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 Chair or Program Coordinator)*
       Department of Speech & Theatre
       (College, Program or Department)*

Contact Person: Dr. Jessica Kratzer

EMAIL Jessica.Kratzer@mtsu.edu

RE: change to 2.0 GPA in Communication Studies minor

(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 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.)

This proposal changes the lack of GPA requirement in the Communication Studies minor to an overall 2.0 GPA in the minor.

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

Currently, students do not have a GPA requirement for the minor in Communication Studies.
This is a proposal to require students to have a minimum GPA of 2.0 in the minor.
This will have a positive impact on clear standards and expectations for students.
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

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*

College Dean *

Chair Admission and Standards Committee

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

Provost

President

4-26-13

Date of initial proposal

4-26-13

Date of college approval

Date approved by ASC

Date approved by VPSA

Date approved by Provost

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 minor 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 minor. Currently, there is no minimum GPA listed for this minor. This negatively affects some students as they are not aware of the standards for completing the minor and creates an alignment with the proposed 2.0 GPA for the concentration. A 2.0/C GPA for the minor is reasonable for students.

Proposed Effective Date Fall 2013

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

Students minoring 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, it would apply to the 2012 catalog and all following 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 Communication Studies minor will have a clear and reasonable GPA standard for their minor.

Enrollment for the minor during its first semester as a stand-alone minor was fall 2012 with 16 students.

Fall 2012 enrollment included 10 women and 6 men.

These groups will be positively impacted by this proposal.
Master Catalog Change Form
Undergraduate

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

Full title of course: (100 characters only)

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): 00101 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: ____________

[Table for Records Office Use Only]

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Catalog description

All students with a minor in Communication Studies must have a minimum of a 2.0 GPA in the minor.