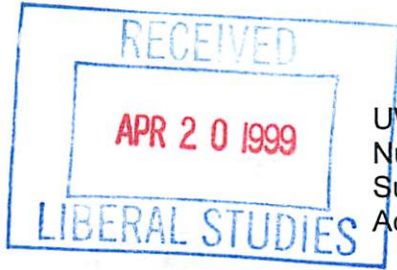99-27b

98-49b

App 3/28/00

Senate App 5/2/00

LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____

UWUCC USE Only
Number: _____
Submission Date: _____
Action-Date: _____

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. **CONTACT**

Contact Person ___Drs. Brandenburg, Woodland, Hemby___ Phone ___X 7 3003___

Department _____Technology Support and Training_____

II. **PROPOSAL TYPE (Check All Appropriate Lines)**

____X____ COURSE ___Speech Com Professionals___
_____
Suggested 20 Character Title

____X____ New Course * ___AD 231 Speech Communication for Professionals___
_____
Course Number and Full Title

_____ Course Revision _____
Course Number and Full Title

_____ Liberal Studies Approval + _____
for new or existing course
Course Number and Full Title

_____ Course Deletion _____
Course Number and Full Title

_____ Number and/or Title Change _____
Old Number and/or Full Old Title

_____
New Number and/or Full New Title

_____ Course or Catalog Description Change _____
Course Number and Full Title

_____ PROGRAM: _____ Major _____ Minor _____ Track

_____ New Program * _____
Program Name

_____ Program Revision * _____
Program Name

_____ Program Deletion * _____
Program Name

_____ Title Change _____
Old Program Name

_____
New Program Name

III. **Approvals (signatures and date)**

_MaryAnne Brandenburg_____
Department Curriculum Committee

_____
Department Chair

_____
College Curriculum Committee

_____
College Dean

_____
+Director of Liberal Studies (where applicable)

_____
*Provost (where applicable)

SYLLABUS OF RECORD

I. Catalog description

AD 231, Speech Communication for Professionals
          1 credit
          1 lecture
          0 lab
          (1c-0l-1sh)

Prerequisites: None

Students of Speech Communication for Professionals will study theory and principles of effective oral presentations in a professional setting. Course content includes audience analysis, management of speech anxiety, topic selection and refinement, proper selection and use of visual aids, and speech forms. Students will build professional presentation skills as they fulfill course assignments to develop, critique, and deliver professional presentations.

II. Course Objectives

1. Students will gain knowledge of theory and principles that support professional presentations.

2. Students will demonstrate understanding of the requirements for an eloquently delivered professional speech.

3. Students will demonstrate methods to appropriately analyze audience, context, and speech content and use the results of the analysis to develop an effective presentation.

4. Students will practice the delivery of three speech forms using appropriate visual aids.

III. Course Outline

A.	Principles of audience analysis, topic selection and refinement, speech outlining, and speech forms (extemporaneous, manuscript, impromptu). Case analysis.	2 hrs.
B.	Presentation delivery, management of speech anxiety, speech structure, use of transitions and oral footnotes. Case application--Develop speech outline and introduction.	3 hrs.
C.	Introductory speech, 5-6 minutes	2 hrs.
D.	Demonstration Speech (Informative process speech) 6 – 8 minutes.	3 hrs.
E.	Persuasive speech (actuation speech) 6 -- 8 minutes	3 hrs.
F.	Impromptu speech, 2-3 minutes	1 hr.
G.	Final examination period	1 hr.

IV.   Evaluation Methods

The final grade of the course will be determined as follows:

<u>Tests</u>

—	Case analysis and applications		30%
—	Presentations		70%
	Demonstration speech (Informative process)	20%	
	Persuasive (actuation) speech	30%	
	Impromptu speech	5%	
	Introductory speech	15%	

<u>Grading Scale: 90% and up = A; 80%-89% = B; 70%-79% = C; 60%-69% = D; Below 60% = F</u>

V.   Required Textbooks, Supplemental Books, and Readings

Nelson, P., & Pearson, J. (1999). <u>Confidence in Public Speaking </u>(7th ed.). Madison, WI: Brown & Benchmark Publishers.

VI.   Speech Course Requirements

Each student will be expected to supply one videotape for the purpose of recording and critiquing his/her speeches.

