

ATTACHMENT 1B

Academic Policy Series

1622.20A

ADD, CHANGE OR DELETE UNIT, PROGRAM REQUIREMENTS, OR ACADEMIC POLICIES

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit or to change program policies. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

SECTION I: Approvals

Department / Program Chair Date Submitted Graduate Council Chair Date
College Dean Date Faculty Senate Chair Date
Honors College Dean Date Provost Date
Core Curriculum Committee Date Board of Trustees Approval/Notification Date
University Course and Programs Committee Date Arkansas Higher Education Coordinating Board Approval/Notification Date

SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: [ ] Major/Field of Study [X] Minor [ ] Other Unit [ ] Policy
Level: [X] Undergraduate [ ] Graduate [ ] Law Effective Catalog Year

Program changes are effective with the next available catalog. See Academic Policy Series 1622.20

Current Name Agricultural Communications Minor

College, School, Division AFLS Department Code AEED

Current Code (6 digit Alpha) ACOM-M Proposed Code (6 digit Alpha)
Prior approval from the Office of the Registrar is required.

[ ] Interdisciplinary Program CIP Code 01.0802
Prior assignment from Office of Institutional Research is required.

Proposed Name
When a program name is changed, enrollment of current students reflects the new name.

SECTION III: Add a New Program/Unit

[ ] For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE
http://www.adhe.edu/divisions/academicaffairs/Pages/aa\_academicproposals.aspx

[ ] Program proposal uses courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here:

SECTION IV: Eliminate an Existing Program/Unit

Code/Name Effective Catalog Year
No new students admitted to program after Term: Year:
Allow students in program to complete under this program until Term: Year:

SECTION V: Proposed Changes to an Existing Program or Program Policies

**Insert here a statement of the exact changes to be made: Add AGED 2143 – Introduction to Agricultural Communications as required course, Delete AGME 2903 – APPL Microcomputers, Add AGED 4443 – Principles of Tech Change and AGED 4543 – Ag Publications as concentration electives.**

Check if either of these boxes apply and provide the necessary signature:

- Program change proposal adds courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: \_\_\_\_\_
- Program change proposal deletes courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: \_\_\_\_\_

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change in Program Policies

### **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**Add AGED 2143 – Introduction to Agricultural Communications – added as required course in ACOM concentration and minor. Delete AGME 2903 – APPL Microcomputers – students meet this requirement for their college major. Add AGED 4443 and AGED 4543 – these courses are offered to all ACOM concentration.**

### **SECTION VII: Catalog Text and Format**

*In the box below, insert the current catalog text which is to be changed, with changes highlighted with the color yellow. Include all proposed changes identified in Section V. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate. If you are proposing a new program, give proposed text with all of the elements listed below. If you are proposing modified text, include these elements as appropriate.*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.
- State eight-semester plan requirements

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

#### **Minor in Agricultural Communications (ACOM-M)**

The Agricultural Communications Minor will consist of 18 hours to include the following:

- AGED 2143 Introduction to Agricultural Communications
- AGED 3142/3141L Agricultural Communications and lab
- AGME 2903 Application of Microcomputers

\_\_ JOUR 1033 Fundamentals of Journalism with lab component

Choose 9 hours from:

\_\_ AGED 3243 Ag Reporting and Feature Writing

\_\_ AGED 3942 Professional Development in Ag Communications

\_\_ AGED 4143 Electronic Communications in Agriculture

\_\_ AGED 4243 Graphic Design in AFLS Productions

\_\_ AGED 4343 Communication Campaigns in Agriculture

[AGED 4443 Principles of Tech Change](#)

[AGED 4543 Ag Publications](#)

A student planning to minor in Agricultural [Communications Education](#) must notify the program adviser.

## SECTION VIII: Action Recorded by Registrar's Office

### PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_

SUBJ \_\_\_\_\_

CIP \_\_\_\_\_

CRTS \_\_\_\_\_

DGRE \_\_\_\_\_

PGCT \_\_\_\_\_

OFFC&CRTY VALID \_\_\_\_\_

### REPORTING CODES

PROG. DEF. \_\_\_\_\_

REQ. DEF. \_\_\_\_\_

Initials \_\_\_\_\_

Date \_\_\_\_\_

### Distribution

Notification to:

(1) College

(2) Department

(3) Admissions

(4) Institutional Research

(5) Continuing Education

(6) Graduate School

(7) Treasurer

(8) Undergraduate Program Committee

5/12/08