# 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. ALL numbered categories in section (A) must be completed. 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 delete any of the numbered categories—if they do not apply leave them blank. If there are no resources impacted please put “none” in each A. 7 category.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **English minors (ENGLISH, Creative writing and Professional Writing)** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A. 1b. Academic unit | **Faculty of Arts and Sciences |** | | | |  |
| A.2. [Proposal type](#type) | **Program:** [**revision**](#revision)**|** | | | |  |
| A.3. [Originator](#Originator) | **Sue Abbotson** | [Home department](#home_dept) | **English (Chair of Department Curriculum Committee)** | | |
| A.4. [Context and Rationale](#Rationale)  Note: Must include additional information in smart tip for all [new programs](#type) | **The department is revising the three BA programs it offers to allow for more flexibility in terms of scheduling and would like to make a few small changes to the three Minors in the light of the Major changes to follow more consistently those patterns of requirements, and to make the credits for all three a consistent 20 total credits. One required course for the Professional Writing minor will become a required elective and we shall allow for greater choice in the English minor and Creative Writing minors required electives, as well as add a note for Creative Writing to remind students that they can repeat certain workshop courses for credit.** | | | | |
| A.5. [Student impact](#student_impact)  Must include to explain why this change is being made? | **This will ensure students will be able to take the courses they need to complete each minor in a timely fashion, and better reflect the updated major requirements.** | | | | |
| A.6. [Impact on other programs](#impact) | **None** | | | | |
| 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 2023** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. | | | | | |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised: | | | | | |
| A. 12 **Check to see if your proposal will impact any of our** [**transfer** **agreements,**](file:///Users/SAbbotson/Documents/Curriculum/ManualandWebsite/transfer%20agreements) **and if it does explain in what way. Please indicate clearly what will need to be updated.** | | | | | |
| A. 13 Check the section that lists “Possible NECHE considerations” on the UCC Forms and Information page and if any apply, indicate what that might be here and contact Institutional Research for further guidance. | | | | | |

