# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] please read these.

**N.B. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not ever delete any of the numbered categories—if they do not apply leave them blank. ALL numbered categories in section (A) must be completed. If there are no resources impacted it is okay to put “none” in A. 7**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **ENGLISH BA, and the CONcentration in Creative writing** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A. 1b. Academic unit | **Faculty of Arts and Sciences** | | | |  |
| A.2. [Proposal type](#type) | **Program:** [**revision**](#revision) | | | |  |
| A.3. [Originator](#Originator) | **Alison Shonkwiler** | [Home department](#home_dept) | **ENGLISH** | | |
| A.4. [Context and Rationale](#Rationale)  Note: Must include this additional information for all [new programs](#type) | **While the recently created ENGL 222 Introduction to Professional Writing course is a required course in the department’s Professional Writing concentration, we would also like to add it as a required elective in our other programs: the basic ENGL BA (which has a literary focus) and the concentration in Creative Writing. Each has a current selection of 200-level ENGL courses from which their students select, and for simple equity we feel this should be included as one of those options.** | | | | |
| A.5. [Student impact](#student_impact) | **More choice on what 200-level courses could apply to their major.** | | | | |
| A.6. [Impact on other programs](#impact) | **None—though it may make scheduling for the three ENGL program options easier if this course could satisfy a requirement in all three.** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **None** | | | |
| [*Library*:](#library) | **None** | | | |
| [*Technology*](#technology) | **None** | | | |
| [*Facilities*](#facilities): | **None** | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2021** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and **delete any catalog pages not relevant for this proposal**. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is preferred. Send catalog copy as a separate single Word file along with this form. | | | | | |

### C. [Program Proposals](#program_proposals) **complete only what is relevant to your proposal if this is a revision, but include the enrollment numbers for all proposals. Delete section C if the proposal is not revising, creating, deleting or suspending any progam.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments) | 140 (55 ENG, 30 CW, 55 ED) |  |
| C.2. [Admission requirements](#admissions) |  |  |
| C.3. [Retention requirements](#retention) |  |  |
| C.4. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. | **ENGL BA:**  ONE COURSE from:   |  |  |  |  | | --- | --- | --- | --- | | ENGL 220W | Introduction to Creative Writing | 4 | F, Sp | | ENGL 230 | Writing for Professional Settings | 4 | F, Sp, Su | | ENGL 231W | Writing for Digital and Multimedia Environments | 4 | As needed | | ENGL 232W | Writing for the Public Sphere | 4 | As needed | | ENGL 250 | Topics Course in Writing | 4 | As needed | | ENGL 492 | Independent Study II | 4 | As needed |   **ENGL BA in Creative Writing**  ONE COURSE from   |  |  |  |  | | --- | --- | --- | --- | | ENGL 208 | British Literature | 4 | Annually | | ENGL 209 | American Literature | 4 | Annually | | ENGL 210 | Children’s Literature: Interpretation and Evaluation | 4 | Annually | | ENGL 212 | Adolescent Literature: Images of Youth | 4 | Annually | | ENGL 230 | Writing for Professional Settings | 4 | F, Sp, Su | | ENGL 231W | Writing for Digital and Multimedia Environments | 4 | As needed | | ENGL 232W | Writing for the Public Sphere | 4 | As needed | | ENGL 250 | Topics Course in Writing | 4 | As needed | | **ENGL BA:**  ONE COURSE from:   |  |  |  |  | | --- | --- | --- | --- | | ENGL 220W | Introduction to Creative Writing | 4 | F, Sp | | ENGL 222W | Introduction to Professional Writing | 4 |  | | ENGL 230W | Workplace Writing | 4 | F, Sp, Su | | ENGL 231W | Mulitmodal Writing | 4 | As needed | | ENGL 232W | Public and Community Writing | 4 | As needed | | ENGL 250 | Topics Course in Writing | 4 | As needed | | ENGL 492 | Independent Study II | 4 | As needed |   **ENGL BA in Creative Writing**  ONE COURSE from   |  |  |  |  | | --- | --- | --- | --- | | ENGL 208 | British Literature | 4 | Annually | | ENGL 209 | American Literature | 4 | Annually | | ENGL 210 | Children’s Literature: Interpretation and Evaluation | 4 | Annually | | ENGL 212 | Adolescent Literature: Images of Youth | 4 | Annually | | ENGL 222W | Introduction to Professional Writing | 4 |  | | ENGL 230W | Workplace Writing | 4 | F, Sp, Su | | ENGL 231W | Multimodal Writing | 4 | As needed | | ENGL 232W | Public and Community Writing | 4 | As needed | | ENGL 250 | Topics Course in Writing | 4 | As needed | |
| C.5. [Credit count](#credit_count) for each program option | **44** | **44** |
| C.6. Program Accreditation (if relevant) |  |  |
| C.7. Other changes if any |  |  |
| C.8. [Program goals](file://Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  |  |

## D. Signatures

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) and a printed signature copy of this whole form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Alison Shonkwiler | Chair of English | \*verbal approval at Dept. meeting | 4/7/2021 |
| Earl Simson | Dean of FAS | Earl Simson | 4/7/2021 |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
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|  |  |  | Tab to add rows |