

## CHANGE MINOR

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For each proposed change, you MUST also include the existing requirement.

### 1. GENERAL INFORMATION

1a	Home college <sup>1</sup> : Arts & Sciences		
1b	Home educational unit (department or school) <sup>1</sup> : Writing, Rhetoric, & Digital Studies		
1c	Current minor name: Professional and Technical Writing	Proposed minor name:	
1d	CIP Code <sup>2</sup> : 23.1304	Today's Date: 1/12/17	
1e	Is there an accrediting agency related to this minor?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," name:		
1f	Requested effective date: <input type="checkbox"/> Fall semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date <sup>3</sup> : Fall 2017
1g	Contact person name: Brian McNely	Email: brian.mcnelly@uky.edu	Phone: 859-218-0957

### 2. OVERVIEW OF CHANGES

2a	Describe the rationale for the changes. (450 word limit) Two new courses—WRD 305, Writing Public Science, and WRD 310, Writing in the Natural Sciences—are added as elective options in the minor. These courses complement similar, current elective offerings, such as WRD 304, Writing the Social Sciences. The two new courses will be especially useful for STEM majors seeking additional professionalization in writing for technical and scientific careers.		
2b	Will the requested changes result in the use of courses from another unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will be used.		
	If "Yes," two pieces of supporting documentation are required.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director <sup>4</sup> of each unit from which individual courses will be used.		

<sup>1</sup> It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <http://www.uky.edu/faculty/senate> and search for forms related to academic organizational structure.

<sup>2</sup> The CIP code is provided by Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-2873 or [institutionaleffectiveness@uky.edu](mailto:institutionaleffectiveness@uky.edu)).

<sup>3</sup> No program will be effective until all approvals are received.

<sup>4</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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Check to confirm that appended to the end of this form is verification that the chair/director of each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.

2c Will the minor's faculty of record change? Yes  No

If "Yes," indicate current system and proposed changes below. (150 word limit)

Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

**3. COURSE-RELATED CHANGES**

3a Will the minor's prerequisites change? Yes  No

If "Yes," use the grid below to illustrate the changes.

Current		Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>5</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

3b Provide the narrative about the changed prerequisites to include in the Bulletin. (150 word limit)

3c Will the minor's required courses change? Yes  No

If "Yes," use the grid below to illustrate the changes.

Current		Proposed				
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>6</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

<sup>5</sup> Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("n/c").

<sup>6</sup> Indicate if the course is new ("new"), existing but will change ("change"), or exists but will not change ("no change").

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Select one....  
 Select one....  
 Select one....  
 Select one....

3d Provide the narrative about the changed required courses to include in the Bulletin. (150 word limit)

3e Will the minor's elective courses change? Yes  No

If "Yes," use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>7</sup>
WRD 203	3	Business Writing	WRD 203	3	Business Writing	N/C
WRD 208	3	Multimedia Writing	WRD 208	3	Multimedia Writing	N/C
WRD 301	3	Style for Writers	WRD 301	3	Style for Writers	N/C
WRD 322	3	Rhetoric & Argument	WRD 322	3	Rhetoric & Argument	N/C
WRD 405	3	Editing English Prose	WRD 405	3	Editing English Prose	N/C
WRD 408	3	Digital Composing	WRD 408	3	Digital Composing	N/C
WRD 304	3	Writing in the Social Sciences	WRD 304	3	Writing in the Social Sciences	N/C
			WRD 305	3	Writing Public Science	N/C
			WRD 310	3	Writing in the Natural Sciences	N/C

Select one....

3f Provide the narrative about the changed elective courses to include in the Bulletin. (150 word limit)

Electives: Choose 6 hours from the following: [enumerate list above]

**4. OTHER CHANGES**

4a Are there any other changes to the minor? If "Yes," note below. (150 word limit) Yes  No

<sup>7</sup> Indicate if the course is new ("new"), existing but will change ("change"), or exists but will not change ("no change").

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**5. APPROVALS/REVIEWS**

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

*In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.*

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email	
5a	(Within College)			
	<b>WRD</b>	<b>11/15/16</b>	<b>Jeff Rice / 5025422335 / j.rice@uky.edu</b>	
	College EPC	1/31/17	Jane Calvert /	/ Jane.calvert@uky.edu
	A&S Associate Dean	1/31/17	Anna Bosch /	/ Anna.bosch@uky.edu
			/	/
5b	(Collaborating and/or Affected Units)		/	/
			/	/
			/	/
			/	/
			/	/
5c	(Senate Academic Council)	<b>Date Approved</b>	<b>Contact Person Name</b>	
	Health Care Colleges Council (if applicable)			
	Undergraduate Council	3/7/17	Joanie Ett-Mims	

February 1, 2017

Dear Undergraduate Council,

On behalf of the faculty of the College of Arts and Sciences, the Education Policy Committee discussed and approved the changes to the Professional and Technical Writing minor. 7:0:2 on Tuesday, January 31, 2017.

Sincerely,



Jane Calvert  
Chair, Education Policy Committee

January 13, 2017

Anna Bosch  
Associate Dean for Undergraduate Programs

Dear Dean Bosch

This letter confirms that the WRD faculty voted on November 15, 2016 to approve adding WRD 305, Writing Public Science, and WRD 310, Writing in the Natural Sciences, as elective options in the Professional and Technical Writing minor. These courses complement similar, current elective offerings, such as WRD 304, Writing the Social Sciences. The two new courses will be especially useful for STEM majors seeking additional professionalization in writing for technical and scientific careers.

Sincerely,



Jeff Rice  
Chair, Writing, Rhetoric and Digital Studies

see blue.

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