

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

On-campus memo:

TO: Admission and Standards Committee

FROM: Billy Pittard
(Department Chair or Program Coordinator)*

EMC
(College, Program or Department)*

Contact Person: Clare Bratten

EMAIL billy.pittard@mtsu.edu

RE: Dropping writing requirement for candidacy -- moving to required before graduation.
(Specify issue[s] being submitted to the committee.)

DATE: March 30, 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.)

Drop the writing requirement (choice of JOUR2710, EMC3020 or EMC3060) for candidacy for video and film production majors.
Require EMC3020 (Scriptwriting I) for all video and film production majors before graduation.

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

Before candidacy, students have not had enough experience putting together stories for a visual medium. Requirements for effective video and film scripts (visuals, pacing, use of reaction shots in lieu of dialog, etc.) are best understood when students have produced stories for a visual medium that "shows" (action, reaction) rather than "tells" (via dialog) for much of its impact.

Dissemination of information:

The following colleges, program or departments may be affected by this decision:
Demand for Journalism 2710 and EMC 3060 by Video and Film Production students
may diminish over time.

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



3-29-16

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*

3-29-16

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 Prc

Brief Statement of Proposed Change: Candidacy requirement Date: March 29, 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.)*

We are dropping a writing requirement for candidacy so that video/film
production students have time to understand the various genres of scripts
for their major before attempting to write one. JOUR2710 and EMC3060
do not meet the needs of our majors. V&F students now must take EMC3020
(Scriptwriting I) before graduation.

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.

Fall enrollment in this major: 2013: 290, 2014: 287, 2015: 291

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.

CANDIDACY**Application for Admission
COLLEGE OF MEDIA AND ENTERTAINMENT
Candidacy – Video/Film Production** Revised: 9-28-15**MIDDLE
TENNESSEE**
STATE UNIVERSITYLast: _____ First: _____ MI: _____ M#: _____
MTSU Email: _____

- Are you applying for
_____ Full Candidacy (You have already met all requirements listed below.)
_____ Provisional Candidacy (You will meet all requirements listed below by the end of the current semester.)
Should you not meet the minimum candidacy guidelines at the end of the semester, you may be asked to drop out of any post-candidacy courses on your schedule. You will not be able to apply for candidacy again until you meet the minimum guidelines. You will have to apply for full candidacy once you meet all requirements.
- Have you earned at least 45 hours of college level coursework prior to filling this application? Y _____ N _____
NOTE: This cannot include prescribed/developmental coursework or classes in which you are currently enrolled.
- Please report your cumulative grade point average: Cumulative GPA _____
NOTE: Your cumulative GPA must be a 2.5 or higher prior to completing this application.
- Please list course grades below, listing IP for any courses currently in progress.
NOTE: You **MUST** have a "C" (2.0) or better in each of the classes in order to be eligible for admittance into candidacy, with the exception of MATH.

Pre-Candidacy Requirement	Grade
ENGL 1010 Expository Writing	
ENGL 1020 Research & Argumentative Writing	
MATH 1010 or higher	
JOUR/EMC/RIM 1020 American Media	
JOUR 2710, 3020 or 3060	
EMC 2410 or EMC 2500	
EMC-2130 or 2131	

Before
change

By signing this official university document, I certify that the above information is accurate and truthful. I understand that it is my responsibility to schedule a meeting with an advisor to determine the proper sequence for post-candidacy course registration if admitted.

UNDERSTAND: By signing, you agree to have post-candidacy courses dropped from your future schedule should your application be denied. You also agree to any provisional conditions the EMC Department Chair grants.

NOTE: This form must be turned in to the Mass Communication Student Success Center in COMM 230 by the deadline.

STUDENT SIGNATURE: _____ DATE: _____

DO NOT WRITE BELOW LINE: OFFICE USE ONLY

_____ Grade below "C" or 2.0 _____ Overall GPA

ADMIT: _____ PROVISIONAL (see below): _____ DENY: _____

Department Chair Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

PROVISIONAL CONDITIONS:

Granted for _____ term

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JOUR 2710, 3020 or 3080	
EMC 2410 or EMC 2500	
EMC 2130 or 2131	

After change

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ADMIT: _____ **PROVISIONAL (see below):** _____ **DENY:** _____

Department Chair Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

PROVISIONAL CONDITIONS:

Granted for _____ term

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Fall 2016 -

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JOUR 2710, 3020 or 3060	
EMC 2410 or EMC 2500	
EMC 2130 or 2131	
EMC 1080	

Reflects both
an earlier
change (1080)
submitted
and dropping
writing requirement

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Advisor Signature: _____ Date: _____

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