

Fort Hays State University Faculty Senate

Agenda for Regular Meeting on Monday, May 2, 2011

(3:30pm, Robbins Center, Refreshments will be served before and after the meeting.)

1. Approval of Minutes and Attendance of Prior Meeting

(Attachments A and B)

2. Speaker: President Ed Hammond

3. Presentation: Forsyth Library, Mary Alice Wade, Coordinator of Bibliographic Instruction, and Dr. Cynthia Garrety, Director of the Learning Commons

4. Announcements and Information Items:

4a. Kansas Board of Regents and COFSP

- *The Board unanimously passed the Department of Informatics new Bachelor of Science program in Information Systems Engineering*
- *The Council of Faculty Senate Presidents began the discussion about getting improved tuition waivers for faculty at other Kansas Regents Universities, recognizing that faculty at our university are pleased with our current plan; the Regents are interested in looking at research about the cost or cost effectiveness of granting waivers; The Council also plans to conduct a system-wide faculty survey about morale and other issues*

5. Reports from Committees –

5a. Executive Committee: Rita Hauck, Chair

- Sexual Assault Response Team and the Sara Project

5b. Academic Affairs: Jeffrey Burnett, Chair

- English 448: Writing Internship (Attachments C and D)

5c. Student Affairs: Denise Orth, Chair

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5d. University Affairs: Joe Perniciaro, Chair

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5e. By-Laws and Standing Rules: Joe Chretien, Chair

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5f. University Marketing and Strategic Academic Partnerships: Sharla Hutchison, Chair

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6. Reports from Special Committees and Other Representatives

6a. Digital Measures: Chris Crawford

6b. Chair Evaluation Survey Status: Chris Crawford

7. Old Business

8. New Business – Passing of the Gavel to Chapman Rackaway

Thank you to Jeff, Chap, Kathi, and the faculty senate representatives, Larry, Chris, and Ed. It was indeed an honor serving with you, and I am looking forward to my new role as the Immediate Past President! Congratulations, Chap!

9. Adjournment of Regular Faculty Senate Meeting



New Course
Jeffrey Burnett to: Rita Hauck

04/25/2011 03:14 PM

From: Jeffrey Burnett/FHSU
To: Rita Hauck

Dr. Jeff Burnett
Associate Professor
Director of Tiger Wellness Center
Health and Human Performance
Fort Hays State University
(w) 785-628-4393

----- Forwarded by Jeffrey Burnett/FHSU on 04/25/2011 03:14 PM -----

Submitted by: Steven Trout
Approved By: Steven Trout, Paul Faber
Next Approver: Jeffrey Burnett

APPLICATION FOR A NEW COURSE

Date: [04/05/2011](#)

Department: [ENG](#)

Condensed Course Title: [Writing Internship](#)
(Cannot be any longer than 30 Characters)

Expanded Course Title:
(Cannot be longer than 52 characters)

107	448	2
Dept. No. 3-digits	Course No. 3-4-digits	Course Type 1 digit

Hours of Credit [3](#)

Prerequisites: [ENG 446: Advanced Composition](#), [ENG 385: Professional Editing](#)

Proposed First Offering: [First available semester](#)

Proposed For General Education? ☐ Yes ☒ No

Does Course Have Variable Title? ☐ Yes ☒ No

Is A Lab Course Required? ☐ Yes ☒ No

May The Course Be Enrolled In For Credit More Than Once? ☒ Yes ☐ No

If yes, under what conditions: [Although the course would count just once toward the English BA](#)

degree with a Writing Concentration, students could repeat the course another semester for additional writing experience.

Course Description As It Would Appear In The Catalog:

Students enrolled in Writing Internship will work with community or campus agencies to complete writing and/or editing tasks. Specified representatives of the agencies will determine and review student writing and/or editing projects. Additionally, students will meet regularly as a class with the course instructor to discuss projects, offer progress reports, give presentations, and submit writing assignments.

What Are The General Objectives Of The Course?:

1. Students will write documents in genres appropriate for the needs of the agency/institution.
2. Students will adapt writing to specific purposes and audiences.
3. Students will edit their writing to meet standards in a specific field.
4. Students will demonstrate professional behaviors in their interaction with agency representatives: punctuality, courtesy, clear and open communication, and dependability.

PLEASE GIVE THE FOLLOWING INFORMATION:

1. Does it replace an existing course? ☐ Yes ☒ No

2. What will the impact of this course be on departmental faculty? For example, will it be taught on an overload basis, will another course be dropped or taught less frequently?

The course will be taught in-load once per year by Dr. Cheryl Duffy, Director of the Writing Concentration.

3. Are existing facilities and equipment adequate for this course? If not, how will deficiencies be met?

Facilities and equipment are adequate.

4. What audience will it serve?

Undergraduate English majors in the Writing Concentration.

5. Why is this course needed? **To be better prepared for employment after graduation, English BA students in the Writing Concentration will need some evidence of professional experience beyond their academic preparation. Taking part in a writing internship will help them develop writing portfolios to illustrate their writing and editing skills to prospective employers.**

How will it enhance the degree program? Prospective students (and their parents!) and current students all love the idea of an internship because it involves real-world application outside of the classroom. Requiring that all Writing Concentration students complete an internship before graduating will make our Writing Concentration distinctive and more practical.

6. If the course has been offered under a topics title, please present enrollment data.

Not applicable since the English Department does not currently require that each Writing

Concentration student complete an internship. This will change once ENG 448 is in place.

7. What are the qualifications of faculty for this course and is this faculty member available?

Dr. Cheryl Duffy has a PhD in Composition Studies and significant publications on service learning and civic engagement. She will be available to teach this course during each Spring Semester.

8. The Academic Affairs Committee seeks to prevent duplication of existing courses. If the course being proposed might appear to duplicate the subject matter of courses in other departments, please present evidence to the contrary. Memos or letters from relevant department chairs will be appreciated.

The course does not duplicate another department's course.

9. If this course is needed for teacher certification or endorsement, a written statement from the Dean of College of Education and Technology to that effect will be appreciated.

The course is not needed for teacher certification.

10. Other supporting documentation. (optional)

PLEASE ATTACH THE FOLLOWING.

1. Suggested textbook(s)/learning materials **No textbooks or learning materials will be required--apart from a laptop computer.**



2. Attach Syllabus Syllabus for Writing Internship Class--Final.doc

3. Kind and amount of lab work, if required. **No lab work will be required.**

Note: Approval required by the following persons, in order.

Edit the Approver List above for approval by the appropriate parties.

Department Chair (all courses)

Academic Dean (all courses)

Chair, Faculty Senate Academic Affairs Committee (000-699)

President Faculty Senate (000-699)

Dean, Graduate School (Courses numbered 600 and above only)

Assistant Provost (all courses)