

LSC Use Only No:	LSC Action-Date:	10-11d.	UWUCC USE Only No.	UWUCC Action-Date:	Senate Action
			09-40	App 1/19/10 Rev App 3-15-11	R-2/23/10 T-3/23/10

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s) David Pistole & B. Gail Wilson	Email Address dpistole@iup.edu bgwilson@iup.edu
Proposing Department/Unit Liberal Studies	Phone 357-5715, 357-2612, 357-3210

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

1. Course Proposals (check all that apply)		
☐ New Course	☐ Course Prefix Change	☐ Course Deletion
☐ Course Revision	☐ Course Number and/or Title Change	☐ Catalog Description Change
<u>Current</u> Course prefix, number and full title		<u>Proposed</u> course prefix, number and full title, if changing
2. Additional Course Designations: check if appropriate		
☐ This course is also proposed as a Liberal Studies Course	☐ Other: (e.g., Women's Studies, Pan-African)	
☐ This course is also proposed as an Honors College Course		
3. Program Proposals		
☐ New Degree Program	☐ Program Title Change	☒ Other
☐ New Minor Program	☐ New Track	Liberal Studies Criteria for Technical Communication
<u>Current</u> program name		<u>Proposed</u> program name, if changing
4. Approvals		
Department Curriculum Committee	N/A	Date
Chair(s)		
LIBERAL STUDIES Department Chair(s)	David N. Pistole	1/19/10
College Curriculum Committee	N/A	
Chair		
College Dean	David N. Pistole	1/11/10
Director of Liberal Studies *	David N. Pistole	1/11/10
Director of Honors College *		
Provost *	Gerald L. Luten (m)	1/19/10
Additional signatures as appropriate:		
(include title)		
UWUCC Co-Chairs	Gail Sechrist	Rev 3-15-11 1/19/10

Explanation of Revisions to Liberal Studies Information Packet

Criteria for Liberal Studies curriculum categories and courses are being added and/or revised to address the revisions made to the Liberal Studies curriculum, the revised Liberal Studies Curriculum Framework and the approved Expected Undergraduate Student Learning Outcomes approved by University Senate and the IUP Council of Trustees.

These criteria will be implemented along with the revised Liberal Studies curriculum framework in Fall 2011 for incoming first year students. Students enrolled at IUP prior to Fall 2011 will be transitioned out of the current program and curriculum exceptions will be made as needed to accommodate those students.

The criteria outlined in this document were developed in large part by subcommittees of university personnel who wrote guidelines for each category and were then later reviewed by departments and interested individuals. At the start of the fall 2009 semester, these criteria were posted on the Liberal Studies web site and open to campus-wide feedback. The Liberal Studies Committee has considered all the comments received and has completed a final edit of these criteria.

Included in this curriculum proposal are the criteria for the Liberal Studies Learning Skills Technical Communication course. Letters of support from the departments currently teaching Microbased Computer Literacy are attached.

Technical Communication

The technical communication course is intended to develop technological communication skills and to provide students an understanding of how computers or other technological devices are used as communication tools. Technical communicators develop and design instructional and information products combining multimedia knowledge and strong communication skills with technical expertise (Society for Technical Communication, 2009). The course will include teaching of computer or other technology skills for the purpose of communication, organization, research and problem solving.

Technical Communication Expected Undergraduate Student Learning Outcomes

Syllabi for courses designed to fulfill the Liberal Studies Technical Communication requirement must provide course content that enables students to achieve the Expected Undergraduate Student Learning Outcomes identified below. Course proposals may identify additional objectives from the list of Expected Undergraduate Student Learning Outcomes as appropriate to the course content.