VII.   Bibliography

Brydon, S. R., & Scott, M. D. (1994). <u>Between one and many the art of and science of public speaking.</u> Mountain View, CA: Mayfield Publishing Company

Dance, F. E. X., & Zak-Dance C. C. (1994). <u>Speaking your mind private thinking and public speaking.</u> Dubuque, IA: Kendal/ Hund Publishing Company.

Fujishin, R. (1997). <u>The natural speaker.</u> (2nd ed.). Boston, MA: Allyn & Bacon.

Gronbeck, B. E., German, K., Ehninger, D. & Monroe, A. H. (1998). <u>Principles of speech communication.</u> (13th brief ed.). New York, NY: Longman.

Hanson, G. A., Hanson, K. T., & Stoddard, T. D. (1995). <u>Say it right a guide to effective oral business presentations.</u> Chicago, IL: Irwin.

Mayer, K. R. (1989). <u>Well spoken oral communication skills for buisness.</u> San Diego, CA: Harcourt Brace Jovanovich, Publishers.

Osborne, M., & Osborme, S. (1994). <u>Public speaking.</u> (3rd ed.) Boston, MA: Houghton Mifflin Company.

COURSE ANALYSIS QUESTIONNAIRE

A.   Details of the Course

A1   Speech Communication for Professionals will be required for students pursuing a Bachelor of Science degree in Safety Science. The course will be an elective for students pursuing a Bachelor of Science degree in Business Administration.

A2   This course will not require changes in any other course or program offered by the Technology Support and Training Department. The course does address the needs of a program change proposed by the Safety Science Department for their majors.

   The accrediting agency for the Safety Science program has stated that a separate course in speech communication should be part of the requirements leading to the Bachelor of Science degree in Safety Science. The Technology Support and Training Department, whose faculty has the expertise to teach speech commmunciation, have agreed to work collaboratively with Safety Science to satisfy their accrediting agency's mandate for a speech course among the core requirements.

   A separate program change proposal for Bachelor of Science in Safety Science accompanies this new course proposal.

A3   This course will be listed and offered as a special topic (BE 281) during the 1999 summer session one.

A4   The course is not intended to be dual level.

A5   The course is not to be taken for variable credit.

A6   Yes, other higher education institutions currently offer this course.

      --- University ---   --- Course title ---

A7   The content and skills of the proposed course are required by the Safety Science accreditation authority, the Related Accreditation Commission (RAC) of the Accreditation Board for Engineering and Technology (ABET). A copy of the accreditation agency document is attached.

   Speech communication is a component of AD321 (10%) but does not offer the depth of content and skills building opportunity required by the

accrediting agency, RAC. No other course in the Safety Science degree program has time to cover theory, principles, and skills of professional presentations.

B.   Interdisciplinary Implications

B1   This course will be taught by one instructor at a time from the Department of Technology Support and Training.

B2   Content of the course is similar to content taught in the English Department course, EN310, Public Speaking. The Safety Science, Technology Support and Training, and English Department faculty have discussed the proposed course. [How were the conflicts resolved? Overlaps addressed?] Written support statements from each department are attached to this proposal.

B3   One seat of each section of this course will be reserved for students in the School of Continuing Education.

C.   Implementation

C1   Faculty resources are adequate. No new faculty is needed since six department faculty have the experience to teach the required content. Since the course is only one credit, it will be taught three times each semester. One less section of AD321 will be taught to accommodate the Speech Communications for Professionals course, AD231. An extra section of AD321 may be offered in the summer, to replace the section cancelled during the regular semester, if sufficient enrollment is expected. The Department presently offers one section of AD321 each summer session, and six faculty rotate on the summer teaching schedule.

C2   Other resources

a.   Space: Current space allocations are adequate to offer the course.

b.   Equipment: The department already owns video-recording equipment, which will be used to record and critique student presentations.

c.   Laboratory space and other consumable goods are not used for this course.

d.   Present library holdings are adequate.

e.   Travel funds will not be needed.

C3   No grant funds are associated with this course.

C4   This course will be offered three times each semester. It may also be offered in the summer if demand is adequate.

C5   Each section will be five weeks in length, and three sections will be offered each semester--one the first five weeks, one in the middle five weeks, and one in the final five weeks of the semester.

C6   The course will be limited to 25 students because of the time required for student presentations.

