CHANCE COURSE (MAJOR) and DROP COURSE PROPOSAL

SUBMITTED BY:

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<tr>
<th>Department</th>
<th>Communication</th>
<th>College/School</th>
<th>Liberal Arts</th>
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<tr>
<td>Prepared by</td>
<td>R. B. Arundale</td>
<td>Phone</td>
<td>6799</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:ffrba@uaf.edu">ffrba@uaf.edu</a></td>
<td>Faculty Contact</td>
<td>Same</td>
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1. COURSE IDENTIFICATION:

| Dept. | COMM | Course # | 231 | No. of Credits | 3 |

COURSE TITLE: Business and Professional Communication

2. ACTION DESIRED:

- Change Course: [ ] If Change, indicate below what change.
- Drop Course: [ ]

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<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>PREQUISITES</th>
<th>CREDITS (including credit distribution)</th>
<th>CROSS-LISTED</th>
<th>(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)</th>
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STACKED (400/600) Dept. Course #

OTHER (please specify)

3. COURSE FORMAT

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] XX 6 weeks to full semester

OTHER FORMAT (specify) Mode of delivery (specify lecture, field trips, labs, etc).

4. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

- H = Humanities
- N = Natural Science
- S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? [ ] YES [ ] NO

IF YES, check which core requirements it could be used to fulfill:
- O = Oral Intensive, Format
- W = Writing Intensive, Format
- Natural Science, Format

5. COURSE REPEATABILITY:

Is this course repeatable for credit? [ ] YES [ ] NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? [ ] TIMES

If the course can be repeated with variable credit, what is the [ ] CREDITS
maximum number of credit hours that may be earned for this course?

6. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

COMM F231 Business and Professional Communication (s)

3 Credits

Practical applications of communication in organizations. Includes superior-subordinate communication, conference and meeting management, oral presentation of written proposals, and the examination of information flow through organizational networks. Prerequisites: Any F100-level oral communication course or permission of instructor. (3+0)

7. COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording and strike-through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) PLEASE SUBMIT NEW COURSE SYLLABUS. For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

8. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO [NO]  IF YES, DEPT [ ]  NUMBER [ ]

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. GRADING SYSTEM:

LETTER: [XX]  PASS/FAIL: [ ]

10. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

None.

11. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No [ ]  Yes [ ]

12. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

13. POSITIVE AND NEGATIVE IMPACTS

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

While this course once attracted students from the School of Management, as well as the Department of Communication, there has been virtually no enrollment from Management in past offerings. Dropping this course will create a space in the academic program of the Department of Communication for an
internship course, being proposed concurrently, and long a goal of the Department and its external Advisory Committee.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

Comm 231, Business and Professional Communication had not been taught within the past six years, and when last offered attracted less that half the minimum number of students required for a 200 level course. Its popularity with students had steadily declined even before that point. Neither majors/minors in the Department of Communication, nor undergraduates in other programs, have expressed interest in or inquired about the course in recent years. Accordingly, there appears to be no reason to retain the course in the Department’s academic program. More importantly, dropping this course makes room in the program for a new internship course concurrently being proposed, and long a goal of the Department and its external Advisory Committee.

APPROVALS:

[Signatures and dates for various approvals]

Signature, Chair,
Program/Department of: COMMUNICATION

Date 10/22/08

Signature, Chair, College/School Curriculum Council for:

CLA

Date 10/23/08

Signature, Dean, College/School of:

Date

Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

Signature, Chair, UAF Faculty Senate Curriculum Review Committee

Date
### ADDITIONAL SIGNATURES: (If required)

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