

**ACADEMIC SENATE PROPOSAL TRACKING SHEET**  
**(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)**

<b>Proposal # 20-14</b>	<b>Title: WRIT 122 Intro to Business Writing</b>	<b>JAN 15 2021</b>
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

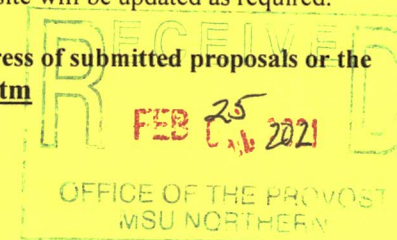
**All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.**

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1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
  2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
  3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
  4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
  5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website.
  7. The Chancellor approves or disapproves the proposal.
  8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

**Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page -- <http://www.msun.edu/admin/provost/senate/proposals.htm>**

**Documentation and forms for the curriculum process is also available on the web page: <http://www.msun.edu/admin/provost/forms.htm>**

**\*\*\*\*\* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.**



See back for tracking form



	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	1/15/2021	tracking	D. Bradley		forward to Gen ED	Gen ED		unrec'd email
General Education Committee (if applicable)	1/28/21	N/A	Coyne		forward to Comm	J. Todd		unrec'd email
Curriculum Committee (if applicable)	2/1/2021	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Gayle		forward to Sen. Rep. Schneider			unrec'd email
Academic Senate	2/16/2021	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carol A. Raphael		forward to Provost	Provost	2/24/21	unrec'd email
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	W.D.	2/26/21	moved to		3/1/21	Chancellor office
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Supriya K. Singh	3-1-2021		AA	3/3/21	
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

**NOTE:** The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.

**\*Abstract and pre-approval required for new programs ONLY.**

## COURSE REVISION FORM

NEW X DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ FOR INFORMATION ONLY \_\_\_\_\_

College CASE Program Area WRITING Date 11/1/20

Submitter *Gunn A. Hauer* Dean *Deeene J. Sells* Date 1-14-2021  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Many of our students are entering fields where business writing would be beneficial. It would serve as a better scaffold for those students who will need to take WRIT 350. It would replace WRIT 108, which is not offered regularly on this campus, is only offered at one other campus, *in the system* and does not meet the needs of our students or of the general education curriculum. This course is an approved Written Communication Gen Ed course at several other campuses in system.

Please provide the following information:

**College:** College of Arts, Sciences, and Education

**Program Area:** Writing

**Date:** 11/1/20

**Course Prefix & No.:** WRIT 122

**Course Title:** Introduction to Business Writing

**Credits:** 3

**Required by:** Could serve as a replacement for WRIT 101 in certain 2 and 4 year programs

**Selective in:**

**Elective in:**

**General Education:** CAT 1

**Lecture:** 3

**Lecture/Lab:**

**Gradable Lab:**

**Contact hours lecture:** 3

**Contact hours lab:**

**Current Catalog Description (include all prerequisites):**

N/A

**Proposed or New Catalog Description (include all prerequisites):**

This course focuses on effective communication in business situations that inform, request, persuade, or respond. Students will complete a variety of writing projects for and about business issues utilizing significant research. Students will conduct audience analysis to better understand business writing situations and will employ rhetorical strategies to communicate effectively in these situations. Students will practice library research methods and appropriate documentation styles, while learning the implications of plagiarism and the best means of avoiding it. Students may be required to take WRIT 101L concurrently in accordance with Board of Regents Policy 301.16 as explained in this catalog under General Education Course Placement.

**Course Outcome Objectives:**



Note: These outcomes are borrowed largely from Miles Community College, WRIT 122: Introduction to Business Writing.