C7   Specific enrollment of other universities offering Speech Communication (Ohio University, Southwest Missouri State, and others) are limited by time constraints similar to those anticipated at IUP. This one-credit course must be restricted to a maximum of 25 students during the five-week session because of the time required for theory coverage and speech performances.

Section D   Miscellaneous

The Technology Support and Training Department is the department selected by the Safety Science Department to work collaboratively toward continuing to meet accreditation standards in Safety Science.

AD321, Business and Interpersonal Communication, is a required course for Safety Science majors. Since the Department of Technology Support and Training is already serving Safety Science majors, Safety Science came to us to develop the additional one credit Speech Communication for Professionals course, as required by RAC. The Safety Science program cannot fit a 3 credit course, such as EN310, Public Speaking, into the program requirements at this time.

Faculty of the Technology Support and Training have expertise in content and skills relative to professional presentations, and they regularly demonstrate their expertise in the course content of AD321, Business and Interpersonal Communication. The speech component in AD321, however, is not sufficient to meet the accrediting agency, RAC, requirements. RAC has specified an additional course dedicated exclusively to speech communication that covers principles and professional presentation skills for all Bachelor of Science students in the Safety Science program.

(P).card

Read Message
In-Box

From: Lon Ferguson <FERGUSON@grove.iup.edu> **Save Address   Block Sender**
To: LONFERGUSON@HOTMAIL.COM
Date: Wed, 17 Feb 1999 14:48:54 -0500 (EST)

| Reply | Reply All | Forward | Delete | Previous | Next | Close |

From: IN%"MABBURG@grove.iup.edu" "M. BRANDENBURG" 17-FEB-1999 12:57:41.03
To: IN%"lon_ferguson@grove.iup.edu"
CC: IN%"mabburg@grove.iup.edu", IN%"woodland@grove.iup.edu",
IN%"vhemby@grove.iup.edu"
Subj: Speech Course

Return-path: <MABBURG@grove.iup.edu>
Received: from grove.iup.edu by grove.iup.edu (PMDF V5.2-31 #30978)
 id <01J7UNA8LPHC91YDLP@grove.iup.edu>; Wed, 17 Feb 1999 12:57:36 EST
Date: Wed, 17 Feb 1999 12:55:25 -0500 (EST)
From: "M. BRANDENBURG" <MABBURG@grove.iup.edu>
Subject: Speech Course
To: lon_ferguson@grove.iup.edu
Cc: mabburg@grove.iup.edu, woodland@grove.iup.edu, vhemby@grove.iup.edu
Message-id: <01J7UNDAJPWM91YDLP@grove.iup.edu>
Organization: Indiana University of Pennsylvania
MIME-version: 1.0
Content-type: TEXT/PLAIN; CHARSET=US-ASCII

Good news! The speech course was approved by the Eberly College Wide
Curriculum Committee. The next step is on to the UWCC as soon as Dean Camp
signs off.

| Reply | Reply All | Forward | Delete | Previous | Next | Close |

| Move To   (Move to Selected Folder) | ▼ |

(P).card

Indiana University of Pennsylvania

Department of English
Leonard Hall, Room 110
421 North Walk
Indiana, Pennsylvania 15705-1094

724-357-2261
Fax: 724-357-2265
Internet: *http://www.inp.edu*

April 13, 1999

Dr. Maryanne Brandenburg
Office Systems and Business Education
IUP

Dear Dr. Brandenburg:

The English Department supports your department's proposal of a one-credit course to provide speech communication training for Safety Science majors. You will be meeting a need for training and practice in speech that we recognize but cannot meet. We shall continue to offer our EN 310 Public Speaking to a limited number of students who can pursue more training and practice.

I also welcome another department from another college, and hope you will also advocate greater effort by IUP to offer students training in this area.

Sincerely,

Don McClure, Chair
English Department

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC.

GEORGE D. PETERSON, Ph.D., P.E.
Executive Director

September 21, 1999

Harold E. Wingard
Dean, College of Health & Human Services
216 Zink Hall
Indiana University of Pennsylvania
Indiana PA 15701

Dear Dr. Wingard:

The Related Accreditation Commission (RAC) of the Accreditation Board for Engineering and Technology (ABET) recently held its 1999 Summer Meeting to act on the program evaluations conducted during the 1998-99 academic year.   Each evaluation was summarized in a report to the Commission and was considered by the full Commission before a vote was taken on the accreditation action. The results of the evaluation for Indiana University of Pennsylvania follow*:

> Accredit to September 30, 2004. A request to ABET by January 31, 2003 will be required to initiate a reaccreditation evaluation visit. The reaccreditation evaluation will be a comprehensive general review.
>
> Safety Sciences b
> Safety Sciences M

The final statement to your institution that discusses the findings on which the action was based is enclosed.

