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

On-campus memo:

TO: Admission and Standards Committee

FROM: Jeff Gibson, Department Chair  Department of Speech & Theatre  (Department Chair or Program Coordinator)*  (College, Program or Department)*

Contact Person: Dr. Jessica Kratzer  EMAIL Jessica.Kratzer@mtsu.edu

RE: change to 2.0 GPA in Speech and Theatre major with a concentration in Communication Studies  (Specify issue[s] being submitted to the committee.)

DATE: April 22, 2013

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 graduation
☑ Proposed change in test or pre-requisite requirements for admission
☑ Proposed change in policies or requirements for retention
☐ 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.)

This proposal changes the requirement of a C in each course in the Speech and Theatre major with a concentration in Communication Studies to an overall GPA of 2.0.

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

Currently, students must make a C (2.0) in each course in the Speech and Theatre major with a concentration in Communication Studies for the course to count toward graduation. If they make below that (a C- or below) in any concentration course, they must repeat it. This is a proposal to require students to have a minimum GPA of 2.0 in the concentration, and to eliminate the requirement of a C in each course. This will have a positive impact on retention and graduation rates.
Dissemination of information:

The following colleges, program or departments may be affected by this decision:
No other program will be affected by this change.

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

Jessica Kratzer

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:

[Signatures]

Department Chair or Program Coordinator*

Date of initial proposal

College Dean *

4-26-13

Chair Admission and Standards Committee

Date approved by ASC

Vice-President for Student Affairs / ViceProvost 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.
Tentative Admission and Standards Committee
IMPACT DATA FORM for PROPOSED CHANGES

Department or Program or University Office: Department of Speech & Theatre, MTSU

Brief Statement of Proposed Change: Change to 2.0 GPA in Comm Studies Date: April 22, 2013

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.)

   This is a proposal to require students to have a minimum GPA of 2.0 in the concentration, and to eliminate the requirement of a C in each course. Currently, a grade of C- or below must be repeated. This negatively affects some students as they postpone graduation in order to repeat courses. This change will have a positive impact on retention and graduation rates.

Proposed Effective Date Fall 2013

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

   Students majoring in Speech and Theatre with a concentration in Communication Studies.

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.”)

   Yes, this proposal will apply to students admitted under all previous catalogs.

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.

   Students in the Speech and Theatre major with a concentration in Communication Studies will be able to graduate without repeating courses in the major that they have already passed. Enrollment for the concentration is:

   Fall 2010: 33, Fall 2011, 29; Fall 2012, 35. Fall 2012 enrollment included 7 African Americans, 23 Caucasians, and 5 of multiple races.

   There were 19 women and 16 men. These groups will be positively impacted by this proposal, and retention and graduation rates should increase.
Master Catalog Change Form
Undergraduate

Department: Speech/Theatre (LA-SPEE)  Subject: COMM  Course No. __________

Full title of course: ____________________________

Credit hours: __________  Contact hours, if different: __________  Course taught with: ☐ Standard Grading  ☐ Pass/Fail

Can be taken multiple times without calculating as repeat? ☐ No  ☐ Yes  How many times: __________  Total Hours: __________

CIP code (go to http://nces.ed.gov/pubs2002/2002165_2.pdf): 090101  Fees (if applicable) __________  (must be approved by TBR)

Schedule type: ____________________________  Instructional Method: ____________________________

EFFECTIVE TERM: Fall 2013

☐ New course  Abbreviated Title: ____________________________ (30 characters only)

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

☐ Course title change  Previous Abbreviated Title: ____________________________

☐ Course prefix/number change  Previous course prefix/number: ____________________________

☐ Credit hours change  Previous credit hours: ____________________________

☐ Grading system change

☐ Change course to inactive status

☐ Change course to active status

☐ Cross-listing of existing course  Cross-list with: ____________________________

☐ Other course changes

Course prerequisites/co-requisites/restrictions: ____________________________

(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  Date: ____________________________

Print Form  Reset Form

FOR RECORDS OFFICE USE ONLY

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Catalog description

All students majoring in Speech and Theatre with a concentration in Communication Studies must have a minimum of a 2.0 GPA in the major.

Current catalog description:

All students majoring in Speech and Theatre must receive a grade of C (2.00) or better in all courses in their concentration for the course to count as a prerequisite or to count toward graduation.