Fiscal Unit/Academic Org	School Of Communication - D0744
Administering College/Academic Group	Social And Behavioral Sciences
Co-adminstering College/Academic Group	
Semester Conversion Designation	New Program/Plan
Proposed Program/Plan Name	Communication Technology
Type of Program/Plan	Undergraduate minor
Program/Plan Code Abbreviation	COMTECH
Proposed Degree Title	

Credit Hour Explanation

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program				12	
Required credit hours offered by the unit	Minimum			12	
	Maximum			14	
Required credit hours offered outside of the unit	Minimum			0	
	Maximum			0	
Required prerequisite credit hours not included above	Minimum			0	
	Maximum			0	

Program Learning Goals

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

Program Learning Goals
-

Assessment

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

Is this a degree program (undergraduate, graduate, or professional) or major proposal? No

Program Specializations/Sub-Plans

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

Pre-Major

Does this Program have a Pre-Major? No

PROGRAM REQUEST
Communication Technology

Attachments

- Division Letter for Communication.doc: Division Letter

  (Letter from the College to OAA. Owner: Mumy,Gene Elwood)

- CCI Subcommittee Chair Letter CommMinors.doc: CCI Subcommittee Chair Letter

  (Other Supporting Documentation. Owner: Vankeerbergen,Bernadette Chantal)

- COMMTECH Minor Proposal.pdf

  (Program Proposal. Owner: McDonald,Daniel Gary)

- Division Letter for Communication.doc: Division Letter

  (Letter from the College to OAA. Owner: Mumy,Gene Elwood)

Comments

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	VanPelt,Susan J	01/24/2011 05:20 PM	Submitted for Approval
Approved	McDonald,Daniel Gary	01/25/2011 09:29 AM	Unit Approval
Revision Requested	Mumy,Gene Elwood	02/03/2011 02:03 PM	College Approval
Submitted	McDonald,Daniel Gary	03/08/2011 01:39 PM	Submitted for Approval
Approved	McDonald,Daniel Gary	03/08/2011 01:45 PM	Unit Approval
Approved	Mumy,Gene Elwood	04/07/2011 03:12 PM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	04/22/2011 04:35 PM	ASCCAO Approval
Submitted	McDonald,Daniel Gary	05/31/2011 11:21 AM	Submitted for Approval
Approved	McDonald,Daniel Gary	06/01/2011 09:23 AM	Unit Approval
Approved	Mumy,Gene Elwood	06/01/2011 08:50 PM	College Approval
Pending Approval	Nolen,Dawn Jenkins,Mary Ellen Bigler Meyers,Catherine Anne Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay	06/01/2011 08:50 PM	ASCCAO Approval

TO: Larry Krissek, CCI Chair
FROM: James Fredal, CCI Sciences Subcommittee Chair
RE: Semester Conversion Proposals for Communication Minors

Date: April 11, 2011

Larry:

The Sciences subcommittee of the CCI reviewed semester conversion proposals for three Communication Minors (Organizational Communication, Communication, and Media in Society) at their meeting on January 24 and voted unanimously to approve all three with a few minor contingencies, which have been addressed. Though a couple of the minors are listed as new, they are all in fact straight conversions from their quarter versions (as explained in Gene Mumy's letter).

We also approved the Communication Technology Minor on April 11 with two contingencies:

- They need to include a statement to the effect that 6 hours of electives must be taken at the 3000 level or above (it is currently possible to take only two credit hours at the advanced level).
- They also need to rephrase their learning goals to be student centered (and parallel with their other minors). Alternatively, they could simply delete those goals.

With the unanimous approval of the subcommittee, I forward these 4 Communication minor proposals to the full CCI with a recommendation for approval.

Thanks very much.

Jim

Cc: Bernadette Vankeerbergen

College of Arts and Sciences

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May 27, 2011

Chairs of Arts and Sciences CCI and CAA

Dear Chairs:

At the <u>undergraduate level</u> the School of Communication has two major programs:

> The Communication Bachelor of Art with three areas of concentration: 1) Strategic Communication; 2) New Media and Communication Technology; and 3) Communication Analysis and Practice.

> The Public Affairs Journalism Bachelor of Art (a tagged degree).

