

Date March 29, 1988

Subject: Curricular Offering/Changes

To: Dr. Ronald A. Juliette, Chair  
University Wide Undergraduate Curriculum Committee

From: Dr. Virginia Demand, Chair *VJD*  
Administrative Services and  
Business Education Curriculum Committee

Attached are the Curricular Offering/Change Authorization forms for the following:

BE 131	Course Descriptive Title Change
BE 131	Semester Hours Change
BE 132	Course Descriptive Title Change
BE 260	New Course Addition
BE 262	Course Descriptive Title Change
BE 363	Course Deletion

In addition to the originals, twenty-one copies for the committee are also enclosed.

jbl



**Curricular Offering/Change Authorization**

List only one entry per form.  
Submit this form to College Dean.

**Please Check One For Each Form**

- New Course Addition
- Course Deletion
- Course Number Change
- Course Descriptive Title Change
- Semester Hours Change

Administrative Services and  
Business Education \_\_\_\_\_

Department \_\_\_\_\_

- Undergraduate
- Graduate

Please list below the full information requested for the course to be added/dropped or changed.

Action	Dept.	Number	Descriptive Title	Semester Hours	Remarks
Add					
Drop					
Change From	BE	262	Shorthand Dictation	3	
To	BE	262	Shorthand Dictation and Transcription		

My signature on this form signifies that I, or the approving agency which I chair on the following date approved the inclusion/deletion or changes listed above to the appropriate Master Course File.

Sign and route as follows

1. Scheduling - White
2. Chairperson - Canary
3. College Dean - Pink

\_\_\_\_\_  
Chairperson \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Dean of College \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Chairperson of Curr. Comm/Grad Council \_\_\_\_\_ Date \_\_\_\_\_

CURRICULUM PROPOSAL FORM  
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

Number	_____ / _____
Action	_____
Date	_____

I. TITLE/AUTHOR OF CHANGE

Change of  
COURSE/PROGRAM TITLE name FROM: BE262, Shorthand Dictation TO: BE262,  
Shorthand Dictation and Transcription  
DEPARTMENT Administrative Services and Business Education (ASBED)  
CONTACT PERSON Dr. Virginia Demand

II. APPROVALS

Virginia Demand  
Department Curriculum Committee

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
College Curriculum Committee

\_\_\_\_\_  
College Dean \*

\_\_\_\_\_  
Director of Liberal Studies  
(where applicable)

\_\_\_\_\_  
Provost  
(where applicable)

\* COLLEGE DEAN MUST CONSULT WITH PROVOST BEFORE APPROVING CURRICULUM CHANGES. APPROVAL BY COLLEGE DEAN INDICATES THAT THE PROPOSED CHANGE IS CONSISTENT WITH LONG RANGE PLANNING DOCUMENTS, THAT ALL REQUESTS FOR RESOURCES, MADE AS PART OF THE PROPOSAL, CAN BE MET, AND THAT THE PROPOSAL HAS THE SUPPORT OF THE UNIVERSITY ADMINISTRATION.

III. TIMETABLE

Date Submitted  
to UWUCC \_\_\_\_\_

Semester/Year to be  
Implemented SPRING 1989

Date to be published  
in Catalog \_\_\_\_\_

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

#### IV. DESCRIPTION OF CURRICULUM CHANGE

SE 363 Shorthand Transcription is being dropped from the curriculum. SE 262 Shorthand Dictation will now be the primary course in which students will learn to transcribe material written in shorthand.

Shorthand Dictation has always included an important transcription component; but because we had a more advanced course, transcription was not included in the title. SE 363 Shorthand Transcription is being dropped from the curriculum, and we feel the title of the dictation course should show this transcription component.