Cover Memo for Proposed Admission and/or Standards Change (MTSU)

On-campus memo:

TO: Admission and Standards Committee

FROM: Billy Pittard  
(Chair or Program Coordinator)*

Electronic Media Communication  
(College, Program or Department)*

Contact Person:  
EMAIL: billy.pittard@mtsu.edu

RE: Change in candidacy for Electronic Media Communication Video and Film Production majors

(Specify issue[s] being submitted to the committee.)

DATE: March 23, 2016

Level or area to which change(s) would apply:
- University  - College  - School  - Department  - Program
  Other?

Program(s) and/or student population(s) affected:
(Note that an Impact Data Form must be submitted along with the proposal.)

This change would fall into the following classification(s) (check all that apply):

- Proposed change in GPA for admission
- Proposed change in GPA for retention
- Proposed change in GPA for graduation
- Proposed change in test or pre-requisite requirements for admission
- Proposed change in other requirements for admission
- Proposed change in policies or requirements for placement

- Proposed change in policies or requirements for retention
- Proposed change in policies or requirements for graduation
- Proposed change in grading scale
- Proposed change to academic program requirements
- Proposed standards for a new program
- Other

Description of Change Proposed:
(Attach separate sheet as needed.)

Video and Film Production students are now required to take both introductory level video production classes for candidacy. The two courses are EMC2130 Single Cam I and EMC2131 Multi Cam I. In the past they only had to take one of these courses.

Rationale/justification for change (Please ensure that all aspects and ramifications of the change are addressed. Attach separate sheet as needed.):

Students who came in unsure of which direction they should go (multi cam or single cam) at times based their decision on which course they could get into first. Also, many pushed off one intro level class until their senior year which meant they missed basic skills information particularly in camera work and editing.
Dissemination of information:

The following colleges, program or departments may be affected by this decision:

The Video and Film Production program is the main impact. Other programs might be marginally affected if EMC production courses (EMC2190) are part of a minor.

I certify that I (or my representative) have consulted with each college or program that may be affected by the proposed changes.

Proposer's signature __________________________ 3-23-16

Date

Other permissions sought: If this change is connected to curriculum or program development, have the appropriate forms been submitted to the general education, curriculum or graduate committees? If a proposal will/may impact enrollment in specific courses or programs, have concerned departments or programs been consulted? Please include dates of submission and/or approval as relevant.

__________________________________________

Other signatures needed for approval of proposal:

Department Chair or Program Coordinator* __________________________ 3-23-16

Date of initial proposal

College Dean* __________________________ 4/5/16

Date of college approval

Chair Admission and Standards Committee

Date approved by ASC

Vice-President for Student Affairs / Vice-Provost for Enrollment & Academic Services

Date approved by VPSA

Provost

Date approved by Provost

President

Date approved

* Note: When the proposal does not come from an academic unit, replace titles as needed. If a proposal comes directly from a dean or higher, the first signature may be omitted.
Admission and Standards Committee
IMPACT DATA FORM for PROPOSED CHANGES

Department or Program or University Office: Electronic Media Comm. dept / Video & Film Prac

Brief Statement of Proposed Change: Candidacy requirement

Date: March 23, 2016

1. Detailed discussion of how proposed changes may impact students, prospective students, university programs and/or other. (Use as much space as you need below. You may refer to cover memo and its attachments as needed to avoid repetition.)

Our current requirements include "either EMC 2130 or EMC 2131" for candidacy in the Video and Film Production concentration. Both are required for graduation. We have noticed that EMC 2131 is frequently put off until the last minute thus creating a last minute graduation issue, and delaying the acquisition of critical skills.

Proposed Effective Date

Fall 2016

2. Identify the student population(s) that will be affected.

Students using the 2016-17 catalog or later for the Video and Film Production Major.

3. Are there plans to make this proposal retroactive? If so, please indicate when (specify the date) and identify student population(s) who will be affected. (For example, “students admitted under the 2004 catalog or earlier.”)

Not retroactive.

4. Discuss the specific impact on students. Provide enrollment and/or other relevant data for the past three years, including appropriate demographic data (e.g. male, female, minority, part-time, older students etc.) to illustrate the possible impact on specific groups. (For example, for a proposal to raise the GPA for graduation, provide a breakdown of graduating student GPA by different demographic groups.) Attach supporting documentation.


Because this is already a required course, we anticipate no negative impact, but we do believe this will have a uniformly positive impact by the earlier acquisition of critical skills, and fewer problems as student approach graduation.

Multiple sections of this course are offered every Fall and Spring semester.
# Master Catalog Change Form

**Undergraduate**

- **Department**: Electronic Media Comm (MC-EMC)
- **Subject**: EMC
- **Course No.**: 2131

**Full title of course**: Multi Cam I (formerly Introduction to studio production) EMC2131

**Credit hours**: 3
**Contact hours, if different**: 4.5

**Course taught with**: 
- ☐ Standard Grading
- ☐ Pass/Fail

**Can be taken multiple times without calculating as repeat?**
- ☐ No
- ☑ Yes

**How many times?**


**Fees (if applicable)**: 
- (must be approved by TBR)

**Schedule type**: LLB - Combined Lecture/Lab

**Instructional Method**: CON - Conventional Methodology

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**EFFECTIVE TERM**: Fall 2016

- ☐ New course
- ☑ Other course changes

**Abbreviated Title**: Multi Cam I

**Prescribed requirement (lower division courses only)**:
- ☐ Writing
- ☐ Reading
- ☐ Math

**Previous Abbreviated Title**: Intro to Studio

**Previous course prefix/number**: EMC2131

**Previous credit hours**: 3

**Cross-list with**: 

**Req for candidacy**: 

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**Course prerequisites/co-requisites/restrictions**: EMC1080 (Fall 2016 catalog or later students)

(A course cannot require departmental permission AND prerequisites/restrictions)

**Memo Notes for RaiderNet**: 

(i.e. At least junior classification, pass/fail grade only)

**Does this change require a new catalog description?**
- ☐ No
- ☑ Yes (attach new catalog description, if required)

**APPROVED**

Vice Provost for Academic Affairs

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**FOR RECORDS OFFICE USE ONLY**

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**Records Entered**: 

**updated 10/29/14**