### C. [Program Proposals](#program_proposals) **Complete only what is relevant to your proposal. Delete section C if not needed. PLease add in the 2020 CIP number for MAJOR revisions or new programs in C. 2; these can be found at** [**https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56**](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) **consult with Institutional research to be sure you select the correct one.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments)  Must be completed. | **English 4**  **Creative Writing 7**  **Professional Writing 3** |  |
| C. 2. [2020 CIP number](#CIPnumber" \o "THESE CAN BE FOUND AT HTTPS://NCES.ED.GOV/IPEDS/CIPCODE/BROWSE.ASPX?Y=56 CONSULT WITH INSTITUTIONAL RESEARCH TO BE SURE YOU SELECT THE CORRECT ONE.) | **n/a** |  |
| C.3. [Admission requirements](#admissions) |  |  |
| C.4. [Retention requirements](#retention) |  |  |
| C.5. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. | English Minor  Course Requirements  The minor in English consists of a minimum of 20 credit hours (five courses), as follows:  Courses   |  |  |  |  | | --- | --- | --- | --- | | ENGL 200W | Reading Literature and Culture | 4 | F, Sp | | ENGL 300W | Introduction to Theory and Criticism | 4 | F, Sp |   THREE 300- or 400-level English courses  Note: At least two of the 300- and 400-level English courses must be in literature and one of the two in literature before 1800.  Total Credit Hours: 20  Creative Writing Minor  Course Requirements  The minor in creative writing consists of a minimum of 20 credit hours (five courses), as follows:  Courses   |  |  |  |  | | --- | --- | --- | --- | | ENGL 200W | Reading Literature and Culture | 4 | F, Sp | | ENGL 220W | Introduction to Creative Writing | 4 | F, Sp |   THREE COURSES from   |  |  |  |  | | --- | --- | --- | --- | | ENGL 371W | Intermediate Creative Writing, Fiction | 4 | F, Sp | | ENGL 372W | Intermediate Creative Writing, Poetry | 4 | F, Sp | | ENGL 373W | Intermediate Creative Writing, Nonfiction Prose | 4 | As needed | |  |  |  |  | | ENGL 375 | Shoreline Production: Selection and Editing | 2 | F | |  | -And- |  |  | | ENGL 376 | Shoreline Production: Design and Distribution | 2 | Sp | |  |  |  |  | | ENGL 461W | Advanced Workshop in Creative Writing | 4 | As needed |   Total Credit Hours: 20    Professional Writing Minor  The minor in professional writing consists of a minimum of 24 credit hours (six courses), as follows:  Course Requirements    TWO COURSES from   |  |  |  |  | | --- | --- | --- | --- | | ENGL 230W | Workplace Writing | 4 | F, Sp, Su | | ENGL 231W | Multimodal Writing | 4 | Alternate years | | ENGL 232W | Public and Community Writing | 4 | Alternate years | | ENGL 233W | Writing for the Health Professions | 4 | F, Sp, Su | | ENGL 350 | Topics Course in English | 4 | As needed |   ENGL 350: When on appropriate topic.  Courses   |  |  |  |  | | --- | --- | --- | --- | | ENGL 222W | Introduction to Professional Writing | 4 | Annually | | ENGL 378W | Advanced Workshop in Professional Writing | 4 | Alternate years | | ENGL 379W | Rhetoric for Professional Writing | 4 | Alternate years | | ENGL 477W | Internship in Professional Writing | 4 | As needed |   Total Credit Hours: 24 | English Minor  Course Requirements  The minor in English consists of a minimum of 20 credit hours (five courses), as follows:  Courses   |  |  |  |  | | --- | --- | --- | --- | | ENGL 200W | Reading Literature and Culture | 4 | F, Sp | | ENGL 300W | Introduction to Theory and Criticism | 4 | F, Sp |   THREE 300- or 400-level English courses, or may include ONE other 200-level course  Note: At least two of the 300- and 400-level English courses must be in literature.  Total Credit Hours: 20  Creative Writing Minor  Course Requirements  The minor in creative writing consists of a minimum of 20 credit hours (five courses), as follows:  Courses   |  |  |  |  | | --- | --- | --- | --- | | ENGL 200W | Reading Literature and Culture | 4 | F, Sp | | ENGL 220W | Introduction to Creative Writing | 4 | F, Sp |   TWO COURSES from   |  |  |  |  | | --- | --- | --- | --- | | ENGL 371W | Intermediate Creative Writing, Fiction | 4 | F, Sp | | ENGL 372W | Intermediate Creative Writing, Poetry | 4 | F, Sp | | ENGL 373W | Intermediate Creative Writing, Nonfiction Prose | 4 | As needed | |  |  |  |  | | ENGL 461W | Advanced Workshop in Creative Writing | 4 | As needed |   ONE more ENGL course at the 300- or 400-level.  \*We recommend the ENGL 477 Internship in Professional Writing or both ENGL 375 and ENGL 376 Shoreline Production.  Note. ENGL 371, ENGL 372, ENGL 373: May be repeated for credit.  Total Credit Hours: 20  Professional Writing Minor  The minor in professional writing consists of a minimum of 20 credit hours (five courses), as follows:  Course Requirements   Courses   |  |  |  |  | | --- | --- | --- | --- | | ENGL 222W | Introduction to Professional Writing | 4 | Annually | | ENGL 378W | Advanced Workshop in Professional Writing | 4 | Alternate years | | ENGL 379W | Rhetoric for Professional Writing | 4 | Alternate years |   TWO COURSES from   |  |  |  |  | | --- | --- | --- | --- | | ENGL 230W | Workplace Writing | 4 | F, Sp, Su | | ENGL 231W | Multimodal Writing | 4 | Alternate years | | ENGL 232W | Public and Community Writing | 4 | Alternate years | | ENGL 233W | Writing for the Health Professions | 4 | F, Sp, Su | | ENGL 350 | Topics Course in English | 4 | As needed | | ENGL 477W | Internship in Professional Writing | 4 | As needed |   ENGL 350: When on appropriate topic.  Total Credit Hours: 20 |
| C.6. [Credit count](#credit_count) for each program option | **English 20**  **Creative Writing 20**  **Professional Writing 24** | **English 20**  **Creative Writing 20**  **Professional Writing 20** |
| C.7. Program Accreditation (if relevant) |  |  |
| C.8 Is it possible that the program will be more than 50% online (includes hybrid)?\* | **NO** | **NO** |
| C.9 Will any classes be offered at sites other than RIC campus or the RI Nursing Ed. Center?\* | **NO** | **NO** |
| C. 10. Do these revisions reflect more than 25% change to the [program?\*](file:///Users/sabbotson/Documents/Curriculum/Program%20goals) | **NO** | **NO** |
| C.11. [Program goals](file:///Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  |  |
| C.12. Other changes if any |  | Adding the note: Note. ENGL 371, ENGL 372, ENGL 373: May be repeated for credit. To the instructions on the Creative Writing Minor. |

\* If answered YES to either of these questions will need to inform Institutional Research and get their acknowledgement on the signature page.

## 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) to the current Chair of UCC. Check UCC website for due dates. Do NOT convert to a .pdf.

##### 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 | \*Approved by e-mail | 12/7/2022 |
| Earl Simson | Dean of FAS | \*Approved by e-mail | 12/12/2022 |

##### 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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