In her cover letter, School Director Carroll describes the careful consideration given by the School to the semester conversion plans for all programs, especially these two majors and the minimal changes made to the majors in the conversion. The only changes worth noticing at all are the repackaging of some courses into more concentrated modules.

It also needs to be noted that even though the Journalism BA is a tagged degree students taking that degree do the regular GE for BAs in Arts and Sciences. As a result the credit hour table in PACER is filled in following the rules for an untagged degree rather than accounting for all of the GE in hours for the major.

The conversion plans for both majors were reviewed and endorsed by the Social Sciences Disciplinary Advisory Panel (SS DAP). As a result I approve Communication's conversion plans for its two majors and submit them for CCI's consideration.

At the <u>undergraduate level</u> Communication also has four minors.   In addition to the General Communication minor, there are three specialized minors:

A) Communication Technology
B) Media and Society
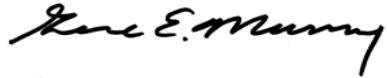C) Organizational Communication

The three specialized minors were developed during 2007 and were approved as new minors in Spring 2008; and the general minor was reassessed at the same time. Because of technical issues with PACER the Communication Technology and Organizational Communication minors are listed as new, when they are in fact straight conversions of the minors approved in 2008 at 20 quarter credit hours. Indeed all of the minors are straight conversions because they are new or were reconsidered as part of the 2007-2008 process. As a result the SS DAP has endorsed the semester versions and I have approved them and submit them for CCI's consideration.

At the **graduate level** Communication offers the Ph.D. and MA. In her letter, School Director Glynn notes that much thought was given to the structure of the programs but in the end the faculty was satisfied with the current structure of the programs and both were converted with very minimal change.

The approval process for all Ph.D. and MA programs in SBS was that all of them were first examined and discussed for feedback and improvement by the SBS Graduate Committee, which is made up of the graduate directors. When ready for final consideration in the Division they move to the Social Sciences Disciplinary Advisory Panel (SS DAP). For other graduate programs in SBS the departments work with the associate dean and then the programs are sent to the SS DAP when ready.

The SS DAP has approved the Communication Ph.D. and MA programs after minor changes and I endorse that decision and now submit them to CAA and the Graduate School for their consideration.

Sincerely,

Gene E. Mumy
Associate Dean of Arts and Sciences/Social and Behavioral Sciences

School of Communication

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Date: January 14, 2011

To: Reviewing Committee

From: Carroll Glynn
             Director
             School of Communication

Subject: Program Conversion

The School of Communication is pleased to recommend the adoption of the enclosed materials for semester conversion. These materials include templates for the following programs:

Program:
Ph.D., Communication
M.A., Communication
BA, Communication (sub-plan in Strategic Communication)
BA, Communication (sub-plan in New Media and Communication Technology)
BA, Communication (sub-plan in Communication Analysis and Practice)
BA in Journalism, Public Affairs Journalism
Minors:
Communication (general)
Organizational Communication
Communication Technology
Media and Society

Our conversion, as with all major curriculum initiatives and revisions, followed the School of Communication Pattern of Administration guidelines through discussions and deliberations involving all department faculty. In this instance, these discussions and deliberations were pursued by our Semester Conversion Committee, discussions with all departmental faculty by area and at faculty meetings, discussions amongst the chairs of the Undergraduate and Graduate Studies committees with the department chair, and solicited input (including focus group discussions) from undergraduate and graduate students. In addition, we sought advice and information about experiences from benchmark institutions that had undergone calendar conversion in recent years.

Our Associate Director for Planning and Research and our Associate Director for Undergraduate Studies worked with our Undergraduate Program Coordinator and members of the faculty representing each area of study to develop our undergraduate plans. The Director of Graduate Studies and members of the School of Communication Graduate Studies Committee worked together to put together the M.A. and Ph.D. semester conversion graduate programs.

Votes were taken within committees and at faculty meetings to develop consensus in support of the programs. The plans were presented to the full School of Communication faculty and

feedback was provided and taken into account in revisions. A final vote was taken and results were strongly supportive of the proposed semester conversions of our undergraduate and graduate programs as reflected in these documents.

