New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Proposal_Classification_Chart.pdf) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

|  |  |
| --- | --- |
| **Title of Proposal** | Professional and Technical Writing courses for non-majors |
| **Date** | November 19, 2014 |
| **Major or Minor** | Minor |
| **Proposer’s Name** | Reneta D. Lansiquot |
| **Department** | English |
| **Date of Departmental Meeting in which proposal was approved** | November 6, 2014 |
| **Department Chair Name** | Nina Bannett |
| **Department Chair Signature and Date** | C:\Users\NBannett\Desktop\electronic signature.bmp  November 12, 2014 |
| **Academic Dean Name** | Karl Botchway |
| **Academic Dean Signature and Date** | November 19, 2014 |
| **Brief Description of Proposal**  (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body. | This minor curriculum change proposal includes ENG 3773 Advanced Technical Writing and ENG 3771 Advanced Career Writing course number and name change. Also, the word “advanced” is deleted from the ENG 3771 course description. |
| **Brief Rationale for Proposal**  (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body). | The proposed change is important to more accurately present the content and level of these courses for non-majors and help avoid students’ confusion when registering for these courses. |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | New submission |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**ALL PROPOSAL CHECK LIST**

|  |  |
| --- | --- |
| Completed CURRICULUM MODIFICATION FORM including: |  |
| * Brief description of proposal | 🗸 |
| * Rationale for proposal | 🗸 |
| * Date of department meeting approving the modification | 🗸 |
| * Chair’s Signature | 🗸 |
| * Dean’s Signature | 🗸 |
| Evidence of consultation with affected departments  List of the programs that use this course as required or elective, and courses that use this as a prerequisite. | 🗸 |
| Documentation of Advisory Commission views (if applicable). | N/A |
| Completed [Chancellor’s Report Form](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc). | 🗸 |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

|  |  |
| --- | --- |
| Documentation indicating core curriculum requirements have been met for new programs/options or program changes. | N/A |
| Detailed rationale for each modification (this includes minor modifications) | N/A |

**Minor curriculum modification**

|  |  |
| --- | --- |
| **From:** | Hong Li |
| **To:** | Nina Bannett;  Reneta Lansiquot |
| **Date:** | Wednesday - November 12, 2014 11:26 AM |
| **Subject:** | Minor curriculum modification |

Hi Prof. Lansiquot,

Thank you for meeting me discussing the minor curriculum change the English department proposed.

I, on behalf the CST department, fully understand the rationale and support to make such change:

ENG 3773 Advanced Technical Writing course name and number change to ENG 2575 Technical Writing

Best regards,

Hong Li, PH.D.  
Chair and Associate Professor  
Department of Computer Systems Technology  
New York City College of Technology  
300 Jay Street N-914  
Brooklyn, NY 11201  
(718)260-5170

**Section AV: Changes in Existing Courses**

**AV.1. English**

**ENG 3773 Advanced Technical Writing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From:** |  | **To:** | |  |
| **Course Number:** | ~~ENG 3773~~ | | **Course Number:** | ENG 2575 |
| **Course Title:** | ~~Advanced Technical Writing~~ | | **Course Title:** | Technical Writing |

Rationale: The new Bachelor of Science in Professional and Technical Writing degree program includes the required course in the major, ENG 3775 Advanced Technical Writing. The 2000-level and course name change from ENG 3773 Advanced Technical Writing to ENG 2575 Technical Writing more accurately reflects the content of this course for non-majors.

**ENG 3771 Advanced Career Writing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From:** |  | **To:** | |  |
| **Course Number:** | ~~ENG 3771~~ | | **Course Number:** | ENG 2570 |
| **Course Title:** | ~~Advanced Career Writing~~ | | **Course Title:** | Writing in the Workplace |
| **Description** | ~~An advanced course in communications skills emphasizing writing used in business and industry, business letters, memoranda, minutes, process papers and reports.~~ | **Description** | | A course in communications skills emphasizing writing used in business and industry, business letters, memoranda, minutes, process papers and reports. |

Rationale: The new Bachelor of Science in Professional and Technical Writing degree program includes the required course in the major, ENG 3770 Advanced Professional Writing. The 2000-level and course name change from ENG 3771 Advanced Career Writing to ENG 2570 Writing in the Workplace more accurately reflects the content of this course for non-majors.