

Fiscal Unit/Academic Org	School Of Communication - D0744
Administering College/Academic Group	Social And Behavioral Sciences
Co-administering College/Academic Group	
Semester Conversion Designation	Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
Current Program/Plan Name	Communication Minor
Proposed Program/Plan Name	Communication Minor
Program/Plan Code Abbreviation	COMM-MN
Current 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		25	16.7	15	1.7
Required credit hours offered by the unit	Minimum	25	16.7	15	1.7
	Maximum	25	16.7	15	1.7
Required credit hours offered outside of the unit	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0
Required prerequisite credit hours not included above	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0

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

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)
- Comm 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	McDonald, Daniel Gary	10/29/2010 02:21 PM	Submitted for Approval
Approved	Nathanson, Amy Ilene	11/01/2010 07:15 AM	Unit Approval
Approved	Vanarsdale, Sonya Renee	11/02/2010 11:20 AM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	11/03/2010 12:52 PM	ASCCAO Approval
Submitted	VanPelt, Susan J	11/03/2010 03:14 PM	Submitted for Approval
Approved	McDonald, Daniel Gary	11/03/2010 03:44 PM	Unit Approval
Revision Requested	Mumy, Gene Elwood	11/23/2010 08:41 PM	College Approval
Submitted	McDonald, Daniel Gary	12/12/2010 10:36 AM	Submitted for Approval
Approved	McDonald, Daniel Gary	12/12/2010 10:49 AM	Unit Approval
Revision Requested	Mumy, Gene Elwood	01/18/2011 10:40 AM	College Approval
Submitted	VanPelt, Susan J	01/19/2011 09:06 AM	Submitted for Approval
Approved	McDonald, Daniel Gary	01/19/2011 01:43 PM	Unit Approval
Approved	Mumy, Gene Elwood	01/21/2011 07:04 PM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	02/01/2011 12:24 PM	ASCCAO Approval
Submitted	McDonald, Daniel Gary	03/08/2011 01:38 PM	Submitted for Approval
Approved	McDonald, Daniel Gary	03/08/2011 01:45 PM	Unit Approval
Approved	Mumy, Gene Elwood	04/07/2011 03:04 PM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	04/22/2011 04:35 PM	ASCCAO Approval
Submitted	McDonald, Daniel Gary	05/31/2011 11:14 AM	Submitted for Approval
Approved	McDonald, Daniel Gary	06/01/2011 09:23 AM	Unit Approval
Approved	Mumy, Gene Elwood	06/01/2011 09:00 PM	College Approval
Pending Approval	Nolen, Dawn Jenkins, Mary Ellen Bigler Meyers, Catherine Anne Vankeerbergen, Bernadette Chantal Hanlin, Deborah Kay	06/01/2011 09:00 PM	ASCCAO Approval



Department of English

421 Denney Hall
164 W. 17th St.
Columbus, OH 43210

Phone (614) 292-0695

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



May 27, 2011

Chairs of Arts and Sciences CCI and CAA

Dear Chairs:

At the undergraduate level 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 undergraduate level 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

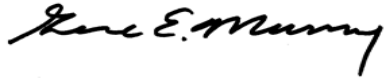
The three specialized minors were developed during 2007 and were approved as new minors in Spring 2008; and the general minor was reassessed at the same time. Because of technical issues with PACER the Communication Technology and Organizational Communication minors are listed as new, when they are in 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,

A handwritten signature in black ink, appearing to read "Gene E. Mumy". The signature is written in a cursive style with a prominent initial "G".

Gene E. Mumy


Associate Dean of Arts and Sciences/Social and Behavioral Sciences



School of Communication

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154 N Oval Mall
Columbus, OH 43210

Phone (614) 292-3400
Fax (614) 292-2055
www.comm.ohio-state.edu

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 Minor

The minor in communication is designed for students who have an interest in various aspects of communication and want to develop a working knowledge of the field. This is a straight conversion from quarters to semesters.

Table highlighting credit hour changes

Minor Area: Communication	Quarter Hours	2/3 of Quarter Hours	Proposed Semester Hours
Core Requirements	25	16.75	15
Total	25	16.75	15

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 Minor (12 credit hours):

1100 Communication in Society U 3

2540 Introduction to Communication Technology (3)

2620 Introduction to Interpersonal Comm (3)

3440 Mass Communication and Society (3)

3444 Advertising and Society (3)

Semester Advising Sheet

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

Communication Minor (Comm, 114)

School of Communication
3033 Derby Hall, 154 North Oval Mall
Columbus, OH 43210-1339
614-292-8444; <http://www.comm.ohio-state.edu>

The communication minor is designed to provide students with an understanding of the basic concepts of communication. The minor consists of five courses (15 credit hours), one from each of these areas: communication theory, communication technology, interpersonal communication, mass communication, and strategic communication.

All five courses must be completed to satisfy the minor requirements. Courses may be substituted for the designated courses if a petition is filed and approved by the director of undergraduate studies and the Undergraduate Committee through the undergraduate advising office.

If you complete the minor with courses specified below, you need only file your minor program form with your college/school office. No approval from the School of Communication is required.

Required communication courses (15 credit hours)

- 1100 Communication in Society (3)
- 2540 Introduction to Communication Technology (3)
- 2620 Introduction to Interpersonal Comm (3)
- 3440 Mass Communication and Society (3)
- 3444 Advertising and Society (3)

Communication minor program guidelines

The following guidelines govern this minor.

Required for graduation No

Credit hours required A minimum of 12

Transfer credit hours allowed A maximum of 6

Overlap with the GE Permitted

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:

- 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:

- A college/school counselor

Arts and Sciences Curriculum Office <http://artsandsciences.osu.edu>
The Ohio State University
105 Brown Hall, 190 W. 17th Ave.

Quarter Advising Sheet

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

Communication Minor (Comm, 114)

School of Communication
3033 Derby Hall, 154 North Oval Mall
Columbus, OH 43210-1339
614-292-4275; <http://www.comm.ohio-state.edu>

The communication minor is designed to provide students with an understanding of the basic concepts of communication. The minor consists of five courses (25 credit hours), one from each of these areas: communication theory, communication technology, interpersonal communication, strategic communication, and mass communication.

All five courses must be completed to satisfy the minor requirements. Courses may be substituted for the five designated courses by filing a petition with the director of undergraduate studies and the Undergraduate Committee through the undergraduate advising office.

If you complete the minor with the five courses specified below, you need only file your minor program form with your college/school office. No approval from the School of Communication is required.

Required communication courses (25 credit hours)

- 200 Communication and Society U 5
- 240 Introduction to Communication Technology U 5
- 320 Introduction to Interpersonal Communication U 5
- 431 Strategic Communication U 5
- 642 Mass Communication and Society U G 5

Communication minor program guidelines

The following guidelines govern this minor.

Required for graduation No

Credit hours required A minimum of 25

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted

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.

Approval required The minor program description sheet indicates if the minor course work must be approved by:

- 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:

- A college/school counselor

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.