As *Empowered Learners* students will demonstrate:

- ease with textual, visual and electronically-mediated literacies
- problem solving skills using a variety of methods and tools
- information literacy skills including the ability to access, evaluate, interpret and use information from a variety of sources
- critical thinking skills including analysis, application and evaluation

As *Responsible Learners* students will demonstrate:

- intellectual honesty
- an understanding of the ethical and behavioral consequences of decisions and actions on themselves, on society and on the physical world

Technical Communication Required Course Content

Proposals for courses designed to fulfill the Liberal Studies Technical Communication requirement must include content and instruction:

- related to the use of productivity software* or other technological devices that provides opportunities for students to achieve the required student learning outcomes
- that provides opportunities for students to understand how information technology impacts ethical and behavioral consequences of decisions and actions

Technical Communication Common Learning Objectives

All courses meeting the Liberal Studies Technical Communication requirement will establish common course objectives stating:

At the conclusion of the course the student should be able to:

- identify the various laws and regulations dealing with the protection of original properties
- discuss the implication of freedom of access to information on individual rights to privacy
- create multimedia presentations
- demonstrate effective techniques for searching electronic resources

- develop a communication device (such as a web page, instructional manual or multimedia presentation) that demonstrates communication and organization skills
 - demonstrate proficiency in productivity software for the purpose of communication, organization, research and problem solving
- * Productivity software could include word processing, database management, spreadsheets, presentation software, web-based technologies and other applications packages.

Society for Technical Communication. (2009). "*What's the difference between technical communicator and technical writer?*" Retrieved November 17, 2009 from: http://www.stc.org/story/tc_tw.asp

Subject: Re: Liberal Studies Criteria for Technical Communication
From: "Charles Shubra" <cjshubra@iup.edu>
Date: Wed, 2 Dec 2009 14:59:38 -0500
To: "B. Gail Wilson" <bgwilson@iup.edu>

Hello Gail,

The Computer Science department has reviewed the Liberal Studies Criteria for Technical Communication document which was attached. We fully support the document as written. We believe it will allow the many students and departments that see computer literacy as important to their programs to continue to gain knowledge in the area of computer literacy while addressing technical communication. In the information age in which we live, it is critical that an educated person understand and know how to use technology to communicate. Thank you and the committee for your efforts.

From: "B. Gail Wilson" <bgwilson@iup.edu>
Sent: Wednesday 25 November 2009 6:42 AM
To: <moore@iup.edu>; <sanwar@iup.edu>; <wilkie@iup.edu>; <cjshubra@iup.edu>; <kwibowo@iup.edu>
Cc: <dpistole@iup.edu>
Subject: Liberal Studies Criteria for Technical Communication

> Dear colleagues

>

> I write to you on behalf of the Liberal Studies Committee. Attached is the Liberal Studies Criteria for Technical Communication. The document has been revised to reflect the comments received by the Liberal Studies Committee. We are sending this to you for a final review before it is forwarded to the UWUCC. We would like to attach letters from affected departments with the curriculum proposal. Please respond by December 7 so your email can be attached.

>

> Thank you...

>

> Gail Wilson

Subject: Re: Liberal Studies Criteria for Technical Communication
From: "Kustim Wibowo" <kustim.wibowo@iup.edu>
Date: Sun, 06 Dec 2009 19:32:49 -0500
To: "B. Gail Wilson" <bgwilson@iup.edu>, ecob-im@iup.edu

Dear Gail,

On behalf of the MIS/DS department, I support the liberal studies criteria for technical communication in the attached letter.

Thanks,
Kustim Wibowo
MIS/DS department

December 7, 2009

Dr. B. Gail Wilson
Department of Communications Media
121 Stouffer Hall
RE: Liberal studies criteria for technical communication

Dear Gail:

This letter is written on behalf of the Technology, Support & Training Department (TST) in response to your email request dated November 25, 2009, wherein you requested a letter from the department regarding our review of the revised Liberal Studies Criteria for Technical Communication.

Upon review and consideration, the Technology Support & Training Department supports the current proposed criteria. If the Committee needs additional information, please contact Wayne Moore (moore@iup.edu), Scott Mensch (s.mensch@iup.edu), or LeAnn Wilkie (wilkie@iup.edu).

Very truly yours,

LeAnn Wilkie, Chairperson