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. Sharon S. Smith

EMAIL Sharon.Smith@mtsu.edu

RE: change to 2.0 GPA in Organizational Communication major
       (Specify issue(s) being submitted to the committee.)

DATE: April 2, 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 requirement of a C in each course in the Organizational Communication major to an overall GPA in the major 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 Organizational Communication major for the course to count toward graduation. If they make below that (a C- or below) in any major course, they must repeat it. This is a proposal to require students to have a minimum GPA of 2.0 in the major, 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

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* [Signature]

College Dean * [Signature]

Chair Admission and Standards Committee

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

Provost

President

Date of initial proposal 4-3-13

Date of college approval 4-4-13

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 Org Com major  Date: April 2, 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 major, 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 Organizational Communication.

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 the 2009 catalog and all later 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 Organizational Communication major will be able to graduate without repeating courses in the major that they have already passed. Enrollment for the major is: Fall 2010, 185; Fall 2011, 172; Fall 2012, 258.
Numbers of graduates are: 2010-2011, 73; 2011-2012, 68; 2012-2013, 84. Fall 2012 enrollment included 3 Asians, 25 African Americans, 6 Hispanics, 4 of two or more races, and 22 above age 25. Spring 2013 enrollment includes 2 Asians, 35 African Americans, 11 Hispanics, 4 of two or more races, and 37 above age 25. 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: ORCO  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)  131206  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

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalents</th>
<th>Beg</th>
<th>End</th>
<th>Attributes:</th>
<th>UCC Approved:</th>
<th>Records Entered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Catalog description

Students must have a minimum of a 2.0 GPA in the major.

Current catalog description:
All students majoring in Organizational Communication must receive a grade of C (2.00) or better in all courses in the major for the course to count as a prerequisite or to count toward graduation.