We believe that we have followed all guidelines and provided what is required at upper administrative levels. While our programs fall within the scope of 'minimal programmatic changes,' our faculty and staff had put a great deal of thought and effort into the conversion. In addition, we have sought input from our graduate and undergraduate students, conducted focus groups on semester conversion as well as on what they would like to see changed, examine potential overlap in courses with the transition to semester, run simulations for course enrollments for majors and non-majors with the move to semesters. In addition, we have developed plans for staffing courses with faculty and graduate teaching assistants, assessing our needs and running simulations based on projected enrollments. The results reflect, I think, the best programs we can develop that will insure that all of our students can remain on track for graduation while obtaining a high-quality education in Communication and Journalism.

A number of courses have been dropped, or merged, there are several new courses, and we have considered the implications of all the changes for our undergraduates. Minimal programmatic change also reflects the fact that our curriculum has been in continual update and change for the past 10 years. We have seen a number of programs at our peer institutions follow our lead in developing concentrations within communication, and reforming our journalism major to keep apace with industry evolution. Because of these efforts, much of our work was focused on maintaining the integrity of our programs while converting to semesters, identifying weak spots and/or potential problems, and ensuring that students in the transition years will not be harmed by the process.

I recommend approval of our plan for semester conversion.

Rationale for Program Changes – Communication Technology Minor

   The minor in communication technology is designed for students who have an interest in aspects of communication technology, but are majoring in other areas. The Communication minor was re-evaluated during 2008 when three new specialized minors were developed and approved. Because of the scrutiny the minor received then the conversion to semesters contains only small changes in course numbering and is a straight-forward conversion from quarter courses.

Table highlighting credit hour changes

Minor Area: Communication	Quarter Hours	2/3 of Quarter Hours	Proposed Semester Hours
Core Requirements	5	3.35	3
Electives	15	10.05	9
Total	20	13.4	12

Rationale for credit hour changes
Our credit hours remain as close as we can get to our quarter programs, subject to rounding error and straight conversion of courses.

List of Courses in the Program

Required foundation course:
Comm 2540 – Intro to Comm. Technology (3)

Electives (min. 3 courses and min. 9 cr.; at least 6 cr. at 3000 level or above):
Comm 2165 – Evaluation and Usability Testing (4)
Comm 2511 – Visual Communication Design (3)
Comm 3554 – Social Implications of Technology (3)
Comm 4511 – User-Centered Communication Design (3)
Comm 4555 – Computer Interface & Human Identity (3)
Comm 4556 – Information Tech. and Org. Comm (3)
Comm 4557 – Communication Networks (3)
Comm 4738 – Health Comm. & New Media (3)
Comm 4853.01 – New Media and Democracy (2)
Comm 4853.02 – Media & Social Movements (2)

Semester Advising Sheet:

The Ohio State University
College of Arts & Sciences

Communication Technology Minor (COMM-TECH)

Program Advisors: School of Communication Undergraduate Coordinator, 3033 Derby Hall, 154 N. Oval Mall, Columbus, Ohio 43210

The minor in Communication Technology provides students with an understanding of the impact of communication technology on society and an introduction to basic skills required for designing websites and other interactive media.

The Communication Technology minor requires the completion of at least four courses for a minimum of 12 credits, including one foundational course. At least six of the elective credits must be at 3000 level or above.

Upon completion of the minor, students should file the Minor Program Form with a college or school counselor.

Any variation from the program described below needs the approval of an undergraduate advisor in the School of Communication.

Required Communication (COMM) courses:

Foundation course: (3 credit hours)
2540 – Intro to Comm. Technology (3)

Choose at least three courses from these electives:
(minimum 9 credit hours; at least 6 must be at 3000 level or above)
2165 – Evaluation and Usability Testing (4)
2511 – Visual Communication Design (3)
3554 – Social Implications of Technology (3)
4511 – User-Centered Comm Design (3)
4555 – Computer Interface & Human Identity (3)
4556 – Information Tech. and Org.Comm (3)
4557 – Communication Networks (3)
4738 – Health Comm. & New Media (3)
4853.01 – New Media & Democracy (2)
4853.02 – Media & Social Movements (2)

Arts and Sciences minor program guidelines
The following guidelines govern minors:

Required for graduation No

Credit hours required A minimum of 12 (some minors require more)
Transfer credit hours allowed A maximum of 6

Overlap with the GE Permitted, unless specifically disallowed by an individual minor program.

