

TO CREATE A SUMMARY OF REQUEST (SOR)

The SOR should be comprehensive and the following information pertaining to the package should be identified:

- State the faculty of the unit (e.g., Faculty of the Department of Animal Science) have voted and approved the actions presented as a part of the curriculum/program development package. **Do not include the date of the vote as that information is included elsewhere in the form.** If only undergraduate or graduate faculty voted for the action, be sure to specify that detail.
- CLEARLY explain what this package will accomplish in the unit. Let the reviewers know WHAT you are doing.
- Identify impacts on resources (e.g., The three new courses and consolidation of two concentrations within the BS in Animal Science will have no budgetary impacts. Redistribution of teaching loads allow for adequate coverage to deliver the courses under the newly configured concentration).
- **Identify every action taking place within the package** (e.g., proposal of new courses, renumbering courses, prerequisite revisions, deletion and banking of courses, unbanking of courses, title revisions, credit hour changes, new concentrations, degree title revision, deletion of certificates, revision of admission standards, content revision of course objectives).
- The actions in the SOR should be identified in the marked catalog copy. There should be no actions in the marked catalog copy that are not reflected in the SOR. Tip: Committee members should not have to guess what you are doing.

SAMPLE SUMMARY OF REQUEST

The Graduate Faculty in the Department of English voted and approved the following curriculum actions. The faculty in the technical and professional communication (TPC) area in the Department of English conducted a review of our graduate course offerings over the last 10 years in order to evaluate potential disciplinary content changes and to address student requests for courses that incorporate continuing technological changes that have influenced the field of TPC. We also reviewed the list of topics that have historically been taught as special studies seminars over the last 10 years. As a result of this review, we propose the following revisions:

- 1) establish four new courses to the TPC course offerings;
- 2) revise three existing courses,
- 3) delete five courses, and
- 4) revise the degree requirements for the TPC concentration.

These changes will allow us to offer all of the TPC courses within a regular two-year rotation and will update the catalog with current field nomenclature and course offerings. These changes will have no budgetary impacts.

The curriculum package approved by the Graduate Faculty in the Dept. of English include:

4 New Course Forms

ENGL 7735 Cultural Issues in Technical Communication
ENGL 7755 Health and Medical Rhetorics
ENGL 7770 New Media and Digital Literacies
ENGL 7775 User Experience (UX) Design

3 Long Course Revision forms to revise course titles and course descriptions

Revise 6700 from Document Design & Production to **Information Design & Production**

Revise 6715 from Technical Writing to **Foundations of Technical & Professional Communication**

Revise 6721 from Copyediting in Prof Comm to **Technical Editing**

1 Bank/Delete/Revise Prefix/Course List Form to delete 5 courses

ENGL 5780 Advanced Writing for Business & Industry

ENGL 7710 Professional Communication

ENGL 7716 Classics in Scientific and Technical Literature

ENGL 7730 Issues in Technical Communication

ENGL 7785 History of Professional Communication

1 Program Revision Form to revise the MA in English, TPC concentration to reflect these changes and additions.