

Information Ticket

(updated: 06/2014)

Date: Friday, November 03, 2017

Prepared by: Benita Moore

Email: bmoore@tcsge.edu

PAS Group Title:	Process	Action Required
Program Standard Title/Major Code(s):	<input type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Notify Appropriate Personnel
Course Standard Title/Course Code(s) Course name change - ENGL 1105 Technical Communications (name changed to Workplace and Technical Communication)	<input type="checkbox"/> Course Revision	<input type="checkbox"/> Submit Vote
	<input type="checkbox"/> Probe Notice	<input checked="" type="checkbox"/> Notify Faculty and Administration
	<input type="checkbox"/> Probe Feedback	<input checked="" type="checkbox"/> Information Only
	<input type="checkbox"/> Probe Outcome	
	<input checked="" type="checkbox"/> Other	
		Submit Vote By: Click here to enter a date.

Ticket Information:

- Change the name from ENGL 1105 Technical Communications to **ENGL 1105 Workplace and Technical Communication**.
- Only one minor editorial change will be made in the course description (s removed from communications).
- No changes to the competencies; no changes to the outcomes.

The following provides a summary of the process for changing the name of ENGL 1105.

In July 2017, Chattahoochee Technical College asked about changing the course name of ENGL 1105 Technical Communications. Since the ENGL HUMN SPCH IFCC had met in the previous month, Benita Moore set up conference calls on the following dates: Wednesday, August 30, 2017; Tuesday, September 5, 2017; and Wednesday, September 6, 2017. All colleges were invited to participate, and the following colleges were represented on the calls: Central GA, Chattahoochee, GA Northwestern, Oconee Fall Line, and Southern Crescent.

After discussion from these three calls, a subcommittee representing colleges from throughout the state was set up (Central GA, Chattahoochee, Coastal Pines, GA Northwestern, and North GA). The committee met via conference call on Monday, October 30, and provided the following recommendations: Change the name from Technical Communications to **Workplace and Technical Communication**; make only one minor editorial change in the course description (s removed from communications); and make no changes to the competencies and no changes to the outcomes.

These changes have been made in KMS, so please make the changes in Banner; the changes are effective immediately.

