

Cover Memo for Proposed Admission and/or Standards Change (MTSU)

On-campus memo:

TO: Admission and Standards Committee

FROM: Billy Pittard Electronic Media Communication
(Department Chair or Program Coordinator)* (College, Program or Department)*

Contact Person: _____ EMAIL billy.pittard@mtsu.edu

RE: Change in candidacy for Electronic Media Communication Video and Film Production majors
(Specify issue[s] being submitted to the committee.)

DATE: March 23, 2016

Level or area to which change(s) would apply:

- University College School Department Program
 Other? _____

Program(s) and/or student population(s) affected: _____
(Note that an Impact Data Form must be submitted along with the proposal.)

This change would fall into the following classification(s) (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Proposed change in GPA for admission | <input type="checkbox"/> Proposed change in policies or requirements for retention |
| <input type="checkbox"/> Proposed change in GPA for retention | <input type="checkbox"/> Proposed change in policies or requirements for graduation |
| <input type="checkbox"/> Proposed change in GPA for graduation | <input type="checkbox"/> Proposed change in grading scale |
| <input type="checkbox"/> Proposed change in test or pre-requisite requirements for admission | <input checked="" type="checkbox"/> Proposed change to academic program requirements |
| <input type="checkbox"/> Proposed change in other requirements for admission | <input type="checkbox"/> Proposed standards for a new program |
| <input type="checkbox"/> Proposed change in policies or requirements for placement | <input type="checkbox"/> Other |

Description of Change Proposed:

(Attach separate sheet as needed.)

Video and Film Production students are now required to take both introductory level video production classes for candidacy. The two courses are EMC2130 Single Cam I and EMC2131 Multi Cam I. In the past they only had to take one of these courses.

Rationale/justification for change (Please ensure that all aspects and ramifications of the change are addressed. Attach separate sheet as needed.):

Students who came in unsure of which direction they should go (multi cam or single cam) at times based their decision on which course they could get into first. Also, many pushed off one intro level class until their senior year which meant they missed basic skills information particularly in camera work and editing.

Dissemination of information:

The following colleges, program or departments may be affected by this decision:

The Video and Film Production program is the main impact. Other programs might be marginally affected if EMC production courses (EMC2130) are part of a minor.

I certify that I (or my representative) have consulted with each college or program that may be affected by the proposed changes.

Proposer's signature



3-23-16

Date

Other permissions sought: *If this change is connected to curriculum or program development, have the appropriate forms been submitted to the general education, curriculum or graduate committees? If a proposal will/may impact enrollment in specific courses or programs, have concerned departments or programs been consulted? Please include dates of submission and/or approval as relevant.*

Other signatures needed for approval of proposal:

Department Chair or Program Coordinator*

College Dean *

Date of initial proposal

Date of college approval

Chair Admission and Standards Committee

Date approved by ASC

Vice-President for Student Affairs / Vice-
Provost for Enrollment & Academic Services

Date approved by VPSA

Provost

Date approved by Provost

President

Date approved

* Note: When the proposal does not come from an academic unit, replace titles as needed. If a proposal comes directly from a dean or higher, the first signature may be omitted.

Admission and Standards Committee
IMPACT DATA FORM for PROPOSED CHANGES

Department or Program or University Office: Electronic Media Comm. dept / Video & Film Prc

Brief Statement of Proposed Change: Candidacy requirement Date: March 23, 2016

1. Detailed discussion of how proposed changes may impact students, prospective students, university programs and/or other. *(Use as much space as you need below. You may refer to cover memo and its attachments as needed to avoid repetition.)*

Our current requirements include "either EMC 2130 or EMC 2131" for
candidacy in the Video and Film Production concentration. Both are required
for graduation. We have noticed that EMC 2131 is frequently put off until the
last minute thus creating a last minute graduation issue, and delaying the
acquisition of critical skills.

Proposed Effective Date Fall 2016

2. Identify the student population(s) that will be affected.
Students using the 2016-17 catalog or later for the Video and Film Production
Major.
3. Are there plans to make this proposal retroactive? If so, please indicate when (specify the date) and identify student population(s) who will be affected. *(For example, "students admitted under the 2004 catalog or earlier.")*
Not retroactive.
4. Discuss the specific impact on students. Provide enrollment and/or other relevant **data for the past three years**, including appropriate demographic data (e.g. male, female, minority, part-time, older students etc.) to illustrate the possible impact on specific groups. *(For example, for a proposal to raise the GPA for graduation, provide a breakdown of graduating student GPA by different demographic groups.)* Attach supporting documentation.

Fall enrollment in this major: 2013: 290, 2014: 287, 2015: 291

Because this is already a required course, we anticipate no negative impact,
but we do believe this will have a uniformly positive impact by the earlier
acquisition of critical skills, and fewer problems as student approach
graduation.

Multiple sections of this course are offered every Fall and Spring semester.

Master Catalog Change Form Undergraduate

Department Electronic Media Comm (MC-EMC) Subject EMC Course No. 2131

Full title of course Multi Cam I (Formerly Introduction to studio production) EMC2131;
(100 characters only)

Credit hours 3 Contact hours, if different 4.5 Course taught with: Standard Grading Pass/Fail

Can be taken multiple times without calculating as repeat? No Yes How many times 1 Total Hours

CIP code (go to <http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55>) 09.0701 Fees (if applicable)
(must be approved by TBR)

Schedule type LLB - Combined Lecture/Lab Instructional Method CON - Conventional Methodology

EFFECTIVE TERM: Fall 2016

New course

Abbreviated Title: Multi Cam I
(30 characters only)

Prescribed requirement (lower division courses only): Writing Reading Math

Course title change

Previous Abbreviated Title: Intro to Studio

Course prefix/number change

Previous course prefix/number: EMC2131`

Credit hours change

Previous credit hours: 3

Grading system change

Change course to inactive status

Change course to active status

Cross-listing of existing course

Cross-list with:

Other course changes

Req for candidacy

Course prerequisites/co-requisites/restrictions: EMC1080 (Fall 2016 catalog or later students)
(A course cannot require departmental permission AND prerequisites/restrictions)

Memo Notes for RaiderNet:
(i.e. At least junior classification, pass/fail grade only)

Does this change require a new catalog description? No Yes (attach new catalog description, if required)

APPROVED Date
Vice Provost for Academic Affairs

Print Form

Reset Form

				FOR RECORDS OFFICE USE ONLY			
Course	Equivalents	Beg	End	Attributes:	UCC Approved: <u> </u>		
1. <u> </u>				1. <u> </u>		Records Entered: <u> </u>	
2. <u> </u>				2. <u> </u>			
3. <u> </u>				3. <u> </u>			
4. <u> </u>				4. <u> </u>			
5. <u> </u>				5. <u> </u>			