals, and even major assessments as the traditional classroom students.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Integrity will be ensured several ways. First, students will use Blackboard which is a password-protected portal. The assignments require students to apply and synthesize the content. There will be an academic offense policy stated in the syllabus.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No

If yes, which percentage, and which program(s)? N/A

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Students will have the same opportunities to access student services (e.g., eReserves, Library) as those taking a traditional classroom setting.

6. How do course requirements ensure that students make appropriate use of learning resources? The course requirements ensure that students make appropriate use of learning resources by requiring students to 1) cite sources, 2) record speeches, and 3) turn in completed papers.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. Students will have access to UKY's library via the internet as well as materials on Blackboard's eReserves.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? Students will be directed to resolve technical complaints using the University of Kentucky's Information Technology Customer Service Center. The syllabus lists this entity available to offer technical help with the delivery and/or receipt for the course.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. N/A

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Sarah Kerksmar

SIGNATURE|DDSELL2|Deanna D Sellnow|CIS 112 CHANGE Dept Review|20130826

SIGNATURE|CEMONA2|E C Monaghan|CIS 112 CHANGE College Review|20131018

SIGNATURE|JMETT2|Joanie Ett-Mims|CIS 112 CHANGE Undergrad Council Review|20140904

Courses	Request Tracking
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Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Attachments:

Browse No file selected.

ID	Attachment
Delete 2786	CIS 112 DL Version.docx
Delete 3645	UKCEC approval CIS 112DL.docx

First | 1 | Last

Select saved project to retrieve...

NOTE: Start form entry by choosing the Current Prefix and Number (*denotes required fields)

	Current Prefix and Number:	CIS - Communication and Information Studies CIS 112 ACCELERATED COMP. AND COMM. II (CIS)	Proposed Prefix & Number: (example: PHY 401G) <input type="checkbox"/> Check If same as current
*	What type of change is being proposed?	<input type="checkbox"/> Major Change <input checked="" type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, exception 600-799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not imply change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above	
	Should this course be a UK Core Course?	<input type="radio"/> Yes * <input type="radio"/> No	
	If YES, check the areas that apply:	<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics	
1.	General Information		
a.	Submitted by the College of:	COMMUNICATION AND INFORMATION	Submission Date: 8/12/2013
b.	Department/Division:	Communication and Information Studies	
c.*	Is there a change in "ownership" of the course? <input type="radio"/> Yes * <input type="radio"/> No If YES, what college/department will offer the course instead? Select...		
e.*	* Contact Person Name:	Sarah Kerckmar	Email: sarah.kerckmar@uky.edu Phone: 7-9589
	* Responsible Faculty ID (if different from Contact)	Deanna Selnow	Email: deanna.selnow@uky.edu Phone: 7-2886
f.*	Requested Effective Date:	<input checked="" type="checkbox"/> Semester Following Approval	OR Specific Term: ²
2.	Designation and Description of Proposed Course.		
a.	Current Distance Learning(DL) Status:	<input type="radio"/> N/A <input type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add <input type="checkbox"/> Please Drop	
	*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.		
b.	Full Title:	ACCELERATED COMPOSITION AND COMMUNICATION II (CIS)	Proposed Title: * ACCELERATED COMPOSITION AND COMMUNICATION II (CIS)
c.	Current Transcript Title (if full title is more than 40 characters):	ACCELERATED COMP. AND COMM. II (CIS)	
c.	Proposed Transcript Title (if full title is more than 40 characters):		
d.	Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR Currently ² Cross-listed with (Prefix & Number): none
	Proposed - ADD ² Cross-listing (Prefix & Number):		

