

FACULTY AGENDA ITEM

Date: 3/18/2024

Submitted by: Maria Stover, x. 1802

Subject: New Technical Communication Certificate

Description: This certificate will support any student wishing to gain practice and credentials in technical communication (both writing and speaking), including the writing of texts to document processes (e.g., manuals or instructional materials), provide instructions or explanations, or share technical information, as well as grant writing, and technical presentations. This certificate is especially appropriate for majors in the natural sciences, social sciences, computer science, healthcare fields, English, mass media, and communication studies. This certificate will document to future employers that writing and presentation skills cover a wide range of styles and approaches in the technical arena.

Rationale: This certificate will support any student wishing to gain practice and credentials in technical communication (both writing and speaking), including the writing of texts to document processes (e.g., manuals or instructional materials), provide instructions or explanations, or share technical information, as well as grant writing, and technical presentations. This certificate is especially appropriate for majors in the natural sciences, social sciences, computer science, healthcare fields, English, mass media, and communication studies. This certificate will document to future employers that writing and presentation skills cover a wide range of styles and approaches in the technical arena.

The occupational outlook for careers related to technical communication is bright, and the Kansas Department of Education has identified this area as a high-demand, high-paying area for the state.

Financial Implications: None indicated.

Proposed Effective Date: Fall 2024

Request for Action: Approval by AAC/FS/ Gen Fac/WUBOR

Approved by: AAC on 3/18/2024

Faculty Senate on date

Attachments: **Yes X** No **_**

New Program Proposal

Date Submitted: 02/14/24 10:47 am

Viewing: : **Technical Communication Certificate**

Last edit: 03/19/24 9:05 am

Changes proposed by: Maria Stover (maria.stover)

Catalog Pages Using [Technical Communication, Certificate](#)
this Program

In Workflow

- 1. AA Committee
- 2. Faculty Senate
- 3. General Faculty
- 4. WUBOR
- 5. Final Acad Ops
- 6. Registrar

Approval Path

- 1. 03/19/24 9:05 am
Holly Broxterman
(holly.broxterman):
Approved for AA
Committee

General Information

Effective Catalog Edition	2024-2025
Department	College of Arts and Sciences
College	College of Arts and Sciences
Division	
Degree Level	Undergraduate
Program Title	Technical Communication Certificate
Degree to be Offered	Certificate (CERT)
Is this program offered completely online?	No
Does this program lead to a teaching certification?	No
Program Code	
Is this program an interdisciplinary program?	No
CIP Code	090908 - Technical and Scientific Communication.
Modality	

New Program Header

Statement of Justification/Rationale for Offering the Program

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Program Demand The occupational outlook for careers related to technical communication is bright, and the Kansas Department of Education has identified this area as a high-demand, high-paying area for the state. (Data from O*Net, which is updated regularly and is developed under the sponsorship of the U.S. Department of Labor/Employment and Training Administration).

Projected Enrollment for the Initial Three Years of the Program

Implementation

Year 2

Full-Time Headcount Per Year

-

Part-Time Headcount Per Year

-

Full-Time Sem Credit Hrs Per Year

-

Part-Time Sem Credit Hrs Per Year

-

Year 3

Full-Time Headcount Per Year

-

Part-Time Headcount Per Year

-

Full-Time Sem Credit Hrs Per Year

-

Part-Time Sem Credit Hrs Per Year

-

Employment

Opportunity

Information

Admission and Curriculum

Admission Criteria

Total Number of Semester Credit Hours for the Degree

Curriculum

This certificate requires a minimum of 12 credit hours, including 6 credit hours in two required classes and 6 credit hours to be taken from approved courses from two different distribution areas (1) oral communication; and (2) specialized communication. Students must have a grade of “C” or better in each course. A minimum of six hours used to meet the certificate requirements must be earned in residence at Washburn University. Students may request alternate coursework be accepted toward the minor. Students should make these requests prior to completing coursework.

Required Courses

EN 208

Professional Writing

3

EN 308

Scientific and Technical Writing

3

Subtotal

6

Oral Communication Courses

Select at least once course from the following:

CN 150

Public Speaking

CN 306

Health Communication

CN 341

Persuasive Speaking

CN 353

Environmental Communication

Specialized Communication Courses

Select at least one course from the following:

EN 207

Beginning Nonfiction Writing

EN 312

Theories of Persuasive Writing

MM 199

Professional Media Applications

MM 202

Professional Media Writing

MM 321

Advanced Professional Media Applications

MM 403

Advanced Professional Media Writing

PO 374

Topics: Public Administration (Section Name: Grant Writing)

Total Hours

12

Pathway

Faculty Workload Analysis

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files [Interdisciplinary Minor Division Vote.pdf](#)

Reviewer
Comments

Holly Broxterman (holly.broxterman) (02/20/24 11:56 am): To streamline division voting process and to meet governance deadlines (unable to run parallel voting in CourseLeaf), Maria Stover coordinated the process via paper. Attached are the division voting results - all divisions have voted to approve.

Holly Broxterman (holly.broxterman) (03/07/24 9:28 am): 3/7/2024 - Approved in CFCCC, CFC and 3/5/24 CAS Meeting via paper process. Approved by Dr. Erby to move to AAC queue for 3/18 AAC meeting.

Holly Broxterman (holly.broxterman) (03/19/24 9:05 am): Approved in 3/18/24 Academic Affairs Committee Meeting.