Overlap with the major Not allowed and
· The minor must be in a different subject than the major.
· The same courses cannot count on the minor and on the major.

Overlap between minors Each minor completed must contain 12 unique hours.

Grades required
· Minimum C-for a course to be listed on the minor.
· Minimum 2.00 cumulative point-hour ratio required for the minor.
· Course work graded Pass/Non-Pass cannot count for the minor.
1000-level course: For every three credit hours of 1000-level course work on the minor, the minimum total required for the minor is increased by three.

Approval required The minor program description sheet indicates if the minor course work must be approved by:
· The academic unit offering the minor, or
· A college/school counselor.

Filing the minor program form The minor program form must be filed at least by the time the graduation application is submitted to a college/school counselor. The School recommends filing earlier.

Changing the minor Once the minor program is filed in the college office, any changes must be approved by:
· The academic unit offering the minor, or
· A college/school counselor (depending on the minor).

Quarter Advising Sheet:

The Ohio State University
Colleges of the Arts and Sciences
College of Social and Behavioral Sciences

Communication Technology Minor (COMM TECH)

Program Advisors: School of Communication Undergraduate Coordinator, 3033 Derby Hall,154 N. Oval Mall, Columbus, Ohio 43210

The minor in Communication Technology provides students with an understanding of the impact of communication technology on society and an introduction to basic skills required for designing websites and other interactive media.

The Communication Technology minor requires the completion of at least four courses for 20 credits, including one foundational course. Upon completion of the minor, students should file the Minor Program Form with a college or school counselor. **Any** variation from the program described below needs the approval of an undergraduate advisor in the School of Communication.

Required foundational courses (5 credit hours)
Comm 240 – Introduction to Communication Technology (5)

Choose at least three from these electives (15 credit hours)
Comm 311 – Visual Communication (5)
Comm 341 – Policy Issues in Comm Tech (5)
Comm 611 – Communication and Multimedia (5)
Comm 638 – Communication and e-Health (5)
Comm 650 – Investigating Comm through Comm Tech (5)
Comm 653 – Political Comm and e-Democracy (5)
Comm 654 – Social Implications of Technology (5)
Comm 655 – Computer Interface and Human Identity (5)
Comm 656 – Information Technology and Org Comm (5)
Comm 657 – Technology of Communication (5)
Arts and Sciences minor program guidelines
The following guidelines govern minors:

Required for graduation No

Credit hours required A minimum of 20 (some minors require more)

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted, unless specifically disallowed by an individual minor program.

Overlap with the major Not allowed and
• The minor must be in a different subject than the major.
• The same courses cannot count on the minor and on the major.

Overlap between minors Each minor completed must contain 20 unique hours.

Grades required
• Minimum C- for a course to be listed on the minor.
• Minimum 2.00 cumulative point-hour ratio required for the minor.
• Course work graded Pass/Non-Pass cannot count on the minor.

100-level course: For every five credit hours of 100-level course work on the minor, the minimum total required for the minor is increased by five.

Approval required The minor program description sheet indicates if the minor course work must be approved by:
• The academic unit offering the minor, or
• A college/school counselor.

Filing the minor program form The minor program form must be filed at least by the time the graduation application is submitted to a college/school counselor.

Changing the minor Once the minor program is filed in the college office, any changes must be approved by:
• The academic unit offering the minor, or
• A college/school counselor (depending on the minor).

ASC Curriculum and Assessment Office
http://artsandsciences.osu.edu
The Ohio State University
4132 Smith Laboratory, 174 W. 18th Ave.
KDH 8/27/09

Transition policy
Our changes to the minors only involve a conversion of credit hours and no changes in the requirements. We will continue to offer the same courses in the minors with good frequency, just as we have under the quarter system. As a result, we do not expect to have significant transition issues for the minors. We are committed to ensuring that students will not be penalized or delayed as we transition to semesters.