Proposed - REMOVE ³⁻⁴ Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.					
Current:	Lecture	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
Proposed: *	Lecture 3	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
f.	Current Grading System:		ABC Letter Grade Scale		
	Proposed Grading System:*		<input type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale		
g.	Current number of credit hours:		3	Proposed number of credit hours:*	3
h.*	Currently, is this course repeatable for additional credit?				<input type="radio"/> Yes <input checked="" type="radio"/> No
*	Proposed to be repeatable for additional credit?				<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES:	Maximum number of credit hours:			
	If YES:	Will this course allow multiple registrations during the same semester?			<input type="radio"/> Yes <input checked="" type="radio"/> No
i.	Current Course Description for Bulletin:				
	Composition and Communication 112 is an accelerated version of the standard two-semester composition and communication sequence. It focuses on integrated oral, written, and visual communication skill development and emphasizes critical inquiry and research. Students will sharpen their ability to conduct research; compose and communicate in written, oral, and visual modalities; and use interpersonal skills to work effectively in groups (dyads and small groups).				
*	Proposed Course Description for Bulletin:				
	Composition and Communication 112 is an accelerated version of the standard two-semester composition and communication sequence. It focuses on integrated oral, written, and visual communication skill development and emphasizes critical inquiry and research. Students will sharpen their ability to conduct research; compose and communicate in written, oral, and visual modalities; and use interpersonal skills to work effectively in groups (dyads and small groups).				
j.	Current Prerequisites, if any:				
	Prereq: AP English Composition score of 4 or 5, an ACT English score of 32 or higher, an SAT verbal score of 720 or higher, or acceptance into the University's Honors Program.				
*	Proposed Prerequisites, if any:				
	Prereq: AP English Composition score of 4 or 5, an ACT English score of 32 or higher, an SAT verbal score of 720 or higher, or acceptance into the University's Honors Program.				
k.	Current Supplementary Teaching Component, if any:			<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input checked="" type="radio"/> Both	
	Proposed Supplementary Teaching Component:			<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input checked="" type="radio"/> No Change	
3.	Currently, is this course taught off campus?				<input type="radio"/> Yes <input checked="" type="radio"/> No
*	Proposed to be taught off campus?				<input type="radio"/> Yes <input checked="" type="radio"/> No

If YES, enter the off campus address:			
4.* Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes * <input type="radio"/> No		
If YES, explain and offer brief rationale:			
5. Course Relationship to Program(s).			
a.* Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes * <input type="radio"/> No		
If YES, identify the depts. and/or pgms:			
b.* Will modifying this course result in a new requirement^Z for ANY program?	<input type="radio"/> Yes * <input type="radio"/> No		
If YES ^Z , list the program(s) here:			
6. Information to be Placed on Syllabus.			
a.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"><input type="checkbox"/> Check box if changed to 400G or 500.</td> <td>If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)</td> </tr> </table>	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)
<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)		

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. All fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level. It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: CIS 112	Date: 8/12/2013
Instructor Name: Sarah Kerckmar	Instructor Email: sarah.kerckmar@uky.edu
Check the method below that best reflects how the majority of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/> Hybrid <input type="checkbox"/>

Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?
The online syllabus conforms to the University Senate Syllabus Guidelines, specially for distance learning. This course provides for timely and appropriate interactions between students and faculty and
2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.
The students in the online course have the same learning outcomes, textbooks, course goals, and even major assessments as the traditional classroom students.
3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.
Integrity will be ensured several ways. First, students will use Blackboard which is a password-protected portal. The assignments require students to apply and synthesize the content. There will be an academic
4. Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?
No

Which percentage, and which program(s)?
N/A

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.
5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?
Students will have the same opportunities to access student services (e.g., eReserves, Library) as those taking a traditional classroom setting.

Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?
The course requirements ensure that students make appropriate use of learning resources by requiring students to 1) cite sources, 2) record speeches, and 3) turn in completed papers.
7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
Students will have access to UKY's library via the internet as well as materials on Blackboard's eReserves.

Student Services

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?
Students will be directed to resolve technical complaints using the University of Kentucky's Information Technology Customer Service Center. The syllabus lists this entity available to offer technical help with
9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?
 Yes
 No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.
N/A

10. Does the syllabus contain all the required components, below? Yes
 - o Instructor's *virtual* office hours, if any.
 - o The technological requirements for the course.
 - o Contact Information for Distance Learning programs (<http://www.uky.edu/DistanceLearning>) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/Help/>; 859-218-HELP).
 - o Procedure for resolving technical complaints.
 - o Preferred method for reaching Instructor, e.g. email, phone, text message.
 - o Maximum timeframe for responding to student communications.
 - o Language pertaining academic accommodations:
 - "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
 - o Specific dates of face-to-face or synchronous class meetings, if any.
 - o Information on Distance Learning Library Services (<http://www.uky.edu/libraries/DLIS>)
 - Carla Cantagallo, DL Librarian
 - local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
 - Email: dliservice@email.uky.edu
 - DL Interlibrary Loan Service: http://www.uky.edu/libraries/libpage.php?web_id=2538&lib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:
Sarah Kerckmar

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (<http://www.uky.edu/UKIT/help>)

Revised 8/00

- ¹¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
- ¹² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
- ¹³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
- ¹⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
- ¹⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)
- ¹⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
- ¹⁷ In order to change a program, a program change form must also be submitted.

Submit as New Proposal

Save Current Changes