The policy of ABET is to grant accreditation for a limited number of years, not to exceed six, in all cases. The period of accreditation is not an indication of program quality. Any restriction of the period of accreditation is based upon observed or reported conditions indicating that compliance with the applicable accreditation criteria must be strengthened. Continuation of accreditation beyond the time specified requires a reevaluation of the program at the request of the institution as noted in the accreditation action cited above. ABET policy prohibits disclosure of the period for which a program is accredited. For further guidance, please refer to the enclosed copy of ABET's Public Release Policy.

A list of accredited programs is published annually by ABET. In compliance with the regulations of the U.S. Department of Education, it is ABET policy to provide the Secretary of Education with the list of accredited programs and final accreditation

(1)   An adequate speech course was not being taken.

A new course, AD 200, Speech Communication for Professionals, has been created and all Safety Science students are being required to take it. Approval for the course is pending before the IUP University Senate. This progress is commensurate with the time frame provided for the change.

(2) The institution was to provide a computer course that included technical problem-solving and practical applications.

The institution researched the current course, CO 101, Microbased Computer Literacy, to see if it did have elements of technical problem-solving and practical applications. They believe that the current course is acceptable and they provided the current course syllabus, description, and letters of support and e-mail from the Computer Science faculty, along with typical class assignments. It would appear that the course could be construed to meet the minimum requirements.

(3)   The University's list of professional electives contained courses that could not be counted as credits in Safety Sciences and Safety professional practice.

The listing of 3 credit hour elective courses, from which nine hours must be chosen, has been reduced from 35 to 19 and course Syllabi of Record provided.

(4)   The last item pertained to old transcripts being provided the visiting team.

Twelve new transcripts for the period 97-99 were provided and their contents were acceptable.

MASTER OF SCIENCE - SAFETY SCIENCES

Two problem areas were noted in the Master of Science in Safety Sciences.

(1) No method existed to determine whether the students had met prerequisites in math and science before entering the program.

The institution has provided an adequate Admissions Checklist for all students applying for the program. It addresses the core courses that all entering students are expected to have taken.

(2) Missed prerequisites were not being taken. Proof of how the system is working was also requested.

An item in the Admissions Checklist 3.B. identifies specific deficiency courses that a student must take and the admissions policy states that these deficiencies must be computed before the student is enrolled in his/her third graduate course. Ten sets of student records were supplied which showed: candidates with full acceptance, those who had been accepted with needed prerequisite courses identified and those who had been denied entrance into the program.

Dean, College of Health and Human Services
Indiana University of Pennsylvania
216 Zink Hall
Indiana, Pennsylvania 15705-1087

(412) 357-2555

IUP

January 25, 1999

Ms. Amanda Reid
Director of Related Programs
Accreditation Board for Engineering and Technology
111 Market Place
Suite 1050
Baltimore, MD 21202

RE: Progress Report – Indiana University of Pennsylvania

Dear Ms. Reid:

Enclosed is the Progress Report for both the baccalaureate and master of science degree programs in safety sciences at Indiana University of Pennsylvania (IUP). This report addresses in detail the six issues regarding the baccalaureate program and the two issues for the graduate program that were presented in RAC/ABET's Statement to the Institution Part II. Where appropriate, specific examples have been included as appendices to support the department's position regarding these issues.

Based upon discussions with department faculty, we believe that all issues in the Statement to the Institution Part II have been successfully addressed. We trust that RAC/ABET will agree that both undergraduate and graduate programs should have their current accreditation extended to September 30, 2004. On behalf of the Safety Sciences Department and its faculty, I would be happy to elaborate upon, or clarify any aspects of this Progress Report.

Sincerely,

Carleen C. Zoni

Carleen Zoni, Ph.D.
Dean, College of Health and Human Services

Enclosure

cc: Robert J. Schultz, Team Chair
Robert E. Myers, Editor
SA faculty