### **Learning Outcomes:**

Upon completing this course, students should be able to:

1. Generate written business communication directed to a specific audience using effective strategies to achieve the writer's purpose.
2. Employ rhetorical strategies such as appeals to logos, ethos, pathos, and Kairos.
3. Demonstrate deliberate communication strategies to convey effective messages appropriate to an audience and situation.
4. Apply library research techniques to obtain the necessary information to achieve their purpose.
5. Select an appropriate medium and format, including the use of visual aids/graphics for business documents, as needed.
6. Apply principles of grammar, punctuation, and language usage that pertain specifically to business communication.
7. Plan and revise messages to achieve concise wording, to use jargon sparingly, to use familiar words, and to avoid slang and clichés.
8. Cite sources appropriately, avoiding plagiarism.

**Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

This course requires the use of computer classroom and library resources, as does WRIT 101: College Writing. This course will be offered as one option to fulfill the Written Communication piece of the Gen Ed core. Sections of WRIT 122: Introduction to Business Writing will replace some currently offered sections of WRIT 101: College Writing based on student demand. Therefore, no additional faculty will be needed.

Updated 09/29/05

**WRIT 101** 3 credits

## College Writing I

Montana State University - Northern

### Learning Outcomes:

Upon successful completion of this course, students will be able to

- Consider and successfully address audience, purpose, context, and genre.
- Develop strategies for writing, including planning, organizing, drafting, editing, and reflecting.
- Revise documents until they are effective, clear, complete, concise, and correct.
- Conduct research and demonstrate critical thinking through evaluation and use of sources

**WRIT 1223** credits

## **Introduction to Business Writing**

(Intro to Business Writing)

**Miles Community College**

### **Learning Outcomes:**

Upon completing this course, students should be able to do the following:

1. Generate germane business communication directed to a specific audience using effective strategies to achieve the writer's purpose, such as to inform, request, persuade, or respond;
2. Demonstrate deliberate communication strategies to convey effective messages appropriate to the situation;
3. Create messages that spotlight audience benefits and cultivate a "you" view;
4. Apply deliberate research techniques to obtain the necessary information for writing documents;
5. Select an germane medium and format, including the use of visual aids/graphics for business documents;
6. Apply principles of grammar, punctuation, and language usage that pertain specifically to business communication such as conversational tone, positive language, inclusive language;
7. Identify situations to use direct and indirect approaches to convey positive and bad news messages;
8. Plan and revise messages to achieve concise wording, to use jargon sparingly, to use familiar words, and to avoid slang and clichés;
9. Demonstrate an understanding of the communication process.

# WRIT 121

## Intro to Technical Writing

### FLOC Learning Outcomes:

- Provide clear writing in a range of genres for intended users;
- Evaluate a writing task to meet the needs of intended users;
- Brainstorm and analyze topics in order to organize visually for the reader;
- Conduct contextual inquiry and research to ensure the relevance, accuracy, and credibility of information for an intended user;
- Employ word-processing, layout, and graphics software to design visually and verbally usable, clear documents;
- Comprehensively edit documents using a variety of editing techniques;
- Learn to collaborate effectively by role-playing

# CASE PROPOSAL TRACKING SHEET

(Document to be Originated by the CASE Admin. Associate)

1. Submit all proposals using the appropriate Academic Senate Program/Degree and/or course revision forms to the CASE Admin. Associate

2. The CASE Admin. Associate forwards them to the appropriate CASE Committee

Proposal Number: # 44	Name: WRIT 122 Intro to Business Writing
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Received by the CASE  
Admin Associate

Date: 11.4.2020

Forward to the CASE  
College Meeting

Date: 11.24.2020

Approved  Not Approved \_\_\_\_\_  
Valerie J. [Signature] 11/24/2020  
Chair's Signature Date

Return to CASE Admin Date: \_\_\_\_\_

Forward to the  
Professional Education  
Unit

Date: NA

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
\_\_\_\_\_  
P E U Signature Date

Return to CASE Admin Date: 12.30.2020

Forward to the Dean of  
CASE

Date: 1.14.2021

Approved  Not Approved \_\_\_\_\_  
Shelene J. [Signature] 1-14-2021  
Dean's Signature Date

Return to CASE Admin Date: 1-15-2021

Forward to Academic  
Senate Subcommittees

Date: 1-15-2021